



# SHIRE OF WOODANILLING

## ORDINARY MEETING OF COUNCIL Amended Agenda 22 March 2022

**Dear Elected Member**

**The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 22 March 2022 in the Council Chambers, 3316 Robinson Road, Woodanilling commencing at 4.00p.m.**

**KELLIE BARTLEY  
CHIEF EXECUTIVE OFFICER**

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

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

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# ORDINARY MEETING OF COUNCIL AGENDA

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

#### DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

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

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

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

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

#### Present:

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

#### Apologies:

Nil

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

## 4. PUBLIC QUESTION TIME

## 5. PETITIONS / DEPUTATIONS / PRESENTATIONS

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

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

## 8. CONFIRMATION OF COUNCIL MEETING MINUTES:

### 8.1. ORDINARY MEETING OF COUNCIL HELD – 15 FEBRUARY 2022

#### COUNCIL DECISION

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

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

### 9.1. GREAT SOUTHERN ZONE

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

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

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

### 9.3. LOCAL GOVERNMENT AGRICULTURAL FREIGHT GROUP

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

### 9.4. GREAT SOUTHERN RECREATION ADVISORY GROUP

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

### 9.5. GREAT SOUTHERN TREASURES COMMITTEE

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

### 9.6. AUDIT COMMITTEE

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

### AUDIT COMMITTEE RECOMMENDATION

*The Council:*

1. *Notes the 2021 Compliance Audit Return has been completed as contained in **Audit Committee Minutes**;*
2. *Authorises the Shire President and the Chief Executive Officer to certify the 2021 Compliance Audit Return; and*
3. *Authorises the Chief Executive Officer to submit the 2021 Compliance Audit Return to the Department of Local Government by 31 March 2022.*

## 10. REPORTS OF OFFICERS

Nil

## 11. REGULATORY SERVICES

### 11.1.MANAGEMENT ORDER REQUEST AND RESERVE BOUNDARY REALIGNMENTS - DPLH

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

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

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

##### MANAGEMENT ORDERS

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

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

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

Reserve No	DPLH Use	LPS Zoning
1965	Public Utility	Parkland and Recreation
1969	Public Utility	Landscape Protection
1970	Public Utility	Parkland and Recreation

1972	Public Utility	Landscape Protection
11067	Gravel	Public Purpose - Gravel
11068	Exempted from Sale	Parkland and Recreation
14452	Exempted from Sale	Parkland and Recreation
17908	Memorial Site	Public Purpose - War Memorial
18060	Municipal Office Site	Public Purpose- Shire Purpose

On investigation into the correspondence, it was found that the Truck Parking Bay on Robinson Road, west of Great Southern Highway, encroached into both Reserve 18975 and the unmanaged Reserve 11067 (Gravel).

It is considered pertinent to deal with both matters concurrently.



**Figure 1 – Robinson Road Truck Parking Bay**

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

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

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

**SOUTH WEST NATIVE TITLE - RESERVES 18975 AND 11067**

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

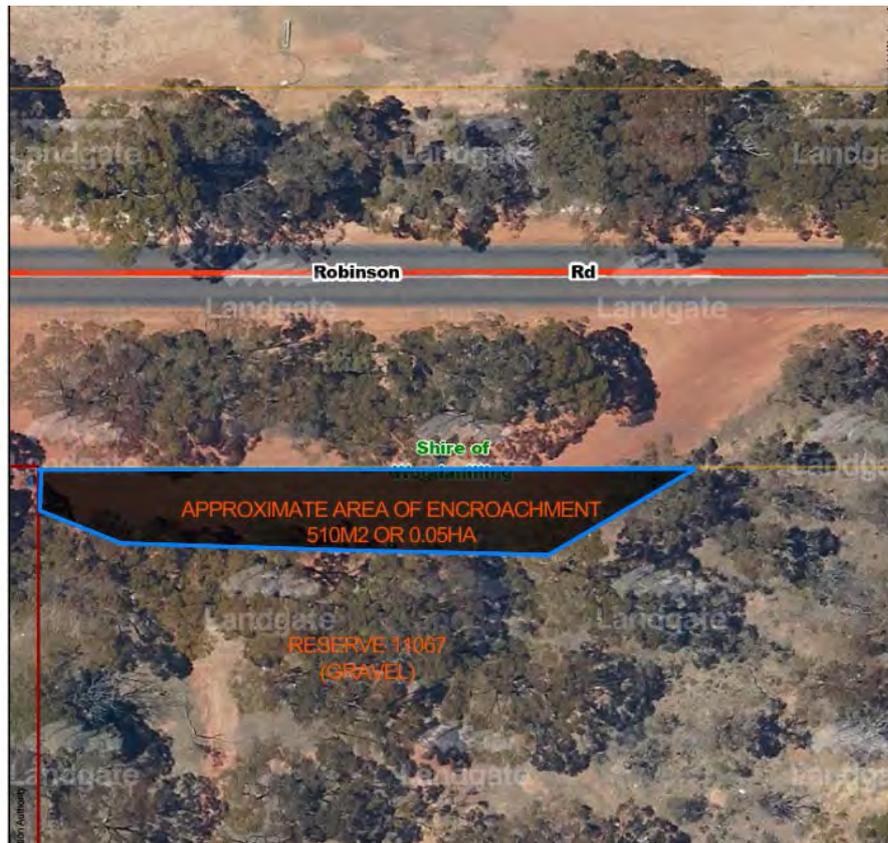
Reserve 18975 has been included in the Noongar Land Estate and is validated under the LPS No 1 as a historical site of Aboriginal Heritage value. On closer investigation it has been noted that the Truck Parking Bay on Robinson Road, west of Great Southern Highway, has a minor encroachment (approximately 120m<sup>2</sup> or 0.01 ha) into Reserve 18975. This requires rectification so as to not impede the safe use of the Truck Parking Bay.



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

It has now been established that this bay has also been developed into the unmanaged Reserve 11067 (Gravel). An approximate calculation of area of encroachment is 510m<sup>2</sup> or 0.05 hectare.

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



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

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

#### **STATUTORY/LEGAL IMPLICATIONS**

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

##### ***Land Administration Act 1997***

##### ***Land Administration Regulations 1998***

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

##### ***Native Title Act 1993***

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

##### ***Local Planning Scheme No. 1.***

The Scheme provides identification of appropriate reserve zones and purposes.

#### **POLICY IMPLICATIONS**

There is no Local Planning Policies relevant to this item.

#### **FINANCIAL IMPLICATIONS**

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

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

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

## STRATEGIC IMPLICATIONS

### THEMES 2 & 4

#### Enhancing Natural & Built Environment & Roads & Transport

#### OBJECTIVES

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

#### STRATEGIES

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

#### GOALS

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

## CONSULTATION/COMMUNICATION

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

## RISK MANAGEMENT

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

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

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

<b>SEVERE</b>	Unacceptable. Risk reduction measures must be implemented before proceeding.
---------------	--

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

*That Council:*

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

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

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

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

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

## ATTACHMENT 11.1.1

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

---

Dear Sir/Madam,

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

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

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

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

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

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

Kind regards,

**Icha Lagman** | Assistant State Land Officer | Land Management South  
140 William Street, Perth WA 6000  
6552 4799  
[www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)



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

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

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## ATTACHMENT 11.1.3

**From:** [Southwest Settlement](#)  
**To:** [Woodanilling Shire](#)  
**Subject:** C11149 - South West Native Title Settlement - Land Base Consultation - Land List 1018  
**Date:** Wednesday, 19 January 2022 10:21:50 AM  
**Attachments:** [South West Native Title Settlement - Map of Agreement Areas.pdf](#)  
[2022-01-19-Local Government Authority-20190322\\_DPLH\\_Allregions\\_AboriginalLandsTrust\\_Reserve18975Woodanilling\\_Year1-Land List 1018-Request.csv](#)  
[20190322\\_DPLH\\_Allregions\\_AboriginalLandsTrust\\_Reserve18975Woodanilling\\_Year1-Land List 1018-ShapeFile.zip](#)

---

Dear Sir/Madam,

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

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

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

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

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

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

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

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

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

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

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

Kind regards,

**Dee Bell** | State Land Officer | Native Title Agreements and Partnerships  
140 William Street, Perth WA 6000  
6552 4571  
[www.dplh.wa.gov.au](http://www.dplh.wa.gov.au)

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## 12. INFRASTRUCTURE SERVICES

Nil reports

## 13. CORPORATE SERVICES

### 13.1.LIST OF ACCOUNTS FOR PAYMENT

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

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 28 February 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

#### BACKGROUND/COMMENT

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

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

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within **ATTACHMENT 13.1.1**.

#### Payments up to 28 February 2022

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

#### STATUTORY/LEGAL IMPLICATIONS

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

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee’s name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
  
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee’s name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;*
  - and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
  
- (3) *A list prepared under subregulation (1) or (2) is to be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

**THEME 3**

**Governance**

**OBJECTIVES**

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

**STRATEGIES**

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

**CONSULTATION/COMMUNICATION**

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

**RISK MANAGEMENT**

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

<b>Consequence</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Likelihood</b>					

<b>Almost Certain</b>	Medium	High	High	Severe	Severe
<b>Likely</b>	Low	Medium	High	High	Severe
<b>Possible</b>	Low	Medium	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Low	Medium

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

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

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

## ATTACHMENT 13.1.1

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

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

## SHIRE OF WOODANILLING

## STATEMENT OF PAYMENTS

## FOR THE PERIOD 28 FEBRUARY 2022

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

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

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

### BRIEF SUMMARY

The Statement of Financial Activity for period ending 28 February 2022 together with associated commentaries are presented for Council's consideration.

### BACKGROUND/COMMENT

In accordance with regulation 34 of the *Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. The Monthly Financial Reports have been prepared in accordance with statutory requirements.

### STATUTORY/LEGAL IMPLICATIONS

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

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

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

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

Any material variances that have an impact on the outcome of the budgeted closing surplus/deficit position are detailed in the Monthly Financial Report contained within **ATTACHMENT 13.2.1**.

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

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

#### STRATEGIES

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

### CONSULTATION/COMMUNICATION

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

### RISK MANAGEMENT

The risk in relation to this matter is assessed as "Low" on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative

requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

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

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

#### **VOTING REQUIREMENTS**

Absolute Majority

#### **OFFICERS RECOMMENDATION**

That Council receives the Statement of Financial Activity for the period ended 28<sup>th</sup> February 2022, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in **Attachment 13.2.1**.

## ATTACHMENT 13.2.1

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

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

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**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**STATUTORY REPORTING PROGRAMS**

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

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

**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

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

**KEY INFORMATION**

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

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

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

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 28 FEBRUARY 2022****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

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

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES****EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

**STATEMENT OF FINANCIAL ACTIVITY BY NATURE & TYPE  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

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

**KEY INFORMATION**

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

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2022

## BASIS OF PREPARATION

### BASIS OF PREPARATION

#### REPORT PURPOSE

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

#### BASIS OF ACCOUNTING

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

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

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

### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 10 March 2022

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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

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

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

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

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

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

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

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

		Last Year Closing 30 June 2021	This Time Last Year 28 February 2021	Year to Date 28 February 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(848,911)	(628,892)	(848,969)
Add: Provisions - employee	10	0	0	0
<b>Total adjustments to net current assets</b>		<b>(848,911)</b>	<b>(628,892)</b>	<b>(848,969)</b>

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

**Current assets**

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

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

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

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Municipal - Cash at Bank	Cash and cash equivalents	784,626	0	784,626		NAB	0.10%	NA
Cash on hand - Floats and Petty Cash	Cash and cash equivalents	450	0	450		Cash	0.00%	NA
Reserve - Cash at Bank	Cash and cash equivalents	0	848,969	848,969		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
<b>Total</b>		<b>785,076</b>	<b>848,969</b>	<b>1,634,045</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		785,076	848,969	1,634,045	0			
		<b>785,076</b>	<b>848,969</b>	<b>1,634,045</b>	<b>0</b>			

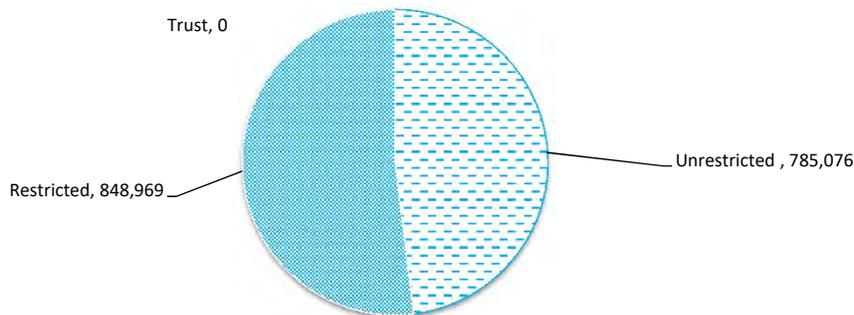
**KEY INFORMATION**

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

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

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

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



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

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

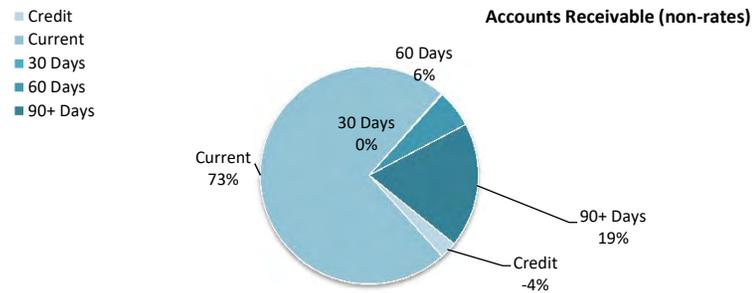
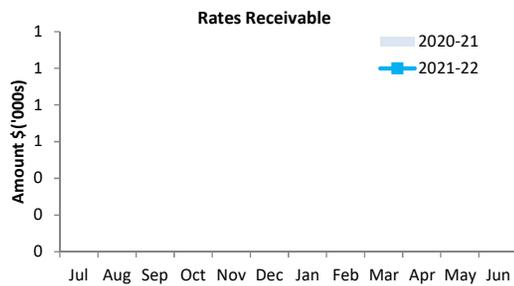
Rates receivable	30 June 2021	28 Feb 2022
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(813,601)
Equals current outstanding	<b>73,177</b>	<b>121,592</b>
<b>Net rates collectable</b>	<b>73,177</b>	<b>121,592</b>
% Collected	91.2%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

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

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



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

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

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

**KEY INFORMATION**

**Inventory**

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

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

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

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

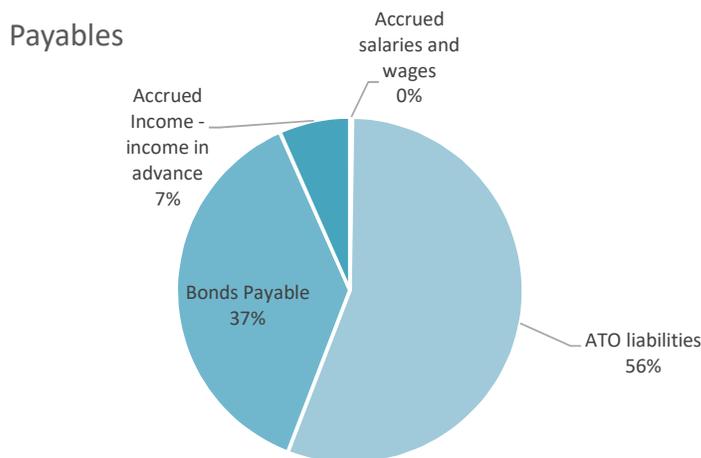
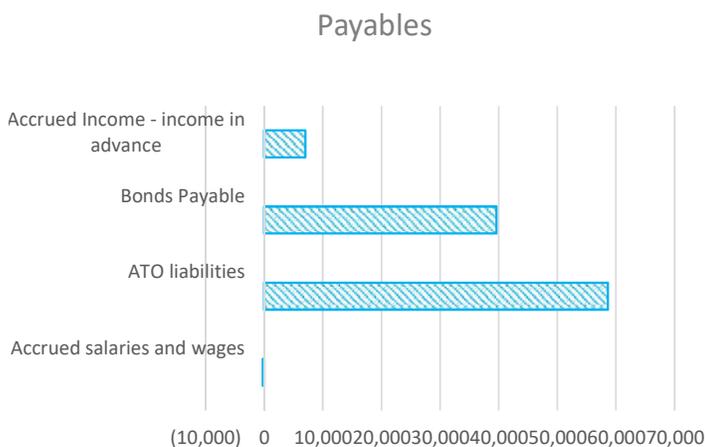
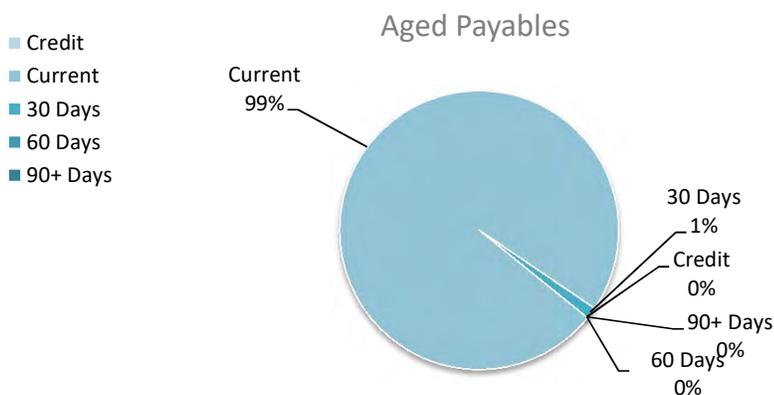
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

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

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



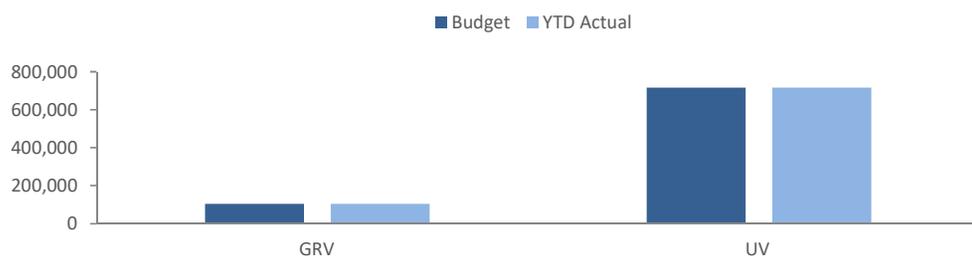
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

General rate revenue	Budget					YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV	0.1195	98	877,300	104,873	104,873	104,872			104,872
<b>Unimproved value</b>									
UV	0.0051	192	139,423,500	716,358	716,358	716,724			716,724
<b>Sub-Total</b>		<b>290</b>	<b>140,300,800</b>	<b>821,231</b>	<b>821,231</b>	<b>821,596</b>	<b>0</b>	<b>0</b>	<b>821,596</b>
<b>Minimum payment</b>	<b>Minimum \$</b>								
<b>Gross rental value</b>									
GRV	430	67		28,810	28,810	28,810			28,810
<b>Unimproved value</b>									
UV	430	23		9,890	9,890	11,610	2,085		13,695
<b>Sub-total</b>		<b>90</b>	<b>0</b>	<b>38,700</b>	<b>38,700</b>	<b>40,420</b>	<b>2,085</b>	<b>0</b>	<b>42,505</b>
Discount					(31,720)				(43,400)
Concession					(5,400)				
<b>Total general rates</b>					<b>822,811</b>				<b>820,702</b>

**KEY INFORMATION**

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

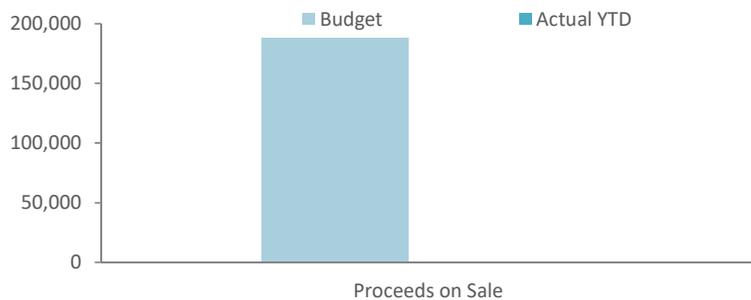


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>By Class:</b>								
	<b>Plant and equipment</b>	65,226	188,000	124,656	(1,882)	0	0	0	0
	<b>By Program:</b>								
	<b>Governance</b>								
	CEO Vehicle	0	30,000	30,000	0	0	0	0	0
	<b>Transport</b>								
	Per Plant Replacement Schedule	65,226	158,000	94,656	(1,882)	0	0	0	0
		<b>65,226</b>	<b>188,000</b>	<b>124,656</b>	<b>(1,882)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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



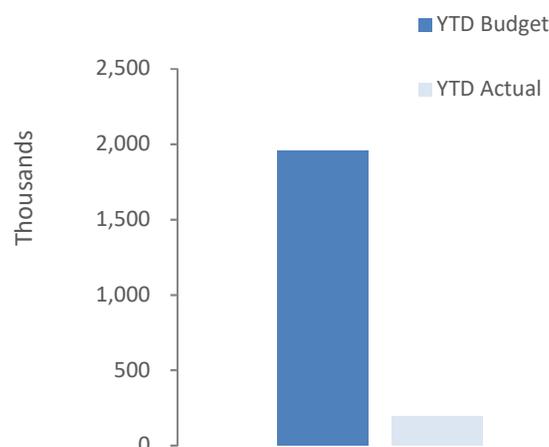
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	79,000	46,083	7,750	(38,333)
Plant and equipment	667,000	389,083	22,351	(366,732)
Infrastructure - roads	1,215,087	708,801	163,278	(545,523)
<b>Payments for Capital Acquisitions</b>	<b>1,961,087</b>	<b>1,143,967</b>	<b>193,379</b>	<b>(950,588)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,015,152	684,769	30,274	(654,495)
Other (disposals & C/Fwd)	188,000	72,716	0	(72,716)
Cash backed reserves	0	0	0	0
Plant replacement reserve	482,000	281,167	0	(281,167)
Affordable housing reserve	102,290	59,669	0	(59,669)
Contribution - operations	173,645	165,265	163,105	(2,160)
<b>Capital funding total</b>	<b>1,961,087</b>	<b>1,263,586</b>	<b>193,379</b>	<b>(1,070,207)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



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

**OPERATING ACTIVITIES**

**NOTE 9**

**CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant replacement reserve	668,887	0	45	125,000	0	(482,000)	0	311,887	668,932
Building reserve	42,083	0	3	152,290	0		0	194,372	42,086
Affordable housing reserve	102,290	0	7		0	(102,290)	0	0	102,297
Office equipment reserve	14,028	0	1		0		0	14,028	14,029
Road construction reserve	21,623	0	2	50,000	0		0	71,623	21,625
Staff leave Reserve	0	0		20,000	0		0	20,000	0
	<b>848,911</b>	<b>0</b>	<b>58</b>	<b>347,290</b>	<b>0</b>	<b>(584,290)</b>	<b>0</b>	<b>611,910</b>	<b>848,969</b>

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

**OPERATING ACTIVITIES  
NOTE 10  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 28 February 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	11	8,086	16,172	(15,506)	8,752
- non-operating	12	98,255	48,000	(30,274)	115,981
<b>Total unspent grants, contributions and reimbursements</b>		106,341	64,172	(45,780)	124,733
<b>Provisions</b>					
Annual leave		84,931	0	0	84,931
Long service leave		46,569	0	0	46,569
<b>Total Provisions</b>		131,500	0	0	131,500
<b>Total other current liabilities</b>		<b>237,841</b>	<b>64,172</b>	<b>(45,780)</b>	<b>256,233</b>
<b>Amounts shown above include GST (where applicable)</b>					

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

**KEY INFORMATION**

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

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

NOTE 11

**OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2022	Current Liability 28 Feb 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>						399,301	299,476	
Grants Commission - General				0	0			177,029
Grants Commission - Roads				0	0			122,447
<b>Law, order, public safety</b>						32,343	21,560	
DFES - Bushfire Brigade	8,086	16,172	(15,506)	8,752	8,752			
ESL Grant				0	0			15,822
<b>Education and welfare</b>						54,000	36,000	
Well Aged Housing Grants				0				
<b>Transport</b>						81,372	54,248	
RRG Direct Funding Grant				0				81,372
<b>Other property and services</b>						20,000	13,336	
				0			0	
	<b>8,086</b>	<b>16,172</b>	<b>(15,506)</b>	<b>8,752</b>	<b>8,752</b>	<b>587,016</b>	<b>424,620</b>	<b>396,670</b>
<b>Operating contributions</b>								
<b>Governance</b>								
Traineeship Incentives								30,478
<b>General purpose funding</b>							0	
Legal Fees Recovered				0		5,000	0	
<b>Education and welfare</b>								
Income relating to Well Aged Housing								9,102
<b>Housing</b>								
Staff Housing Reimbursements								102
<b>Recreation and culture</b>								
Insurance Recoveries								1,080
<b>Other property and services</b>								
FBT Reimbursements								810
Diesel Fuel Rebates								10,496
Reimbursement of Ex CEO LSL				0				34,188
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>86,256</b>
<b>TOTALS</b>	<b>8,086</b>	<b>16,172</b>	<b>(15,506)</b>	<b>8,752</b>	<b>8,752</b>	<b>592,016</b>	<b>424,620</b>	<b>482,926</b>

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

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2022	Current Liability 28 Feb 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>General purpose funding</b>								
LRCIP Phase 1	7,775	0	(7,775)	0	0			7,775
<b>Law, order, public safety</b>								
Grant - Water Tanks				0		23,985	23,985	0
<b>Community amenities</b>								
LRCIP (P2) Townscape Enhancement				0		54,000	36,000	0
<b>Transport</b>								
Regional Road Group - Project Funding	67,981	48,000	0	115,981	115,981	225,480	150,320	0
LCRI Phase 2	22,499	0	(22,499)	0	0			22,499
MRD Grant - Shoulder Sealing Safety Project				0		515,000	343,336	0
R2R Grant				0		196,687	131,128	0
	<b>98,255</b>	<b>48,000</b>	<b>(30,274)</b>	<b>115,981</b>	<b>115,981</b>	<b>1,015,152</b>	<b>684,769</b>	<b>30,274</b>
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

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

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

<b>13.3.2021/2022 BUDGET REVIEW – COVERING ACTUALS FROM 1 JULY 2021 TO 28 FEBRUARY 2022</b>
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<b>File Reference</b>	ADM0059
<b>Date of Report</b>	15 March 2022
<b>Responsible Officer</b>	Cath Painter, Accountant
<b>Author/s of Report</b>	Cath Painter, Accountant Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirements</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment No. 13.3.1</b> – 2021/2022 Budget Review Report – 1 July 2021 to 28 February 2022

**BRIEF SUMMARY**

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

**RELEVANT PREVIOUS DECISIONS OF COUNCIL**

There is no previous Council decision relating to this matter.

**BACKGROUND**

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

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

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

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

**STATUTORY/LEGAL IMPLICATIONS**

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

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must*
  - a) *Consideration the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
  - b) *Consider the local government's financial position as at the date of the review; and*
  - c) *Review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*

- (3) A Council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

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

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

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

### BUDGET VARIATIONS

Comments/Reason for Variance	Adopted Variance \$
<b>Opening Surplus (including adjustment)</b> <b>Note: Audit not yet finalised</b>	(\$11,437)
<b>Operating Revenue (Excludes Rates)</b>	
General Purpose Funding	
Interim Rating <b>Budget Addition</b> – Increase in interim rates received through Landgate	(\$4000)
<b>Community Amenity</b>	
Town Planning Application Fee <b>Budget Addition</b> – Decrease in budgeted income due to less than anticipated fee income for planning applications	\$1,500
Income Relating to Cemetery <b>Budget Addition</b> – Increase in fees relating to cemetery costs for burials	(\$1,200)
<b>Recreation and Culture</b>	
Income Relating to Woodanilling Town Hall <b>Budget Addition</b> – Increase in budget due to insurance recovery	(\$1,200)
<b>Economic Services</b>	
Income Relating to Standpipes <b>Budget Addition</b> – Decrease in projected income from standpipe	\$20,000
<b>Public Works Overheads</b>	
Sale of Stock or Scrap <b>Budget Addition</b> – Sale of Scrap not included in initial budget	(\$1,750)
<b>Operating Expenses</b>	
<b>General Purpose Funding</b>	
Discount on Early Payment of Rates <b>Budget Addition</b> – Increase in the discount on rate payments	\$6,000
<b>Governance</b>	
Staff Uniforms <b>Budget Addition</b> – Decrease in budget due to reduced expenditure	(\$2,000)
Grants and Workshop Expenses <b>Budget Addition</b> – Decrease in budget due to reduced expenditure	(\$20,000)
Councillor Training <b>Budget Addition</b> – Increase expenditure due to required training	\$10,000
<b>Law, Order &amp; Public Safety</b>	

Expenses Relating to Animal Control <b>Budget Addition</b> – Reduction in costs as no ranger contracted	(\$4,000)
<b>Community Amenities</b>	
Maintenance – Grave Digging <b>Budget Addition</b> – Increase in costs due to increase in burial requirements	\$2,000
<b>Recreation &amp; Culture</b>	
Maintenance – Oval & Buildings <b>Budget Addition</b> – Increase in budgeted expenditure due to contractor payments in excess of initial budget for Oval maintenance	\$21,650
<b>Transport</b>	
Maintenance – Municipal Fund Roads <b>Budget Addition</b> – Reallocations of funds from Main Roads road project not proceeding and budgeted additional costs reallocated to maintenance road programs. The project was grant specific and the Shire did not meet the reporting requirements for the Dec 2021 period.	\$48,420
<b>Economic Services</b>	
Expenses Relating to Standpipes <b>Budget Addition</b> – Reduction due to lower than forecast income	(\$20,000)
<b>Public Works Overheads</b>	
Protective Clothing Budget Addition – Increase to budgeted expenditure due to additional costs incurred for purpose of PPE	\$2,000
<b>Capital Revenue</b>	
<b>Transfer from Reserves (Restricted Assets)</b>	
Plant Reserve - Transfer from Reserves not occurring due to current market availability.	\$482,000
Housing Reserve – Transfer from Reserves not occurring in the current financial year due to COVID 19 restraints.	\$102,290
Capital Proceeds on disposal of assets - asset transactions removed from budget due to not current able to source relevant plant for purchase and therefore the disposals will not occur.	\$188,000
Shoulder Sealing Safety Project (MRD) <b>Budget Addition</b> – Decrease as funding will no longer be received as per Main Roads Grant project did not meet the deadline and reporting due in December 2021.	\$515,000
Roads to Recovery <b>Budget Addition</b> – Decrease due to delay in grant compliance resulting in projected R2R funding not to be received in 21/22 budget year.	\$196,687
<b>Capital Expenses</b>	
<b>Governance</b>	
Purchase of new CEO vehicle delayed due to availability	(\$58,000)
<b>Recreation and Culture</b>	
Davey Pump at Rec Ground not budgeted for in the 2021/2022 and required for emergency works for watering and rehabilitation of oval	\$7,750
<b>Transport</b>	
John Deere 670D Grader purchase delayed due to availability	(\$380,000)
Pedestrian Roller purchase delayed due to availability	(\$16,500)
Bitumen Slip on Sprayer delayed due to availability	(\$23,000)

Plant Trailer delayed due to availability	(\$9,500)
Multi Tyre Roller delayed due to availability	(\$180,000)
Shoulder Sealing Safety Project Grant Funding (MRD) project not proceeding due not meeting the project timeframe.	(563,420)
<b>Transfer to Reserves (Restricted Assets)</b>	
Plant Reserve – Transfer to Reserves not occurring	(\$125,000)
Building Reserve – Transfer to Reserve not occurring	(\$152,290)
Road Construction Reserve – Transfer to Reserve not occurring	(\$50,000)
Staff Leave Reserve – Transfer to Reserve increased from initial \$20,000 to \$40,000 to cover projected Long Service Leave requirements	\$20,000
<b>Total Predicted Variances as per Annual Budget Review</b>	<b>\$0.00</b>

## STRATEGIC IMPLICATIONS

### THEME 3

#### Governance

#### OBJECTIVES

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

#### STRATEGIES

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

#### CONSULTATION/COMMUNICATION

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

#### RISK MANAGEMENT

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

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

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

**CONCLUSION**

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

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

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

## ATTACHMENT 13.3.1

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

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

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

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

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

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

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

**1. BASIS OF PREPARATION**

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of *AASB 1051 Land Under Roads* paragraph 15 and *AASB 116 Property, Plant and Equipment* paragraph 7.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**CRITICAL ACCOUNTING ESTIMATES**

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

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

**2021-22 ACTUAL BALANCES**

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

**ROUNDING OFF FIGURES**

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

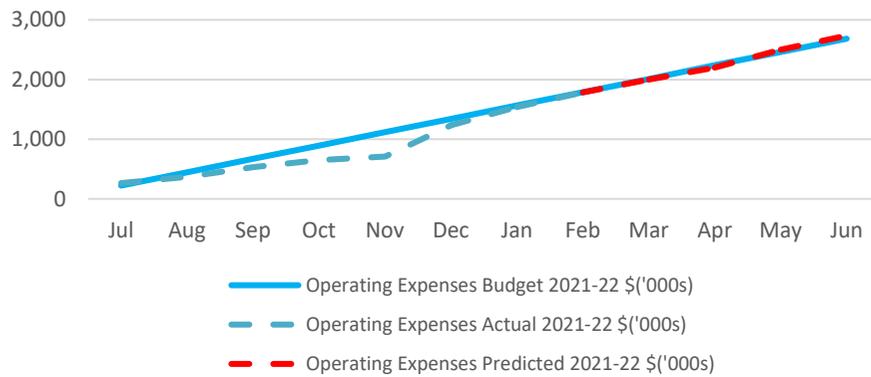
**BUDGET COMPARATIVE FIGURES**

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

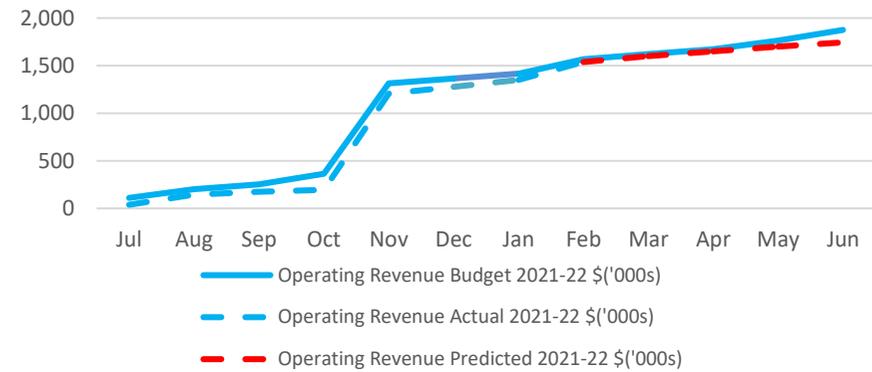
**SHIRE OF WOODANILLING  
SUMMARY GRAPHS - BUDGET REVIEW  
FOR THE PERIOD ENDED 28 FEBRUARY 2022**

**2. SUMMARY GRAPHS - BUDGET REVIEW**

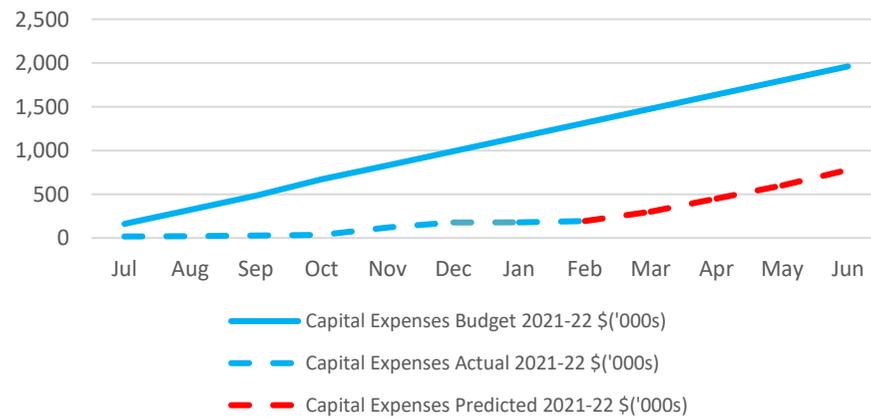
Operating Expenses



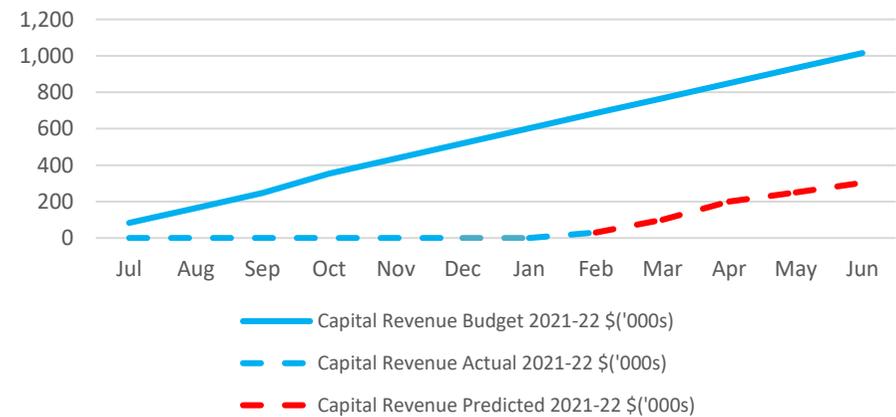
Operating Revenue



Capital Expenditure



Capital Revenue



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

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

**3 NET CURRENT FUNDING POSTION**

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

**Operating activities excluded from budgeted deficiency**

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

**(i) Operating activities excluded from budgeted deficiency**

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

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

**(ii) Current assets and liabilities excluded from budgeted deficiency**

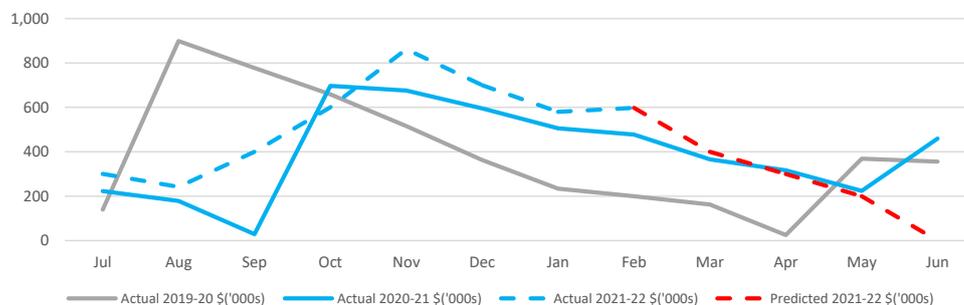
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.

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

**(iii) Composition of estimated net current assets**

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

Liquidity Over the Year



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

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

**SIGNIFICANT ACCOUNTING POLICIES**

**CASH AND CASH EQUIVALENTS**

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

Bank overdrafts are shown as short term borrowings in current liabilities.

**TRADE AND OTHER RECEIVABLES**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**INVENTORIES**

**General**

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

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

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**CONTRACT ASSETS**

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

**LOANS AND RECEIVABLES**

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

**TRADE AND OTHER PAYABLES**

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

**CONTRACT LIABILITIES**

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

**EMPLOYEE BENEFITS**

**Short-Term Employee Benefits**

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

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

**PROVISIONS**

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

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

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

**4. PREDICTED VARIANCES**

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

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

**5. BUDGET AMENDMENTS**

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

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

## 14. COMMUNITY SERVICES

### 14.1. CMCA CAMP OUT WOODANILLING RECREATION CENTRE NOVEMBER 2022

<b>File Reference</b>	ADM0293, FH77
<b>Date of Report</b>	22 March 2022
<b>Responsible Officer</b>	Kellie Bartley CEO
<b>Author of Report</b>	Sue Dowson – Deputy CEO
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 15.1.1</b> – Application of Hire of Council Facilities

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

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

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

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

#### STATUTORY/LEGAL IMPLICATIONS

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

#### POLICY IMPLICATIONS

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

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

#### FINANCIAL IMPLICATIONS

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

#### STRATEGIC IMPLICATIONS

##### Theme 1

##### Community Facilities

**VISION**

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

**OBJECTIVES**

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

**GOALS****Short Term**

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

**CONSULTATION/COMMUNICATION**

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

**RISK MANAGEMENT**

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

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

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

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICERS RECOMMENDATION**

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



# Shire of Woodanilling

ATTACHMENT 10.6.1

## HIRE OF COUNCIL FACILITIES

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

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

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

Hirer Signature: \_\_\_\_\_

Date: 2 Feb 2022

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




PO BOX 99  
WOODANILLING WA 6316

Ph: (08) 9823 1506

shire@woodanilling.wa.gov.au  
www.woodanilling.wa.gov.au

## 15. OFFICE OF CEO

### 15.1.4WDL VROC HOUSING NEEDS ANALYSIS – SHIRE OF WOODANILLING

<b>File Reference</b>	ADM0342
<b>Date of Report</b>	12 March 2022
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 16.1.1</b> - 4WDL VROC – Strategic Plan 2021-2023 Under separate cover <b>Attachment 16.1.2</b> - SoW 4WDL VROC Housing Needs Analysis Under separate cover

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

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

As identified in the 4WDL VROC Strategic Plan 2021-2023 (**Attachment 16.1.1**), as high priority, the membership resolved to undertake a priority needs analysis as a collaborative and as individuals for pending State Government funding, Social Housing Economic Recovery Program, which was due in September/October 2021.

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

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

Council undertook the review of the housing needs for Woodanilling at the February 2022 briefing session as contained in **Attachment 16.1.2**.

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

#### STATUTORY/LEGAL IMPLICATIONS

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

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

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

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

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) *is authorised in advance by resolution\*; or*
- (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

### **POLICY IMPLICATIONS**

There is no Council Policy relevant to this item.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

#### **THEME 1**

#### **Community Facilities & Roads**

#### **OBJECTIVES**

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

#### **STRATEGIES**

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

### **CONSULTATION/COMMUNICATION**

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

### **RISK MANAGEMENT**

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

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

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

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

1. *Endorses the 4WDL VROC Housing Needs Analysis comparison as contained in **Attachment 16.1.2**; and*
2. *Supports the additional costs associated of \$333.00 that is already within the 2021/2022 Annual Budget allocations for the purpose of the Housing Analysis to be undertaken by the 4WDL VROC.*

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

<b>File Reference</b>	ADM0332
<b>Date of Report</b>	12 March 2022
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirement</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment 16.2.1</b> – Project Nomination Form – Work Schedule

### BRIEF SUMMARY

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

### BACKGROUND/COMMENT

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

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

The list of Project Work Categories are identified within the Project Nomination Form as contained in **Attachment 16.2.1**.

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

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

### STATUTORY/LEGAL IMPLICATIONS

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

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

- (1) *The council —*
- (a) *governs the local government’s affairs; and*

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

### **3.1. General function**

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

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

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

*\* Absolute majority required.*

#### **POLICY IMPLICATIONS**

There is no Council Policy relevant to this item.

#### **FINANCIAL IMPLICATIONS**

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

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

#### **STRATEGIC IMPLICATIONS**

##### **THEMES 1 & 4**

##### **Community Facilities & Roads & Transport**

##### **OBJECTIVES**

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

##### **STRATEGIES**

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

#### **CONSULTATION/COMMUNICATION**

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

## RISK MANAGEMENT

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

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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council:

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

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

## ATTACHMENT 16.2.1

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

**Declaration**

I declare that:

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

Yes

No

Full name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Date: Click or tap here to enter text.

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

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

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

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

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

**Project Work Categories**

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

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

<b>File Reference</b>	ADM0088
<b>Date of Report</b>	3 March 2022
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author of Report</b>	Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirements</b>	Absolute Majority
<b>Attachments</b>	<b>Attachment No. 16.3.1</b> – Letter from Roads to Recovery – 2020/21 Own Source Expenditure Breach <b>Attachment No. 16.3.2</b> – R2R Works Schedule 2019-2024

#### BRIEF SUMMARY

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

#### BACKGROUND/COMMENT

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

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

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

Council has submitted its 2020-21 Roads to Recovery Annual Report and been advised by Roads to Recovery that it is in breach of the own source expenditure requirement for the financial year ending 30 June 2021. The advice received from Roads to Recovery (R2R) is contained within **ATTACHMENT 16.3.1**.

The Roads to Recovery guidelines state that:

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

Must equal or greater to the reference amount.

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

#### January 2022

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

The lodgement was completed by the due date, with the CEO reviewing the current accounts associated with the 2021/2022 program as outlined for the R2R program. The current program is detailed in **ATTACHMENT 16.3.2**.

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

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

## REVIEW OF FUNDING

### Annual funding and current status

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

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

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

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

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

### Own Sourced Expenditure Reference Amount

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

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

### Own Sourced Funding

The historical road income and expenditure data is detailed below:

## ROAD GRANT FUNDING AND EXPENDITURE

### OWN SOURCE EXPENDITURE ANALYSIS

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

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

### Reasons for Breach

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

#### *COVID-19 Impact*

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

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

#### *National Disaster Impacts*

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

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

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

#### *Administration and Performance Improvement*

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

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

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

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

#### **Resolution of Breach**

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

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

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

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

#### **STATUTORY/LEGAL IMPLICATIONS**

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

#### **POLICY IMPLICATIONS**

There is no Council Policy relevant to this item.

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

##### **THEME 3**

##### **Governance**

##### **OBJECTIVES**

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

##### **STRATEGIES**

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

## CONSULTATION/COMMUNICATION

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

## RISK MANAGEMENT

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

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

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

## VOTING REQUIREMENTS

Absolute Majority

## OFFICER'S RECOMMENDATION

That Council:

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

## ATTACHMENT 16.2.1

*File Reference: F19/606*

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

Dear Ms Bartley

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

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

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

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

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

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

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

Yours sincerely



Allan Chisholm  
Roads to Recovery  
24 February 2022

## ATTACHMENT 16.2.2

## Work Schedule as at 11 Feb 2022

AusLink Roads to Recovery**Standard RTR 2019 - 2024 Work Schedule for Shire of Woodanilling**

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

ID	<u>Work Location</u>	<u>Problem Being Addressed</u>			<u>Work Proposed</u>						
		<u>Project Status</u>	<u>Project Type</u>	<u>Fully RTR Funded</u>	<u>Cost To RTR</u>	<u>Total Project Cost</u>	<u>Construction Start Date</u>	<u>Construction End Date</u>	<u>Construction Is Complete</u>		
1	Watson Road (Rural Road), Creek crossing 1.6km west of Watson Road and Andrews Road intersection.	Failed culvert with subsided road pavement and risk of further collapse.	Replace culvert and overlay to improve safety.	Compliant	Normal	No	\$80,000	\$110,667	Nov 2019	Jun 2020	Yes
2	Youngs Road (Rural Road), 4km west from intersection with Albany Highway	Slippery surface in winter due to excessive clay sub base and wearing of the gravel pavement.	Resheet patches within the treatment area with 15cm of gravel.	Compliant	Normal	No	\$80,000	\$85,000	Feb 2021	Feb 2022	No
3	Harvey Road (Rural Road), 4km section between Cartmeticutup and Tie Line Roads	Extreme waterlogging and slipperiness in winter.	Reconstruct/ stabilise with waterproofing binder and reshape.	Compliant	Normal	No	\$54,000	\$57,000	Feb 2021	Apr 2022	No
		<b>Total Project Costs:</b>					\$276,687	\$320,056			

## Work Schedule as at 11 Feb 2022

### Standard RTR 2019 - 2024 Work Schedule for Shire of Woodanilling

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

ID	Work Location	Problem Being Addressed			Work Proposed				
		Project Status	Project Type	Fully RTR Funded	Cost To RTR	Total Project Cost	Construction Start Date	Construction End Date	Construction Is Complete
4	Cartmeticup Road (Rural Road), Between Trimmer Road and Church Road	Compliant	Normal	No	\$32,000	\$32,389	Feb 2020	Jun 2020	Yes
5	McDonald Road, Woodanilling, 900m from the intersection with Burt Road heading west.	Compliant	Normal	No	\$30,687	\$35,000	Nov 2019	Mar 2022	No
<b>Total Project Costs:</b>					\$276,687	\$320,056			

## 15.4. INFORMATION BULLETIN – MARCH 2022

<b>File Reference</b>	ADM0105
<b>Date of Report</b>	3 March 2022
<b>Responsible Officer</b>	Kellie Bartley, Chief Executive Officer
<b>Author/s of Report</b>	Gen Harvey, Landcare WWLZ (for attached report) Kellie Bartley, Chief Executive Officer
<b>Disclosure of any Interest</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
<b>Voting Requirements</b>	Simple Majority
<b>Attachments</b>	<b>Attachment No. 16.4.1</b> – WWLZ – Information Report for period March 2022

### BRIEF SUMMARY

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

### BACKGROUND/COMMENT

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

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

This month's Information Bulletin attachment includes:

#### Reports:

- Wagin Woodanilling Landcare Zone – March 2022 (**Attachment 16.4.1**)

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

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

### STATUTORY/LEGAL IMPLICATIONS

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

### POLICY IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

#### THEME 2

#### Enhancing Natural and Built Environment

#### OBJECTIVES

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

#### STRATEGIES

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

### CONSULTATION/COMMUNICATION

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

### RISK MANAGEMENT

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

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

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICERS RECOMMENDATION

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

**ATTACHMENT 16.4.1****15.5.WWLZ INFORMATION REPORT – FOR THE PERIOD – JAN 2022 – FEB 2022****GLOSSARY**

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

**MANAGEMENT COMMITTEE MEETING**

Last Meeting: November

Next Meeting: March 30<sup>th</sup>

**LANDCARE COORDINATION FUNDING 2021 / 2022**

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

**STRATEGIC PLANNING**

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

**NON-PROJECT COMMUNITY ACTIVITIES**

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

**COMPLETED EVENTS**

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

**COMING EVENTS**

- Fauna survey activities in Autumn with volunteer members of community

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

- seedlings order had to be revised upon correspondence of available seedlings.
- Site visits and payments for last year's programs completed.
- Fencing is still ongoing on one site.
- Canola to be going back into rotation this year for analysis on any changes to pollinator numbers as a result of the revegetation planted.
- Completed TEK element of program. (see events above)
- 

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

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

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

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

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

- Site visits underway to determine exact survey locations and scheduling times for sites.
- Sites lined up for fauna surveys to commence late March.
- Revegetation seedlings were ordered however had some issues with what was available so had to change some species and numbers. Still some concerns about the success of what we have ordered based on last years seedling deliveries.
- Fencing site visit completed and payment made for several sites.
- Further event through the CRC educating kids on the white tailed black cockatoo as part of the bird focussed art program run.

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

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

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

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

**APPLICATION SUBMITTED**

Nil

**APPLICATIONS UNDERWAY**

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

**16. CONFIDENTIAL REPORTS**

Nil reports

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

**18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**

<b>18.1.COUNCILLORS AND /OR OFFICERS</b>
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**19. CLOSURE OF MEETING**