



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Agenda 19 April 2022

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Woodanilling will be held on 19 April 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

CONTENTS

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	2
1.1. <i>DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY</i>	2
2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)	2
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	2
4. PUBLIC QUESTION TIME	2
5. PETITIONS / DEPUTATIONS / PRESENTATIONS	2
6. APPLICATIONS FOR LEAVE OF ABSENCE	2
7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION	2
8. CONFIRMATION OF COUNCIL MEETING MINUTES:	3
8.1. <i>ORDINARY MEETING OF COUNCIL HELD – 15/03/2022</i>	3
9. CONFIRMATION OF OTHER MEETING MINUTES:	3
9.1. <i>COMMUNITY DEVELOPMENT MEETING 29/03/2022</i>	3
9.2. <i>BUSH FIRE ADVISORY COMMITTEE AGM – APPOINTMENT OF OFFICE BEARERS FROM 1ST JULY 2022</i>	3
9.3. <i>BUSH FIRE ADVISORY COMMITTEE MEETING 07/04/2022</i>	4
10. REPORTS OF OFFICERS	4
11. REGULATORY SERVICES	5
11.1. <i>SIGNAGE APPROVAL – TAVERN: 18495 (LOT 5) ALBANY HIGHWAY BEAUFORT RIVER</i>	5
12. INFRASTRUCTURE SERVICES	10
13. CORPORATE SERVICES	11
13.1. <i>LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2022</i>	11
13.2. <i>STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2022</i>	16
14. COMMUNITY SERVICES	37
14.1. <i>REPLACEMENT CEILING 13 CARDIGAN STREET AND UNIT 1, 4 CARDIGAN STREET PATIO LEAK</i>	37
15. OFFICE OF CEO	42
15.1. <i>REVIEW OF DELEGATION 15 – PAYMENTS FROM MUNICIPAL OR TRUST FUNDS</i>	42
15.2. <i>ADOPTION OF CHIEF EXECUTIVE OFFICERS KPI'S</i>	51
15.3. <i>REVIEW OF POLICY 79 – WOODANILLING WONGI (LOCAL PUBLIC NOTICE)</i>	53
15.4. <i>INFORMATION BULLETIN – APRIL 2022</i>	58
16. CONFIDENTIAL REPORTS	62
17. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	62
18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL	62
18.1. <i>COUNCILLORS AND /OR OFFICERS</i>	62
19. CLOSURE OF MEETING	62

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

Officers:

Kellie Bartley	Chief Executive Officer
Sue Dowson	Deputy CEO

Apologies:

Observers:

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 – 15/03/2022**

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

9. CONFIRMATION OF OTHER MEETING MINUTES:**9.1. COMMUNITY DEVELOPMENT MEETING 29/03/2022**

That the Minutes of the Community Development Meeting held 29 March 2022, be received by Council.

9.2. BUSH FIRE ADVISORY COMMITTEE AGM – APPOINTMENT OF OFFICE BEARERS FROM 1ST JULY 2022**BFAC COMMITTEE RECOMMENDATION – ELECTION OF OFFICE BEARERS**

That the BFAC recommends to Council that the following appointments effective from 1 July 2022

BUSH FIRE EXECUTIVES**Chief Bush Fire Control Officer (CBFCO)**

Russel Thomson nominates Jason Cronin as CBFCO seconded by Bindi Murray. No further nominations received. Jason Cronin accepts position.

Deputy Chief Bush Fire Control Officer (DCBFCO)

Dale Douglas nominates Evan Hall as DCBFCO seconded by Jason Cronin. No further nominations received. Evan Hall accepts position.

Senior Fire Control Officer Number 1 (SFCO1)

Evan Hall nominates Scott Hook as SFCO1 seconded by Dale Douglas. No further nominations received. Scott Hook accepts position.

Senior Fire Control Officer Number 2 (SFCO2)

Jason Cronin nominated Wayne Shackley as SFCO2 seconded by Greg Doak. No further nominations received.

Fire Weather Officer (FWO)

Scott Hook is automatically nominated due to position of SFCO1 position held.

Deputy Fire Weather Officer (DFWO)

Wayne Shackley is automatically nominated due to position of SFCO2 position held.

BUSH FIRE CONTROL OFFICERS:

Beaufort Kenmare:	Bindi Murray
Boyerine Westwood:	Greg Doak
Central:	Scott Hook
Cartmeticup:	Wayne Shackley
Glencoe:	Braden Crosby

HARVEST BAN COMMITTEE:

CBFCO:	Jason Cronin
DCBFCO	Evan Hall
SFCO:	Scott Hook
Beaufort/Kenmare:	Ray Kowald & Mal Baxter
Boyerine/Westwood:	Greg Doak
Central:	Ian Garstone
Cartmeticup:	Wayne Shackley and David Kerr
Glencoe:	Brayden Crosby
Clover Burning Officer	Jason Cronin (CBFCO)
Clover Burning Officer	Kellie Bartley (CEO)
Delegates to the ROAC	Jason Cronin (CBFCO)
	FCO to be invited as per availability
Secretary	Shire

9.3. BUSH FIRE ADVISORY COMMITTEE MEETING 07/04/2022

That the minutes of the Bush Fire Advisory Committee Meeting held 7th April 2022, be received by Council.

10. REPORTS OF OFFICERS

11. REGULATORY SERVICES

11.1. SIGNAGE APPROVAL – TAVERN: 18495 (LOT 5) ALBANY HIGHWAY BEAUFORT RIVER

File Reference	A28
Date of Report	13 April 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Jennifer Dowling, Planner
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment No. 11.1.1 - Site Plan Attachment No. 11.1.2 – Beaufort River – Proposed ID sign

Proponent	Aksara PTY LTD
Owner	Bufort PTY LTD
Date of Receipt	1 April 2022
Property Address	18495 (Lot 5) Albany Highway Beaufort River WA 6394
Lot Area	2.7519ha
Town Planning Scheme No 1 Zoning	Commercial

BRIEF SUMMARY

The purpose of this report is for Council to consider the signage for the development at Lot 5, 18495 Albany Highway, Beaufort River.

It is considered that the application is generally consistent with the intent and objectives of the Town Planning Scheme and therefore recommended for conditional approval.

BACKGROUND/COMMENT

At the Ordinary Council Meeting held on 17th November 2020 and 25th May 2021, Council approved the redevelopment and reinvigoration of the property (colloquially known as the Beaufort River Road House). Council considered the addition of a bottle shop to the redevelopment requiring the approval of a 'Tavern' land use. Approval was subsequently granted and the development is now proceeding. This report deals with the requirement for Council approval of the main sign at the site.

As stated at the Ordinary Council Meeting on 25th May 2021, Item 10.2, approval has previously been granted for the redevelopment of the site as a tavern, road house, café and fuel station. The conditions and advice notes were as follows;

"That Council resolve to grant planning approval for the 'Tavern' landuse proposed at 18495 (Lot 5) Albany Highway Beaufort River subject to the following conditions:

1. *The development being in accordance with the submitted and approved plans;*
2. *Any signage being approved by Council prior to erection at site;*
3. *The Chief Executive Officer being authorised to approve;*
 - a. *Any minor modifications that may arise.*
 - b. *The required documentation for Liquor Licencing.*

Advice notes:

- *This approval does not constitute a building licence and any major structural changes will require such;*
- *The building will be required to adhere to all electrical and plumbing requirements as per relevant legislation;*
- *Any verge signage will require prior approval of Main Roads WA prior to submission to Council.*

- *The final approval for Liquor Licencing and operation as a food premises being endorsed by Councils Environmental Health Officer (Mr Gordon Houston)."*

CARRIED 5/0

Condition 2 of the Planning Consent required Council's further approval of signage at the site. The proposed signage as submitted at this time is for the main identification sign which could be defined as a 'pylon sign'.

The sign is to be 7m high and 2.010m wide. It is to be double sided and illuminated and is to be located 612mm from the front boundary of the site and centrally located generally consistent with the previous signage.

The Building Licence has been received, processed and issued. The assessment of the project also encompassed the assessment of this sign. The details are contained in **ATTACHMENT 11.1.1 & 11.1.2**.

STATUTORY/LEGAL IMPLICATIONS

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

TPS No 1 is mute on signage other than at *Schedule 5 – Exempted Advertisements*. This schedule does not prescribe details or standards for the form of signage as proposed.

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

VISION

To protect and enhance the key natural and cultural assets of the Shire whilst supporting appropriate development opportunities.

OBJECTIVES

To provide for appropriately zoned and controlled land to facilitate a variety of industrial and agricultural land uses that support the ongoing growth of the future population of Woodanilling.

STRATEGIES

Development of a Local Planning Strategy and supporting Scheme.

CONSULTATION/COMMUNICATION

The application has also been provided to Main Roads – Albany Branch for advice of the signage. This has had no further requirement for consultation.

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	Low	low	Low	Low
Likely	Low	Low	Low	Low	Low
Possible	Low	Low	Low	Low	Low
Unlikely	Low	Low	Low	Low	Low
Rare	Low	Low	Low	Low	Low

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

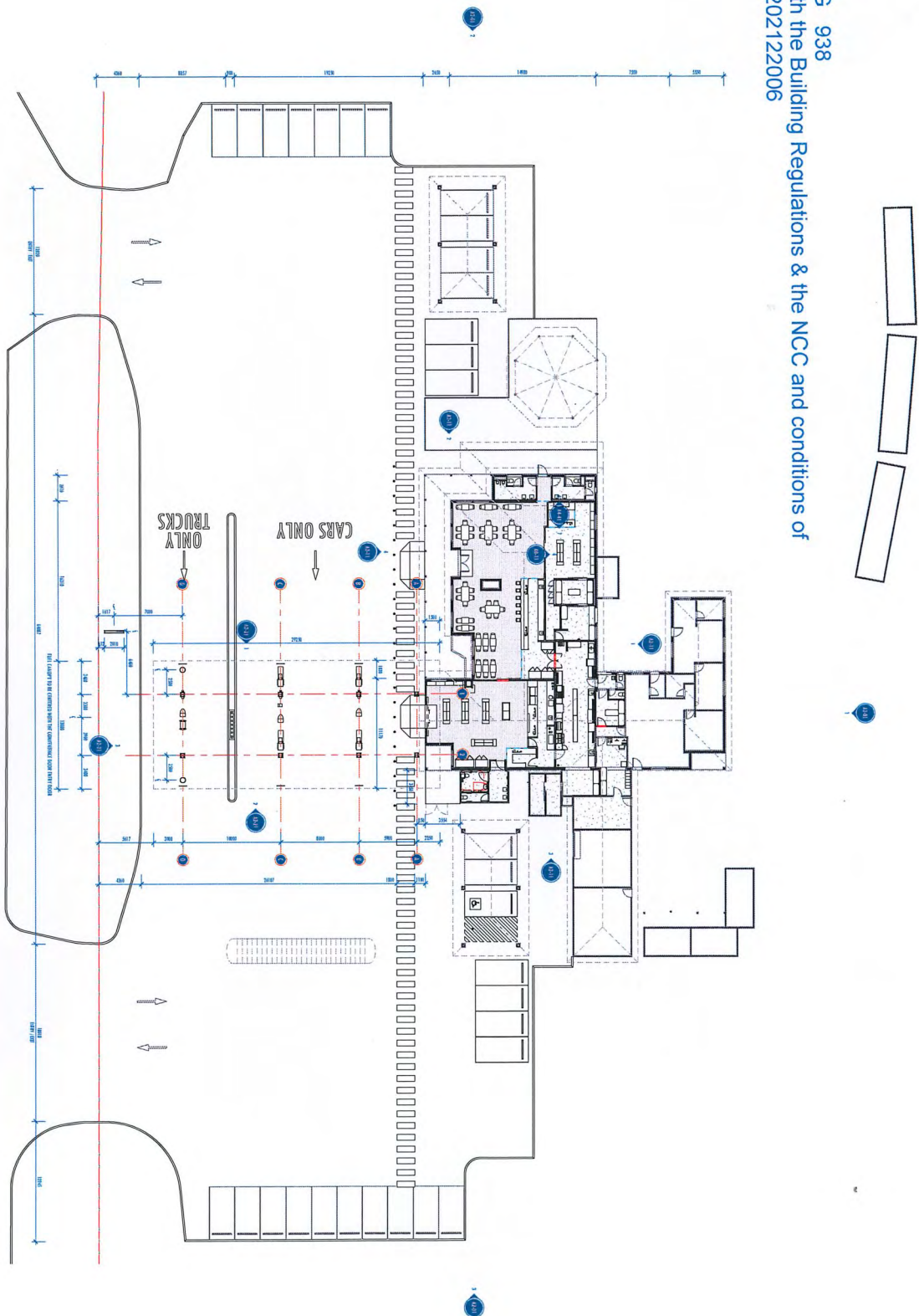
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council resolves to approve the signage in accordance with the plans as contained in **ATTACHMENT 11.1.1 & 11.1.2**

APPROVED
Shire of WOODANILLING 938
 Subject to compliance with the Building Regulations & the NCC and conditions of
 Building Permit No WO 202122006
 Darryle Baxter / BSP131
 AUTHORISED OFFICE
 DATE 25-03-2022 A28



NO.	DESCRIPTION	DATE	BY	CHECKED
1	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
2	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
3	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
4	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
5	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
6	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
7	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
8	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
9	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
10	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
11	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
12	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
13	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
14	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
15	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
16	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
17	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
18	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
19	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER
20	ISSUED FOR PERMIT	25/03/2022	DAVID BAXTER	DAVID BAXTER

12. INFRASTRUCTURE SERVICES

Nil to report.

13. CORPORATE SERVICES

13.1.LIST OF ACCOUNTS FOR PAYMENT – 31 MARCH 2022

File Reference	ADM0066
Date of Report	12 April 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Cath Painter, Accountant
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment No. 13.1.1 – List of Accounts for Payment – 31 March 2022

BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 31 March 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 31 March 2022

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits)	Municipal	\$116,687.84
Cheque Payments (cheque number 15349)	Municipal	\$225.20
EFT Payments #6047 to #6076	Municipal	\$28,883.93
Sub Total	Municipal	\$145,796.97
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$145,796.97

STATUTORY/LEGAL IMPLICATIONS

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

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

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

Risk Rating	Action

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the list of accounts, totalling \$145,796.97 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 March 2022, as contained within **ATTACHMENT 13.1.1**.

FOR THE PERIOD 31 MARCH 2022

ATTACHMENT 13.1.1

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT6047	03/03/2022	Kingspan Environmental Pty Ltd	Final payment- Heritage Tank- Cavanagh/Robinson Rd	-18439.17
EFT6048	18/03/2022	Moore Australia (WA) Pty Ltd	2022 FBT workshop- Accountant	-880.00
EFT6049	18/03/2022	Alexander Galt Wagin	Galvanized T piece for WO.028 plus freight	-62.00
EFT6050	18/03/2022	Forpark Australia	Replacement swing seat- Rec Centre	-99.00
EFT6051	18/03/2022	IPEC PTY LTD	Freight- Office Admin New Desk and Laptop x 2	-220.39
EFT6052	18/03/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	cleaning contract- pavillion & shire office	-1480.00
EFT6053	18/03/2022	Eaton Trophies	Honour board plaques, medals, sheilds, door name plate- staff & councillors	-149.50
EFT6054	18/03/2022	Shire of Wandering	Long Service Leave Reimbursement- Belinda	-21289.54
EFT6055	18/03/2022	Hunter Mechanical Services Pty Ltd	WO.028 investigate cooling system and replace expansion bottle	-650.66
EFT6056	18/03/2022	APPS Plumbing and Gas Wagin	maintenance and repairs to boyerine standpipe	-663.30
EFT6057	18/03/2022	MANDY WYNNE	general accounting, support & WALGA Road Expenditure report	-3352.80
EFT6058	18/03/2022	Total Ag Repairs	remove and replace leaking hydraulic hose on SkidSteer, maunfacture & supply hose	-586.10
EFT6059	18/03/2022	Synergy	Synergy- Oval and Building 15 Dec 2021-16 Feb 2022	-3723.66
EFT6060	18/03/2022	Woodanilling Store	groceries and fuel	-210.20
EFT6061	18/03/2022	Shire of Wagin	Community Bus Hire (16/2/2022) plus cleaning	-236.70
EFT6062	18/03/2022	Great Southern Fuel Supplies	BULK DIESEL	-8054.95
EFT6063	18/03/2022	Beaurepairs Wagin	replace and fit 4 new tyres to WO.016	-1401.04
EFT6064	18/03/2022	Lotex Filter Cleaning Service	filter cleaning- January 2022	-97.93
EFT6065	18/03/2022	Winc	surgical face masks for fire prevention	-21.25
EFT6066	18/03/2022	PCS	software support- new setup and printer code	-680.00
EFT6067	18/03/2022	BTW Rural Supplies	water truck (WO.028) fittings	-58.00
EFT6068	18/03/2022	Katanning Hardware	Cement & Hinge for Depot, gas bottles for Lake Queerearrup	-904.85
EFT6069	18/03/2022	Landgate Valuation & Property Analytics	copies of certificate of title, survey & transfer of land act document- town planning	-81.60
EFT6070	18/03/2022	Albany Best Office Systems	copier contract	-540.98
EFT6071	18/03/2022	Staff Christmas Club	Payroll deductions	-1388.00
EFT6072	18/03/2022	Ambrose Electrical Contracting	Tagging depot workshop- Feb 2022	-329.50
EFT6073	18/03/2022	Officeworks	Stationery- March 2022	-243.72
EFT6074	25/03/2022	Tayla Baxter	Refund of Bond - Town Hall hire 20/03/2022	-220.00
EFT6075	25/03/2022	ATO	January BAS 2022	-50276.00
EFT6076	25/03/2022	Staff Christmas Club	Payroll deductions	-347.00
EFT Total Payments				-116,687.84
Cheque Payments				
15349	18/03/2022	Petty Cash Recoup	petty cash recoup for Feb/March 2022	-225.20
Total Cheque Payments				-225.20
Direct Debit Payments				
DD3985.2	02/03/2022	Telstra	11 Feb to 10 Mar 2022	-209.75
DD3985.3	01/03/2022	Westnet	monthly hosting	-4.99

DD3989.1	04/03/2022	Water Corporation	8 Dec 2021-10 Feb 2022	-4879.26
DD3990.1	10/03/2022	Water Corporation	16 Dec 2021-16 Feb 2022	-8893.65
DD3990.3	04/03/2022	Water Corporation	8 Dec 21- 10 Feb 22	-111.89
DD4006.1	02/03/2022	Aware Super	Payroll deductions	-1068.80
DD4006.2	02/03/2022	Australian Superannuation	Superannuation contributions	-409.82
DD4006.3	02/03/2022	QSuper - Payclear	Superannuation contributions	-174.74
DD4006.4	02/03/2022	Hesta	Payroll deductions	-459.91
DD4006.5	02/03/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4006.6	02/03/2022	REST	Superannuation contributions	-188.09
DD4006.7	02/03/2022	OnePath Custodians	Superannuation contributions	-128.54
DD4009.1	16/03/2022	Telstra	25 Feb to 24 March 2022- Telstra	-321.94
DD4011.1	09/03/2022	Aware Super	Payroll deductions	-1072.81
DD4011.2	09/03/2022	Australian Superannuation	Superannuation contributions	-546.24
DD4011.3	09/03/2022	QSuper - Payclear	Superannuation contributions	-261.58
DD4011.4	09/03/2022	Hesta	Payroll deductions	-463.75
DD4011.5	09/03/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4011.6	09/03/2022	REST	Superannuation contributions	-184.66
DD4011.7	09/03/2022	OnePath Custodians	Superannuation contributions	-85.69
DD4019.1	04/03/2022	Water Corporation	Mens Shed Water Usage 8 Dec 2021-10 Feb 2022	-5.46
DD4020.1	04/03/2022	NAB - Credit Card	credit card fee	-628.61
DD4026.1	04/03/2022	NAB - Credit Card	credit card fee- Feb 2022	-180.94
DD4027.1	21/03/2022	ClickSuper	monthly transaction fee and facility fee	-16.72
DD4029.1	16/03/2022	Aware Super	Payroll deductions	-1072.25
DD4029.2	16/03/2022	Australian Superannuation	Superannuation contributions	-478.62
DD4029.3	16/03/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4029.4	16/03/2022	Hesta	Payroll deductions	-459.91
DD4029.5	16/03/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4029.6	16/03/2022	REST	Superannuation contributions	-188.09
DD4029.7	16/03/2022	OnePath Custodians	Superannuation contributions	-130.79
DD4039.1	21/03/2022	SkyMesh	Internet contract- 20/3/22 to 19/4/22	-125.00
DD4040.1	15/03/2022	3E Advantage Pty Limited	photocopier rental- March 2022	-165.00
DD4042.1	23/03/2022	Aware Super	Payroll deductions	-1083.74
DD4042.2	23/03/2022	Australian Superannuation	Superannuation contributions	-441.68
DD4042.3	23/03/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4042.4	23/03/2022	Hesta	Payroll deductions	-463.75
DD4042.5	23/03/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4042.6	23/03/2022	REST	Superannuation contributions	-188.09
DD4042.7	23/03/2022	OnePath Custodians	Superannuation contributions	-85.69
DD4051.1	30/03/2022	Aware Super	Payroll deductions	-1202.31
DD4051.2	30/03/2022	Australian Superannuation	Superannuation contributions	-471.69
DD4051.3	30/03/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4051.4	30/03/2022	Hesta	Payroll deductions	-459.91
DD4051.5	30/03/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4051.6	30/03/2022	REST	Superannuation contributions	-188.09
DD4051.7	30/03/2022	OnePath Custodians	Superannuation contributions	-102.04
DD4052.1	30/03/2022	Telstra	Telstra Landline- 11th Mar to 10th April	-198.66

Total Direct Debit Payments	-28,883.93
------------------------------------	-------------------

Municipal Account List of Payments Total	<u>-145,796.97</u>
--	---------------------------

13.2.STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MARCH 2022

File Reference	ADM0066
Date of Report	11 TH March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Cath Painter, Accountant
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 13.2.1 - Monthly Financial Report 31 March 2022

BRIEF SUMMARY

The Statement of Financial Activity for period ending 31 March 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 Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the monthly statement of Financial Activity for the period of 31 March 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**.

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

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

TABLE OF CONTENTS

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 2022

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	486,837	486,837	486,834	(3)	(0.00%)	
Revenue from operating activities							
Governance		0	0	30,547	30,547	0.00%	▲
General purpose funding - general rates	6	820,811	615,608	820,702	205,094	33.32%	▲
General purpose funding - other		409,726	307,295	311,750	4,456	1.45%	
Law, order and public safety		42,043	31,532	27,388	(4,144)	(13.14%)	
Health		0	0	461	461	0.00%	
Education and welfare		106,500	79,875	48,715	(31,160)	(39.01%)	▼
Housing		23,700	17,775	18,864	1,089	6.13%	
Community amenities		31,200	23,400	18,575	(4,825)	(20.62%)	
Recreation and culture		5,405	4,054	3,322	(732)	(18.05%)	
Transport		254,072	190,554	206,888	16,334	8.57%	
Economic services		26,280	19,710	14,947	(4,763)	(24.17%)	
Other property and services		24,750	18,563	51,481	32,919	177.34%	▲
		1,744,487	1,308,365	1,553,640	245,275		
Expenditure from operating activities							
Governance		(265,716)	(199,287)	(153,346)	45,941	23.05%	▲
General purpose funding		(19,022)	(14,267)	(12,126)	2,141	15.00%	
Law, order and public safety		(111,157)	(83,368)	(102,422)	(19,054)	(22.86%)	▼
Health		(35,224)	(26,418)	(34,136)	(7,718)	(29.21%)	
Education and welfare		(58,005)	(43,504)	(32,224)	11,280	25.93%	▲
Housing		(47,249)	(35,437)	(56,394)	(20,957)	(59.14%)	▼
Community amenities		(143,407)	(107,555)	(138,105)	(30,550)	(28.40%)	▼
Recreation and culture		(227,326)	(170,495)	(194,474)	(23,980)	(14.06%)	▼
Transport		(1,562,340)	(1,171,755)	(1,208,976)	(37,221)	(3.18%)	
Economic services		(75,183)	(56,387)	(49,092)	7,295	12.94%	
Other property and services		(190,687)	(143,015)	(39,968)	103,047	72.05%	▲
		(2,735,316)	(2,051,487)	(2,021,265)	30,222		
Non-cash amounts excluded from operating activities	1(a)	977,007	732,755	584,892	(147,863)	(20.18%)	▼
Amount attributable to operating activities		(13,822)	(10,367)	117,267	127,634		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	303,465	227,599	118,131	(109,468)	(48.10%)	▼
Proceeds from financial assets at fair value through profit and loss	9	1,940	1,455	0	(1,455)	(100.00%)	
Payments for property, plant and equipment and infrastructure	8	(738,417)	(553,813)	(236,316)	317,497	57.33%	▲
Amount attributable to investing activities		(433,012)	(324,759)	(118,185)	206,574		
Financing Activities							
Transfer from reserves	9	0		0	0	0.00%	
Transfer to reserves	9	(40,000)	(30,000)	(64)	29,936	99.79%	▲
Amount attributable to financing activities		(40,000)	(30,000)	(64)	29,936		
Closing funding surplus / (deficit)	1(c)	0	121,712	485,853			

KEY INFORMATION

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

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

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

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

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES**EMPLOYEE COSTS**

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

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

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Opening funding surplus / (deficit)	1(c)	486,837	486,837	486,834
Revenue from operating activities				
Rates	6	820,811	615,608	820,702
Operating grants, subsidies and contributions	11	592,016	444,012	489,315
Fees and charges		326,735	245,051	239,356
Interest earnings		3,725	2,794	2,890
Other revenue		1,200	900	1,378
Profit on disposal of assets	7	0	0	0
		1,744,487	1,308,365	1,553,641
Expenditure from operating activities				
Employee costs		(1,025,663)	(769,247)	(853,458)
Materials and contracts		(565,192)	(423,894)	(393,068)
Utility charges		(65,090)	(48,818)	(49,747)
Depreciation on non-current assets		(888,733)	(666,550)	(584,892)
Insurance expenses		(76,537)	(57,403)	(94,943)
Other expenditure		(112,279)	(84,209)	(45,157)
Loss on disposal of assets	7	(1,882)	(1,412)	0
		(2,735,316)	(2,051,487)	(2,021,266)
Non-cash amounts excluded from operating activities				
	1(a)	977,007	732,755	584,892
Amount attributable to operating activities		(13,822)	(10,367)	117,266
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	12	303,465	227,599	118,131
Proceeds from financial assets at fair value through profit and loss	9	1,940	1,455	0
Payments for property, plant and equipment and infrastructure	8	(738,417)	(553,813)	(236,316)
Amount attributable to investing activities		(433,012)	(324,759)	(118,185)
Financing Activities				
Transfer from reserves	9	0	0	0
Transfer to reserves	9	(40,000)	(30,000)	(64)
Amount attributable to financing activities		(40,000)	(30,000)	(64)
Closing funding surplus / (deficit)	1(c)	0	121,712	485,853

KEY INFORMATION

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

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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 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 07 April 2022

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Add: Loss on asset disposals	7	1,882	1,412	0
Add: Change in adopted budget		86,392	64,794	
Add: Depreciation on assets		888,733	666,550	584,892
Total non-cash items excluded from operating activities		977,007	732,755	584,892

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 March 2021	Year to Date 31 March 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(848,911)	(628,892)	(848,975)
Total adjustments to net current assets		(848,911)	(628,892)	(848,975)

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

Current assets				
Cash and cash equivalents	2	1,663,683	1,215,490	1,449,519
Rates receivables	3	73,177	107,968	116,384
Receivables	3	33,105	54,990	20,216
Other current assets	4	23,148	9,571	23,148
Less: Current liabilities				
Payables	5	(219,528)	(120,664)	(131,050)
Contract liabilities	10	(106,340)	(124,717)	(32,827)
Provisions	10	(131,500)	(147,531)	(110,211)
Less: Total adjustments to net current assets	1(b)	(848,911)	(628,896)	(848,975)
Closing funding surplus / (deficit)		486,834	366,212	485,853

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal - Cash at Bank	Cash and cash equivalents	600,093	0	600,093		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	848,976	848,976		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
Total		600,543	848,976	1,449,518	0			
Comprising								
Cash and cash equivalents		600,543	848,976	1,449,518	0			
		600,543	848,976	1,449,518	0			

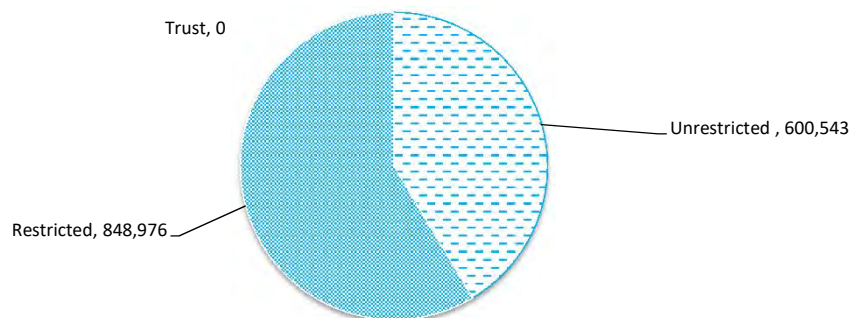
KEY INFORMATION

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

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

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

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



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

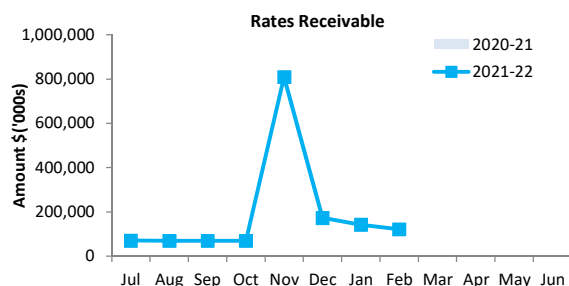
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2021	31 Mar 2022
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(818,809)
Equals current outstanding	73,177	116,384
Net rates collectable	73,177	116,384
% Collected	91.2%	87.6%

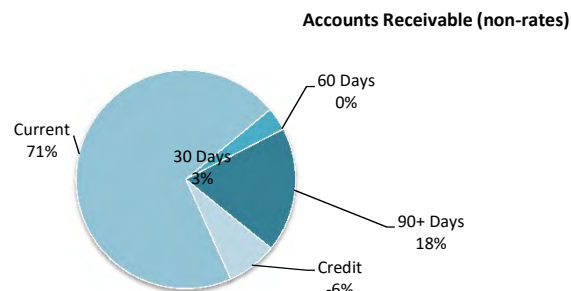
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,291)	12,222	594	0	3,188	14,713
Percentage	(8.8%)	83.1%	4%	0%	21.7%	
Balance per trial balance						
GST receivable						5,503
Total receivables general outstanding						20,216
Amounts shown 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.



Credit
 Current
 30 Days
 60 Days
 90+ Days



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

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

KEY INFORMATION

Inventory

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

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES

NOTE 5

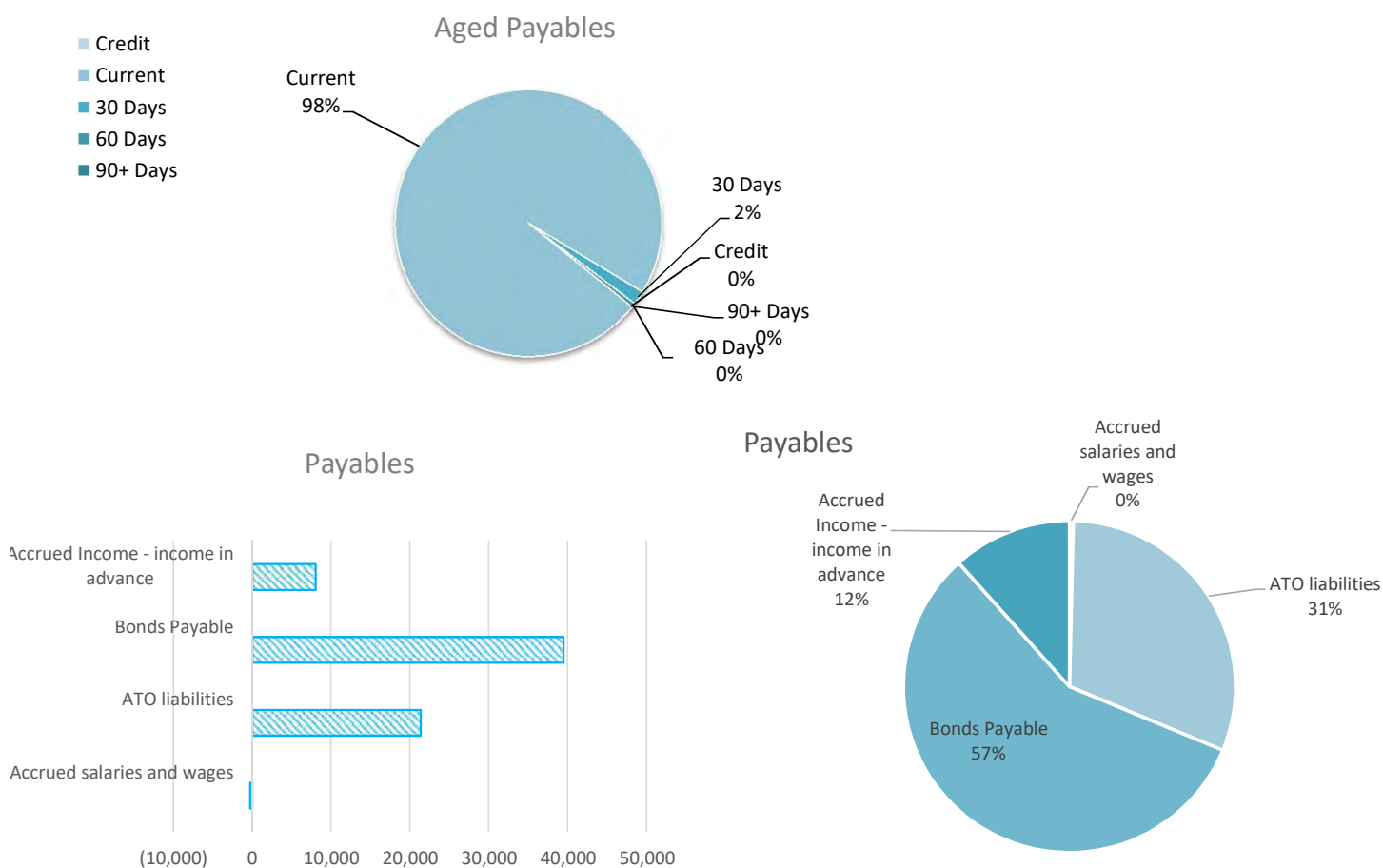
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	61,064	1,045	322	0	62,431
Percentage	0%	97.8%	1.7%	0.5%	0%	
Balance per trial balance						
Accrued salaries and wages						(263)
ATO liabilities						21,359
Bonds Payable						39,478
Accrued Income - income in advance						8,045
Total payables general outstanding						131,050

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



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

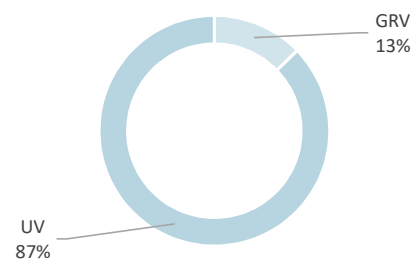
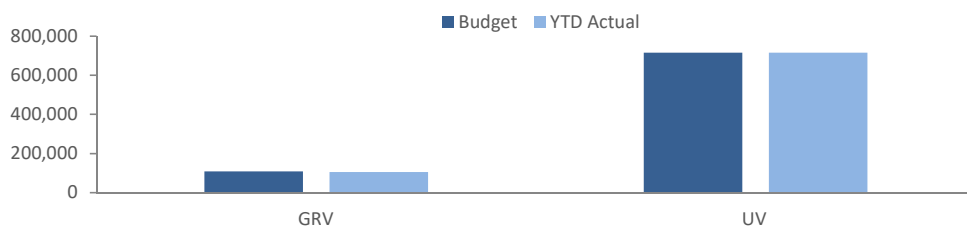
**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue

RATE TYPE	Budget					YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV	0.1195	98	877,300	108,873	108,873	104,872			104,872
Unimproved value									
UV	0.0051	192	139,423,500	716,358	716,358	716,724			716,724
Sub-Total		290	140,300,800	825,231	825,231	821,596	0	0	821,596
Minimum payment	Minimum \$								
Gross rental value									
GRV	430	67		28,810	28,810	28,810			28,810
Unimproved value									
UV	430	23		9,890	9,890	11,610	2,085		13,695
Sub-total		90	0	38,700	38,700	40,420	2,085	0	42,505
Discount					(37,720)				(43,400)
Concession					(5,400)				
Total general rates					820,811				820,702

KEY INFORMATION

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

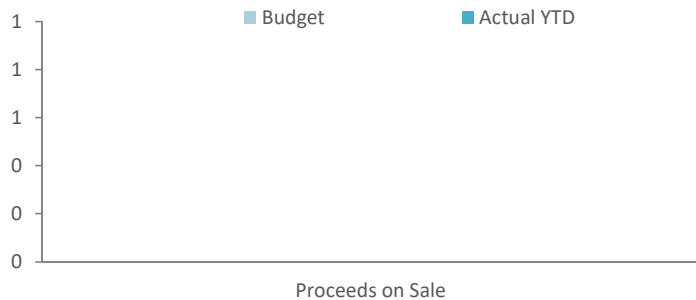


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	By Class:								
	Plant and equipment				(1,882)	0	0	0	0
	By Program:								
	Governance								
	CEO Vehicle	0	0	0	0	0	0	0	0
	Transport								
	Per Plant Replacement Schedule				(1,882)	0	0	0	0
		0	0	0	(1,882)	0	0	0	0

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



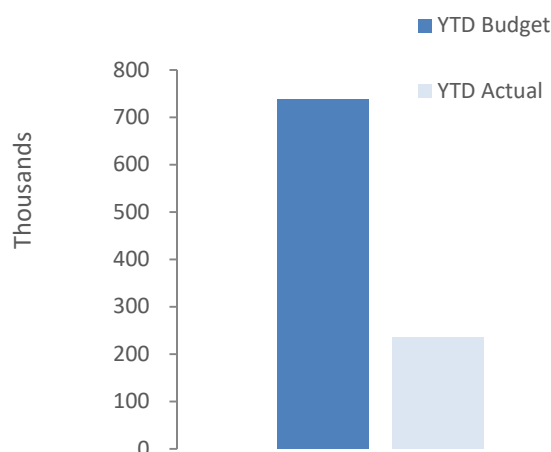
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	7,750	5,813	7,750	1,938
Plant and equipment	79,000	59,250	22,351	(36,899)
Infrastructure - roads	651,667	488,750	206,215	(282,535)
Payments for Capital Acquisitions	738,417	553,813	236,316	(317,497)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	303,465	227,599	118,131	(109,468)
Contribution - operations	434,952	326,214	118,185	(208,029)
Capital funding total	738,417	553,813	236,316	(317,497)

SIGNIFICANT ACCOUNTING POLICIES

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	50		0		0	668,887	668,937
Building reserve	42,083	0	3		0		0	42,082	42,086
Affordable housing reserve	102,290	0	8		0		0	102,290	102,298
Office equipment reserve	14,028	0	1		0		0	14,028	14,029
Road construction reserve	21,623	0	2		0		0	21,623	21,625
Staff leave Reserve	0	0	0	40,000	0	(20,000)	0	20,000	0
	848,911	0	64	40,000	0	(20,000)	0	868,910	848,975

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

**OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 March 2022
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	11	8,086	16,172	(19,554)	4,704
- non-operating	12	98,255	48,000	(118,132)	28,123
Total unspent grants, contributions and reimbursements		106,341	64,172	(137,686)	32,827
Provisions					
Annual leave		84,931	0	0	84,931
Long service leave		46,569	0	(21,289)	25,280
Total Provisions		131,500	0	(21,289)	110,211
Total other current liabilities		237,841	64,172	(158,975)	143,038
Amounts shown above include GST (where applicable)					

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

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

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

NOTE 11

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2022	Current Liability 31 Mar 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding						399,301	299,476	
Grants Commission - General				0	0			177,029
Grants Commission - Roads				0	0			122,447
Law, order, public safety						32,343	24,257	
DFES - Bushfire Brigade	8,086	16,172	(19,554)	4,704	4,704			
ESL Grant				0	0			19,870
Education and welfare						54,000	40,500	
Well Aged Housing Grants				0				
Transport						81,372	61,029	
RRG Direct Funding Grant				0				81,372
Other property and services						20,000	15,000	
				0			0	
	8,086	16,172	(19,554)	4,704	4,704	587,016	440,262	400,718
Operating contributions								
Governance								
Traineeship Incentives								30,562
General purpose funding								
Legal Fees Recovered				0		5,000	3,750	
Education and welfare								
Income relating to Well Aged Housing								9,064
Housing								
Staff Housing Reimbursements								1,115
Recreation and culture								
Insurance Recoveries								1,080
Other property and services								
FBT Reimbursements								810
Diesel Fuel Rebates								11,779
Reimbursement of Ex CEO LSL				0				34,188
	0	0	0	0	0	5,000	3,750	88,598
TOTALS	8,086	16,172	(19,554)	4,704	4,704	592,016	444,012	489,315

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

NOTE 12

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2022	Current Liability 31 Mar 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
Grant - Water Tanks				0		23,985	17,989	0
Community amenities								
LRCIP (P1) Townscape Enhancement	(15,705)	0	(7,645)	(23,350)	(23,350)			7,645
LRCIP (P2)				0		54,000	40,500	
Transport								
Regional Road Group - Project Funding	58,667	48,000	(101,173)	5,494	5,494	225,480	169,110	101,172
LCRI Phase 2	45,979	0		45,979	45,979			
MRD Grant - Shoulder Sealing Safety Project				0		0	0	0
R2R Grant	9,314		(9,314)	0		0	0	9,314
	98,255	48,000	(118,132)	28,123	28,123	303,465	227,599	118,131
	0	0	0	0	0	0	0	0

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

NOTE 14 EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	30,547	0.00%	▲ Permanent	Traineeship Subsidies
General purpose funding - rates	205,094	33.32%	▲ Timing	
Education and welfare	(31,160)	(39.01%)	▼ Permanent	Well Aged Housing Income Overestimated
Other property and services	32,919	177.34%	▲ Timing	Could change due to allocations
Expenditure from operating activities				
Governance	45,941	23.05%	▲ Timing	
Law, order and public safety	(19,054)	(22.86%)	▼ Timing	
Education and welfare	11,280	25.93%	▲ Timing	
Housing	(20,957)	(59.14%)	▼ Timing	
Community amenities	(30,550)	(28.40%)	▼ Timing	
Recreation and culture	(23,980)	(14.06%)	▼ Timing	
Other property and services	103,047	72.05%	▲ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(109,468)	(48.10%)	▼ Permanent	Non Operating Grants Overstated in Budget
Payments for property, plant and equipment and infrastructure	317,497	57.33%	▲ Permanent	Capital Projects Overstated in Budget
Financing activities				
Transfer to reserves	29,936	99.79%	▲ Timing	Reserve Transfers occur at financial year end

14. COMMUNITY SERVICES

14.1.REPLACEMENT CEILING 13 CARDIGAN STREET AND UNIT 1, 4 CARDIGAN STREET PATIO LEAK

File Reference	A387 & ADM0355
Date of Report	22 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Sue Dowson, Deputy Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment - Nil

BRIEF SUMMARY

This report is to advise Council on the condition of two Shire properties with considerable building maintenance issues.

BACKGROUND/COMMENT

The Shire is required to do the annual building maintenance inspections for all shire buildings and residential properties. The Deputy Chief Executive Officer (DCEO) has recently undertaken inspections on two specific properties, which have clearly identified urgent repairs and maintenance consideration.

Council is obliged to maintain all of its residential buildings to a standard as aligned with the definitions in the *Residential Tenancies Act 1987*. These works fall under the category of "Urgent Repairs". Other Urgent Repairs are those that are not an essential service, but may never less cause damage to the premises, injury a person or cause undue hardship or inconvenience to the tenant.

13 Cardigan Street, Woodanilling

On inspection of 13 Cardigan Street, Woodanilling, it has been identified that a section of the ceiling in the front lounge room requires replacement (internal only). The ceiling has evidence of sagging and cracking, and at the present moment, due to lack of availability of a building inspector, this requires urgent attention. This damage may have also been impacted by recent earthquakes in the district.



Figure 1. Front Lounge Ceiling

The current estimated quote for the repairs is approximately \$2,500 (excluding GST). There is an opportunity to seek reimbursement with LGIS on the matter of property insurance. If this was approved, it would be covered under the Shire's insurance scheme and the excess would be the amount to be paid by Council. This amount would be \$1,000.00.

Unit 1 Wattleville – 4 Cardigan Street, Woodanilling

The current tenants at Unit 1 (one), had made contact with shire officers over the period of their tenancy. It has come to light that when there is medium to heavy rainfall, the current area of the patio space, tends to leak.

With the Shire Staff doing the site inspection, Shire Officers have tried to mitigate the volume that seems to leak by placing diversions from the house gutter to the lower end of the patio. This did not make any difference with the flow of water between the patio and the house. This is regarded a design fault but was not noticed until the current tenant leased the property.

The current tenants have their outdoor furniture and belongings are consistently being waterlogged when there is a rain event. Consultation is being sort from a builder as to the best outcome for rectifying this problem, suggestions are that the fall on the patio is not substantial enough for a natural flow of rain water when it rains.

**Figure 2. House Eaves**

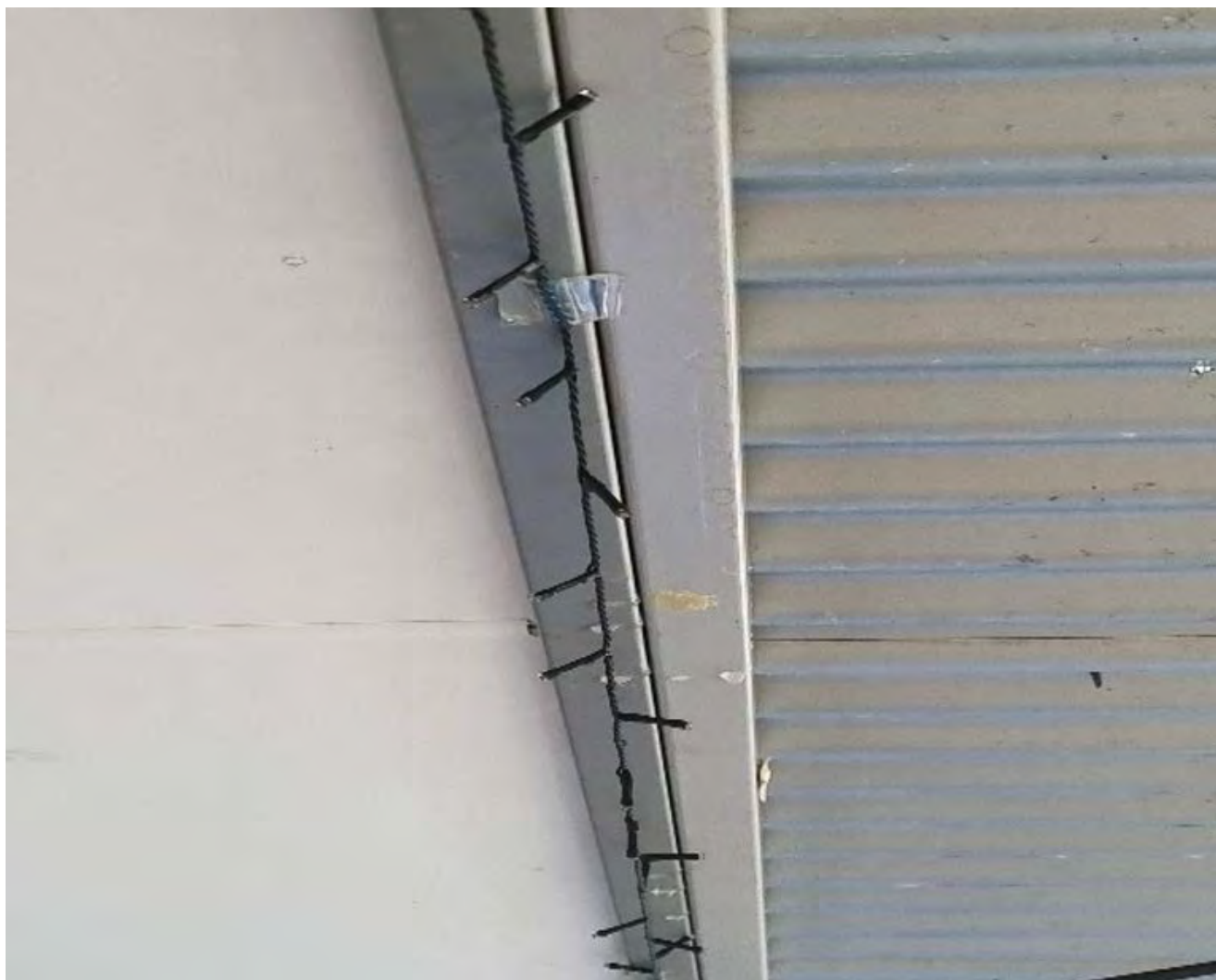


Figure 3. Patio join to main building

Council is asked to consider the cost of redesign to this patio be included as a budget item for the 2022/2023 draft Annual Budget.

STATUTORY/LEGAL IMPLICATIONS

Residential Tenancies Act 1987 (WA) Section 42 states:

42. *Lessor's responsibility for cleanliness and repairs*

(1) *In this section —*

premises includes fixtures and chattels provided with the premises, but does not include —

- (a) *any fixture or chattel disclosed by the lessor as not functioning before the agreement was entered into; or*
- (b) *any other fixture or chattel that the tenant could not reasonably have expected to be functioning at the time the agreement was entered into.*

(2) *It is a term of every residential tenancy agreement that the lessor —*

- (a) *must deliver up to the tenant vacant possession of the premises in a reasonable state of cleanliness and a reasonable state of repair having regard to its age and character; and*

- (b) *must maintain the premises in a reasonable state of repair having regard to its age and character and must conduct any repairs within a reasonable period after the need for the repair arises; and*
- (c) *must comply with all requirements in respect of buildings, health and safety under any other written law insofar as they apply to the premises.*

This request aligns to Section 6.8 of the *Local Government Act 1995*, which states:

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 current policy that relates to this item.

FINANCIAL IMPLICATIONS

An insurance application will be submitted for the repairs to the ceiling at 13 Cardigan Street but the Shire will need to pay the excess of \$1000.

A budget request will be added in the 2022/2023 Draft Annual Budget for the redesign of the Patio at Unit 1 Wattleville.

STRATEGIC IMPLICATIONS

Theme 3

Customer Service

VISION

To be responsive to the expectations of our clients and uses in the area of customer service.

OBJECTIVES

To build confidence, support and satisfaction in service delivery by increasing the developing communication channels with the whole community.

STRATEGIES

An awareness of community views and listening to our community and being responsive.

CONSULTATION/COMMUNICATION

Consultation has taken place with the tenants of both properties with the Deputy Chief Executive Officer (DCEO). The DCEO has made contact with contractors to obtain quotes for work required. Discussions with regards to 13 Cardigan Street was held with Elected Members at March 2022 Council Briefing Session.

RISK MANAGEMENT

The risk related to not replacing the ceiling in 13 Cardigan Street could be rated as medium as it is possible that with winter rains and the possibility of a leak in the ceiling the ceiling could fall causing an inconvenience to the tenants.

The Risk for Unit 1 Wattleville will show long term water damage on the fixtures and the ceiling over time.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Authorises the Chief Executive Officer to proceed with the replacement of the ceiling at 13 Cardigan Street, Woodanilling by increasing the General Ledger – Maintenance 13 Cardigan Street, 10913300.520 by \$2,500 and decreasing the General Ledger 11130200.520 by \$2,500.00; and
2. Notes that the minor building requirements for the patio for Unit 1 Wattleville, 4 Cardigan Street to be presented in the 2022/2023 Draft Annual Budget for consideration.

15. OFFICE OF CEO

15.1. REVIEW OF DELEGATION 15 – PAYMENTS FROM MUNICIPAL OR TRUST FUNDS

File Reference	ADM0115
Date of Report	6 April 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Absolute Majority
Attachments	Attachment 15.1.1 – Current Delegation 15 – Payments from Municipal or Trust Funds Attachment 15.1.2 – Draft Delegation 15 – Payments from Municipal or Trust Funds

BRIEF SUMMARY

The purpose of this report is to inform Council of changes required for Delegation 15 – Payments from Municipal or Trust Funds made under delegated authority.

BACKGROUND/COMMENT

Delegations cannot be applied for the purposes of assigning responsibilities for fulfilling duties or decision making which does not have an Express Power or Duty or is an operational matter. The Delegation instrument means the process, prescribed by legislation, for assigning authority to exercise an Express Power or Duty from the Delegate to another person (named by position title or officer) or an entity (the Delegate).

With recent staff changes, the Chief Executive Officer has identified changes required under legislation to amend the current Delegation 15 – Payments from Municipal or Trust Funds as contained in **ATTACHMENT 15.1.1**.

The format of the attachment has been aligned with best practice from the recommended WALGA template. Giving a clear instruction for both Council and Shire Officers to perform these duties. The current delegation has been reviewed and attached is the new format and conditions of Delegation 15 – Payments from Municipal or Trust Funds is contained within **ATTACHMENT 15.1.2** for review.

As part of the Shire's commitment to continuous improvement and governance review, the improvements within the **attachment 15.1.2**, the following changes have been made. These are as follows:

- Identifying the head of power used to delegate or authorise the activity;
- Who are the delegate and/or sub-delegation by officer;
- The functions and conditions to be applied to activate the delegation;
- Relevant compliance links for legislation, policy and procedures/process; and
- Recordkeeping requirements.

The purpose of a delegation is to provide for administrative efficiencies including passing on the CEO the Council's authority allowing certain matters of administration to occur as it cannot carry out the administration function itself. Both the *Local Government Act 1995* and the Rules of Conduct Regulations provide for this requirement.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

5.42. *Delegation of some powers and duties to CEO*

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

5.44. CEO may delegate powers and duties to other employees

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,*
- are subject to any conditions imposed by the local government on its delegation to the CEO.*
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*
conditions *includes qualifications, limitations or exceptions.*

5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

POLICY IMPLICATIONS

Council Policies – 54 Purchasing and 56 – Record Keeping Policies are relevant to this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

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 was no consultation required for this item.

RISK MANAGEMENT

The risk has been assessed and identified as “Medium” should the delegation not be supported.

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

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

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council pursuant to section 5.42 of the *Local Government Act 1995*, approves the Delegation 15 – Payments from Municipal or Trust Funds as contained in **ATTACHMENT 15.1.2**.

Delegation No: 15

Payment from Municipal or Trust Funds

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	Yes
POLICY REFERENCE:	Policy 54 & 96	SUB-DELEGATED TO:	<i>Senior Finance Officer (Creditors & Document Control)</i> <i>Senior Finance Officer (Rates, Payroll & Debtors)</i>

LEGAL (PARENT): <i>Local Government Act 1995 s6.5; s6.7; s6.9</i>	LEGAL (SUBSIDIARY): <i>Local Government Act 1995 S5.42</i> <i>Local Government (Financial Management) Regulations 1996</i>
Conditions	<p><i>Must comply with relevant policies</i></p> <p><i>Subject to the requirements of r5,11,12 and 13 of the Local Government (Financial Management) Regulations 1996.</i></p> <p><i>All payments from the Municipal Fund or Trust Fund are to be authorised and signed in accordance with the Council's policies and the Shire's approved work procedures. Authority to the Chief Executive Officer is unlimited subject to annual budget limitations.</i></p> <p><i>Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the Council.</i></p> <p><i>Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</i></p> <p><i>Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]</i></p> <p><i>Each matter is to be reviewed at least once in every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.</i></p>

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to establish systems and procedures which give effect to internal controls and risk mitigation for the:

- Collection of money owed to the Shire;
- Safe custody and security of money collected or held by the Shire;
- Maintenance and security of all financial records, including payroll, stock control and costing records;



Shire of Woodanilling

- Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;
- Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;
- Make payments from the Shire's Municipal Fund or Trust Fund in accordance with r12 of the *Local Government (Financial Management) Regulations 1996*. This includes the authority to make payments of accounts and salaries and wages, payroll deductions and other obligations by cheque or Electronic Funds Transfer.
- Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.

REVIEW REQUIREMENTS

At least once every financial year.

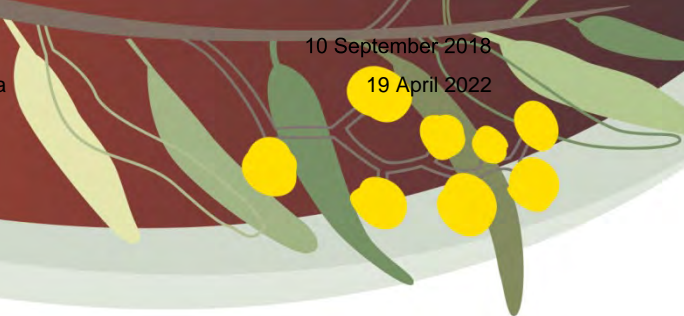
AUTHORITY

_____ **Date:** _____

Cr Russel Thomson

Shire President





Delegation No: 15A

Payment from Municipal or Trust Funds - Sub-delegation

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	No
POLICY REFERENCE:	Policy 54 & 96	SUB-DELEGATED TO:	Senior Finance Officer (Creditors & Document Control) Senior Finance Officer (Rates, Payroll & Debtors)

LEGAL (PARENT): <i>Local Government Act 1995 s6.5; s6.7; s6.9</i>	LEGAL (SUBSIDIARY): <i>Local Government Act 1995 S5.44 Local Government (Financial Management) Regulations 1996</i>
Conditions	<p><i>Must comply with relevant policies</i></p> <p><i>Subject to the requirements of r5, 11, 12 and 13 of the Local Government (Financial Management) Regulations 1996.</i></p> <p><i>All payments from the Municipal Fund or Trust Fund are to be authorised and signed in accordance with the Council's policies and the Shire's approved work procedures.</i></p> <p><i>Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month which is to be presented to the next available ordinary meeting of the Council.</i></p> <p><i>Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</i></p> <p><i>Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]</i></p>

POWER OR DUTY DELEGATED

The Senior Finance Officer (Creditors & Document Control) and Senior Finance Officer (Rates, Payroll & Debtors) are delegated authority to make payments from the Shire's Municipal Fund or Trust Fund in accordance with r12 of the *Local Government (Financial Management) Regulations 1996*. This includes the authority to make payments of accounts and salaries and wages, payroll deductions and other obligations by cheque or Electronic Funds Transfer.

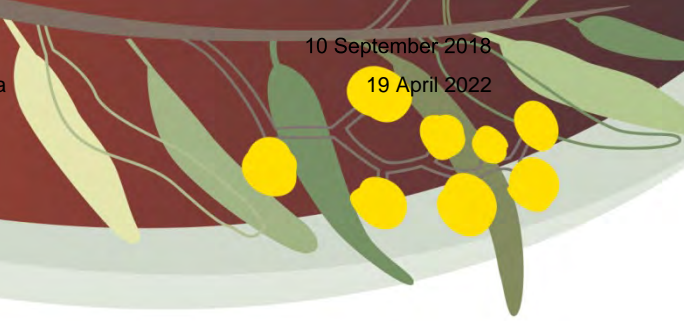
Note: NAB Netbank requires the CEO to co-authorise all payments over \$99,999.

REVIEW REQUIREMENTS

At least once every financial year.



Shire of Woodanilling



AUTHORITY

_____ **Date:** _____
Ms Belinda Knight
Chief Executive Officer



15 Payments from the Municipal or Trust Funds**ATTACHMENT 15.1.2**

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Procedures are to be systematically documented and retained, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit Committee in accordance with Regulation 17 of the <i>Local Government (Audit) Regulations 1996</i>. c. The authority to make payments is unlimited, subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy Chief Executive Officer Accountant
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation</i>	1. Delegates must comply with the Procedures approved by the CEO in accordance with Regulation 5 of the <i>Local Government (Financial Management) Regulations 1996</i> .

Shire of Woodanilling also apply to the sub-delegations.	<p>2. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO.</p> <p>3. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval.</p> <p>4. The authority to make payments is unlimited, subject to annual budget limitations.</p>
---	--

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p> <p>Council Policy 54 – Purchasing</p> <p>Council Policy 56 – Records Keeping Policy</p> <p>Work Instruction - Bank Transfer</p> <p>Work Instruction – Authorisation Limits</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Schedule of Payments: creditors list of accounts and the purchasing card report.
Reporting Requirements:	In accordance with Regulation 13(1) of the <i>Local Government (Financial Management) Regulations 1996</i> , the Schedule of Payments is to be reported to Council.

Version Control:

1	OCM – 19 April 2022
2	
3	

15.2.ADOPTION OF CHIEF EXECUTIVE OFFICERS KPI'S

File Reference	EMP185
Date of Report	29 March 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	The Officer has declared an Impartiality Interest in the preparation of this report in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	CONFIDENTIAL ATTACHMENT 15.2.1 – Chief Executive Officer - Key Performance Indicators (March 2022) Under Separate Cover

BRIEF SUMMARY

The purpose of this report is to enable the Council to consider the Key Performance Indicators (KPI's) for the Chief Executive Officer (CEO) for the calendar year 2022.

BACKGROUND/COMMENT

As per the CEO contract agreement, Council is required to set the KPI's for the CEO. These are used to inform the CEO's performance review which is required under section 5.38 of the *Local Government Act 1995*. KPI's also provide a valuable tool for ensuring Council provides clear direction to the CEO regarding Council's priorities for the organisation and particularly in resource allocation.

The Shire President and Deputy Shire President discussed the process with an external consultant and the Chief Executive Officer on 9 March 2022. This enabled all parties to review and understand the aspects of the Shire and the forward planning requirements associated with setting the KPI's for the following twelve months.

Six and twelve month KPI's have been identified. The KPI's as contained in **CONFIDENTIAL ATTACHMENT 15.2.1**, were drafted and discussed with Elected Members with the Council at the Briefing Session held on 22 March 2022.

The key performance indicators which are based on performance and achievement in the priority areas of:

- Leadership & Stakeholder Management.
- Service Delivery Targets from Council's Strategic Community Plan.
- Governance.
- Organisational Capacity.
- Timeliness and accuracy of information advice to Councillors;
- Financial Performance and Asset Management; and
- Budget Compliance.

The CEO KPI's will inform and guide the development of KPI's for Managers who in turn will use their KPI's for their staff resulting in their KPI's cascading to all levels in the organisation.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 Division 4 – Local Government Employees

5.38. Annual review of employees' performance

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

POLICY IMPLICATIONS

Policy 102 – CEO Performance Review is applicable to this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. Achieving the KPI's will require resources or funding. Where additional funds outside of the adopted budget are required, a report to Council will be provided for consideration.

STRATEGIC IMPLICATIONS

ALL THEMES, OBJECTIVES AND STRATEGIES are linked and associated with this item that are identified in the Shire's Strategic Community Plan.

CONSULTATION/COMMUNICATION

The CEO, Shire President, Deputy Shire President and an external consultant have conversed with the draft KPI's. These were then further tabled for discussion at the March 2022, Councillor Briefing Session. A further meeting was held with the Shire President and Deputy Shire President to finalise the draft CEO's KPI's.

RISK MANAGEMENT

The risk in relation to this matter has been assessed as "Medium" on the basis that if Council does not accept the CEO's KPI's then it will fail to meet the statutory regulations and requirements for the CEO to meet their requirements to fulfil the role.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council, pursuant to section 5.38 of the *Local Government Act 1995*, resolves to adopt the Chief Executive Officer Key Performance Indicator's as outlined in the **Confidential Attachment 15.2.1** to this report for the next 12 months.

15.3.REVIEW OF POLICY 79 – WOODANILLING WONGI (LOCAL PUBLIC NOTICE)
--

File Reference	ADM0019
Date of Report	14 April 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Sue Dowson, Deputy Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment 15.3.1 - Policy 79 – Woodanilling Wongi (Local Public Notice)

BRIEF SUMMARY

The purpose of this report is to recommend to Council the revocation of Council Policy 79 – Woodanilling Wongi (Local Public Notice) be revoked due to changes in legislation.

BACKGROUND/COMMENT

Council Officers have commenced the review of the policies to be presented to Council over the next 12 months. The review will identify to revoke, review or endorse Business Operating Procedures due to their administrative nature.

There is no formal requirement for Council to review the Policy Manual, however it is one of the principal roles of Council under Section 2.7 of the *Local Government Act 1995* which is to determine the Policies of the Local Government and as such they should be regularly reviewed by Council.

Regular review of the Shire's Policies is required to ensure their continued relevance and applicability. The review uses a range of methods to establish whether a policy works in practice and to determine the merit, or value of any improvements which can be made.

The Council Policy 79 -Woodanilling Wongi Policy was created in February 2014, with the intention to define the Woodanilling Wongi local newsletter as the newspaper for the district. With changes to legislation, this policy requires to be revoked, as it is now covered under legislation as contained in **Attachment 15.3.1**

The definitions of local public notice and state-wide public notice have been amended in the *Local Government Act 1995* to recognise alternative and contemporary means of communication. These are set out in Part 1A of the Administration Regulations to provide flexibility to respond quickly to include future contemporary communication methods as and when necessary.

The *Local Government Legislation Amendment Act 2019* amends section 1.7 of the *Local Government Act* so that local public notice will be given when notice is published on the official website of the local government and in at least three of the ways set out in new regulation 3A.

The new forms of communicating a local public notice include publication in a newspaper or newsletter (The Woodanilling Wongi) circulating generally in the district or a newspaper in the State, publication on the official website or a relevant State Government department, circulation by email or text or posting on a local government's social media account.

Publication on the website of a State Government department would allow, for example, a tender to be posted on TendersWA, or an election notice on the WAEC website as one of the three ways. Note: While advertising on State Government websites may not be currently available, the regulations have been future proofed so that the option will be available later. Until then, the other forms of notice are to be used.

If the options of advertising on a State Government website is available and local governments use it, current processes for arranging publication should be used. Notices that are posted need to remain available for at least the time specified in the Act or 7 days if no time is specified.

The new state-wide public notice provisions incorporate all of the methods that are available as a local public notice. In addition to the requirement to publish the notice on the local government's own website, regulation 3B states that the notice must be published wither in a newspaper circulating generally throughout the State or on the official website of a State Government agency.

The Shire of Woodanilling website has a public notice section under Latest News and the Woodanilling Wongi has its own tag as a newsletter.

The officer's recommendation is to support revoking the current policy as it is now defined under legislation.

STATUTORY/LEGAL IMPLICATIONS

Section 2.7 (2) (b) of the *Local Government Act 1995* prescribes that a primary function of the Council is determining the Local Government Policies.

Section 2.7 (2) (b) of the *Local Government Act 1995* requires that Council determines obligations in the areas of policy development for the Shire.

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.*

Section 5.41 (c) of the *Local Government Act 1995* prescribes that a function of the CEO is to cause Council's decisions to be implemented and this includes giving effect to Council Policies.

Local Government Legislation Amendment Act 2019 Sections 1.7 and 1.8 states;

1.7. Local public notice

Where under this Act local public notice of a matter is required to be given, notice of the matter must be —

- (a) *published on the official website of the local government concerned in accordance with the regulations; and*
- (b) *given in at least 3 of the ways prescribed for the purposes of this section.*

1.8. Statewide public notice

Where under this Act Statewide public notice of a matter is required to be given, notice of the matter must be given in accordance with section 1.7(a) and (b) and the requirements prescribed for the purposes of this section.

Local Government (Administration) Regulations 1996 Regulation 3A and 3B states;

3A. Requirements for local public notice (Act s. 1.7)

- (1) *For the purposes of section 1.7(a), notice of a matter must be published on the local government's official website for —*
 - (a) *the period specified in or under the Act in relation to the notice; or*
 - (b) *if no period is specified in relation to the notice — a period of not less than 7 days.*
- (2) *For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed —*

- (a) *publication in a newspaper circulating generally in the State;*
- (b) *publication in a newspaper circulating generally in the district;*
- (c) *publication in 1 or more newsletters circulating generally in the district;*
- (d) *publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for —*
 - (i) *the period specified in or under the Act in relation to the notice; or*
 - (ii) *if no period is specified in relation to the notice — a period of not less than 7 days;*
- (e) *circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;*
- (f) *exhibition on a notice board at the local government offices and each local government library in the district for —*
 - (i) *the period specified in or under the Act in relation to the notice; or*
 - (ii) *if no period is specified in relation to the notice — a period of not less than 7 days;*
- (g) *posting on a social media account administered by the local government for —*
 - (i) *the period specified in or under the Act in relation to the notice; or*
 - (ii) *if no period is specified in relation to the notice — a period of not less than 7 days.*

[Regulation 3A inserted: SL 2020/213 r. 15.]

3B. Requirements for Statewide public notice (Act s. 1.8)

- (1) *For the purposes of section 1.8, one of the ways in which Statewide public notice of a matter must be given is the way prescribed in regulation 3A(2)(a) or (d).*
- (2) *If Statewide public notice of a matter is required to be given by the Electoral Commissioner —*
 - (a) *regulation 3A(2)(e) applies in relation to the Electoral Commissioner as if the reference to circulation by the local government by email, text message or similar electronic means were a reference to circulation by the Electoral Commissioner by email, text message or similar electronic means; and*
 - (b) *regulation 3A(2)(g) applies in relation to the Electoral Commissioner as if the reference to posting on a social media account administered by the local government were a reference to posting on a social media account administered by the Electoral Commissioner.*

POLICY IMPLICATIONS

Council does have a policy process detailed below, however on this occasion, Council Policy – 79 Woodanilling Wongi (Local Public Notice) is now covered under legislation.

Policy 88 – Policy Process

Prior to introducing, amending or repealing a policy of Council, the proposal will go through the following process:

- Comparisons with other Local Authorities.
- Likely effect on the residents – consultation if necessary.
- Cost impact.

- Need to include a sunset clause.
- Legal implications.

All recommendations affecting policy must be made available to Council prior to the relevant Council Meeting and may not be introduced as a late item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

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 was no consultation with Council for this item however discussions were held with the Chief Executive Officer and the Deputy Chief Executive Officer.

RISK MANAGEMENT

The risk has been assessed and identified as “Low” should the officers recommendation is not supported.

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council revokes Council Policy – 79 Woodanilling Wongi (Local Public Notice) as contained in ATTACHMENT 15.3.1 effective from 19th April 2022.

POLICY TYPE:	GOVERNANCE	POLICY NO:	79
DATE ADOPTED:	18/02/2014	DATE LAST REVIEWED:	15/05/2018
LEGAL (PARENT):	<i>Local Government Act 1995</i>	LEGAL (SUBSIDIARY):	
DELEGATION OF AUTHORITY APPLICABLE:		DELEGATION NO.	

ADOPTED POLICY	
TITLE:	Local Public Notice
OBJECTIVE:	To determine the relevance of this form of media

POLICY STATEMENT

The Woodanilling Wongi is acknowledged to be a newspaper generally circulating in the district pursuant to Section 1.7 of the Local Government Act 1995.

15.4.INFORMATION BULLETIN – APRIL 2022

File Reference	ADM0105
Date of Report	1 st April 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Gen Harvey, Landcare WWLZ (for attached report) Kellie Bartley, Chief Executive Officer
Disclosure of any Interest	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .
Voting Requirement	Simple Majority
Attachments	Attachment No. 15.4.1 – WWLZ – Information Report for April 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 – April 2022 (**Attachment 15.4.1**)

Circulars, Media Releases, Newsletters, Letters:

- Template for Budget Requests
- Briefing Session notes and additional information 31st March 2022

STATUTORY/LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS**THEME 2****Enhancing Natural and Built Environment****OBJECTIVES**

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

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

RISK MANAGEMENT

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

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

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

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

ATTACHMENT 15.4.1**WWLZ INFORMATION REPORT – FOR THE PERIOD – MAR 2022 – APR 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: March 30th

Next Meeting: June/July

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 – \$60,000

STRATEGIC PLANNING

- Revision of constitution to make quorum requirements correct – currently some issues around wording
- MOU deemed appropriate for current operations.

NON-PROJECT COMMUNITY ACTIVITIES

- Pasture advice
- Indigenous activity support

COMPLETED EVENTS

- CRC Birds in nature Art for holidays event
- Field walk with noongar elder on traditional ecological knowledge (TEK)
- Volunteer assisted fauna monitoring has commenced.

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

- Reporting completed for the first quarter.

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

- Final report submitted.

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

- Fauna surveys commenced with 1 completed. Red-tailed Phascogales, echidna, brush tailed possums and kangaroos confirmed as the majority species on site.
- Fencing still ongoing on several sites.

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

- Agreement has been completed and is currently with us for signing.

APPLICATION SUBMITTED**APPLICATIONS UNDERWAY**

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

16. CONFIDENTIAL REPORTS

Nil to report.

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

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

18.1.COUNCILLORS AND /OR OFFICERS
--

19. CLOSURE OF MEETING