



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 18 December 2018

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 18/12/2018 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00pm

SEAN FLETCHER
ACTING CHIEF EXECUTIVE OFFICER

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

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

Present:

Cr HR Thomson

Shire President

Cr T Young

Deputy Shire President

Cr D Douglas

Cr P Morrell

Cr T Brown

Cr M Trimming

Sean Fletcher

Sue Dowson

Acting CEO

Deputy CEO

Apologies:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Gen Harvey NRM Officer WWLZ will present the WWLZ Annual Report.

Dr Lenore Lyons Executive Director Great Southern Centre for Outdoor Recreation Excellence will make a presentation of Great southern Regional Trails Master Plan.

6. APPLICATIONS FOR LEAVE OF ABSENCE

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

8. CONFIRMATION OF COUNCIL MEETING MINUTES:**8.1. ORDINARY MEETING OF COUNCIL HELD – 20/11/2018****COUNCIL DECISION**

That the Minutes of the Ordinary Meeting of Council held 20 November 2018 be confirmed as a true and correct record of proceedings without amendment.

9. CONFIRMATION OF OTHER MEETING MINUTES:

Nil

10. OFFICER'S REPORTS

10.1 CLOSE MEETING TO THE PUBLIC – CONFIDENTIAL - SHARED CHIEF EXECUTIVE OFFICER – APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER

Proponent	Acting CEO
Owner	N/A
Location/Address	N/A
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	18 December 2018
Previous Reports	Nil
Disclosure of any Interest	Impartial Interest – Matter Regarding Employment of CEO
File Reference	X
Attachments	Nil

BRIEF SUMMARY

Council is advised to close the meeting to the public so that it can review two confidential Items:

1. The offer from the Shire to consider discussions regarding the possibility of sharing a Chief Executive Officer.
2. The appointment of the preferred candidate as the new Chief Executive Officer for the Shire of Woodanilling

OFFICER'S RECOMMENDATION – ITEM 10.1 CLOSE MEETING TO THE PUBLIC

That Council under section 5.23(2)(a) and (h) of the *Local Government Act 1995* closes the meeting to the public so that:

1. It can discuss the matter affects an employee or employees and any other such matters as may be prescribed including Part 2 of the Act regarding the structure of a local government.
2. Consider the appointment of preferred candidate as the Shire of Woodanilling's Chief Executive Officer

10.2 SHARED CHIEF EXECUTIVE OFFICER – CONFIDENTIAL

Proponent	Shire
Owner	N/A
Location/Address	
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	18 December 2018
Previous Reports	Nil
Disclosure of any Interest	Impartial Interest – Matter Regarding Employment of CEO
File Reference	
Attachments	NO140 Letter – Shared Chief Executive Officer

OFFICER'S RECOMMENDATION – ITEM 10.2 SHARED CHIEF EXECUTIVE OFFICER – CONFIDENTIAL

That Council:

1. Authorises the Acting Chief Executive Officer to respond in writing to the Shire's offer for discussions regarding the possibility of a Shared Chief Executive Officer as follows:
 - a. Council thanks the Shire for its offer for a discussion regarding the possibilities of a Shared Chief Executive Officer.
 - b. Council is committed to completing the recruitment process for a new Chief Executive Officer at the Shire of Woodanilling and believes it will be in a position to make an appointment at its meeting on 18 December 2018.
 - c. Council is willing to hold broad ranging discussions with the Shire regarding the possibilities of a Shared Chief Executive Officer for the following reasons:
 - ❖ In the event that the current appointment process proves unsatisfactory;
 - ❖ It is always prudent to discuss the future of local government and the benefits of what alternative arrangements could bring to the respective communities regarding such benefits.
2. Under section 5.23(2) of the *Local Government Act 1995* re-opens the meeting to the public.

10.3 APPOINTMENT OF CHIEF EXECUTIVE OFFICER - CONFIDENTIAL

Proponent	Council
Owner	N/A
Location/Address	
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	18 December 2018
Previous Reports	OCM 16 October 2018 Items: 10.1 and 10.2
Disclosure of any Interest	Impartial Interest – Matter Regarding Employment of CEO
File Reference	4.2.2
Attachments	<ul style="list-style-type: none"> • Attachment 3.1 – Current CEO KPIs. Updated OCM September 2018 Item 15.2 • Attachment 3.2 – CEO Model Contract • Copies of the Interview Packages were issued to Councillors; • Final Selection Report from LO-Go Appointments - Pending

OFFICER'S RECOMMENDATION – ITEM 10.3 APPOINTMENT OF CHIEF EXECUTIVE OFFICER - CONFIDENTIAL

That Council:

1. In accordance with section of 5.36 of the *Local Government Act 1995*, approves an offer of employment to preferred candidate as the Shire's Chief Executive Officer.
2. Authorises the President and/or the President and Deputy President to make the offer of employment and to enter into contract negotiations with preferred candidate including agreeing on:
 - a. The final Total Reward Package;
 - b. Entering into discussions regarding the initial performance criteria;
 - c. Choice and use of house as the CEO's residence, pertinent usage of the car and other tools of trade;
 - d. A firm start date and expiry date as the Chief Executive Officer;
3. Arrange other matters that may be relevant including, but not limited to, an appropriate handover period with Mr Fletcher and associated matters.
4. Will meet at an appropriate time to make the formal and final appointment including accepting the contract of employment.

10.4 AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS

Proponent	Various
Owner	
Location/Address	
Author of Report	Sue Dowson, Deputy Chief Executive Officer
Date of Meeting	18 December 2018
Previous Reports	
Disclosure of any Interest	
File Reference	4.1.9
Attachments	Confidential applications under separate cover

BRIEF SUMMARY

To consider nominations for the Australia Day Community Citizenship and Sports Star Awards.

The Awards are:

- Community Citizen of the Year (Youth)
- Community Citizen of the Year (Senior)
- Active Citizenship (Group or Event)
- Shire of Woodanilling Sports Star of the Year (Under 25)
- Shire of Woodanilling Sports Star of the Year (Over 25)

BACKGROUND

Nominations closed on the 30th November 2018, and all nominations received will be tabled at the December Council meeting.

The Australia Day Council requires that all names are to be submitted by 10am 24th December 2018 to enable certificates to be ready for presentation on Australia Day.

The nomination form link was included on staff emails, on the Shire Website and Facebook page, the October Wongi and letters with nomination forms were sent to Community and sporting groups. Nomination forms were also emailed to councillors.

AUSTRALIA DAY AWARDS CRITERIA

SELECTION GUIDELINES

In choosing the recipients of the Australia Day Council WA Community Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community.

A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

Recipients will have been judged to have shown,

- Significant contribution to the local community.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

ELIGIBILITY CRITERIA

- Nominees should reside or work principally within the local authority making the award.
- Awards may be granted posthumously in recognition of recent achievements.
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.
- Sitting members of State, Federal and Local Government are not eligible.

Auspire – The Australia Day Council WA encourages all nominators to recognise and acknowledge those in their community displaying ideals of social justice, cultural diversity and social inclusion. We also want to highlight the importance that the reconciliation process plays in enabling people to feel valued and contribute more positively towards society.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995:

S.5.23. Meetings generally open to public

1. (1) Subject to subsection (2), the following are to be open to members of the public;
 - (a) All council meetings; and
 - (b) All meetings of any committee to which a local government power or duty has been delegated.
2. (2) If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part or the part if the meeting deals with any of the following –
 - (b) the personal affairs of any person;

POLICY IMPLICATIONS

N/A

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

As the Awards are kept secret until presentations, no consultation has occurred.

COMMENT

Council needs to note the eligibility criteria when considering these awards. This does not preclude Council from making a special award of its own, however it must abide by the Australia Day Award Criteria when nominating for these awards and the issuing of official certificates.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION –ITEM 10.4 AUSTRALIA DAY COMMUNITY CITIZENSHIP AWARDS

That Council consider this matter in committee, pursuant to S.5.23 (2) (b) of the Local Government Act.

10.5 EXIT INTERVIEW – ANNUAL AUDIT 2017/18 ANNUAL FINANCIAL STATEMENTS

Proponent	Office of the Auditor General
Owner	N/A
Location/Address	N/A
Author of Report	Sean Fletcher, Acting CEO
Date of Meeting	18 December 2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	4.3.4
Attachments	Attachment.1 –Report to the Audit Committee Attachment.2 - Audit Management Letter Attachment 3 - Draft Annual Financial Statements

BRIEF SUMMARY

The Audit Committee met via telephone on 18 December 2018 @ 3PM with Russell Harrison (Lincolns) and Kellie (Office of the Auditor General) to discuss the outcomes of the 2017/18 Annual Audit of the Shire's Annual Financial Statements.

BACKGROUND

The Audit Committee under the Audit Regulations has a function to assist the Auditor with the External Audit (Annual Audit) and to oversee any action that has arisen as a result of that audit.

The audited Annual Financial Statements must now be signed off by the Auditor General, hence they will not be available for inclusion in the Annual Report before its adoption deadline of 31 December 2018 deadline as required under the Act. This means the adoption of the Annual Report will need to be delayed.

The author has sought approval from the Minister for the adoption of the Annual Report to be adopted by 19 February 2019.

STATUTORY/LEGAL IMPLICATIONS

The relevant legislation regarding the annual financial statements and the annual report is as follows:

Local Government (Financial Management) Regulations

Regulation 51(2)

A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report.

Local Government Act 1995

5.53 Annual reports (in part)

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain — (f) the financial report for the financial year

5.54 Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

5.55 Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.27 Electors' general meetings (Annual Electors' Meeting)

- (1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

6.4 Financial report

6.4.4

(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and

(b) the annual financial report of the local government for the preceding financial year.

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions (in part) —

(a) to guide and assist the local government in carrying out —

(i) its functions under Part 6 of the Act; and Local Government (Audit) Regulations 1996

(ii) its functions relating to other audits and other matters related to financial management

(b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act

(c) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

(f) to oversee the implementation of any action that the local government —

(i) is required to take by section 7.12A(3)*; and

(ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a)**.

***Section 7.12A(3) requires a local government to examine an audit report received, determine any matters raised in the audit report require action and ensure appropriate action is taken regarding these matters**

**** Section 7.12A(4)(a) requires a report addressing any matters identified as significant by the auditor and the action it will take to address such matters.**

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

THEME 3: CIVIC LEADERSHIP

GOVERNANCE

GO.8

Councillor resourcing to ensure high level of compliance, ethics, skills & knowledge

GO.4 Financial management Plan – implementation and regular reporting on long term plan

GO.11 Corporate Risk Management Plan

CONSULTATION/COMMUNICATION

The Acting CEO has discussed this matter with the:

- Auditors (Russell Harrison and Chris Martain - Lincolns);
- Shire President

Councillors were also advised in the Weekly Update week ending 7 December 2018 on this matter and copies of the annual financial statements were issued for information.

COMMENT

It is apparent from the Auditor's report that there are two matters for the Audit Committee's attention:

2017/2018 Annual Audited Statements – Corrected Audit Misstatements

Finding

Audit testing identified that the bridge subclass was not revalued with all other Infrastructure assets in that asset class.

As a result, Management (CEO) had to seek an urgent valuation to ensure that Bridge amounts were accurately reflecting fair value. The valuation was undertaken resulting in an increase in value of \$529,435.

Risk Rating: Moderate

Moderate risks are those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

The author has yet to respond to the Management Letter, but will ensure that bridges will be revalued as part of the entire class it belongs to.

Deficiencies in Internal Controls

Auditor Comments

The auditor makes the following comments:

1. Bridge Infrastructure Revaluation. (Please refer to final management letter)
2. Trust and Reserve bank reconciliations were not carried out in June July and August 2018. We note now carried out since September.
3. Council Investment Policy to be amended to reflect prohibition on investment in terms exceeding 12 months, foreign currency and bond investments not to exceed 3 years (previously recommended in interim management letter)
4. EFT and cheque authorisation require only 1 authorisation up to \$99,999. Our interim management letter recommended a reduction in this threshold.

Author's Comments

- Item 1: As per previous comments in this report, the matter is in the process of being addressed.
- Item 2: Will need to be verified further.
- Item 3: It would seem Delegation 13 to the CEO is applicable – Investment of Surplus Funds. There does not seem to be an investment policy. There was evidence of a previous draft.
- Item 4: The author is in the process of reviewing this matter now he has the appropriate banking authority in place to do so.

It is recommended that the Audit Committee submits the outcomes of the exit interview with the Shire's Auditor and the Office of the Auditor General to the Council meeting on 18 December 2018.

VOTING REQUIREMENTS

Simple

OFFICER'S RECOMMENDATION – ITEM 10.5 EXIT INTERVIEW – ANNUAL AUDIT 2017/18 ANNUAL FINANCIAL STATEMENTS

That Council

1. Acknowledges the Audit Committee has held the exit interview regarding the audit of the Shire's 2017/2018 Annual Financial Statements.
2. Adopts the recommendations from the exit interview as follows:
 - a. To adopt the signed off 2017/2018 Annual Financial Statements once received from the Office of the Auditor General via the Shire's appointed Auditor (Lincolns);
 - b. That under Regulation 16 of the *Local Government (Audit) Regulations* 1996, in conjunction with the CEO, Council is satisfied for the Audit Committee to:
 - Oversee the required actions from the Auditor's Report;
 - Prepare the necessary report addressing the matters concerned;
 - Present the prepared report to Council so that a copy may then be forwarded to the Minister.



Shire of Woodanilling

REPORT TO THE AUDIT COMMITTEE
FOR THE YEAR ENDED 30 JUNE 2018

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1. EXECUTIVE SUMMARY

Purpose	<p>This report summarises significant audit findings and matters which have come to our attention during our audit of the financial statements of the Shire of Woodanilling for the financial year ended 30 June 2018.</p> <p>This report is provided to enable the Audit Committee to clarify outstanding issues with us and discuss key audit findings. It includes only those audit matters of governance interest that have come to our attention as a result of the performance of our audit. An audit of financial statements is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not usually identify all such matters.</p>
Audit status	<p>We have substantially completed our audit for the year ended 30 June 2018 except for:</p> <ul style="list-style-type: none">▪ Subsequent events review▪ Receipt of signed Management Representation Letter▪ Receipt of signed Financial Statements <p>We expect to recommend to the Office of the Auditor General an unmodified audit report after these matters are completed.</p>
Audit misstatements	<p>A list of corrected and uncorrected differences is included in Section 5. Additionally, corrected and uncorrected misstatements in presentations and disclosures are discussed in this section.</p>
Disclaimer	<p>This report is provided solely for the information of the Shire of Woodanilling and is not to be copied, quoted or referred to without prior written consent.</p>

2. AUDIT SCOPE

Lincolns conducted an independent audit on behalf of the Office of the Auditor General (OAG) in order to enable the Auditor General to express an opinion to the Council on the financial report of Shire of Woodanilling for the year ended 30 June 2018. Our audit was conducted in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We perform procedures to assess whether in all material respects the financial report presents fairly, in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996, a view which is consistent with our understanding of the Shire of Woodanilling's financial position and of its performance as represented by the results of its operations, changes in equity and cash flows.

Our audit procedures included;

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- evaluating the appropriateness of accounting policies and disclosures used, the reasonableness of accounting estimates

We considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures.

An audit is not designed to identify all matters that may be relevant to the accountable authority and management, nor to relieve management or those in charge of governance of their responsibilities. Accordingly, this report includes only those matters that have come to our attention as a result of performing our audit.

3. AUDIT FOCUS

We refer to our audit plan where we identified areas for potential for increased audit risk and our planned responses in the audit.

The following presents our audit findings in these areas.

Area of Risk	Audit Outcomes
Grant Funding and Other Revenue	<ul style="list-style-type: none"> Where significant, grant revenue was agreed to third party documentation. Risk of fraud in the revenue cycle was also considered including testing of key controls and analytical review. We also reviewed related party transactions.
Rates	<ul style="list-style-type: none"> Audit work included the following: <ul style="list-style-type: none"> Rateable values agreed to the Valuer General rates. We checked control procedures for the transfer of rates from Valuer General to Internal Software system. Testing of rates notices was undertaken both on a sample basis and analytically.
Expenses	<ul style="list-style-type: none"> Our audit of expenses included testing of key financial controls over the recognition of expenses, vouching significant expenses and analytical reviews.
Payroll/Provisions	<ul style="list-style-type: none"> Audit sampling tested pay-run to the following: <ul style="list-style-type: none"> Employee awards Employee contracts Check calculation of superannuation and tax Check authority to deduct salary sacrifice Check the control procedures in payroll department in line with internal policies Our audit of provisions included reviewing the reasonableness of assumptions used to calculate annual leave and long service leave Analytical review
Management's monitoring of the control environment	<ul style="list-style-type: none"> We reviewed council minutes for the following: <ul style="list-style-type: none"> Process for reviewing internal control procedures including evidence of periodic review of policy manual. Management's implementation and monitoring of new control procedures. Management's implementation and monitoring for amending current control procedures.

Management Override of Controls	<ul style="list-style-type: none">• Audit processes were undertaken to:<ul style="list-style-type: none">• Sample test and judgementally review general journals• Understand and test the adequacy and effectiveness of division of duties• Controls testing• Substantive procedures
Revaluation of assets	<ul style="list-style-type: none">• Audit processes were undertaken to:<ul style="list-style-type: none">• Evaluate skills, qualifications and expertise of independent valuer• Evaluate valuation methodology to ensure consistent with Standards and assumptions reasonable• Ensure completeness and validity of uptake to asset register by agreeing to valuation report• Ensure depreciation basis correctly reflects rates and remaining useful life by agreeing asset register to valuation report

4. AUDIT & ACCOUNTING ISSUES

4.1 Significant Adverse Trends

Following Office of the Auditor General guidelines, the following significant adverse trends occurred;

- The Operating Surplus Ratio is below the DLGSCI standard and has been for the past 3 years
- The Own Source Revenue Coverage Ratio is below the DLGSCI standard and has been for the past 3 years

4.2 Other Matters

5. AUDIT FINDINGS

5.1 Uncorrected Audit Misstatements

	Financial Statements Accounts Impacted	Statement of Financial Position Adjustment	Effect on Operation Surplus	Effect on Other Comprehensive Income	Comment
	NIL				

5.2 Corrected Audit Misstatements

	Financial Statements Accounts Impacted	Statement of Financial Position Adjustment	Effect on Operating Surplus	Effect on Other Comprehensive Income	Comment
1.	Bridges and drainage Asset Bridges – Accumulated Depreciation Changes in revaluation of non-current Assets	\$631,464 -\$102,029		\$529,435	Bridge infrastructure revaluation not completed prior to audit now brought to account

5.3 Deficiencies in Internal Controls Noted

1. Bridge Infrastructure Revaluation. (Please refer to final management letter)
2. Trust and Reserve bank reconciliations were not carried out in June July and August 2018.
We note now carried out since September.
3. Council Investment Policy to be amended to reflect prohibition on investment in terms exceeding 12 months, foreign currency and bond investments not to exceed 3 years.
(previously recommended in interim management letter)
4. EFT and cheque authorisation require only 1 authorisation up to \$99,999. Our interim management letter recommended a reduction in this threshold.

6. ACTIONS / ISSUES FOR NEXT YEAR'S AUDIT

Nil

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Bridge Infrastructure Revaluation		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

1. Bridge Infrastructure Revaluation

Finding

Audit testing identified that the bridge subclass was not revalued with all other Infrastructure assets in that asset class.

As a result, Management had to seek an urgent valuation to ensure that Bridge amounts were accurately reflecting fair value. The valuation was undertaken resulting in an increase in value of \$529,435.

Rating: Moderate

Implication

When a class of assets are revalued, the entire class is to be revalued in accordance with accounting standards. Otherwise, there will be inconsistent valuation approaches within an asset class, which may mislead users.

Recommendation

Management should ensure that valuations are carried out for an entire class of assets at the same time.

Management Comment

Noted

Responsible Person: Sean Fletcher, Acting Chief Executive Officer

Completion Date: 11 December 2018

SHIRE OF WOODANILLING
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

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COMMUNITY VISION

In 2022 the Shire of Woodanilling will be a Shire that is energetic and progressive with a strong connection to its community and environment. It will be a Shire that embraces its independence and encourages the sustainable development of the natural environment through ways that value the cultural heritage and sense of place provided by living in Woodanilling.

Principal place of business:

3316 Robinson Road
Woodanilling WA 6316.

SHIRE OF WOODANILLING
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Woodanilling for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Shire of Woodanilling at 30 June 2018 and the results of the operations for the financial year then ended in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the _____ day of _____ 2018

Chief Executive Officer

Belinda K Knight

Name of Chief Executive Officer

STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
Rates	18(a)	687,398	681,754	633,062
Operating grants, subsidies and contributions	2(a)	2,577,200	3,583,032	1,461,426
Fees and charges	2(a)	325,219	328,170	337,678
Interest earnings	2(a)	13,251	14,000	14,919
Other revenue	2(a)	(156)	600	(2,224)
		3,602,912	4,607,556	2,444,861
Expenses				
Employee costs		(1,011,154)	(981,485)	(942,923)
Materials and contracts		(1,803,839)	(3,636,488)	(612,424)
Utility charges		(82,128)	(53,300)	(51,154)
Depreciation on non-current assets	9(b)	(803,333)	(1,025,214)	(921,356)
Insurance expenses		(75,767)	(82,150)	(80,176)
Other expenditure		(251,692)	101,854	59,156
		(4,027,913)	(5,676,783)	(2,548,877)
		(425,001)	(1,069,227)	(104,016)
Non-operating grants, subsidies and contributions	2(a)	659,132	1,434,695	1,329,006
Profit on asset disposals	9(a)	0	0	388
(Loss) on asset disposals	9(a)	(6,323)	0	(3,262)
(Loss) on revaluation of land and buildings	7(b)	0	0	(56,550)
Net result		227,808	365,468	1,165,566
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	10	4,901,300	0	(1,125,489)
Total other comprehensive income		4,901,300	0	(1,125,489)
Total comprehensive income		5,129,108	365,468	40,077

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

STATEMENT OF COMPREHENSIVE INCOME Council Meeting Agenda
BY PROGRAM
FOR THE YEAR ENDED 30TH JUNE 2018

18 December 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue	2(a)			
Governance		9,311	6,700	900
General purpose funding		1,519,630	1,076,231	1,894,602
Law, order, public safety		151,503	48,935	48,379
Health		470	525	265
Education and welfare		95,204	99,610	57,690
Housing		15,107	11,210	13,799
Community amenities		31,068	27,450	30,569
Recreation and culture		1,233	4,985	2,836
Transport		1,708,976	3,253,730	341,578
Economic services		35,907	18,500	9,351
Other property and services		34,503	59,680	44,892
		3,602,912	4,607,556	2,444,861
Expenses	2(a)			
Governance		(180,995)	(194,030)	(172,413)
General purpose funding		(16,744)	(18,700)	(12,050)
Law, order, public safety		(240,636)	(146,130)	(136,829)
Health		(39,358)	(44,265)	(49,336)
Education and welfare		(51,055)	(53,790)	(42,468)
Housing		(43,440)	(43,434)	(53,720)
Community amenities		(121,375)	(138,645)	(136,574)
Recreation and culture		(215,930)	(219,790)	(188,313)
Transport		(3,020,161)	(4,706,574)	(1,722,601)
Economic services		(79,046)	(59,425)	(40,093)
Other property and services		(19,173)	(52,000)	5,520
		(4,027,913)	(5,676,783)	(2,548,877)
		(425,001)	(1,069,227)	(104,016)
Non-operating grants, subsidies and contributions	2(a)	659,132	1,434,695	1,329,006
Profit on disposal of assets	9(a)	0	0	388
(Loss) on disposal of assets	9(a)	(6,323)	0	(3,262)
(Loss) on revaluation of land and buildings	7(b)	0	0	(56,550)
		652,809	1,434,695	1,269,582
Net result		227,808	365,468	1,165,566
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	10	4,901,300	0	(1,125,489)
Total other comprehensive income		4,901,300	0	(1,125,489)
Total comprehensive income		5,129,108	365,468	40,077

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

STATEMENT OF FINANCIAL POSITION

AS AT 30TH JUNE 2018

	NOTE	2018	2017
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	1,065,643	1,565,765
Trade and other receivables	5	933,827	153,998
Inventories	6	16,210	15,887
TOTAL CURRENT ASSETS		2,015,680	1,735,650
NON-CURRENT ASSETS			
Other receivables	5	31,026	31,026
Property, plant and equipment	7	7,310,357	7,647,522
Infrastructure	8	24,617,839	19,147,754
TOTAL NON-CURRENT ASSETS		31,959,222	26,826,302
TOTAL ASSETS		33,974,902	28,561,952
CURRENT LIABILITIES			
Trade and other payables	11	357,199	94,705
Provisions	13	141,627	158,125
TOTAL CURRENT LIABILITIES		498,826	252,830
NON-CURRENT LIABILITIES			
Provisions	13	59,962	22,116
TOTAL NON-CURRENT LIABILITIES		59,962	22,116
TOTAL LIABILITIES		558,788	274,946
NET ASSETS		33,416,114	28,287,006
EQUITY			
Retained surplus		14,175,484	13,368,538
Reserves - cash backed	4	224,167	803,305
Revaluation surplus	10	19,016,463	14,115,163
TOTAL EQUITY		33,416,114	28,287,006

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

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	RESERVES			TOTAL EQUITY
		RETAINED SURPLUS	CASH BACKED	REVALUATION SURPLUS	
		\$	\$	\$	\$
Balance as at 1 July 2016		12,243,336	762,941	15,240,652	28,246,929
Comprehensive income					
Net result		1,165,566	0	0	1,165,566
Changes on revaluation of assets	10	0	0	(1,125,489)	(1,125,489)
Total comprehensive income		1,165,566	0	(1,125,489)	40,077
Transfers from/(to) reserves		(40,364)	40,364	0	0
Balance as at 30 June 2017		13,368,538	803,305	14,115,163	28,287,006
Comprehensive income					
Net result		227,808	0	0	227,808
Changes on revaluation of assets	10	0	0	4,901,300	4,901,300
Total comprehensive income		227,808	0	4,901,300	5,129,108
Transfers from/(to) reserves		579,138	(579,138)	0	0
Balance as at 30 June 2018		14,175,484	224,167	19,016,463	33,416,114

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30TH JUNE 2018

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		696,453	681,754	632,104
Operating grants, subsidies and contributions		1,800,281	3,584,082	1,389,164
Fees and charges		325,219	328,170	337,678
Interest earnings		13,251	14,000	14,919
Goods and services tax		167,340	0	0
Other revenue		(156)	600	(2,224)
		3,002,388	4,608,606	2,371,641
Payments				
Employee costs		(990,113)	(981,485)	(925,054)
Materials and contracts		(1,541,361)	(3,636,488)	(593,598)
Utility charges		(82,128)	(53,300)	(51,154)
Insurance expenses		(75,767)	(82,150)	(80,176)
Goods and services tax		(179,305)	0	0
Other expenditure		(251,692)	101,854	59,156
		(3,120,366)	(4,651,569)	(1,590,826)
Net cash provided by (used in) operating activities	14	(117,978)	(42,963)	780,815
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(62,300)	(1,199,250)	(914,994)
Payments for construction of infrastructure		(990,794)	(1,120,550)	(559,517)
Non-operating grants, subsidies and contributions		659,132	1,434,695	1,329,006
Proceeds from sale of fixed assets		11,818	240,000	68,182
Net cash provided by (used in) investment activities		(382,144)	(645,105)	(77,323)
Net increase (decrease) in cash held		(500,122)	(688,068)	703,492
Cash at beginning of year		1,565,765	1,557,828	862,273
Cash and cash equivalents at the end of the year		1,065,643	869,760	1,565,765

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

RATE SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2018

Council Meeting Agenda

18 December 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)				
		679,515	457,383	(21,798)
		679,515	457,383	(21,798)
Revenue from operating activities (excluding rates)				
Governance		9,311	6,700	900
General purpose funding		833,582	394,477	1,261,540
Law, order, public safety		151,503	48,935	48,379
Health		470	525	265
Education and welfare		95,204	99,610	57,690
Housing		15,107	11,210	13,799
Community amenities		31,068	27,450	30,569
Recreation and culture		1,233	4,985	2,836
Transport		1,708,976	3,253,730	341,966
Economic services		35,907	18,500	9,351
Other property and services		34,503	59,680	44,892
		2,916,864	3,925,802	1,812,188
Expenditure from operating activities				
Governance		(180,995)	(194,030)	(172,413)
General purpose funding		(16,744)	(18,700)	(12,050)
Law, order, public safety		(240,636)	(146,130)	(136,829)
Health		(39,358)	(44,265)	(49,336)
Education and welfare		(51,055)	(53,790)	(42,468)
Housing		(43,440)	(43,434)	(53,720)
Community amenities		(121,375)	(138,645)	(136,574)
Recreation and culture		(215,930)	(219,790)	(188,313)
Transport		(3,026,484)	(4,706,574)	(1,725,863)
Economic services		(79,046)	(59,425)	(40,093)
Other property and services		(19,173)	(52,000)	(51,030)
		(4,034,236)	(5,676,783)	(2,608,689)
Operating activities excluded				
(Profit) on disposal of assets	9(a)	0	0	(388)
Loss on disposal of assets	9(a)	6,323	0	3,262
Movement in employee benefit provisions (non-current)		37,846	0	1,659
Depreciation and amortisation on assets	9(b)	803,333	1,025,214	921,356
Amount attributable to operating activities		409,645	(268,384)	164,140
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		659,132	1,434,695	1,329,006
Proceeds from disposal of assets	9(a)	11,818	240,000	68,182
Purchase of land held for resale		0	0	0
Purchase of property, plant and equipment	7(b)	(62,300)	(1,199,250)	(914,994)
Purchase and construction of infrastructure	8(b)	(990,794)	(1,120,550)	(559,517)
Amount attributable to investing activities		(382,144)	(645,105)	(77,323)
FINANCING ACTIVITIES				
Transfers to reserves (restricted assets)	4	(216,730)	(59,830)	(153,871)
Transfers from reserves (restricted assets)	4	795,868	330,547	113,507
Amount attributable to financing activities		579,138	270,717	(40,364)
Surplus(deficiency) before general rates		606,639	(642,772)	46,453
Total amount raised from general rates	18	686,048	681,754	633,062
Net current assets at June 30 c/fwd - surplus/(deficit)	19	1,292,687	38,982	679,515

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

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations.), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. 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.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make 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 appears at Note 22 to these financial statements.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Crown Land

Crown Land Not Under Roads

Crown land other than land under roads is prohibited from being recorded as an asset of the local government except where it is a golf course, showground, racecourse or any other sporting or recreational facility of state or regional significance.

Land under roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

2. REVENUE AND EXPENSES

(a) Revenue

Other revenue

	2018 Actual	2017 Actual
	\$	\$
Other	(156)	(2,224)
	(156)	(2,224)

Fees and Charges

Governance	3,780	808
General purpose funding	910	1,370
Law, order, public safety	5,448	24,069
Health	470	265
Education and welfare	52,916	31,776
Housing	12,480	8,340
Community amenities	31,068	30,569
Recreation and culture	1,233	2,822
Transport	179,562	225,640
Economic services	35,907	9,351
Other property and services	1,445	2,668
	325,219	337,678

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

Significant revenue

	2018	2017
	\$	\$
Early payment of WA Local Government Grants		
Commission Financial Assistance Grant	436,534	432,488
Amount of reimbursement for flood damage received	1,488,672	47,748

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Grant Revenue

Grants, subsidies and contributions are included as operating and non-operating revenues in the Statement of Comprehensive Income:

	2018	2017
	\$	\$
Operating grants, subsidies and contributions		
Governance	5,755	174
General purpose funding	817,502	1,244,735
Law, order, public safety	146,356	25,445
Education and welfare	42,289	25,914
Housing	2,627	5,459
Transport	1,529,615	117,473
Other property and services	33,056	42,226
	2,577,200	1,461,426
Non-operating grants, subsidies and contributions		
Education and welfare	6,706	610,718
Recreation and culture	42,400	0
Transport	610,026	718,288
	659,132	1,329,006
Total grants, subsidies and contributions	3,236,332	2,790,432

SIGNIFICANT ACCOUNTING POLICIES

Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

Grants, Donations and Other Contributions (Continued)

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 17. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

Interest earnings

- Reserve funds
- Other funds
Other interest revenue (refer note 18(c))

2018 Actual	2018 Budget	2017 Actual
\$	\$	\$
8,630	6,000	10,423
764	500	562
3,857	7,500	3,934
13,251	14,000	14,919

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report

Significant Expenses

Expenditure on flood damage re-instatement

Revaluation of Assets through profit and loss

2018	2017
\$	\$
18,356	27,222
18,356	27,222
1,636,270	63,967
0	56,550

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018**

3. CASH AND CASH EQUIVALENTS

	NOTE	2018 \$	2017 \$
Unrestricted		806,120	554,405
Restricted		259,523	1,011,360
		1,065,643	1,565,765
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Plant replacement reserve	4	160,000	400,263
Building reserve	4	15,000	25,081
Affordable housing reserve	4	36,460	22,347
Office equipment reserve	4	5,000	17,777
Recreation reserve	4	0	126,619
Road construction reserve	4	7,707	211,218
Unspent grants	17	35,356	208,056
		259,523	1,011,360

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk

Cash and cash equivalents (Continued)

of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

4. RESERVES - CASH BACKED

	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual	2018 Budget Opening Balance	2018 Budget Transfer to	2018 Budget Transfer (from)	2018 Budget Closing Balance	2017 Actual Opening Balance	2017 Actual Transfer to	2017 Actual Transfer (from)	2017 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant replacement reserve	400,263	160,000	(400,263)	160,000	399,122	8,410	(66,070)	341,462	291,066	109,197	0	400,263
Building reserve	25,081	15,000	(25,081)	15,000	25,009	8,950	0	33,959	137,056	1,532	(113,507)	25,081
Affordable housing reserve	22,347	36,730	(22,617)	36,460	22,283	37,470	0	59,753	355	21,992	0	22,347
Office equipment reserve	17,777	5,000	(17,777)	5,000	17,726	5,000	0	22,726	12,592	5,185	0	17,777
Recreation reserve	126,619	0	(126,619)	0	126,258	0	(1,955)	124,303	113,478	13,141	0	126,619
Road construction reserve	211,218	0	(203,511)	7,707	210,615	0	0	210,615	208,394	2,824	0	211,218
Grants paid in advance	0	0	0	0	262,522	0	(262,522)	0	0	0	0	0
	803,305	216,730	(795,868)	224,167	1,063,535	59,830	(330,547)	792,818	762,941	153,871	(113,507)	803,305

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
Plant replacement reserve	Perpetual	to be used for the purchase of major plant
Building reserve	Perpetual	to be used to meet requirements for providing new buildings for Council purposes
Affordable housing reserve	Perpetual	to be used to provide funding for future housing needs in the shire
Office equipment reserve	Perpetual	to be used for the purchase of office equipment
Recreation reserve	Perpetual	to be used to fund capital improvements & equipment at Woodanilling Recreation Reserve
Road construction reserve	Perpetual	to be used to fund road construction projects

5. TRADE AND OTHER RECEIVABLES

Current

Rates outstanding
Sundry debtors
Accrued income/payments in advance

Non-current

Investments - BKW Co-op Shares
Investment in LG House Units

Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

Rates outstanding

Includes:

Past due and not impaired

Sundry debtors

Includes:

Past due and not impaired

2018	2017
\$	\$
40,855	49,910
879,957	103,038
13,015	1,050
933,827	153,998
92	92
30,934	30,934
31,026	31,026
40,855	31,443
62,301	64,914

SIGNIFICANT ACCOUNTING POLICIES

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.

Classification and subsequent measurement

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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

6. INVENTORIES

Current

Fuel, oil & materials on hand

2018	2017
\$	\$
16,210	15,887
16,210	15,887

SIGNIFICANT ACCOUNTING POLICIES

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.

7 (a). PROPERTY, PLANT AND EQUIPMENT

	2018	2017
	\$	\$
Land and buildings		
Land - freehold land at:		
- Independent valuation 2017 - level 2	498,000	498,000
	498,000	498,000
Land - vested in and under the control of Council at:		
- Independent valuation 2017 - level 3	25,000	25,000
	25,000	25,000
Total land	523,000	523,000
Buildings - non-specialised at:		
- Independent valuation 2017 - level 2	5,433,644	5,423,228
Buildings - non-specialised - Less: accumulated depreciation	(138,558)	(30,405)
	5,295,086	5,392,823
Total buildings	5,295,086	5,392,823
Total land and buildings	5,818,086	5,915,823
Furniture and equipment at:		
- Management valuation 2016 - level 3	124,208	79,501
Furniture and equipment - Less: accumulated depreciation	(82,644)	(36,231)
	41,564	43,270
Plant and equipment at:		
- Independent valuation 2016 - level 2	3,072,679	3,078,161
Plant and equipment - Less: accumulated depreciation	(1,621,972)	(1,389,732)
	1,450,707	1,688,429
Total property, plant and equipment	7,310,357	7,647,522

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Buildings - non- specialised	Furniture and equipment	Plant and equipment	Work in progress	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	458,000	142,750	5,690,544	47,807	1,810,439	112,135	8,261,675
Additions	0	0	758,028	7,250	149,716	0	914,994
(Disposals)	0	0	(19)	0	(71,055)	0	(71,074)
Revaluation increments/ (decrements) transferred to revaluation surplus	40,000	(117,750)	(1,047,739)	0	0	0	(1,125,489)
Depreciation (expense)	0	0	(120,126)	(11,787)	(200,671)	0	(332,584)
Transfers	0	0	112,135	0	0	(112,135)	0
Carrying amount at 30 June 2017	498,000	25,000	5,392,823	43,270	1,688,429	0	7,647,522
Additions	0	0	10,416	11,590	40,294	0	62,300
(Disposals)	0	0	0	0	(18,141)	0	(18,141)
Depreciation (expense)	0	0	(108,153)	(13,296)	(259,875)	0	(381,324)
Carrying amount at 30 June 2018	498,000	25,000	5,295,086	41,564	1,450,707	0	7,310,357

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology	Independent registered valuers	June 2017	Price per hectare/market borrowing rate
Land - vested in and under the control of Council	3	Improvements to land valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Improvements to land using construction costs and current condition, residual values and remaining useful life assessments
Buildings - non-specialised	2	Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology	Independent registered valuers	June 2017	Price per square metre/market borrowing rate
Buildings - specialised	3	Improvements to buildings valued using cost approach using depreciated replacement cost	Independent registered valuers	June 2017	Improvements to buildings using constructions costs and current condition, residual values and remaining useful life assessments
Furniture and equipment	3	Cost approach using depreciated replacement cost	Management valuation	June 2016	Purchase costs and current condition, residual values and remaining useful life assessments
Plant and equipment	2	Market approach using recent observable market data for similar vehicles	Independent valuers	June 2016	Price per item

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

8 (a). INFRASTRUCTURE

Roads

- Management valuation 2016 - level 3
- Independent valuation 2018 - level 3

Roads - Less: accumulated depreciation

Footpaths

- Management valuation 2016 - level 3
- Independent valuation 2018 - level 3

Footpaths - Less: accumulated depreciation

Bridges & Drainage

- Management valuation 2016 - level 3
- Independent valuation 2018 - level 3

Bridges & Drainage - Less: accumulated depreciation

Parks & Ovals

- Management valuation 2016 - level 3

Parks & Ovals - Less: accumulated depreciation

2018	2017
\$	\$
0	22,255,996
21,359,772	0
(2,539,259)	(6,729,777)
18,820,513	15,526,219
0	184,525
184,525	0
(63,807)	(157,888)
120,718	26,637
0	6,139,940
7,004,042	0
(1,412,144)	(2,632,185)
5,591,898	3,507,755
355,625	355,625
(270,915)	(268,482)
84,710	87,143
24,617,839	19,147,754

Total infrastructure

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

8. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Roads	Footpaths	Bridges & Drainage	Parks & Ovals	Total Infrastructure
	\$	\$	\$	\$	\$
Balance at 1 July 2016	15,467,066	35,863	3,584,504	89,576	19,177,009
Additions	559,517	0	0	0	559,517
Depreciation (expense)	(500,364)	(9,226)	(76,749)	(2,433)	(588,772)
Carrying amount at 30 June 2017	15,526,219	26,637	3,507,755	87,143	19,147,754
Additions	990,794	0	0	0	990,794
Revaluation increments/ (decrements) transferred to revaluation surplus	2,637,101	103,307	2,160,892	0	4,901,300
Depreciation (expense)	(333,601)	(9,226)	(76,749)	(2,433)	(422,009)
Carrying amount at 30 June 2018	18,820,513	120,718	5,591,898	84,710	24,617,839

8. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Roads	3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Footpaths	3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Bridges & Drainage	3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs and current condition, residual values and remaining useful life assessments
Parks & Ovals	3	Cost approach using depreciated replacement cost	Management valuation	June 2016	Construction costs and current condition, residual values and remaining useful life assessments

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

9. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at 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 Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

9. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Profit	Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment								
Transport								
Toyota Hilux 4 x 4 - Leading Hand	18,141	11,818	0	(6,323)	35,000	35,000	0	0
Isuzu FXZ1550 Truck	0	0	0	0	163,965	163,965	0	0
Volvo BL71 Backhoe	0	0	0	0	41,035	41,035	0	0
	18,141	11,818	0	(6,323)	240,000	240,000	0	0

(b) Depreciation

	2018	2017
	\$	\$
Buildings - non-specialised	108,153	120,126
Furniture and equipment	13,296	11,787
Plant and equipment	259,875	200,671
Roads	333,601	500,364
Footpaths	9,226	9,226
Bridges & Drainage	76,749	76,749
Parks & Ovals	2,433	2,433
	803,333	921,356

9. FIXED ASSETS (Continued)

(b) Depreciation (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset’s useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation rates

Major depreciation periods used for each class of depreciable asset are:

Buildings	50 years
Furniture and equipment	4 to 10 years
Plant and equipment	3 to 15 years
Infrastructure formation	not depreciated
pavement	40 years
surface structure	33 years
footpaths	50 years
drainage	80 years
parks & ovals	50 years

Depreciation (Continued)

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

10. REVALUATION SURPLUS

	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	2018 Total Movement on Revaluation	2018 Closing Balance	2017 Opening Balance	2017 Revaluation (Decrement)	2017 Total Movement on Revaluation	2017 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus -Buildings - non-specialised	2,177,676	0	0	0	2,177,676	3,303,165	(1,125,489)	(1,125,489)	2,177,676
Revaluation surplus -Plant and equipment	439,679	0	0	0	439,679	439,679	0	0	439,679
Revaluation surplus - Roads	7,854,551	2,637,101	0	2,637,101	10,491,652	7,854,551	0	0	7,854,551
Revaluation surplus - Footpaths	0	103,307	0	103,307	103,307	0	0	0	0
Revaluation surplus - Bridges & Drainage	3,643,257	2,160,892	0	2,160,892	5,804,149	3,643,257	0	0	3,643,257
	14,115,163	4,901,300	0	4,901,300	19,016,463	15,240,652	(1,125,489)	(1,125,489)	14,115,163

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

11. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Accrued salaries and wages
Accrued expenses
Income received in advance

2018	2017
\$	\$
327,783	73,489
6,270	6,577
11,965	8,882
11,181	5,757
357,199	94,705

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

Trade and other payables (Continued)

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.

12. INFORMATION ON BORROWINGS (Continued)

2018	2017
\$	\$
2,000	2,000
(82)	0
1,918	2,000
NIL	NIL

(a) Undrawn Borrowing Facilities

Credit Standby Arrangements

Credit card limit
Credit card balance at balance date
Total amount of credit unused

Unused loan facilities at balance date

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

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

13. PROVISIONS

Opening balance at 1 July 2017

Current provisions
 Non-current provisions

Additional provision
 Amounts used

Balance at 30 June 2018

Comprises

Current
 Non-current

Provision for Annual Leave	Provision for Long Service Leave	Total
\$	\$	\$
87,314	70,811	158,125
0	22,116	22,116
87,314	92,927	180,241
69,519	10,141	79,660
(63,603)	5,291	(58,312)
93,230	108,359	201,589
93,230	48,397	141,627
0	59,962	59,962
93,230	108,359	201,589

SIGNIFICANT ACCOUNTING POLICIES

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 statement of financial position.

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

Other long-term employee benefits (Continued)

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.

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.

14. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	227,808	365,468	1,165,566
Non-cash flows in Net result:			
Depreciation	803,333	1,025,214	921,356
(Profit)/loss on sale of asset	6,323	0	2,874
Fair value adjustments to fixed assets at fair value through profit or loss	0	0	56,550
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(779,829)	1,050	(73,220)
(Increase)/decrease in inventories	(323)	0	13,955
Increase/(decrease) in payables	262,494	0	8,287
Increase/(decrease) in provisions	21,348	0	14,453
Grants contributions for the development of assets	(659,132)	(1,434,695)	(1,329,006)
Net cash from operating activities	(117,978)	(42,963)	780,815

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

15. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2018	2017
	\$	\$
Governance	77,724	0
General purpose funding	58,772	119,075
Law, order, public safety	385,523	270,678
Health	1,369,415	1,374,534
Housing	952,550	790,537
Community amenities	143,470	160,374
Recreation and culture	2,863,832	2,950,491
Transport	25,682,572	21,303,735
Economic services	0	1,592,528
Other property and services	1,291,181	0
Unallocated	1,149,863	0
	33,974,902	28,561,952

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

16. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Meeting Fees	19,336	23,100	26,254
President's allowance	5,926	5,926	5,926
Deputy President's allowance	4,936	2,976	2,837
Telecommunications allowance	4,550	6,300	0
	34,748	38,302	35,017

Key Management Personnel (KMP) Compensation Disclosure Not including Elected Members above

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2018	2017
	\$	\$
Short-term employee benefits	181,016	197,601
Post-employment benefits	29,554	26,223
Other long-term benefits	3,538	4,430
	214,108	228,254

Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Transactions with related parties

Transactions between related parties, and the Shire are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:

	2018	2017
	\$	\$
Sale of goods and services	0	73,048
Purchase of goods and services	10,114	0
Short term employee benefits - other related parties	70,304	0

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii Other related parties

Any associate person(s) of KMP employed by the Shire under normal employment terms and conditions

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

17. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening Balance ⁽¹⁾ 1/07/16	Received ⁽²⁾ 2016/17	Expended ⁽³⁾ 2016/17	Closing Balance ⁽¹⁾ 30/06/17	Received ⁽²⁾ 2017/18	Expended ⁽³⁾ 2017/18	Closing Balance 30/06/18
	\$	\$	\$	\$	\$	\$	\$
Transport							
Roads to Recovery	15,676	451,356	(258,976)	208,056	278,293	(450,993)	35,356
Total	15,676	451,356	(258,976)	208,056	278,293	(450,993)	35,356

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

18. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Value \$	Rate Revenue \$	Interim Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Total Revenue \$
Differential general rate / general rate								
Gross rental valuations								
General	0.0998	113	862,881	85,494	0	85,494	85,494	85,494
Unimproved valuations								
General	0.0058	194	104,714,580	604,906	(63)	604,843	602,698	602,698
Urban Farm	0.0499	5	139,184	6,942	0	6,942	6,942	6,942
Sub-Total		312	105,716,645	697,342	(63)	697,279	695,134	695,134
Minimum payment								
Gross rental valuations								
General	320	45	66,784	14,400	0	14,400	14,400	14,400
Unimproved valuations								
General	320	11	412,500	3,200	0	3,200	3,520	3,520
Sub-Total		56	479,284	17,600	0	17,600	17,920	17,920
		368	106,195,929	714,942	(63)	714,879	713,054	713,054
Discounts/concessions (refer note 18(b))						(28,831)		(31,300)
Total amount raised from general rate						686,048		681,754
Ex-gratia rates						1,350		0
Totals						687,398		681,754

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

19. NET CURRENT ASSETS

Composition of net current assets for
the purposes of the Rate Setting Statement

	2018 (30 June 2018 Carried Forward)	2018 (1 July 2017 Brought Forward)	2017 (30 June 2017 Carried Forward)
	\$	\$	\$
Surplus/(Deficit) 1 July 17 brought forward	1,292,687	679,515	679,515
CURRENT ASSETS			
Cash and cash equivalents			
Unrestricted	806,120	554,405	554,405
Restricted	259,523	1,011,360	1,011,360
Receivables			
Rates outstanding	40,855	49,910	49,910
Sundry debtors	879,957	103,038	103,038
Accrued income/payments in advance	13,015	1,050	1,050
Inventories			
Fuel, oil & materials on hand	16,210	15,887	15,887
LESS: CURRENT LIABILITIES			
Trade and other payables			
Sundry creditors	(327,783)	(73,489)	(73,489)
Accrued salaries and wages	(6,270)	(6,577)	(6,577)
Accrued expenses	(11,965)	(8,882)	(8,882)
Income received in advance	(11,181)	(5,757)	(5,757)
Provisions			
Provision for annual leave	(93,230)	(87,314)	(87,314)
Provision for long service leave	(48,397)	(70,811)	(70,811)
Unadjusted net current assets	1,516,854	1,482,820	1,482,820
Adjustments			
Less: Reserves - restricted cash	(224,167)	(803,305)	(803,305)
Adjusted net current assets - surplus/(deficit)	1,292,687	679,515	679,515

Difference

There was no difference between the surplus/(deficit) 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2017 audited financial report.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

20. FINANCIAL RISK MANAGEMENT

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	1,065,643	1,565,765	1,065,643	1,565,765
Receivables	933,827	153,998	933,827	153,998
	1,999,470	1,719,763	1,999,470	1,719,763
Financial liabilities				
Payables	357,199	94,705	357,199	86,418
	357,199	94,705	357,199	86,418

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings, held to maturity investments, estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

20. FINANCIAL RISK MANAGEMENT (Continued)

(a) Cash and Cash Equivalents

The Shire's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio. Council has an Investment Policy and the Policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

	2018	2017
	\$	\$
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	10,656	15,658
- Statement of Comprehensive Income	10,656	15,658

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible interest rate movements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

20. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

The Shire's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	2018	2017
	%	%
Percentage of rates and annual charges		
- Current	0.00%	37.00%
- Overdue	100.00%	63.00%
Percentage of other receivables		
- Current	92.92%	37.00%
- Overdue	7.08%	63.00%

20. FINANCIAL RISK MANAGEMENT (Continued)

(c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the Shire's Payables are set out in the Liquidity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
<u>2018</u>	\$	\$	\$	\$	\$
Payables	357,199	0	0	357,199	357,199
	357,199	0	0	357,199	357,199
<u>2017</u>					
Payables	94,705	0	0	94,705	94,705
	94,705	0	0	94,705	94,705

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

21. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	1 July 2017	Amounts Received	Amounts Paid	30 June 2018
	\$	\$	\$	\$
LCDC & Landcare Deposits	8,608	0	0	8,608
Unclaimed Monies	280	0	0	280
Woodanilling Wongi	2,867	0	(500)	2,367
Woodanilling Sport & Rec Assn.	415	175	0	590
Insurance Bonus Scheme	18,905	3,666	(1,317)	21,254
Bushfire Brigades	6,705	0	0	6,705
Heritage Scheme Fund	1,732	0	0	1,732
Other Bonds	0	850	0	850
	39,512			42,386

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	Title	Issued / Compiled	Applicable (1)	Impact
(i)	AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend on the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.</p>
(iii)	AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

	Title	Issued / Compiled	Applicable (1)	Impact
(iv)	AASB 1058 Income of Not-for-Profit Entities	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services. <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

Adoption of New and Revised Accounting Standards

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

- | | | |
|------|---|----------------|
| (i) | AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities | 1 January 2017 |
| (ii) | AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities | 1 January 2017 |

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

23. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire’s operational cycle. In the case of liabilities where the Shire 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 or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

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

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant’s ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model ,such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

24. ACTIVITIES/PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.
HOUSING	To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which will help the social well being.	Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic signs. Cleaning of streets.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.
OTHER PROPERTY AND SERVICES	To monitor and control the shires overhead operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30TH JUNE 2018

25. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	3.52	2.86	0.87
Asset consumption ratio	0.77	0.65	0.72
Asset renewal funding ratio	1.00	1.00	1.00
Asset sustainability ratio	0.83	0.70	0.60
Debt service cover ratio	N/A	N/A	N/A
Operating surplus ratio	(0.42)	(0.17)	(1.44)
Own source revenue coverage ratio	0.25	0.39	0.34

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Three of the ratios disclosed above were distorted by the early receipt of Financial Assistance Grants. In addition, two of the ratios were impacted by revenue and expenses associated with flood damage re-instatement which is considered one-off in nature.

	2017/18	2016/17	2015/16
	\$	\$	\$
Amount of Financial Assistance Grant received during the year relating to the subsequent year.	436,534	432,488	0
Amount of Financial Assistance Grant received in prior year relating to current year.	432,488	0	0
Amount of reimbursement for flood damage received	1,488,672	47,748	0
Expenditure on flood damage re-instatement	1,636,270	63,967	0

If the events detailed above did not occur, the impacted ratios in the 2018, 2017 and 2016 columns above would be as follows:

	2018	2017	2016
Current ratio	3.53	4.58	2.67
Operating surplus ratio	0.94	(0.60)	(1.07)
Own source revenue coverage ratio	(0.18)	0.39	0.34

10.6 COUNCIL MEETING DATES 2019

Proponent	Shire of Woodanilling
Owner	
Location/Address	
Author of Report	Colleen Pollard ASO
Date of Meeting	18 December 2018
Previous Reports	
Disclosure of any Interest	Nil
File Reference	4.1.15
Attachments	Policy 21

BRIEF SUMMARY

Council is being asked to adopt Council Meeting dates for the 2019 year.

BACKGROUND

In accordance with the Regulation 12 of the Local Government (Administration) Regulation 1996, Local Governments are required to give local public notice of the date, time and place with respect to ordinary council meetings and, committee meetings which are proposed to be open to members of the public and shall be held within the proceeding 12 month period.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 - Section 5.25(1)(g). Regulations about council and committee meetings and committees

Local Government (Administration) Regulations 1996 - Section 12. Meetings, public notice of

POLICY IMPLICATIONS

POLICY TYPE:	GOVERNANCE	POLICY NO:	21
DATE ADOPTED:	18/02/2014	DATE LAST REVIEWED:	15/05/2018
LEGAL (PARENT):	<i>Local Government Act 1995 – S5.3</i>	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	
ADOPTED POLICY			
TITLE:	Council Meeting Dates		
OBJECTIVE:	To set dates for Ordinary Meetings of Council		

POLICY STATEMENT

Council meetings will be held on every third Tuesday of each month and commence at 4:00pm, with the exception of January of each year when there will be no meeting.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Theme 3 CS.3 Ensure quality decision making by Council is supported by good policies, procedures and legislation

CONSULTATION/COMMUNICATION

Nil

COMMENT

The proposed meeting schedule for 2019 is as follows:

19 February 2019

19 March 2019

16 April 2019

21 May 2019

18 June 2019

16 July 2019

20 August 2019

17 September 2019

15 October 2019

19 November 2019

16 December 2019

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.6 COUNCIL MEETING DATES 2019

That:

1. Ordinary Council Meetings be scheduled for the third Tuesday of each month for 2019 commencing at 4.00pm with the following exception.
 - No scheduled meeting to be held in January.
2. The following dates be approved for the 2019 year for Council Meetings
 - 19 February 2019
 - 19 March 2019
 - 16 April 2019
 - 21 May 2019
 - 18 June 2019
 - 16 July 2019
 - 20 August 2019
 - 17 September 2019
 - 15 October 2019
 - 19 November 2019
 - 16 December 2019
3. Local public notice be given of the approved Council meeting dates for 2019.

10.7 TOWN PLANNING APPLICATION - PROPOSED SHED 14 WITHNELL ROAD

Proponent	D & K Stephens
Owner	D & K Stephens
Location/Address	Lot 99 (14) Withnell Road
Author of Report	Geoffrey Lush
Date of Meeting	18 December 2018
Previous Reports	
Disclosure of any Interest	
File Reference	
Attachments	Nil

BRIEF SUMMARY

To consider an application for an over sized outbuilding.

BACKGROUND

The subject land is Lot 99 Withnell Road which has an area of 0.5656 hectares. The applicants also own the adjoining lots with their house being on Lot 100.

The proposed outbuilding will be 9 X 12m (108m²) and located adjacent to an existing 6 X 6m shed. It will be located behind the rear setback of the dwelling being approximately 66m from Withnell Road.

STATUTORY/LEGAL IMPLICATIONSTown Planning Scheme No 1

The subject land is zoned Residential R5.

Local Planning Policy No 2 Sheds

The policy states that outbuildings will not require Planning Approval from Council in a Residential and provided that:

- A dwelling already exists on the lot subject to the application;
- The outbuilding does not exceed 72 m² in size;
- The outbuilding does not exceed 4.2m in height; and
- All buildings are setback from lot boundaries in accordance with the R Codes and BCA requirements.
- The outbuilding in the Residential Zone is placed behind the main residential building line.

Bushfire Prone land

All of the subject land is designated as being bushfire prone. As the outbuilding will be located more than 6m from the dwelling the AS3959 Construction of Buildings in Bushfire Prone Areas do not apply to it and it is not necessary for a Bushfire Attack Level (BAL) Assessment to be done.

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

There is an application fee of \$147.

STRATEGIC IMPLICATIONS

None

CONSULTATION/COMMUNICATION

Applicant

COMMENT

The applicants own multiple lots with a total area of 3 hectares. Locating the shed in area near the dwelling is appropriate and its size is not considered unreasonable.

The building will be zincalume rather than colourbond as the existing shed is also zincalume. There is semi screen planting along Withnell Road and also on the northern boundary of Lot 99. This screening and the setback from the road will reduce any visual impacts.

VOTING REQUIREMENTS

OFFICER'S RECOMMENDATION – ITEM 10.7 TOWN PLANNING APPLICATION – PROPOSED SHED 14 WITHNELL ROAD

That Council approve the use and development of an outbuilding on Lot 99 Withnell Road subject to the following conditions:

1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
3. The building hereby permitted shall only be used for purposes incidental to the residential or rural use of the property and shall not be used for any commercial or industrial purpose.
4. The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.

10.8 TOWN PLANNING APPLICATION - PROPOSED DWELLING LOT 367 BURT ROAD

Proponent	J Lynch & S Ditchburn
Owner	Katheryne, Peter and Jessica Lynch
Location/Address	Lot 367 Burt Road
Author of Report	Geoffrey Lush
Date of Meeting	18 December 2018
Previous Reports	February 2015
Disclosure of any Interest	
File Reference	
Attachments	1 Site Plan

BRIEF SUMMARY

To consider an application for a dwelling on Lot 367 Burt Road which has no constructed/gazetted road access.

BACKGROUND

The subject land has an area of 2.3 hectares with a maximum width of 80m. This tapers to a point over a length of 380m. The site is located on the western side of the railway line and there is an “occupational crossing” which allows access. There is an unconstructed road reserve on the northern boundary which extends west and connects to the Great Southern Highway.

The application is for a single storey dwelling that will be sited in the middle of the property being 25m from the eastern and western boundaries and an estimated 80m from the northern boundary. The size of the dwelling is unknown as no dimensioned floor plans have been submitted.

The applicants have previously indicated that they wished to have a “transportable” dwelling on the site and confirmation of this in relation to the proposed dwelling has been requested.

In 2015 Council approved the development of a dwelling on the site subject to a number of conditions including that:

3. The applicant shall acknowledge that in the event of the railway crossing ever being closed that Council has no statutory obligation to construct an access to the property and this would be at the owner’s cost.

That approval was not acted upon and has now lapsed.

STATUTORY/LEGAL IMPLICATIONSTown Planning Scheme No 1

The subject land is zoned Regional Rural.

It is also subject to Clause 5.14 of the Scheme deals with development on Lots Abutting Unconstructed Roads or with no Gazetted Road Access. This states that:

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

- (i) refuse the application until the road has been constructed or access by means of a constructed road is provided as the case may be; or
- (ii) grant the application subject to a condition requiring the applicant to pay a sum of money in or towards payment of the cost or estimated cost of construction of the road or part thereof and any other conditions it thinks fit to impose; or
- (iii) require such other arrangements are made for permanent access as shall be to the satisfaction of the Council.

Bushfire Prone land

All of the subject land is designated as being bushfire prone. A Bushfire Attack Level (BAL) Assessment has been undertaken by an accredited practitioner and this confirms that the development site will have a BAL-12.5 rating.

This is on the basis that there is a 17m wide asset protection zone around the dwelling which is maintained as low threat vegetation.

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The application states that the dwelling is valued at \$200,000. The statutory application fee is 0.32% of the estimated cost of development ie \$640. The applicants have paid the minimum fee of \$147 and the balance of \$493 is still outstanding.

STRATEGIC IMPLICATIONS

None

CONSULTATION/COMMUNICATION

Applicant; BAL Assessor

COMMENT

The application is incomplete and further information has been sought from the applicants. This has not been supplied at the time of preparing this report. If this cannot be considered at the December meeting then, it will have to be deferred until February.

Lot 367 currently has access but this is at the discretion of the Public Transport Authority and railway operator Queensland Rail. In the unlikely event that the rail crossing is closed the applicants would have to secure an alternative access. Council has no statutory responsibility to construct an access on the existing road reserves. There is secondary access for emergency purposes along the firebreak adjacent to the railway which has been graded and is suitable for a 2WD vehicle. This extends southwards and connects in to Norrish Road and also to the rear of CBH. As this is located on the gazetted railway corridor and it is not to be used for general property access.

In accordance with Council's previous approval there is no objection to the application.

VOTING REQUIREMENTS

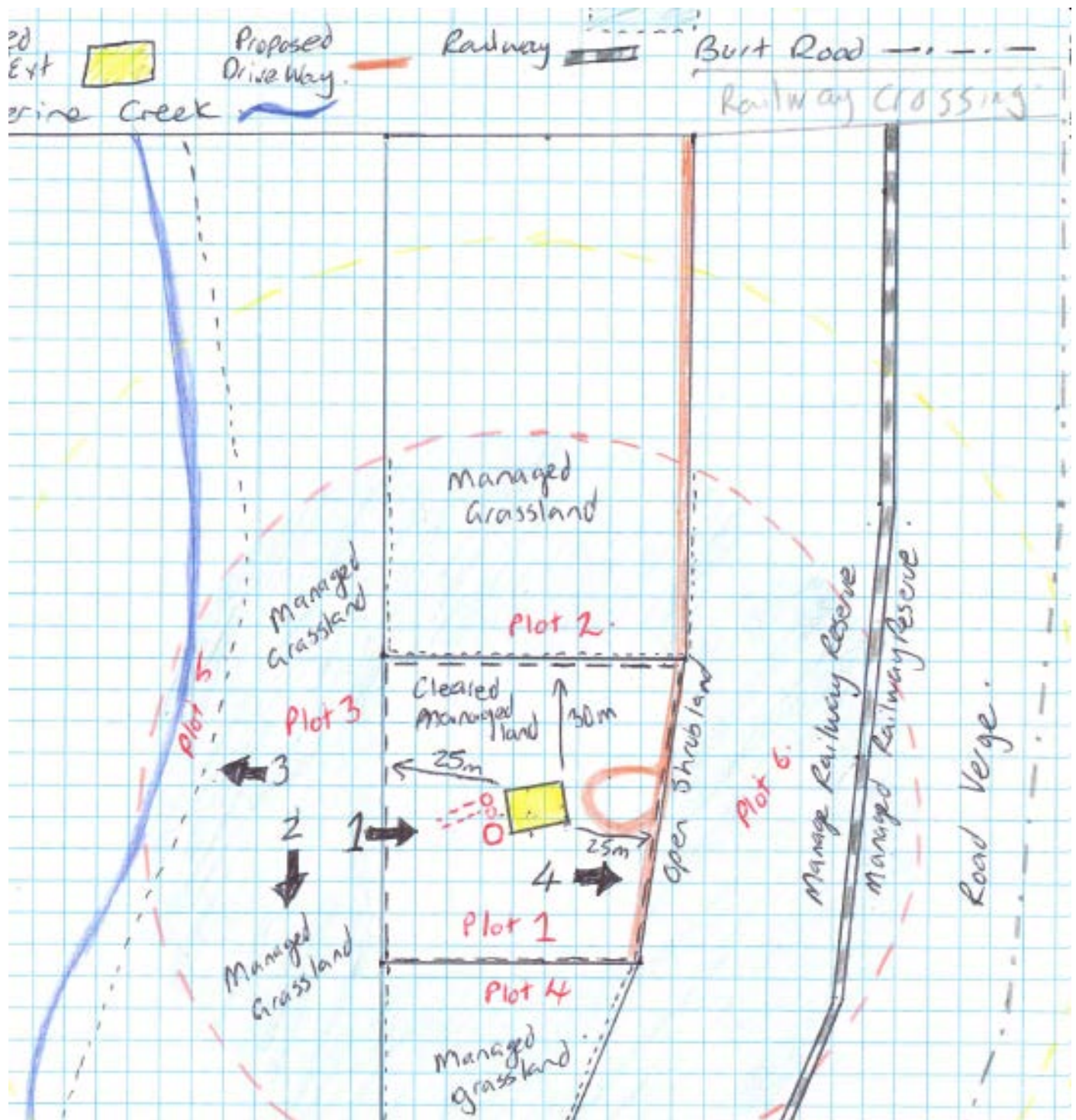
OFFICER'S RECOMMENDATION – ITEM 10.8 TOWN PLANNING APPLICATION – PROPOSED DWELLING LOT 367 BURT ROAD

That upon receipt of the balance of the application fee, Council approve the use and development of Lot 367 DP108435 Burt Road for a single dwelling subject to the following conditions:

1. This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.
2. Prior to the commencement of the development hereby approved, a plan must be submitted showing the location, dimensions and proposed external material of the dwelling. An endorsed copy of this plan shall form part of the approval.
3. The applicant shall acknowledge that in the event of the railway crossing ever being closed that Council has no statutory obligation to construct an access to the property and this would be at the owner's cost.
4. Compliance with the relevant Health Regulations to the satisfaction of the Environmental Health Officer.
5. Compliance with the relevant Building Regulations to the satisfaction of the Building Surveyor.

6. The installation and connection of a rain water tank of minimum capacity of 92,000 litres prior to occupancy of the dwelling.
7. The site being maintained to ensure that the dwelling complies with the assigned BAL rating.

Attachment 1 Site Plan



10.9 STREET ADDRESSING LOT 1227 FOWLERS ROAD

Proponent	Margaret Thomson
Owner	Margaret & Russel Thomson
Location/Address	Lot 1227 Fowlers Road
Author of Report	Kahlia Stephens
Date of Meeting	18 December 2018
Previous Reports	Nil
Disclosure of any Interest	Cr Thomson
File Reference	5.1.1
Attachments	Nil

BRIEF SUMMARY

Officially allocate address 311 Fowlers Road, Woodanilling to Lot 1227 Fowlers Road for mailing purposes.

BACKGROUND

M Thomson phoned the shire office requesting the possibility of allocating a roadside number for Lot 1227 Fowlers Rd for mailing purposes. The phone call was followed by a request in writing via email.

On the Western side at the end of Fowlers Road is a homestead that is officially addressed 310 Fowlers Road. Lot 1227 is located less than 1km to the East end of Fowlers Road on Kenine Hill.

Currently the owners are unofficially using 311 Fowlers Road as their mailing address and would like to have 311 allocated as their official mailing address.

STATUTORY/LEGAL IMPLICATIONS

Under the Local Government Act 1995, regarding thoroughfare

LEGISLATION/ LOCAL LAW REQUIREMENTS

"Australian/New Zealand Standard" AS/NZS 4819:2011 'Geographic information – Rural and Urban addressing'.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Rates Officer phoned Landgate to check the procedure for officially allocating new addresses and was advised Local governments have responsibility for the allocation and control of the numbering process. Landgate has the state government custodial responsibility by ensuring the ongoing maintenance and quality of data, accountability and reliability of source and accessibility of the PSA database.

Furthermore it is also to be noted that normally, numbers are allocated in a sequential order which usually precludes any amendments to street numbering after the initial allocation. However, problems with mail delivery or difficulty in locating a property do occur. An application in writing to the local government office can be made to have request considered.

COMMENT

No further comment

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.9 STREET ADDRESSING LOT 1227 FOWLERS ROAD

That Council approve the allocation of 311 Fowlers road to Lot 1227 Fowlers road.

10.10 WRITE OFF RATES DEBT

Proponent	Kahlia Stephens
Owner	Debtor 90498
Location/Address	
Author of Report	Kahlia Stephens
Date of Meeting	18 December 2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	A526
Attachments	Nil

BRIEF SUMMARY

Unsuccessful attempts to recover the amount of \$2342.15 relating to legal costs and block slashing attached to Lot 141 McDonald Road, Woodanilling WA 6316.

BACKGROUND

Debtor 90498 acquired Lot 141 McDonald Road, Woodanilling (Vacant property) on the 12/05/2008. The Shire of Woodanilling raised the 2008/09 rates against this property and the debtor 90498 failed to pay. The debt was referred to Dun & Bradstreet collection agencies for action. Dun & Bradstreet carried out checks and issued summons and was unable to locate the client at this time. The agency recommended authority be given to issue a warrant. At this time the Rates Officer was advised by the CEO not to proceed any further as the legal costs out weight the original debt.

On the 29/05/2012 a sales advice letter was received from Residential settlements and Gaden's Lawyers Perth advising the property was in mortgagee possession with the National Australia Bank. Settlement date was booked for 06/06/2012. A rates statement was provided to both settlements agents with outstanding rates balance only. Due to clerical error the Block Slashing and legal costs were not accounted for consisting of \$1396.00 and \$946.15 in Interest. These costs were listed under debtor 90498 and not referenced to the Rates account where the rate statement is populated.

Settlement took place on 06/06/2012 and rates debt only was cleared.

The outstanding debtor was picked up in monthly reporting and the Rates Officer was advised to contact the settlement agents to try and recoup the outstanding balance. Gaden's Lawyers responded in record ICR906 stating that *"Costs are not recoverable by their client."*

A memo was placed on the property record A526 to flag when property changed hands in the future to try and recoup costs at that point.

On the 07 October 2018 a new sales advice was received from Subiaco and residential Settlements advising property was due to change hands again with settlement booked for 29/10/2018.

Rates Officer emailed both settlement agents seeking advice as to whether the outstanding \$2342.15 could be recouped in the settlement. Subiaco Settlements responded on 29/10/2018 via record RA337 stating *"yes seller to pay costs"*. Rates Officer then emailed both settlement agents the rate statement including the outstanding \$2342.15.

On the 29/10/2018 (day of settlement) Residential settlements phoned Rates Officer and said their client is not liable to pay costs associated with the property and requested that a revised rate statement be sent excluding the \$2342.15.

At this point Rates Officer sort consultation with Acting CEO for advice on the matter. Upon investigation it was determined that the nature of the monies raised fall into two categories. The first category is for fire hazard works on the property. This is a debt against the person concerned who was the owner of the land at the time the time works were conducted. These costs cannot be recovered through any other process other than against the person.

The second category is for "proceedings" or debt recovery action regarding locating the previous owner for non-payment of rates on 141 McDonald Street. These monies could be construed as owing against the property and form part of the rates outstanding. However, as the land was subsequently sold as a

mortgagee sale, it can be construed that the debt ceases in this situation. Given that this debt was incurred in 2009 and the cost to pursue this matter further, including the unknown status of the person concerned (i.e. is she could not be found) and forced nature of selling the property due to that status, it would be most cost efficient to Write off debt.

STATUTORY/LEGAL IMPLICATIONS

LOCAL GOVERNMENT ACT 1995 - SECT 6.55

6.55. Recovery of rates and service charges

(1) Subject to subsection (2) and the [*Rates and Charges \(Rebates and Deferments\) Act 1992*](#) rates and service charges on land are recoverable by a local government from —

- (i) the owner at the time of the compilation of the rate record; or
- (ii) a person who whilst the rates or service charges are unpaid becomes the owner of the land.

(2) A person who, by virtue of an Act relating to bankruptcy or insolvency or to the winding up of companies, has become the owner of land in the capacity of a trustee or liquidator, is not on that account personally liable to pay, out of the person's own money, rates or service charges which are already due on, or become due on that land while that person is the owner in that capacity.

LOCAL GOVERNMENT ACT 1995 - SECT 6.56

6.56. Rates or service charges recoverable in court

(1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

(2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

[Section 6.56 amended by No. 84 of 2004 s. 80.]

POLICY IMPLICATIONS

COUNCIL POLICY - Recovery of Rates and Service Charges

POLICY STATEMENT

1. Unpaid rates or service charges outstanding less than two (2) years
 - The Shire may recover rates and service charges in a court of competent jurisdiction.
2. Unpaid rates or service charges outstanding two (2) years or more.
 - The Shire may lodge caveats on land where rates and service charges are in arrears and it is considered appropriate that the interest of the Council should be protected.
 - Caveats should only be removed once all rates and charges have been paid in full.
3. Unpaid Rates or service charges outstanding at least three (3) years
 - Staff may seek Council direction regarding the action to be taken for rates and charges that remain outstanding for a period of three (3) years or more.

(Note: property and owner's details Privacy Act prevents these details from being published in a report to council –

only can include Assessment Number, and recommended action to be authorised by the Council)

FINANCIAL IMPLICATIONS

Summary of debt incurred to Shire

150831	31/08/2015	792.55	Interest to 31.08.16	\$946.15
EX1306	21/12/2011	451.00	Block Slashing	\$451.00
IN1096	05/01/2010	300.00	Block Slashing	\$300.00
IN1084	12/09/2009	270.00	Legal Fees	\$270.00
IN919	21/01/2009	375.00	Black Slashing	\$375.00

It is to be noted the debt dates back to 2009 and the likelihood of locating the debtor via Legal action is very unlikely and will incur further unnecessary costs.

Writing off this debt would put the shires rate book back into good order and the amount outstanding will no longer need to be justified to the auditors each year.

STRATEGIC IMPLICATIONS

N/A

CONSULTATION/COMMUNICATION

Residential Lawyers and Subiaco Settlements

COMMENT

Nothing Further

VOTING REQUIREMENTS

Absolute Majority of Council.

OFFICER'S RECOMMENDATION – ITEM 10.10 WRITE OFF RATES DEBT

That Council authorise to write off \$2342.15 on debtor 90498. Consisting of;

Legal Fees \$270.00

Block Slashing \$1126.00

Interest incurred \$946.15

10.11 INFRASTRUCTURE BRIEFING REPORT

Proponent	Shire of Woodanilling
Owner	Shire of Woodanilling
Location/Address	
Author of Report	Sean Fletcher, Chief Executive Officer Bret Howson, Consultant
Date of Meeting	18 th December 2018
Previous Reports	Nil
Disclosure of any Interest	
File Reference	
Attachments	Infrastructure Briefing Paper

BRIEF SUMMARY

On Tuesday 20th November Consultant Mr Bret Howson presented a briefing to Council in regards to Infrastructure Asset Management and techniques to improve and meet the Council Asset Management Planning objectives and targets.

BACKGROUND

There are a number of externally funded program to enable the Shire to maximise their external funding for infrastructure. The attached report outlines the details of the available program and the application process.

The report also comments on best practice techniques which will improve the life of current infrastructure reducing the maintain costs.

STATUTORY/LEGAL IMPLICATIONS

There are no known statutory implications at the time of this report

POLICY IMPLICATIONS

There are no known statutory implications at the time of this report

FINANCIAL IMPLICATIONS

The preparation of works programs and maximising external funding will provide efficient, planned management of spending on Councils infrastructure.

STRATEGIC IMPLICATIONS

Preparation of 20 year plans will ensure compliance with Community Strategic Plan.

CONSULTATION/COMMUNICATION

Comments from the Councillors during the briefing session was included in the attached report.

COMMENT

Attached is the Infrastructure briefing document which outlines the details and direction to achieve the objective in the Transport Asset Management Plan.

VOTING REQUIREMENTS

Simple

OFFICER'S RECOMMENDATION – ITEM 10.11 INFRASTRUCTURE BRIEFING REPORT

- 1) That Council receive the attached infrastructure briefing report
- 2) That Council requests the chief executive officer to finalise the infrastructure plan and draft an action plan for councils ENDORSEMENT.



Infrastructure Briefing Report



December 2018





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Infrastructure Planning Briefing Paper

Prepared by:



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Revisions

Revision	Description	Date	By
A	Issued to Client	10/12/ 2018	BH



1. Introduction

1.1. Woodanilling's Vision

The Shire of Woodanilling has adopted a Community Strategic Plan 2012-2022 which states the following vision:

In 2022 the Shire of Woodanilling will be a Shire that is energetic and progressive with a strong connection to its community and environment. It will be a Shire that embraces its independence and encourages the sustainable development of the natural environment through ways that value the cultural heritage and sense of place provided by living in Woodanilling

The Community Strategic Plan outlines a number of themes and objectives which are considered a priority for Council, and from which programs and activities are based. Road and Transport fall under the Economic theme:

Strategic Theme – Economic **Roads and Transport**

Vision

- To maintain a quality road transport network which is safe and acceptable to all users

Objectives

- Road maintenance – to maintain roads in accordance with Council's adopted Road Asset Plan Management Plan (Sept 2010)
- Road Construction – to construct roads in accordance with Council adopted 5 year Forward Capital Works Plan (Dec 2010)
- To identify future transport needs

Strategies

- Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Road Asset Management Plan.

1.2. Planning Approach

This briefing report has been prepared to provide the Council with a general direction and timeframe to deliver the road and transport themes and objectives.

2. Background

2.1 General

The following areas are the opportunities for Council to maximise external funding:

Regional Road Group

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to SAC in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

The RRGs are comprised of elected representatives from each Local Government within the road group. Most groups are supported by a technical committee comprised of Local Government staff. Administrative support is provided by Main Roads WA. RRGs are important in providing Local



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Government with a voice in how the State Government's contribution to local roads is spent. Regional Road Group members serve a vital and valuable role in ensuring that road funding decisions maximise community benefits and preserve and improve the road system across Western Australia.

Roads 2030 documents a strategic review of regionally significant Local Government roads and the development strategies for them. This is the second review of regional road development strategies and is intended to respond to the changes in demand on the road network.

Only projects on local roads included in Roads 2030 will be eligible for Road Project Grant funding under the State Road Funds to Local Government Agreement 2011/12 - 2015/16.

<https://walga.asn.au/getattachment/Policy-Advice-and-Advocacy/Infrastructure/Roads/Roads-2030-Regional-Road-Development-Strategies/Roads-2030-GREAT-SOUTHERN.pdf.aspx?lang=en-AU>

Roads to Recovery

Under the Roads to Recovery Program, direct funding to local councils is distributed according to a formula based on population and road length set by the Local Government Grants Commissions in each state and the Northern Territory. Each council's Roads to Recovery allocation is fixed for the life of the Program

Untied grants for local roads are part of annual financial assistance grants to councils. Features of local roads grants are:

- Each state receives a fixed share of the grant.
- Each council's share of the grant is determined by the state's local government grants commission.
- The grants are untied.

Commodity Freight Route funding

The Commodity Routes Supplementary Fund Program forms part of a number of programs administered by the State Road Funds to the Local Government Advisory Committee under a five year agreement.

The Department of Regional Development (DRD) has allocated \$10M to Main Roads WA (MRWA) for an Agricultural Commodity Routes Fund as part of the Royalties for Regions Programme. It has been decided to combine this allocation with the Commodity Route Supplementary Fund provided via the State Road Funds to Local Government Agreement therefore providing a total allocation of \$15 million over the financial years of 2019-20 and 2020-21.

All Local Government Roads will be eligible for funding from the first \$10 million. The remaining \$5 million will be prioritised to projects that are not eligible for Road Project Grant Funding. Road projects eligible for Road Project Grant Funding are defined as those listed in the Roads 2030 strategies. The funding is intended for roads that require upgrading or maintenance specifically to accommodate the commodity transport task.

Projects will be funded up to a maximum allocation of \$1 000 000 per project. Larger projects may also be considered if they are shown to be of critical strategic importance in terms of the guiding principles.



Blackspot Program (State / Australian)

Criteria	Australian Government Black Spot	State Black Spot Highways and Main Roads		State Black Spot Local Roads	
Owner	Department of Infrastructure, Transport, Regional	WA State Government		WA State Government and Local Government	
Funding	\$6.585 million annually	\$10 million annually		\$15 million annually (incl. LG contribution)	
Distribution <i>Metro</i> <i>Rural</i>	50% 50%	50% 50%		50% 50%	
Contributions	Yes – encouraged	Yes (e.g. Developers – service roads)		Yes 2:1 mandatory (State and LG)	
Project <i>Min Cost</i> <i>Max Cost</i>	≥ \$ 2 000 ≤ \$ 2 000 000	≥ \$ 2 000 ≤ \$ 3 000 000		≥ \$ 2 000 ≤ \$ 3 000 000	
Components paid for successful projects: Administration Overheads Road Safety Audit Design / Land / Services and Design Capital Costs Specific & Routine Maintenance	No, paid by Main Roads No Yes Yes No	No, paid by Main Roads Yes Yes Yes No		No, paid by Local Government Yes Yes Yes No	
Crash Criteria	3 casualty crashes over five years Average of 0.2 casualty crashes per km over five years	Metro 10 crashes over 5 years Average of 3 crashes per km over 5 years	Rural 3 crashes over 5 years Average of 1 crash per km over 5 years	Metro 5 crashes over 5 years Average of 2 crashes per km over 5 years	Rural 3 crashes over 5 years Average of 1 crash per km over 5 years



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Projects Based on Road Safety Audit	Yes up to 30%	Yes up to 50% of program.	Yes up to 50% of program
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Special Allowance for Gravel Roads

The Grants Commission gives a special allowance (untied in your Federal Assistance Grant) for gravel roads which carry a high number of heavy vehicles. This application is made each year in August.

RAMM Database

A general field valuation was carried out for the completed works. This information was also entered into RAMM. This information is considered up to date from June 30, 2018.

The field validation consisted of inspection of footpaths, drainage and road structure. The inspection was specific to condition of the asset:

	<p>Gravel road condition shows good crown and drainage. This is a good technique for controlling depreciation of the asset.</p> <p><u>Asset Condition:</u> Good</p>
	<p>Gravel roads show good compaction and shape.</p> <p><u>Asset Condition:</u> Good</p>



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	<p>Seal and kerbed roads are in good condition. There is no signs of missing aggregate or erosions against the kerb face.</p> <p>The kerb is in good condition, free of cracks and major breaks.</p> <p><u>Asset Condition:</u> Good</p>
	<p>Asphalt footpaths are in good condition. There are no signs of edge wear, or tree root damage.</p> <p>There is minimal signs of cracking of rutting which may cause trips</p> <p><u>Asset Condition:</u> Good</p>
	<p>Road seal edge and shoulders are in good condition. Minimal signs of drop off or edge damage.</p> <p>Unsealed shoulders are in good condition, soundly compacted, good materials</p> <p><u>Asset Condition:</u> Good</p>
	<p>Roadside drains are free of large trees, and debris. There was signs of a weed spraying program in the rural drainages. This is a very good practice to maintain drains efficiently.</p> <p><u>Asset Condition:</u> Good</p>



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A recent pavement repair was inspected. It was found that the poor/failed pavement material was removed and replaced with suitable gravel material. This is a very good practice, and contributes reducing asset depreciation.

Asset Condition: Good

Overall, the road infrastructure was found to be in good condition. The condition rating in RAMM has been recorded as Average - Good. It is my professional opinion that the ratings data, and the inventory data in the Shire of Woddanillings RAMM system is suitable for valuation purposes.

It is recommended that the Shire complete a full field validation within the next 5 years.

Plant Placement Program

When purchasing plant and equipment the Shire should take into consideration the optimum resale time and optimum resale value. Generally, Shire equipment does not work hard, has low hours and a regular maintenance history. This means that these machine hold a higher value at auctions for resale.

It is considered that most Shire plant and equipment should be traded/changed-over around the time the manufacturer's warranty expires.

The optimum replacement benchmark for general Local Government plant (Institute of Public Works Engineering) is shown in the table below. It is recommended that the Shire of Woodanilling consider the recommendations from the Institute of Public Works Engineering for replacement of fleet vehicles.

Group/Type	Optimum Replacement Years	Timing KM/Hrs
Backhoe Loader	7	5,000
Excavator Mini	6	5,000
Grader	10	5,000
Heavy Duty Truck (HR & HC)	8	500,000
Light Duty Truck (LR)	6	100,000
Loader	8	8,000
Medium duty Truck (MR)	8	200,000
Mower Front Deck	5	2,000
Roller Large	10	5,000
Skid Steer	5	5,000
Sweeper	8	8,000
Tractor Medium	8	5,000
Trailer heavy	15	NA
Trailer light	10	NA

The Shire also needs to consider the hourly/unit rates for charging plant to jobs. The rates for each item of plant should be reviewed to ensure the cost of depreciation and replacement are recovered over the life of the item. Ideally, the plant replacement program should be self-funded from works.



Staff /Contractors

An important factor in preparing a works program and attracting/applying for external funding is the correct balance between contractors and staff wages. It is difficult to attract external funding for road maintenance and preservation type works, such as drainage, shoulders and edges. However staff should take a more holistic look at maintenance issues and ensure they are included in capital works. Roads with high maintenance costs should be listed with Roads to Recovery for capital improvements.

Best Value Preservation / Maintenance

The Shire can maintain the road infrastructure within the designated Maintenance Corridor. The diagram below shows this corridor:



There are four main tasks associated with the maintenance of its road network which may improve the life of the road pavement.

Sealed Edge Maintenance

Sealed edge repair is programmed when the edge of the bitumen surfacing breaks away to reduce the trafficable width of a roadway, or where the gravel shoulder has eroded leaving the bitumen edge higher than the shoulder and subject to breaking when struck by vehicles.

The best treatment for edge failure is widening the seal. The edge is being damaged by vehicles or contaminated material in the road shoulder. Edge and shoulder repairs should be down ahead of any proposed reseals to assist with the seal widening.

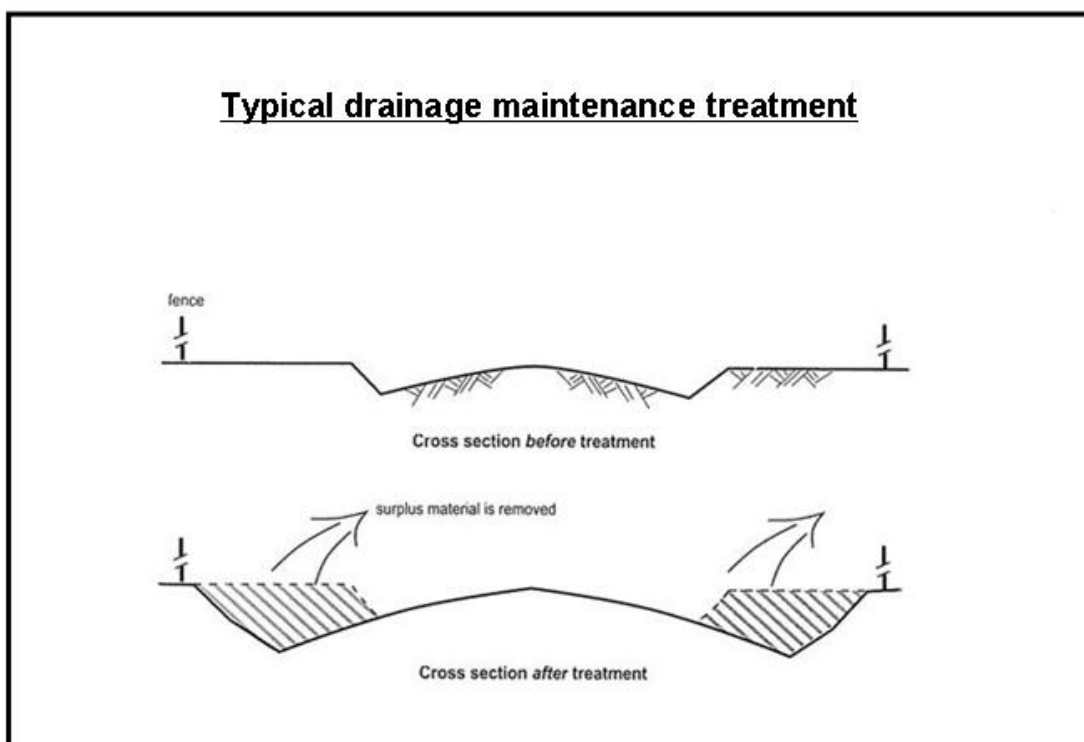


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Drainage maintenance

One of the most important aspects of road maintenance is the provision for protecting the road pavement from surface and ground water. Water penetrating the road pavement weakens the structure making the pavement more susceptible to damage by traffic.

Table drain inverts should be maintained at a level of between 0.6m and 1.0m below the level of the gravel road pavement where practicable. Drains can be mechanically cleared and maintained with a grader, or slashed if surfaced with grass. Drains inaccessible to mechanical equipment require maintenance with hand tools or approved herbicides.

**Unsealed Shoulder Maintenance**

Where unsealed shoulders are subject to significant traffic, they will require periodic grading and gravel resheeting.

Unsealed shoulder maintenance is an operation which generally involves a team of machines, which scarify, top up, compact and grade the gravel shoulder adjoining the bitumen surface. All grasses and vegetation should be removed and disposed of prior to operation. This material should be disposed of where it will not block the table drains or cause siltation.

The operator may go beyond the road formation to gain soil from the batter; however this practice generally involves specified imported material to avoid bringing contaminated material onto the road shoulder.

Maintenance Grading

Maintenance grading consists of a light surface grade to keep the road surface in a good riding condition. The operator generally starts in one table drain to extract as much of the road fines that have deposited there as possible and mix this with the loose aggregate spread across the road. In some cases the operator often goes beyond the road formation to gain soil from the batter.



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Additional soil is also found by reshaping the table drains and cutting large off-shoot drains in creek and river systems.

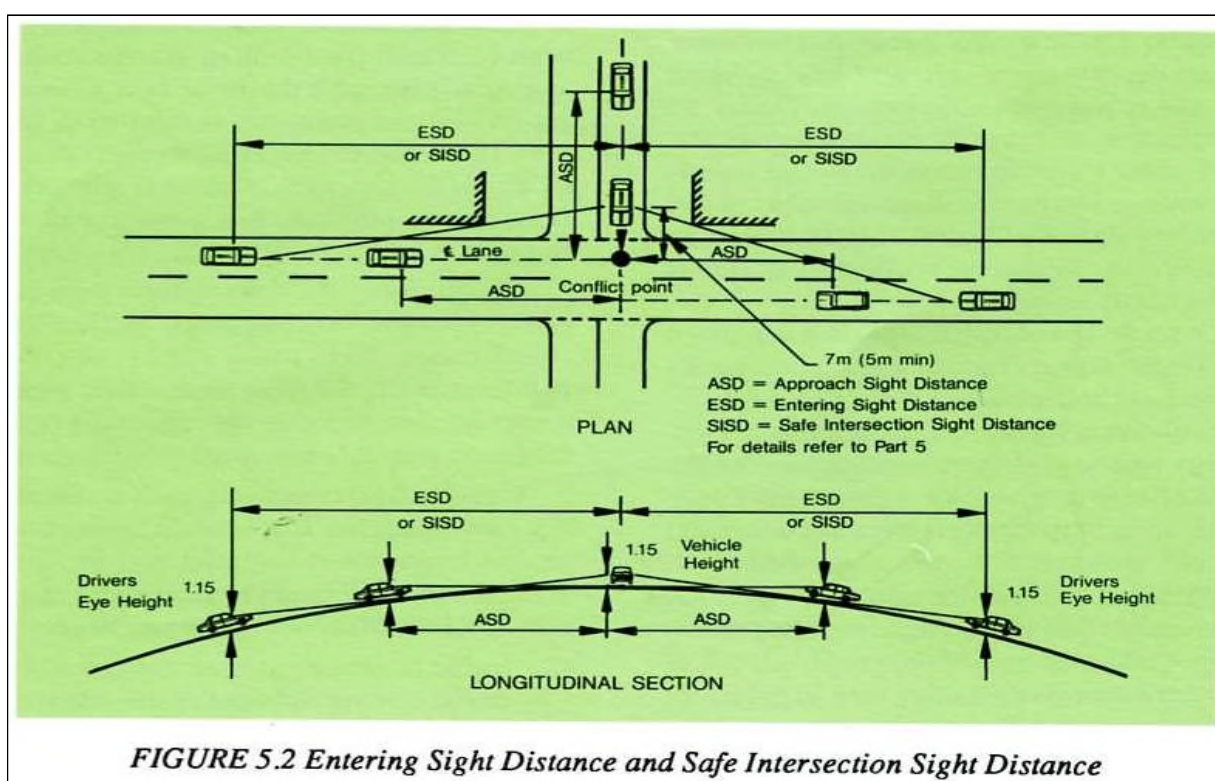
Verge Clearing

The Environmental Protection Act 1986 in association with Native Clearing Regulation state that the Shire can maintain the road infrastructure within the designated Maintenance Corridor.

The actual determination of clearing vegetation in the corridor should be assessed by experienced shire officers. Many trees may be affected by disease, white ant infestation and/or weather damage or have grown to compromise safe sight distances at intersections.

In the event of a storm, all trees posing immediate threat to injury or loss of life will be removed. All trees which do not pose an immediate threat will be made safe and assessed at the earliest time after the area is made safe. These trees may then require removal at a later date.

For the removal of vegetation at intersection should satisfy the Australian engineering standards for safe sight distance (Austroads Fig 5.2, Table 5.3)



**TABLE 5.3 Intersection Sight Distance**

Design Speed (km/h)	Entering Sight Distance (m)*	Safe Intersection Sight (m)	
		Rural $R_T=2.0s$	Urban $R_T=1.5s$
40	100	70	60
50	125	90	80
60	160	115	105
70	220	140	130
80	305	175	165
90	400	210	
100	500	250	
110	500	290	
120	500	330	

* Distance computed using lengths given in Jarvis (1987). Based on: ASD as per Table 5.1. Limiting value based on the assumption that drivers are unlikely to seek gaps greater than 500 m.

Note that distances assume:

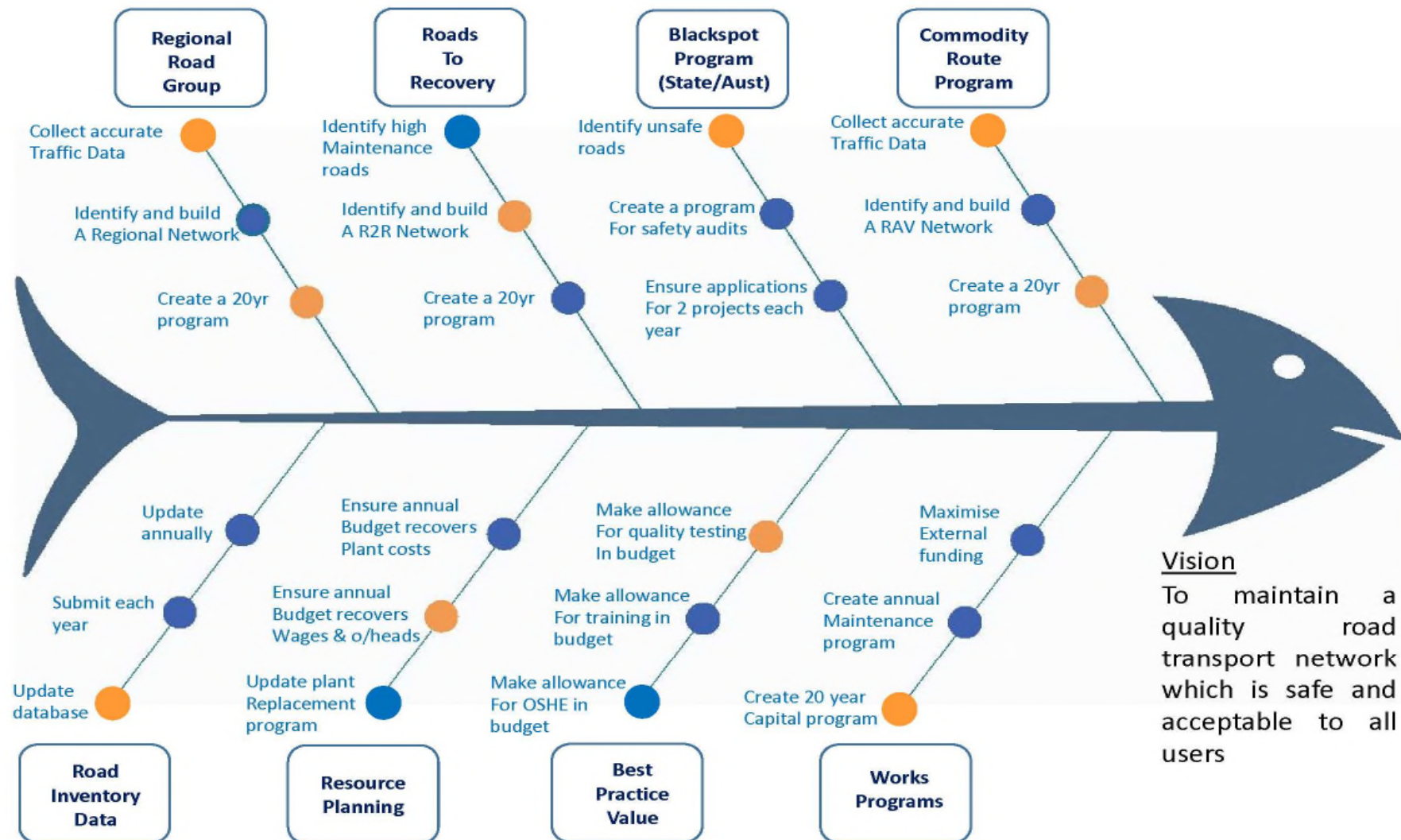
- level pavements
- minor road vehicle stopped 7 m (5 m min) back from conflict point
- measurement along centre of path of major road vehicle.

20 Year Programs

It is recommended that the Shire of Woodanilling prepare 20 year programs for the follow:

- Capital Works, including RRG, R2R and Commodity Funding
- Maintenance , including drainage, edges and shoulders
- Footpaths

Fishbone Diagram – Towards our Vision



10.12 PLANT REPLACEMENT PROGRAM

Proponent	Shire of Woodanilling
Owner	Shire of Woodanilling
Location/Address	
Author of Report	Sean Fletcher, Chief Executive Officer Bret Howson, Consultant
Date of Meeting	18 th December 2018
Previous Reports	Nil
Disclosure of any Interest	
File Reference	
Attachments	DRAFT 10 year Plant Replacement Program

BRIEF SUMMARY

The Shire should have a 10 year plant replacement program to ensure the effect management of its fleet.

BACKGROUND

The Shire has a number of large items of fleet which should be replaced regularly to avoid the cost difference between replace and trade if the machine gets too old, or required high maintenance.

A Plant replacement program which ensure the Shire's fleet is changed over at the optimum resale time, and value.

STATUTORY/LEGAL IMPLICATIONS

There are no known statutory implications at the time of this report

POLICY IMPLICATIONS

There are no known statutory implications at the time of this report

FINANCIAL IMPLICATIONS

The plant replacement program will require budget allowance. However the unit rates should be improved to ensure that depreciation and replacement costs are generated by project funding, therefore reducing the amount that Council needs to contribute.

STRATEGIC IMPLICATIONS

Preparation of a 10 year plan will ensure compliance with Community Strategic Plan.

CONSULTATION/COMMUNICATION

The program was prepared with consultation with the Shire Works Supervisor and Shire Mechanic.

COMMENT

It is proposed that the draft 10 year plant replacement plan will be presented to the Transport and Plant Committee to finalise, then brought to Council for endorsement.

VOTING REQUIREMENTS

Simple

OFFICER'S RECOMMENDATION – ITEM 10.12 PLANT REPLACEMENT PROGRAM

That Council receive the DRAFT 10 year plant replacement program and request the chief executive officer present this program to the transport and plant committee to discussions.

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour/Km	Replacement Due	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
688	TOYOTA PRADO GXL	CEO	2013	61,000	80,000km		\$ 65,000.00				\$ 65,000.00				
WO.0	4x4 Wagon				3 years		\$ 25,000.00				\$ 25,000.00				
671	TOYOTA CAMRY	DCEO	2017	43,000km	80,000km		\$ 29,000.00					\$ 29,000.00			
WO.011					3 years		\$ 12,000.00					\$ 12,000.00			
124	FORD RANGER 4x2	Parks	2009	85,000km	90,000km	\$ 26,000.00					\$ 26,000.00				
WO.003	Single Cab Utility				5 years	\$ 10,000.00					\$ 10,000.00				
684	TOYOTA HULIX 4x4	Works	2017	60,000km	90,000km			\$ 50,000.00					\$ 50,000.00		
WO.00	Dual Cab Utility	Supervisor			3 years			\$ 25,500.00					\$ 25,500.00		
	TOYOTA HULIX 4x4	Depot	2017	15,000km	90,000km				\$ 50,000.00				\$ 50,000.00		
WO.025	Extra Cab Utility				3 years				\$ 25,500.00				\$ 25,500.00		
643	FORD RANGER 4x4	Waste	2010	70,000km	90,000km				\$ 26,000.00					\$ 26,000.00	
WO.029	Single Cab Utility				4 years				\$ 9,500.00					\$ 9,500.00	
659	TOYOTA HULIX 4x4	Leading	2017	16,000km	90,000km					\$ 45,000.00					\$ 45,000.00
WO.026	Dual Cab Utility	Hand			3 years					\$ 22,500.00					\$ 22,500.00
626	TOYOTA HULIX 4x2	Depot /	2008	176,000km	90,000km		\$ 29,000.00								
WO.024	Single Cab Utility	Mechanic			4 years		\$ 12,000.00								
619	JOHN DEERE	Maintenance	2008	8,000hrs	5,000hrs	\$ 360,000.00									\$ 360,000.00
WO.004	670D GRADER				10years	\$ 85,000.00									\$ 85,000.00
664	JOHN DEERE	Construction	2011	8,000hrs	5,000hrs			\$ 360,000.00							
WO.005	670G GRADER				10years			\$ 95,000.00							
600	CASE 721D	Construction	2013	4,500hrs	8,000hrs				\$ 365,000.00						
WO.007	Wheel Loader				8 years				\$ 95,000.00						
601	CASE 580ST	Maintenance	2018	00hrs	5,000hrs							\$ 172,000.00			
WO.027	Backhoe Loader				7 years							\$ 80,000.00			
641	CAT CS56	Construction	2009	3,000hrs	5,000hrs				\$ 220,000.00						
WO.020	Steel Vibrating Roller				10 years				\$ 55,000.00						
689	ISUZU CXZ GIGA	Construction	2013	121,700km	500,000km						\$ 250,000.00				
WO.023	6x4 Side/Rear Tipper				8 years						\$ 82,000.00				
625	ISUZU FXZ1550	Construction	2008	195,000km	500,000km		\$ 210,000.00							\$ 250,000.00	
WO.028	6x4 Side/Rear Tipper				8 years		\$ 82,000.00							\$ 82,000.00	
109	ISUZU CXZ GIGA	Construction	2013	60,000km	500,000km								\$ 250,000.00		
WO.002	6x4 Side/Rear Tipper				8 years								\$ 82,000.00		
584	ISUZU NPR	Construction	2015	11,000km	200,000km							\$ 60,000.00			
WO.016	8 tonne Tip Truck				8 years							\$ 18,500.00			
593	HOWARD PORTER	Construction	2006	N/A	N/A					\$ 98,000.00					
WO.1683	Side Tipper Trailer				15 years					\$ 25,000.00					
414	EVERTRANS	Construction	2001	N/A	N/A	\$ 60,000.00									
WO.1643	Plant Float Trailer				15 years	\$ 8,500.00									
27	HOWARD PORTER	Construction	2006	N/A	N/A					\$ 32,000.00					
WO.1682	Tandem Dolly				15 years					\$ 8,000.00					
120	JOHN DEERE 329E	Maintenance	2014	2,000hrs	5,000hrs						\$ 98,000.00				
WO.010	Skid Steer Loader				5 years						\$ 24,500.00				
	COLLINS	Maintenance	1975	N/A	N/A	\$ -									
WO.015	Tow-behind Roller				10 years	\$ -									
682	TORO RIDE-ON	Parks	2012	1,500hrs	2,000hrs		\$ 56,000.00					\$ 56,000.00			
WO.021	Lawn Mower				5 years		\$ 14,000.00					\$ 14,000.00			
378	TREE SAW	Maintenance	2003	N/A	N/A			\$ 15,000.00							\$ 15,000.00
N/A					8 years			\$ 2,750.00							\$ 2,750.00
Various	Minor Plant	Depot				\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
						\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Purchase						\$ 476,000.00	\$ 419,000.00	\$ 455,000.00	\$ 471,000.00	\$ 425,000.00	\$ 469,000.00	\$ 347,000.00	\$ 380,000.00	\$ 306,000.00	\$ 450,000.00
Trade						\$ 108,500.00	\$ 150,000.00	\$ 128,250.00	\$ 135,000.00	\$ 115,500.00	\$ 146,500.00	\$ 129,500.00	\$ 138,000.00	\$ 96,500.00	\$ 115,250.00
BUDGET						\$ 367,500.00	\$ 269,000.00	\$ 326,750.00	\$ 336,000.00	\$ 309,500.00	\$ 322,500.00	\$ 217,500.00	\$ 242,000.00	\$ 209,500.00	\$ 334,750.00

11. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED**11.1.COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 20/11/2018 – 17/12/2018**

School Meeting regarding Woodanilling School Bus Stop - Cr Young & DCEO

GSRAG 29/11/2018 - Cr Douglas & DCEO

WALGA Zone 30/11/2018 - ACEO & Cr Douglas

12. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**13. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL****13.1.COUNCILLORS AND /OR OFFICERS****14. ITEMS FOR DISCUSSION**

Nil

15. INFORMATION ITEMS**15.1.ADOPTION OF INFORMATION REPORTS****RECOMMENDATION – INFORMATION REPORT 30/11/2018**

That Council endorses the information contained in the following information reports.

15.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/11/2018 – 30/11/2018**BANK RECONCILIATION****Bank Statement****Summary:**

G/L Account (as at Month End)
10015000 Municipal Cash at Bank GEN

Opening Balance	1,756,513.53
Deposits	\$140,100.20
Payments	-277,008.99
Fees	-11,853.44
Adjustments	-74,580.93
Closing Balance	1,533,170.37

The Bank Statement balances to the General
Ledger

Statement No 177
Statement Date 30/11/2018

Opening Balance	1,814,523.09
<u>Reconciled Items</u>	
Deposits	138,493.00
Payments	-331,992.88
Fees	-11,853.44
Adjustments	-73,515.93
Closing Balance	1,535,653.84
<u>Unreconciled Items</u>	
Deposits	762.20
Payments	-3,245.67
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-2,483.47
Total - To agree with GL	1,533,170.37

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15.3.MONTHLY RATES REPORTS – FOR THE PERIOD ENDING – 30 NOV 2018

OUTSTANDING RATES	30/11/2018
Description	Balance
Rates	\$ 62,251.52
Legal charges	\$ 1,666.20
Penalty charges	\$ 7,674.92
Other Charges	\$ -
Instalment admin Fee	\$ 127.25
Instalment interest	\$ 120.45
Fire breaks	\$ 1,707.21
ESL Penalty	\$ 397.35
Sub total	\$ 73,944.90
Rubbish removal	\$ 3,350.00
Sub total	\$ 3,350.00
ESL	\$ 4,179.52
Sub total	\$ 4,179.52
Rates paid in advance	-\$ 6,489.35
Sub total	-\$ 6,489.35
Grand total	\$ 74,985.07

SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER

Client #	Details	Amount
20209	Standpipe Water	\$437.15
90502	Payroll deductions	\$190.14
32	Standpipe water	\$200.20
115	Standpipe water	\$4.84
120	Standpipe water	\$3.50
114	Standpipe water	\$6275.50
101	Standpipe Water	\$1812.65
124	Private Works	\$200.00
90614	Standpipe water	\$172.34
21010	Standpipe water	\$173.60
81	Aged housing reimbursement	\$29.43
90374	Standpipe Water charges	\$3.85
20384	Block Slashing fees	\$621.39
79	WANDRA Funding	\$22570.11
20553	Standpipe water	\$69.30
90498	Slashing & legal fees	\$2342.15
47	Standpipe Water	\$61.87
9	Block Slashing as per firebreak notice	\$172.90
57	Planning Fee	\$939.68
7	Standpipe Water	\$422.45
36	Standpipe Water	\$19.25
805	Wongi Advertising	\$288.21
623	Annual complex charges	\$45.00
90545	Standpipe water	\$1488.20
	Under and overs	\$.50
	Total	\$38544.21

TOTAL SUNDRY DEBTORS OUTSTANDING

30 Days and less	60 Days	90 days or greater	Total
\$11.18	\$0	\$38544.21	\$38544.21

15.4.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/11/2018 – 30/11/2018

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
EFT3395	01/11/18	Major Motors			-\$ 224.85
	25/10/18		Air Dryer kit	\$ 224.85	
EFT3396	01/11/18	Howson Management			-\$ 940.50
	29/10/18		Reporting	\$ 522.50	
	29/10/18		Review	\$ 418.00	
EFT3397	01/11/18	Shire of Narrogin			-\$ 105.00
	04/10/18		Sept 18 - Building Services	\$ 105.00	
EFT3398	01/11/18	Sandra Williamson			-\$ 630.00
	21/10/18		Cleaning Contract	\$ 420.00	
	24/10/18		Cleaning Contract	\$ 210.00	
EFT3399	01/11/18	Coalcliff Plant Hire & Civil Contracting			-\$ 127,151.70
	30/09/18		WANDRRA AGRN743 Claim	\$127,151.70	
EFT3400	01/11/18	Dale Stuart Douglas			-\$ 37.20
	25/10/18		Correction to Nomination Deposit	\$ 37.20	
EFT3401	01/11/18	GAF Traffic			-\$ 2,970.00
	23/10/18		Road Safety Audit	\$ 2,970.00	
EFT3402	01/11/18	Staff Lotto			-\$ 55.00
	31/10/18		Payroll deductions	\$ 55.00	
EFT3403	01/11/18	Blackwoods			-\$ 270.46
	05/10/18		Truckwash	\$ 270.46	
EFT3404	01/11/18	Albany Best Office Systems			-\$ 246.72
	25/10/18		Printing contract	\$ 246.72	
EFT3405	01/11/18	Staff Christmas Club			-\$ 387.00
	31/10/18		Payroll deductions	\$ 387.00	
EFT3406	01/11/18	RSPCA WA			-\$ 5.00
	31/10/18		Payroll deductions	\$ 5.00	
EFT3407	01/11/18	Strategic Teams			-\$ 4,235.00
	30/10/18		ACEO	\$ 4,235.00	
EFT3408	01/11/18	Core Business Australia			-\$ 9,668.45
	30/09/18		WANDRRA AGRN743 - Claim 19	\$ 9,668.45	
EFT3409	08/11/18	Tehana Connelly			-\$ 300.00
	31/10/18		Refund	\$ 300.00	
EFT3410	08/11/18	Hugh Russel Thomson			-\$ 18,989.61
	25/10/18		Gravel	\$ 18,989.61	
EFT3411	08/11/18	BW Truck Parts			-\$ 212.40
	16/10/18		Parts	\$ 212.40	
EFT3412	08/11/18	Katanning Plumbing & Gas			-\$ 349.25
	30/10/18		RV Dump	\$ 349.25	
EFT3413	08/11/18	Courier Australia			-\$ 42.97
	02/11/18		Freight	\$ 42.97	
EFT3414	08/11/18	Staff Lotto			-\$ 55.00
	07/11/18		Payroll deductions	\$ 55.00	
EFT3415	08/11/18	GSFS			-\$ 6,104.26
	25/10/18		Oil	\$ 302.07	
	26/10/18		Diesel	\$ 5,802.19	
EFT3416	08/11/18	PCS			-\$ 425.00
	30/10/18		It Support	\$ 425.00	
EFT3417	08/11/18	EW & RJ Pugh			-\$ 471.00
	24/10/18		Pump tank	\$ 471.00	
EFT3418	08/11/18	Staff Christmas Club			-\$ 387.00

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	07/11/18		Payroll deductions	\$ 387.00	
EFT3419	08/11/18	RSPCA WA			-\$ 5.00
	07/11/18		Payroll deductions	\$ 5.00	
EFT3420	08/11/18	Strategic Teams			-\$ 3,520.00
	06/11/18		ACEO	\$ 3,520.00	
EFT3421	16/11/18	IT Vision Australia			-\$ 550.00
	18/10/18		Payslip template	\$ 550.00	
EFT3422	16/11/18	Dwanie Cooper			-\$ 591.78
	13/11/18		Rates refund	\$ 421.78	
	14/11/18		Payroll deductions	\$ 170.00	
EFT3423	16/11/18	BW Truck Parts			-\$ 339.44
	05/10/18		WO.023	\$ 339.44	
EFT3424	16/11/18	Lush Fire & Planning			-\$ 1,072.50
	05/11/18		Planning	\$ 1,072.50	
EFT3425	16/11/18	Marketforce			-\$ 3,517.06
	31/10/18		Advertising	\$ 3,517.06	
EFT3426	16/11/18	Sandra Williamson			-\$ 630.00
	04/11/18		Cleaning	\$ 420.00	
	07/11/18		Cleaning Contract	\$ 210.00	
EFT3427	16/11/18	Filters Plus WA			-\$ 83.60
	15/10/18		Filters	\$ 83.60	
EFT3428	16/11/18	Modern Motor Trimmers			-\$ 64.14
	17/10/18		Wo.002	\$ 64.14	
EFT3429	16/11/18	Marian Hazel Gaythwaite			-\$ 550.00
	13/11/18		Rent Refund	\$ 550.00	
EFT3430	16/11/18	Blights Auto Electrics			-\$ 296.45
	18/10/18		WO.005	\$ 279.95	
	22/10/18		Fuse	\$ 16.50	
EFT3431	16/11/18	Courier Australia			-\$ 46.49
	09/11/18		Freight	\$ 46.49	
EFT3432	16/11/18	Staff Lotto			-\$ 50.00
	14/11/18		Payroll deductions	\$ 50.00	
EFT3433	16/11/18	GSFS			-\$ 7,739.14
	07/11/18		Materials	\$ 224.09	
	07/11/18		Bulk diesel	\$ 5,331.74	
	31/10/18		Recoup	\$ 2,183.31	
EFT3434	16/11/18	Edwards Motors			-\$ 29.50
	26/10/18		Parts	\$ 29.50	
EFT3435	16/11/18	Cut-N-Cote			-\$ 126.48
	04/10/18		Parts	\$ 5.63	
	09/10/18		Wire Brush	\$ 11.57	
	10/10/18		Materials	\$ 42.12	
	18/10/18		WO.010 WO.010	\$ 18.37	
	18/10/18		Parts	\$ 17.37	
	25/10/18		Materials	\$ 31.42	
EFT3436	16/11/18	Beaurepaires Wagin			-\$ 223.30
	15/10/18		Tyre repairs	\$ 184.50	
	25/10/18		Tyre repairs	\$ 38.80	
EFT3437	16/11/18	JR & A Hersey			-\$ 2,953.98
	19/10/18		PPE	\$ 2,953.98	
EFT3438	16/11/18	BOC Gases Australia			-\$ 24.42
	01/11/18		Gases	\$ 24.42	
EFT3439	16/11/18	Burando Hill			-\$ 72.38

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	18/10/18		WO.1633	\$ 72.38	
EFT3440	16/11/18	Lotex Filter Cleaning Service			-\$ 140.99
	19/10/18		Filter cleaning	\$ 140.99	
EFT3441	16/11/18	Local Government Professionals Australia WA			-\$ 40.00
	16/10/18		Workshop	\$ 40.00	
EFT3442	16/11/18	Digga-West Earthparts WA			-\$ 48.62
	31/10/18		Parts WO.010	\$ 48.62	
EFT3443	16/11/18	Great Southern Toyota			-\$ 218.44
	25/10/18		WO.00 Parts	\$ 218.44	
EFT3444	16/11/18	Katanning Hardware			-\$ 32.00
	30/10/18		Gas	\$ 32.00	
EFT3445	16/11/18	Tyrepower Katanning			-\$ 140.00
	30/10/18		WO.0	\$ 140.00	
EFT3446	16/11/18	Staff Christmas Club			-\$ 367.00
	14/11/18		Payroll deductions	\$ 367.00	
EFT3447	16/11/18	RSPCA WA			-\$ 5.00
	14/11/18		Payroll deductions	\$ 5.00	
EFT3448	16/11/18	Strategic Teams			-\$ 3,723.46
	20/11/18		ACEO	\$ 3,723.46	
EFT3449	23/11/18	Hugh Russel Thomson			-\$ 5,237.50
	19/11/18		Allowance claim	\$ 5,237.50	
EFT3450	23/11/18	Dwanie Cooper			-\$ 170.00
	21/11/18		Payroll deductions	\$ 170.00	
EFT3451	23/11/18	Major Motors			-\$ 71.87
	07/11/18		WO.002	\$ 71.87	
EFT3452	23/11/18	Premier Smash Repairs			-\$ 450.00
	08/11/18		Wo.002 Windscreen	\$ 450.00	
EFT3453	23/11/18	Timothy James Brown			-\$ 2,275.00
	19/11/18		Allowance claim	\$ 2,275.00	
EFT3454	23/11/18	Automotive Electrical & 4WD Accessories			-\$ 618.99
	31/10/18		Parts	\$ 618.99	
EFT3455	23/11/18	Morris William Trimming			-\$ 2,275.00
	19/11/18		Allowance claim	\$ 2,275.00	
EFT3456	23/11/18	JBs Quality Meats			-\$ 84.00
	01/11/18		Catering	\$ 84.00	
EFT3457	23/11/18	Rapid Print Finishing & Pritchard Bookbinders			-\$ 182.60
	09/11/18		Binding Council minutes	\$ 182.60	
EFT3458	23/11/18	Dale Stuart Douglas			-\$ 2,275.00
	19/11/18		Allowance claim	\$ 2,275.00	
EFT3459	23/11/18	Austral Mercantile Collections			-\$ 839.93
	29/10/18		Legal Fees	\$ 839.93	
EFT3460	23/11/18	Courier Australia			-\$ 85.87
	16/11/18		Freight	\$ 85.87	
EFT3461	23/11/18	Staff Lotto			-\$ 50.00
	21/11/18		Payroll deductions	\$ 50.00	
EFT3462	23/11/18	Peter Gordon Morrell			-\$ 2,275.00
	19/11/18		Allowance claim	\$ 2,275.00	
EFT3463	23/11/18	LGIS			-\$ 1,980.00
	17/10/18		Members training	\$ 1,980.00	

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
EFT3464	23/11/18	PCS			-\$ 2,672.50
	13/11/18		Software Support	\$ 425.00	
	15/11/18		Desktop	\$ 1,695.00	
	15/11/18		Software Support	\$ 382.50	
	20/11/18		IT Support	\$ 170.00	
EFT3465	23/11/18	Emerald Garden			-\$ 100.00
	09/11/18		Wreath	\$ 100.00	
EFT3466	23/11/18	Department of Mines, Industry Regulation & Safety			-\$ 56.65
	31/10/18		BSL Levy	\$ 56.65	
EFT3467	23/11/18	Hitachi			-\$ 300.09
	01/11/18		Access step	\$ 300.09	
EFT3468	23/11/18	Trevor Phillip Young			-\$ 2,537.91
	19/11/18		Allowance Claim	\$ 4,743.75	
	19/11/18		Withholding tax	-\$ 2,205.84	
EFT3469	23/11/18	Staff Christmas Club			-\$ 367.00
	21/11/18		Payroll deductions	\$ 367.00	
EFT3470	23/11/18	RSPCA WA			-\$ 5.00
	21/11/18		Payroll deductions	\$ 5.00	
EFT3471	23/11/18	Strategic Teams			-\$ 3,520.00
	27/11/18		ACEO	\$ 3,520.00	
EFT3472	23/11/18	Officeworks			-\$ 161.22
	11/10/18		Stationary	\$ 161.22	
EFT3473	29/11/18	Dwanie Cooper			-\$ 170.00
	28/11/18		Payroll deductions	\$ 170.00	
EFT3474	29/11/18	Moore Stephens			-\$ 8,800.00
	31/10/18		Financial Report	\$ 8,800.00	
EFT3475	29/11/18	Shire of Narrogin			-\$ 550.00
	08/11/18		Surveyor Oct 18	\$ 550.00	
EFT3476	29/11/18	Filters Plus WA			-\$ 75.74
	01/11/18		Filter	\$ 15.90	
	02/11/18		Air Filter	\$ 59.84	
EFT3477	29/11/18	Staff Lotto			-\$ 50.00
	28/11/18		Payroll deductions	\$ 50.00	
EFT3478	29/11/18	GSFS			-\$ 5,414.73
	21/11/18		Diesel	\$ 5,414.73	
EFT3479	29/11/18	Cut-N-Cote			-\$ 96.57
	01/11/18		Castor	\$ 71.55	
	13/11/18		Padlock	\$ 25.02	
EFT3480	29/11/18	Beaurepaires Wagin			-\$ 9,454.57
	05/11/18		Tyre repair	\$ 20.85	
	02/11/18		Tyre repairs	\$ 230.62	
	13/11/18		WO.002	\$ 3,011.12	
	13/11/18		WO.005	\$ 3,180.86	
	15/11/18		WO.023	\$ 3,011.12	
EFT3481	29/11/18	JR & A Hersey			-\$ 965.19
	06/11/18		PPE	\$ 599.22	
	06/11/18		Parts	\$ 349.47	
	06/11/18		Spray Bottle	\$ 16.50	
EFT3482	29/11/18	Burando Hill			-\$ 81.18
	15/11/18		Chain	\$ 81.18	
EFT3483	29/11/18	Great Southern Waste Disposal			-\$ 2,444.40

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	07/11/18		Rubbish removal	\$ 2,444.40	
EFT3484	29/11/18	Staff Christmas Club			-\$ 317.00
	28/11/18		Payroll deductions	\$ 317.00	
EFT3485	29/11/18	RSPCA WA			-\$ 5.00
	28/11/18		Payroll deductions	\$ 5.00	
EFT3486	29/11/18	Strategic Teams			-\$ 3,520.00
	26/11/18		Acting CEO	\$ 3,520.00	
	08/11/18		Bookmark	-\$ 220.00	
	15/10/18		Bookmark	\$ 220.00	
15298	16/11/18	Petty Cash Recoup			-\$ 224.50
	22/10/18		Recoup	\$ 224.50	
DD2212.1	08/11/18	Water Corporation			-\$ 6,165.25
	18/10/18		Standpipe GS Hwy	\$ 834.97	
	18/10/18		Standpipe Burt Rd	\$ 5,330.28	
DD2212.3	01/11/18	Westnet			-\$ 124.99
	18/10/18		Monthly Hosting	\$ 124.99	
DD2227.1	07/11/18	WA Super			-\$ 1,099.64
	07/11/18		Superannuation contributions	\$ 846.13	
	07/11/18		Payroll deductions	\$ 43.20	
	07/11/18		Payroll deductions	\$ 181.20	
	07/11/18		Payroll deductions	\$ 29.11	
DD2227.2	07/11/18	MLC Nominees			-\$ 28.49
	07/11/18		Payroll deductions	\$ 12.39	
	07/11/18		Superannuation contributions	\$ 16.10	
DD2227.3	07/11/18	Colonial First State			-\$ 202.51
	07/11/18		Payroll deductions	\$ 48.22	
	07/11/18		Superannuation contributions	\$ 154.29	
DD2227.4	07/11/18	Australian Superannuation			-\$ 597.63
	07/11/18		Payroll deductions	\$ 70.71	
	07/11/18		Payroll deductions	\$ 10.00	
	07/11/18		Superannuation contributions	\$ 516.92	
DD2227.5	07/11/18	Hesta			-\$ 489.65
	07/11/18		Payroll deductions	\$ 69.36	
	07/11/18		Payroll deductions	\$ 47.22	
	07/11/18		Superannuation contributions	\$ 373.07	
DD2227.6	07/11/18	CBUS Superannuation			-\$ 89.43
	07/11/18		Superannuation contributions	\$ 89.43	
DD2227.7	07/11/18	MLC Navigator Retirement Plan			-\$ 150.09
	07/11/18		Payroll deductions	\$ 61.15	
	07/11/18		Superannuation contributions	\$ 88.94	
DD2227.8	07/11/18	Colonial Select Personnel Super			-\$ 85.54
	07/11/18		Superannuation contributions	\$ 85.54	
DD2236.1	14/11/18	WA Super			-\$ 1,080.86
	14/11/18		Superannuation contributions	\$ 831.69	
	14/11/18		Payroll deductions	\$ 181.20	
	14/11/18		Payroll deductions	\$ 24.77	
	14/11/18		Payroll deductions	\$ 43.20	
DD2236.2	14/11/18	MLC Nominees			-\$ 75.56
	14/11/18		Payroll deductions	\$ 12.39	
	14/11/18		Superannuation contributions	\$ 63.17	
DD2236.3	14/11/18	Colonial First State			-\$ 202.51

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	14/11/18		Payroll deductions	\$ 48.22	
	14/11/18		Superannuation contributions	\$ 154.29	
DD2236.4	14/11/18	Australian Superannuation			-\$ 597.63
	14/11/18		Payroll deductions	\$ 70.71	
	14/11/18		Payroll deductions	\$ 10.00	
	14/11/18		Superannuation contributions	\$ 516.92	
DD2236.5	14/11/18	Hesta			-\$ 489.65
	14/11/18		Payroll deductions	\$ 69.36	
	14/11/18		Payroll deductions	\$ 47.22	
	14/11/18		Superannuation contributions	\$ 373.07	
DD2236.6	14/11/18	MLC Navigator Retirement Plan			-\$ 161.95
	14/11/18		Payroll deductions	\$ 65.98	
	14/11/18		Superannuation contributions	\$ 95.97	
DD2236.7	14/11/18	Colonial Select Personnel Super			-\$ 85.54
	14/11/18		Superannuation contributions	\$ 85.54	
DD2247.1	21/11/18	WA Super			-\$ 1,085.57
	21/11/18		Superannuation contributions	\$ 836.40	
	21/11/18		Payroll deductions	\$ 181.20	
	21/11/18		Payroll deductions	\$ 24.77	
	21/11/18		Payroll deductions	\$ 43.20	
DD2247.2	21/11/18	MLC Nominees			-\$ 52.02
	21/11/18		Payroll deductions	\$ 12.39	
	21/11/18		Superannuation contributions	\$ 39.63	
DD2247.3	21/11/18	Colonial First State			-\$ 202.51
	21/11/18		Payroll deductions	\$ 48.22	
	21/11/18		Superannuation contributions	\$ 154.29	
DD2247.4	21/11/18	Australian Superannuation			-\$ 569.39
	21/11/18		Payroll deductions	\$ 70.71	
	21/11/18		Payroll deductions	\$ 10.00	
	21/11/18		Superannuation contributions	\$ 488.68	
DD2247.5	21/11/18	Hesta			-\$ 489.65
	21/11/18		Payroll deductions	\$ 69.36	
	21/11/18		Payroll deductions	\$ 47.22	
	21/11/18		Superannuation contributions	\$ 373.07	
DD2247.6	21/11/18	MLC Navigator Retirement Plan			-\$ 213.30
	21/11/18		Payroll deductions	\$ 86.90	
	21/11/18		Superannuation contributions	\$ 126.40	
DD2247.7	21/11/18	Colonial Select Personnel Super			-\$ 85.54
	21/11/18		Superannuation contributions	\$ 85.54	
DD2256.1	05/11/18	NAB - Credit Card			-\$ 74.97
	02/10/18		Adobe Subs	\$ 43.98	
	08/10/18		Adobe Subs	\$ 21.99	
	29/10/18		Card Fee	\$ 9.00	
DD2265.1	05/11/18	NAB - Credit Card			-\$ 224.40
	03/10/18		Directed Electronics	\$ 224.40	
DD2267.1	10/11/18	Telstra			-\$ 67.75
	22/10/18		Bushfire SMS	\$ 67.75	
DD2269.1	13/11/18	Telstra			-\$ 478.76
	25/10/18		Mobile charges	\$ 478.76	
DD2272.1	20/11/18	SkyMesh			-\$ 125.00

Chq/EFT	Date	Name	Description	Inv Amt	Payment Amt
	20/11/18		Internet contract	\$ 125.00	
DD2273.1	28/11/18	WA Super			-\$ 1,083.95
	28/11/18		Superannuation contributions	\$ 834.78	
	28/11/18		Payroll deductions	\$ 181.20	
	28/11/18		Payroll deductions	\$ 24.77	
	28/11/18		Payroll deductions	\$ 43.20	
DD2273.2	28/11/18	MLC Nominees			-\$ 52.02
	28/11/18		Payroll deductions	\$ 12.39	
	28/11/18		Superannuation contributions	\$ 39.63	
DD2273.3	28/11/18	Colonial First State			-\$ 202.51
	28/11/18		Payroll deductions	\$ 48.22	
	28/11/18		Superannuation contributions	\$ 154.29	
DD2273.4	28/11/18	Australian Superannuation			-\$ 639.38
	28/11/18		Payroll deductions	\$ 70.71	
	28/11/18		Payroll deductions	\$ 10.00	
	28/11/18		Superannuation contributions	\$ 558.67	
DD2273.5	28/11/18	Hesta			-\$ 489.65
	28/11/18		Payroll deductions	\$ 69.36	
	28/11/18		Payroll deductions	\$ 47.22	
	28/11/18		Superannuation contributions	\$ 373.07	
DD2273.6	28/11/18	MLC Navigator Retirement Plan			-\$ 205.40
	28/11/18		Payroll deductions	\$ 83.68	
	28/11/18		Superannuation contributions	\$ 121.72	
DD2273.7	28/11/18	Colonial Select Personnel Super			-\$ 85.54
	28/11/18		Superannuation contributions	\$ 85.54	
					Total -\$ 280,378.78

15.5.WWLZ INFORMATION REPORT – FOR THE PERIOD 13/11/2018 – 06/12/2018**GLOSSARY**

NLP	- National Landcare Programme
SWCC	- South West Catchments Council
SCNRM	- South Coast Natural Resource Management
GWL	- Gondwana Link

MANAGEMENT COMMITTEE MEETING

Last Meeting: 10 Oct 2018

Next Meeting: 12 Dec 2018

ZONE COMMITTEE

Last Meeting: 18 Oct 2018

Next Meeting: Currently the decision has been made to make the zone committee a sub-committee and as such remove some of the official requirements within this group.

LANDCARE COORDINATION FUNDING 2018 / 2019

- SWCC Pollinator Project - \$38,892
- SWCC Pollinator Project mammal surveys \$2400
- State NRM – Revitalising Reserves in Wagin - \$15,101
- State NRM – Restoring Mt Latham - \$10,600
- SCNRM – West Australia Rabbit Control & Awareness Project - \$11,187.58
- State NRM Capability Grant - \$120,000

STRATEGIC PLANNING

- Procedures manual to be drawn up with the conclusion of the capability grant project.
- Looking at review of current Action Plan
- If time permits within project, look at a Business Plan or Strategic Plan for WWLZ

CATCHMENT/COMMUNITY DEVELOPMENT

-

EVENTS

- Wildflower walk joint with Katanning completed 7th Oct - over 30 participants.
- Completed 'Smiddy' Memorial Wagin v Woody Fox Shoot 11th Nov 2018. – 6 teams competing

CURRENT/ONGOING PROJECTS:**STATE NRM – CAPABILITY GRANT – STRONGER LANDSCAPES FOR THE FUTURE IN WAGIN & WOODANILLING - \$120,000**

- Employed Kerry Ewen to complete the administrative tasks on this project.
- Procedure manual underway, archiving has begun, discussion over adding to project activities including updating current WWLZ action plan.
- Wildflower walk completed 7th Oct on Woodanilling property. Over 30 people attending in joint program with Katanning Landcare.

- Phoebe Phascogale hired out to SCNRM in Albany event, masquerading as a honey possum – Sat 3rd Nov
- Reporting due December

STATE NRM – REVITALISING RESERVES IN WAGIN - \$15,101

- Weed works ongoing when NRM Officer available for field work.
- Signage design underway .
- Some seedlings have been unsuccessful, some poorly planted, some affected by dry conditions in challenging clay soils. Some appear to have been pulled out at golf course reserve around the motorcycle areas.

STATE NRM – RESTORING MT LATHAM - \$10,600

- Spraying completed at site.
- Monitoring to be done early 2019

SCNRM – WEST AUSTRALIA RABBIT CONTROL & AWARENESS PROGRAM - \$11,187.58

- Seeing some evidence of calici spread in the district.
- Small amount of funds went towards Nov fox shoot. Very small numbers of rabbits sighted at this round of shooting.
- One publication remaining for on ground targets

SWCC – POLLINATOR PROJECT

- Undertaking mammal surveys to squeeze in to shortened timeline. Have to complete full survey report
- Reporting due 7 Dec 2018
- Insect monitoring.

LOCAL ABORIGINAL CONSULTATION

- Met with Eugene Eades. Working for Gondwana Link on 'Bush School' concept for the GWL Jerramungup property. Interested in potential for similar activities for this area. I indicated that a discussion with local aboriginal people would be required before any action taken. Has been some mixed responses in regards to activities at Puntapin Rock.

APPLICATION SUBMITTED

- State NRM Grant Large submitted, approx. \$153,000 – fencing, revegetation, pig research (further reports of sightings, tracks etc) and bridal creeper
- State NRM Grants Large cooperative grant (Shire of Kent, Katanning Landcare, Dumbleyung Landcare, Kojonup Landcare, Gillamii, North Stirlings Pallinup NRM) - \$93,303 – Agricultural project - Soil degradation recovery – Regenerative agriculture potential across shires – water ways protection strategies.
- State NRM Grants Small – approx. \$19 000 - Wagin Lake improvements – Bird hide, car park, educational signage.

APPLICATIONS UNDERWAY

- Smart Farms Small Grants – Ag based grant, looking into pastures based project at 4 sites including messina into systems with salinity focus

15.6.COUNCIL/COMMITTEES - STATUS REPORT

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
19/12/2017	5.2		Gravel Reserve – River Road	<p>Council that it directs the CEO to:</p> <ol style="list-style-type: none"> 1) Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road; 2) Ensure that traffic counts are carried out to support the RSA; and 3) Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source. 	<p>1) <i>Road Safety Audit – Pending</i></p> <p>2) <i>Work Supervisor has not completed road counts.</i></p> <p>3) <i>Work Supervisor concluded that the quality of the gravel is not up to standard. Gravel has been used from this site previously but was found unacceptable for use.</i></p> <p>20/11/18 No further action at this point in time</p> <p>18/12/18</p> <ul style="list-style-type: none"> • No further action at this point in time • Matter referred by ACEO to Consultant Engineer 	
15/05/2018	10.2	12.1.15	Closing Thoroughfares to Vehicles	Refers this matter to the Transport Plant and Works Committee to undertake a full audit of roads requiring conditional closure pursuant to S3.50 of the Local Government Act.	<p>TPW dealing with this matter</p> <p>18/12/18</p> <ul style="list-style-type: none"> • No further action at this point in time 	
16/10/2018	10.3		Great Southern Outdoor Recreation Strategy 2018-2021	<p>That Council</p> <ol style="list-style-type: none"> 1) receives the Great Southern Outdoor Recreation Strategy 2018-2021 as attached (Draft 6); 2) Receives the Great Southern Regional Sport & Recreation Plan; and 3) Support the Department of Local Government, Sport and Cultural Industries (DLGSC) with a partnered community engagement strategy for the release of the plan for public review and comment for a four week period scheduled for November 2018. 	<p>20/11/18</p> <p>Dr Lyon advised on 9 November 2018 that she has received formal written advice from Lotterywest confirming the success of our application for funding to support the development of the Great Southern Regional Trails Master Plan. I This is a significant outcome for our region and I want to personally thank and congratulate all of our regional stakeholders for their involvement in this project. Your support and financial commitment has led to this fantastic result.</p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
					<p>Lotterywest has committed \$109,100 towards Phase 1 (Trails Background Report) & Phase 2 (Trails Master Plan) of the project, more than matching the \$99,000 we have leveraged through our state government and local government partners. However, Lotterywest has not provided funding for Phase 3 (Concept Plans) due to concerns that the priority projects may have a tourism focus. As you may be aware, the Lotterywest scheme supports community-based projects rather than tourism investment.</p> <p>I am confident that, despite the funding shortfall, we will be able to deliver the key outcomes associated with this project and develop at least one priority project concept plan with the funds leveraged through our regional partnerships. To develop the remaining concept plans (our goal is to develop at least three priority project concept plans over the life of this project), I intend to apply for the following grants:</p> <ol style="list-style-type: none"> 1) An application to the Building Better Regions Fund to complete the concept planning process. The announcement of our Lotterywest success this week is timely because it will allow us to leverage these funds in a BBRF grant. Applications are due on the 15th November. To support our application, I would appreciate a Letter of Support reaffirming your commitment to the project, including any financial contributions. I have attached a template for your use. Please return your letter via email by 13th November. I apologise for the tight deadline but as I'm sure you will agree, this is an opportunity that we should not pass up. 2) Lotterywest have advised that they would welcome an application to develop Concept 	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
					<p>Plans for any community-based trail projects prior to the acquittal of our primary grant, thus enabling us to maintain the momentum associated with this project. Once these project are identified through the community consultation process, I will discuss this option with each priority project proponent.</p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1) Provide a Letter of Support to accompany our BBRF application by 13th November. 2) Nominate a staff member to sit on our project Stakeholder Reference Group. This group will meet quarterly over the life of the project. The first meeting will be scheduled for January 2019. Terms of Reference will be circulated prior to the first meeting. 3) Confirm the Shire's financial commitment. I will send out an invoice for the Shire's financial commitment in the coming week. These funds will enable us to recruit a project coordinator who will begin work in January. 4) Let me know if you would like me to come and provide an in-person briefing to you and/or Council on the project. <p>Please let me know if you have any questions about this process. I look forward to providing you with an update on the project in the coming months.</p> <p>Comment The ACEO can advise the following:</p> <ul style="list-style-type: none"> • The Deputy CEO has drafted a letter of support and was issued 14/11/18; • Has nominated the Deputy CEO to sit on the Stakeholder Reference Group; • The Shire's financial commitment is \$2,000 and in-kind re staff time spent, providing a 	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
					facility for community consultation and engagement; <ul style="list-style-type: none"> Dr Lyons has been invited to the December 2018 Council Meeting 18/12/18 Shire did not end up promoting matter during November 2018 due to changes in staffing arrangements	
16/10/2018	10.5	10.3.1	Town Planning Scheme No 1 Review	1. That Council instructs the CEO to advise the Western Australian Planning Commission that the current Town Planning Scheme is considered to be operating satisfactorily given the low level of development within the municipality. The preparation of a new Planning Scheme is not considered to be warranted especially as Council has prepared Amendment No 3 to the Scheme to update the Scheme Text to reflect the Deemed Provisions. A further omnibus amendment can be prepared to bring the Scheme Text into closer alignment with the Model Scheme Text. 2. That Council instructs the CEO to advise the Western Australian Planning Commission that it recognises the need for a Local Planning Strategy for the municipality and that the previous Scheme Explanatory Report is not adequate. 3. That Council resolve pursuant to Regulation 11(1) prepare a Local Planning Strategy for the whole of the municipality. 4. That the CEO prepare a separate report be presented to Council on the process, issues, timing and cost for the preparation of the Local Planning Strategy.	20/11/18 The Shire's consultant planner has submitted the review report regarding TPS No1 to the Department of Planning Lands and Heritage on 7 November 2018 18/12/18 NFA	BA380 , BA381
16/10/2018	10.6	10.3.1	TPS1 Amendment 3 Deemed Provisions	That Council, in pursuance of Section 75 of the Planning and Development Act 2005: a) Resolves to amend the above local planning scheme by: <ul style="list-style-type: none"> Deleting provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations; and inserting new and amended provisions to reflect the application and reference to the deemed provisions. Inserting Schedule A Supplemental Provisions; Correcting and updating references and terminology in accordance with the provisions of the Planning 	20/11/18 Amendment 3 signed by the CEO, ACEO (7/11/18) and Shire President (9/11/18) and submitted to the Department of Planning Lands and Heritage on 12 November 2018 18/12/18 NFA	BA380 , BA381

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>and Development Act 2005; and</p> <ul style="list-style-type: none"> • Renumbering the remaining Scheme provisions and Schedules sequentially and updating any cross referencing to the new clause numbers as required. <p>b) Resolve, pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), that Amendment 3 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;</p> <p>c) That in accordance with Section 81 of the Planning and Development Act 2005, the Amendment shall be referred to the Environmental Protection Authority for examination and assessment.</p> <p>d) That pursuant to Section 75 of the Planning and Development Act 2005 and Regulation 17 Council resolves to adopt Amendment No 2 for final approval.</p> <p>e) That Amendment 3 be submitted to the Western Australian Planning Commission pursuant to Regulation 58.</p>		
16/10/2018	11.1	4.1.33C	4WDL VROC	That the Shire of Woodanilling continues to actively participate in the 4WDL VROC housing project regarding future need and provides the required information regarding Woodanilling in time for the November 4WDL meeting.	<p>20/11/18 No action at this point in time</p> <p>18/12/18 This matter is a standing item on the 4WDL</p>	
20/11/2018					<p>18/12/18 There were no actions from the November 2018 OCM</p>	

Legend

Status	Flag
Not Started	Roadblock Occurred
Monitor	In Progress
Completed	
Deferred	

16. CLOSURE OF MEETING