



SHIRE OF WOODANILLING



ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 21 June 2022

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

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The purpose of this Council Meeting is to discuss and where possible make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussions occurring, during the course of the meeting. Persons should be aware that the provisions of the *Local Government Act 1995* (Section 5.25 (1) (e)). No person should rely on the decisions made by Council until formal advice of the Council resolution is received by that person.

The Shire of Woodanilling expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussions occurring, during the course of the Council meeting.

ORDINARY MEETING OF COUNCIL MINUTES

Minutes of the Ordinary Council Meeting of the Shire of Woodanilling held Tuesday 21 June 2022 in the Council Chambers, 3316 Robinson Road, Woodanilling.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Councillor Jefferies declared the meeting opened at 4.00pm and welcomed the Councillors and staff. Cr Jefferies advised that Cr Brown had advised the Chief Executive Officer by text that he would not be attending the meeting today due to still present in Queensland and did not make it back for the Council Meeting.

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 B Smith

Officers:

Kellie Bartley Chief Executive Officer
Sue Dowson Deputy CEO
Scott Hook Works Coordinator
Gillian French Special Projects Officer

Apologies:

Cr T Brown

Observers:

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Nil

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

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

Nil

8. CONFIRMATION OF COUNCIL MEETING MINUTES:**8.1. ORDINARY MEETING OF COUNCIL HELD – 24/05/2022****COUNCIL RESOLUTION OCM 48/06/22****Moved Cr Morrell Seconded Cr Smith**

That the Minutes of the Ordinary Meeting of Council held 24 May 2022 be confirmed as a true and correct record of proceedings noting the correction of the Council Resolution numbers to be renumbered from Page 10 to Page 44 with numbers amended from OCM42/05/2022 to OCM46/05/2022 to now show OCM43/05/2022 to OCM47/05/2022 respectively.

CARRIED 5/0

9. CONFIRMATION OF OTHER MEETING MINUTES:**9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 19/05/2022**

That the Minutes of the Local Emergency Management Committee held at the Shire of Kent via zoom, on the 19 May 2022 be received by Council.

Councillors did not receive the attachment with the Agenda, therefore did not read the minutes to this meeting. These will be presented to the next Ordinary Council Meeting.

9.2. TRANSPORT, PLANT & WORKS COMMITTEE MEETING 24/05/2022**COUNCIL RESOLUTION OCM 49/06/22****Moved Cr Douglas Seconded Cr Thomson**

That the Minutes of the Transport, Plant & Works Committee Meeting held at the Shire of Woodanilling on the 24 May 2022 be endorsed by Council.

CARRIED 5/0**9.3. GREAT SOUTHERN RECREATION ADVISORY GROUP MEETING 26/05/2022****COUNCIL RESOLUTION OCM 50/06/22****Moved Cr Douglas Seconded Cr Thomson**

That the Minutes of the Great Southern Recreation Advisory Group Meeting held at the Boxwood Hill, on the 26 May 2022 be received by Council.

CARRIED 5/0**9.4. SPECIAL BUSHFIRE ADVISORY COMMITTEE MEETING 7/06/2022****COUNCIL RESOLUTION OCM 51/06/22****Moved Cr Douglas Seconded Cr Thomson**

That the Minutes of the Special Bushfire Advisory Committee Meeting held at the Woodanilling Recreation Centre, on 7 June 2022 be endorsed by Council.

CARRIED 5/0**10. REPORTS OF OFFICERS****11. REGULATORY SERVICES**

Nil to report.

12. INFRASTRUCTURE SERVICES

Nil to report.

13. CORPORATE SERVICES

13.1. LIST OF ACCOUNTS FOR PAYMENT – 31 MAY 2022

File Reference	ADM0066
Date of Report	14 June 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 May 2022

BRIEF SUMMARY

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

Payment Type	Account Type	Amount \$
Automatic Payment Deductions (Direct Debits)	Municipal	\$29,070.76
Cheque Payments (cheque numbers 15351 & 15352)	Municipal	\$399.80
EFT Payments #6129 to #6171	Municipal	\$184,403.04
Sub Total	Municipal	\$213,873.60
Payments	Trust	\$0.00
Payments	Reserve	\$0.00
Totals		\$213,873.60

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 \$213,873.60 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 May 2022, as contained within **ATTACHMENT 13.1.1**.

COUNCIL RESOLUTION OCM 52/06/22**Moved Cr Douglas seconded Cr Morrell**

That Council accepts the list of accounts, totalling \$213,873.60 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 May 2022, as contained within **ATTACHMENT 13.1.1**.

CARRIED 5/0

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT6129	06/05/2022	The Woodanilling Tavern	Catering OCM 19/4/2022	-105.00
EFT6130	06/05/2022	Southern Stone & Wood	Woodanilling Town Hall platform & mobility access ramp	-11874.50
EFT6131	06/05/2022	IPEC PTY LTD	Corsign & PCS freight	-44.24
EFT6132	06/05/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	Cleaning Contract- 13/4/2022 & 17/4/2022	-1050.00
EFT6133	06/05/2022	BGL Solutions	Sweeping, Tractor with Peruzzo- Mow Lawn at 15mm	-1320.00
EFT6134	06/05/2022	Hersey's Safety Pty Ltd	4 piece plier set	-191.40
EFT6135	06/05/2022	ATO	March 2022 BAS	-13683.00
EFT6136	06/05/2022	Synergy	Synergy Oval & Building 17/2/2022-14/4/2022	-2801.07
EFT6137	06/05/2022	Great Southern Fuel Supplies	Fuel Purchase- April 2022	-1001.15
EFT6138	06/05/2022	PCS	Password changes on Rates- access to CEO & finance users, printer settings default to black & white not colour, Monthly daily monitoring fee- April 2022	-170.00
EFT6139	06/05/2022	Katanning Hardware	toilet seat and shackles for swing- centenary park	-51.02
EFT6140	06/05/2022	Albany Best Office Systems	photocopier count- 20/3/2022 to 20/4/2022	-944.99
EFT6141	06/05/2022	Staff Christmas Club	Payroll deductions	-327.00
EFT6142	20/05/2022	Bitutek	Spray, Cover & Reseal Robinson Road using bituminous products- April 2022	-107477.57
EFT6143	20/05/2022	Hudson Sewage Services	Quarterly BioMax service- May 2022	-328.85
EFT6144	20/05/2022	Howson Management	Level 1 Brigde Inspections- April 2022	-2090.00
EFT6145	20/05/2022	AFGRI Equipment	Hydraulic Fan Pump- WO 005	-2387.02
EFT6146	20/05/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly cleaning- Pavilion 4/5/2022 & Shire Office 8/5/2022	-630.00
EFT6147	20/05/2022	Dean Earnshaw	Bond Refund- Pavilion Hire 1/5/2022	-400.00
EFT6148	20/05/2022	Clifden Farming Co	Re-imburement of Standpipe Water- paid twice	-29.40
EFT6149	20/05/2022	Hersey's Safety Pty Ltd	Staff Uniform- Works Crew	-718.30
EFT6150	20/05/2022	CGS Tyres	4 x tyres fitted- WO 016	-258.00
EFT6151	20/05/2022	Cast-Tech Group The AM & AA Sprigg Trust & The Duraquip Trust	3 x culvert pipes for Onslow Rd & 3 x Sand Plain Road	-8894.95
EFT6152	20/05/2022	ATO	APRIL 2022 BAS	-13541.00
EFT6153	20/05/2022	Synergy	Synergy- Radio Base 12/2/2022 to 2/5/2022	-1037.24
EFT6154	20/05/2022	Blights Auto Electrics	fit new condensor and fan assembly to truck for air con regas- WO 023	-638.00
EFT6155	20/05/2022	PCS	Change printer default to greyscale, FO needed Utility stamp, SPO advice	-467.50
EFT6156	20/05/2022	BTW Rural Supplies	Water filters- chambers kitchen	-60.00
EFT6157	20/05/2022	Great Southern Waste Disposal	Household & Recycling Rubbish Collection- April 2022	-2614.04
EFT6158	20/05/2022	Staff Christmas Club	Payroll deductions	-654.00
EFT6159	27/05/2022	Sheridan's	Staff Badges- Accountant & Work Coordinator	-70.29
EFT6160	27/05/2022	Shire of West Arthur	Councillor Training- Shire President & Cr Smith	-880.00
EFT6161	27/05/2022	Moore Australia (WA) Pty Ltd	Finanical & Mangement Workshop- Accountant May 2022	-2420.00
EFT6162	27/05/2022	QFH Multiparts	Waterproof Boots- Tip Attendant	-159.95
EFT6163	27/05/2022	IPEC PTY LTD	Freight- Herseys Safety	-38.37
EFT6164	27/05/2022	Colas WA	4 x CRS Emulsion Drums- Oxley Road	-1078.00
EFT6165	27/05/2022	Kojonup BMC Embroidery	Shirt-CEO plus postage	-57.00
EFT6166	27/05/2022	Regional Retailers Pty Ltd	Catering- Council Meeting 24/5/22	-57.27

EFT6167	27/05/2022	BGL Solutions	Sweeping, Tractor with Peruzzo-Mow Lawn & Fertilized Hockey pitch	-1760.00
EFT6168	27/05/2022	South Regional TAFE	OSH Rep Training- A Arnold	-939.84
EFT6169	27/05/2022	Synergy	Synergy- Town Hall, Shire Office and Chambers	-684.74
EFT6170	27/05/2022	Landgate Valuation & Property Analytics	Rural UV Intermin Valuation- R2022/1	-141.34
EFT6171	27/05/2022	Staff Christmas Club	Payroll deductions	-327.00

EFT Total Payments				-184,403.04
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Cheque Payments

15351	27/05/2022	Petty Cash Recoup	Petty Cash Reimbursement- May 2022	-199.80
15352	27/05/2022	Department of Transport	79WO- Special Series Application	-200.00

Total Cheque Payments				-399.80
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Direct Debit Payments

DD4088.3	03/05/2022	Telstra	Telstra Landline- 11/4/2022 to 10/5/2022	-210.05
DD4099.3	03/05/2022	Water Corporation	Baptist Church- 10/2/2022 to 11/4/2022	-188.30
DD4099.4	04/05/2022	Water Corporation	Centenary Park- 10/2/2022 to 12/4/2022	-487.14
DD4117.1	04/05/2022	NAB - Credit Card	Credit Card Fee	-9.00
DD4119.1	04/05/2022	NAB - Credit Card	Credit Card Fee- April 2022	-469.84
DD4127.1	04/05/2022	Aware Super	Payroll deductions	-1102.63
DD4127.2	04/05/2022	Australian Superannuation	Superannuation contributions	-409.82
DD4127.3	04/05/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4127.4	04/05/2022	Hesta	Payroll deductions	-485.70
DD4127.5	04/05/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4127.6	04/05/2022	REST	Superannuation contributions	-188.09
DD4127.7	04/05/2022	OnePath Custodians	Superannuation contributions	-133.61
DD4134.1	11/05/2022	Aware Super	Payroll deductions	-1102.63
DD4134.2	11/05/2022	Australian Superannuation	Superannuation contributions	-527.62
DD4134.3	11/05/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4134.4	11/05/2022	Hesta	Payroll deductions	-472.45
DD4134.5	11/05/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4134.6	11/05/2022	REST	Superannuation contributions	-188.09
DD4134.7	11/05/2022	OnePath Custodians	Superannuation contributions	-124.03
DD4137.1	13/05/2022	3E Advantage Pty Limited	Photocopier rental- May 2022	-165.00
DD4137.2	11/05/2022	Water Corporation	Standpipe- Townsite 16/2/2022 to 30/4/2022	-16246.90
DD4137.3	14/05/2022	Telstra	Telstra Mobile 25/4/2022 to 24/5/2022	-321.94
DD4137.4	30/05/2022	Telstra	Telstra Landline 10/5/2022 to 10/6/2022	-202.47
DD4145.1	18/05/2022	Aware Super	Payroll deductions	-1107.31
DD4145.2	18/05/2022	Australian Superannuation	Superannuation contributions	-461.15
DD4145.3	18/05/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4145.4	18/05/2022	Hesta	Payroll deductions	-459.91
DD4145.5	18/05/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4145.6	18/05/2022	REST	Superannuation contributions	-195.02
DD4145.7	18/05/2022	OnePath Custodians	Superannuation contributions	-115.57
DD4153.1	20/05/2022	SkyMesh	Internet Contract- May 2022	-125.00
DD4156.1	25/05/2022	Aware Super	Payroll deductions	-1124.11
DD4156.2	25/05/2022	Australian Superannuation	Superannuation contributions	-486.54
DD4156.3	25/05/2022	QSuper - Payclear	Superannuation contributions	-189.21
DD4156.4	25/05/2022	Hesta	Payroll deductions	-459.91
DD4156.5	25/05/2022	Colonial Select Personnel Super	Superannuation contributions	-102.63
DD4156.6	25/05/2022	REST	Superannuation contributions	-188.09
DD4156.7	25/05/2022	OnePath Custodians	Superannuation contributions	-128.54
DD4166.1	31/05/2022	ClickSuper	Monthly transaction & facility fee- April 2022	-16.94

Total Direct Debit Payments				-29,070.76
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Municipal Account List of Payments Total				-213,873.60
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13.2. STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 MAY 2022

File Reference	ADM0066
Date of Report	14 th June 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. 13.2.1 – Monthly Financial Report 31 May 2022

BRIEF SUMMARY

The Statement of Financial Activity for period ending 31 May 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 May 2022, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **ATTACHMENT 13.2.1**.

COUNCIL RESOLUTION OCM 53/06/22

Moved Cr Thomson seconded Cr Morrell

That Council receives the monthly statement of Financial Activity for the period of 31 May 2022, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **ATTACHMENT 13.2.1**.

CARRIED 5/0

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

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

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KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2022

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

GOVERNANCE

Members of Council
Administration

ACTIVITIES

Members of Council, civic reception, functions, public relations, electoral requirements and administration.

GENERAL PURPOSE FUNDING

Rates
General Purpose Revenue

Rates, General Purpose Government Grants, Interest on Investments.

LAW, ORDER, PUBLIC SAFETY

Fire Prevention
Animal Control
Other

Supervision of various by-laws, fire prevention and animal control.

HEALTH

Preventative Services
Community Health
Other

Food Control, meat inspection, water testing and health inspection services.

EDUCATION AND WELFARE

Disability Access & Inclusion
Care of Senior Citizens

Well aged housing and services for youth and aged.

HOUSING

Staff Housing

Provision and maintenance of staff housing.

COMMUNITY AMENITIES

Sanitation
Stormwater Drainage
Town Planning
Protection of Environment
Other

Refuse site, cemetery and public conveniences.

RECREATION AND CULTURE

Public Halls
Swimming areas
Libraries
Other

Maintenance of halls, parks, gardens and ovals. Library and heritage.

TRANSPORT

Road Construction
Road Maintenance
Road Plant Purchases
Transport Licensing Agency

Road construction and maintenance, footpaths and traffic signs.

ECONOMIC SERVICES

Rural Services
Tourism
Building Control
Other

Area promotion, pest control and building control.

OTHER PROPERTY AND SERVICES

Private Works
Public Works Overheads
Plant Operating Costs
Stock Control
Salaries and Wages

Private works, public works overheads and plant operation.

**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM
FOR THE PERIOD ENDED 31 MAY 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	486,833	(4)	(0.00%)	
Revenue from operating activities							
Governance		0	0	33,454	33,454	0.00%	▲
General purpose funding - general rates	6	820,811	820,702	820,578	(124)	(0.02%)	
General purpose funding - other		409,726	375,582	1,062,832	687,250	182.98%	▲
Law, order and public safety		42,043	38,539	15,851	(22,688)	(58.87%)	▼
Health		0	0	461	461	0.00%	
Education and welfare		106,500	97,625	58,282	(39,343)	(40.30%)	▼
Housing		23,700	21,725	23,155	1,430	6.58%	
Community amenities		31,200	28,600	27,051	(1,549)	(5.42%)	
Recreation and culture		5,405	4,955	19,573	14,618	295.05%	▲
Transport		254,072	232,899	233,458	559	0.24%	
Economic services		26,280	24,090	45,026	20,936	86.91%	▲
Other property and services		24,750	22,688	70,617	47,930	211.26%	▲
		1,744,487	1,667,405	2,410,338	742,933		
Expenditure from operating activities							
Governance		(265,716)	(243,573)	(172,768)	70,805	29.07%	▲
General purpose funding		(19,022)	(17,437)	(19,436)	(1,999)	(11.47%)	
Law, order and public safety		(111,157)	(101,894)	(111,723)	(9,829)	(9.65%)	
Health		(35,224)	(32,289)	(40,854)	(8,565)	(26.53%)	
Education and welfare		(58,005)	(53,171)	(38,226)	14,945	28.11%	▲
Housing		(47,249)	(43,312)	(63,578)	(20,266)	(46.79%)	▼
Community amenities		(143,407)	(131,456)	(168,935)	(37,479)	(28.51%)	▼
Recreation and culture		(227,326)	(208,382)	(226,850)	(18,468)	(8.86%)	
Transport		(1,562,340)	(1,432,145)	(1,415,184)	16,961	1.18%	
Economic services		(75,183)	(68,918)	(69,486)	(568)	(0.82%)	
Other property and services		(190,687)	(174,796)	(62,187)	112,609	64.42%	▲
		(2,735,316)	(2,507,373)	(2,389,229)	118,144		
Non-cash amounts excluded from operating activities	1(a)	977,007	895,590	712,938	(182,652)	(20.39%)	▼
Amount attributable to operating activities		(13,822)	55,622	734,047	678,425		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	303,465	278,176	157,230	(120,946)	(43.48%)	▼
Payments for property, plant and equipment and infrastructure	8	(736,477)	(675,104)	(418,909)	256,195	37.95%	▲
Amount attributable to investing activities		(433,012)	(396,928)	(261,679)	135,249		
Financing Activities							
Transfer from reserves	9	0		0	0	0.00%	
Transfer to reserves	9	(40,000)	(36,667)	(80)	36,587	99.78%	▲
Amount attributable to financing activities		(40,000)	(36,667)	(80)	36,587		
Closing funding surplus / (deficit)	1(c)	0	108,864	959,122			

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 MAY 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 MAY 2022

BY NATURE OR TYPE

	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	486,833	(4)	(0.00%)	
Revenue from operating activities							
Rates	6	820,811	820,702	820,578	(124)	(0.02%)	
Operating grants, subsidies and contributions	11	592,016	542,681	1,269,753	727,072	133.98%	▲
Fees and charges		326,735	299,507	328,553	29,046	9.70%	
Interest earnings		3,725	3,415	3,496	81	2.38%	
Other revenue		1,200	1,100	(12,041)	(13,141)	(1194.64%)	▼
		1,744,487	1,667,405	2,410,339	742,934		
Expenditure from operating activities							
Employee costs		(1,025,663)	(940,191)	(1,004,523)	(64,332)	(6.84%)	
Materials and contracts		(565,192)	(518,093)	(478,127)	39,966	7.71%	
Utility charges		(65,090)	(59,666)	(73,421)	(13,755)	(23.05%)	▼
Depreciation on non-current assets		(888,733)	(814,672)	(712,938)	101,734	12.49%	▲
Insurance expenses		(76,537)	(70,159)	(94,943)	(24,784)	(35.33%)	▼
Other expenditure		(112,279)	(102,912)	(25,276)	77,636	75.44%	▲
Loss on disposal of assets	7	(1,882)	(1,725)	0	1,725	100.00%	
		(2,735,316)	(2,507,373)	(2,389,229)	118,144		
Non-cash amounts excluded from operating activities	1(a)	977,007	895,590	712,938	(182,652)	(20.39%)	▼
Amount attributable to operating activities		(13,822)	55,622	734,047	678,425		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	303,465	278,176	157,230	(120,946)	(43.48%)	▼
Payments for property, plant and equipment and infrastructure	8	(736,477)	(675,104)	(418,909)	256,195	37.95%	▲
Amount attributable to investing activities		(433,012)	(396,928)	(261,679)	135,249		
Financing Activities							
Transfer from reserves	9	0	0	0	0	0.00%	
Transfer to reserves	9	(40,000)	(36,667)	(80)	36,587	99.78%	▲
Amount attributable to financing activities		(40,000)	(36,667)	(80)	36,587		
Closing funding surplus / (deficit)	1(c)	0	108,864	959,122	850,258		

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 MAY 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 13 June 2022

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

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 MAY 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	1,725	0
Add: Change in adopted budget		86,392	79,193	0
Add: Depreciation on assets		888,733	814,672	712,938
Total non-cash items excluded from operating activities		977,007	895,590	712,938

(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 May 2021	Year to Date 31 May 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(848,912)	(628,907)	(848,992)
Total adjustments to net current assets		(848,912)	(628,907)	(848,992)

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

Current assets				
Cash and cash equivalents	2	1,663,683	1,099,908	1,963,942
Rates receivables	3	73,177	92,897	96,515
Receivables	3	33,105	40,516	38,689
Other current assets	4	23,148	9,571	23,148
Less: Current liabilities				
Payables	5	(219,528)	(117,516)	(102,420)
Contract liabilities	10	(106,340)	(124,717)	(101,549)
Provisions	10	(131,500)	(147,531)	(110,211)
Less: Total adjustments to net current assets	1(b)	(848,912)	(628,907)	(848,992)
Closing funding surplus / (deficit)		486,833	224,222	959,122

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 MAY 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	1,114,500	0	1,114,500		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	848,992	848,992		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
Total		1,114,950	848,992	1,963,942	0			
Comprising								
Cash and cash equivalents		1,114,950	848,992	1,963,942	0			
		1,114,950	848,992	1,963,942	0			

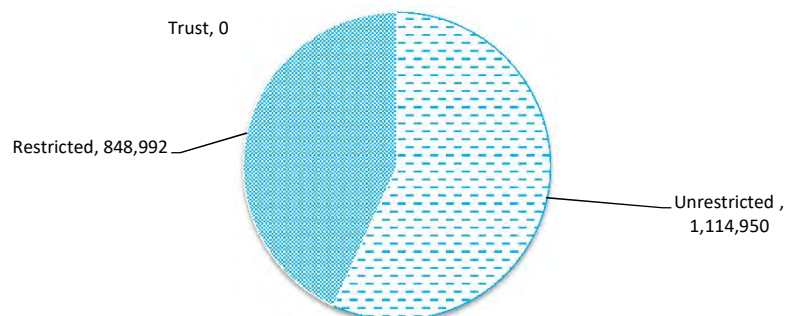
KEY INFORMATION

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 MAY 2022**

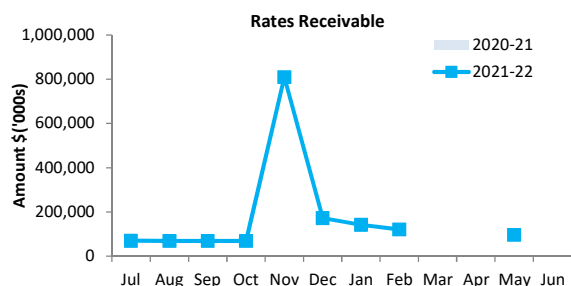
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2021	31 May 2022
	\$	\$
Opening arrears previous years	62,125	73,177
Levied this year	770,057	862,016
Less - collections to date	(759,005)	(838,678)
Equals current outstanding	73,177	96,515
Net rates collectable	73,177	96,515
% Collected	91.2%	89.7%

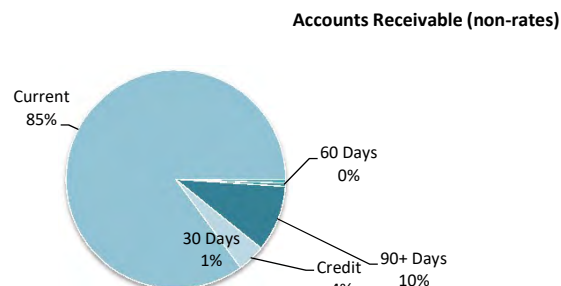
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,018)	20,888	127	120	2,405	22,523
Percentage	(4.5%)	92.7%	0.6%	0.5%	10.7%	
Balance per trial balance						
GST receivable						16,166
Total receivables general outstanding						38,689
Amounts 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 MAY 2022**

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 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 2021 - 2022

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 MAY 2022

OPERATING ACTIVITIES

NOTE 5

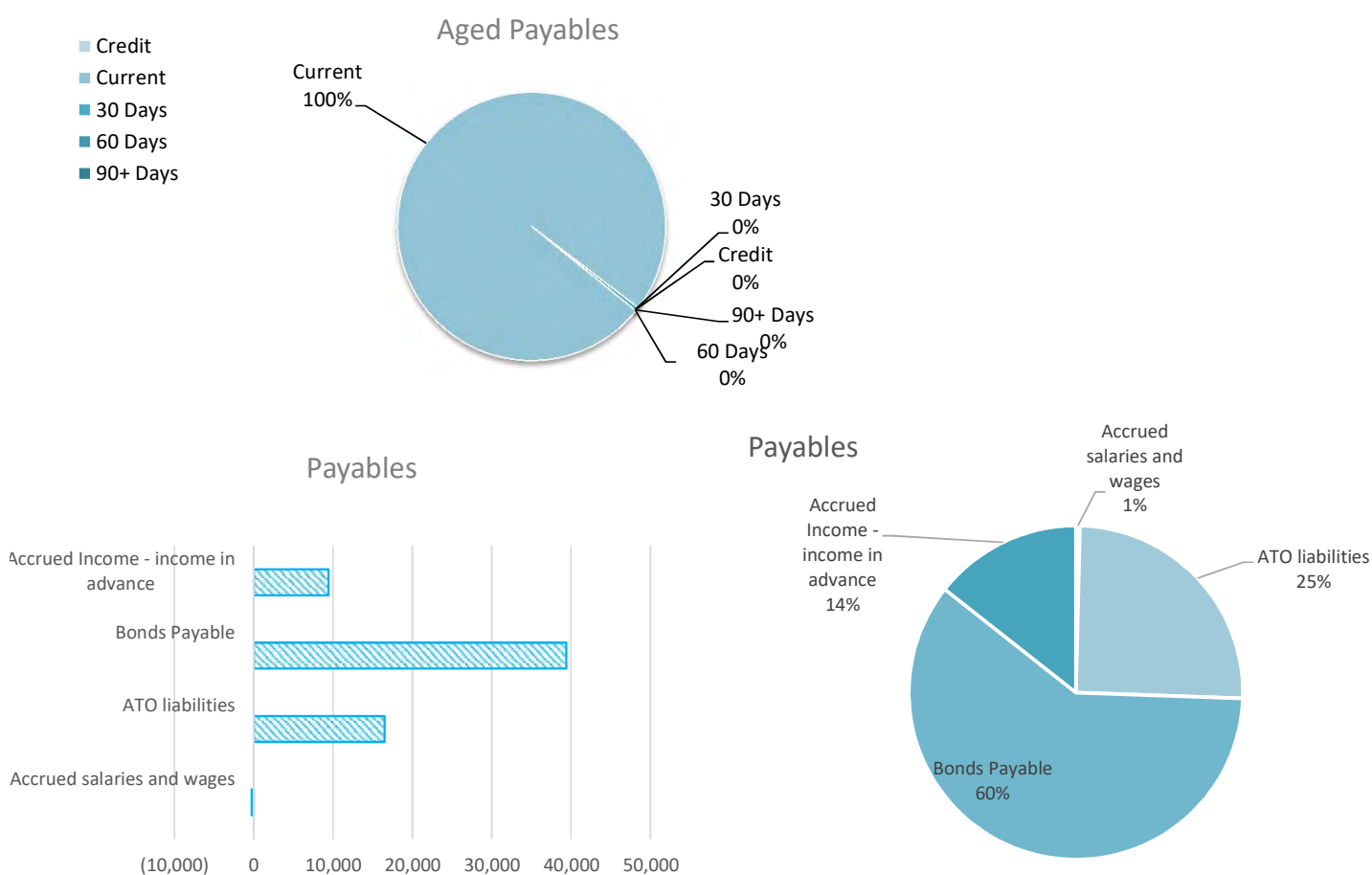
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	37,192	172	0	0	37,363
Percentage	0%	99.5%	0.5%	0%	0%	
Balance per trial balance						
Accrued salaries and wages						(263)
ATO liabilities						16,495
Bonds Payable						39,398
Accrued Income - income in advance						9,427
Total payables general outstanding						102,420

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 MAY 2022**

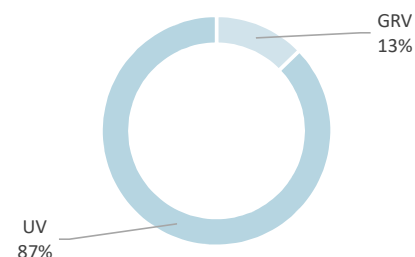
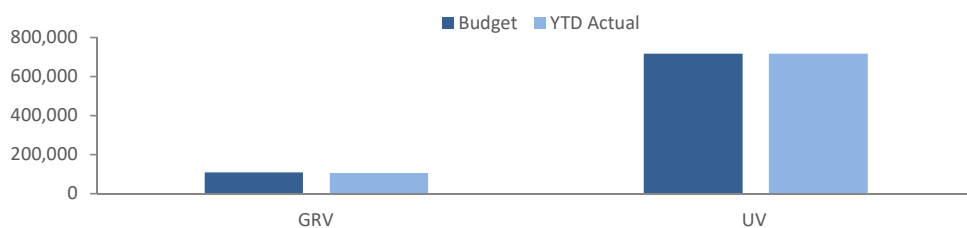
**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

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	1,962		13,572
Sub-total		90	0	38,700	38,700	40,420	1,962	0	42,382
Discount					(37,720)				(43,400)
Concession					(5,400)				
Total general rates					820,811				820,578

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.

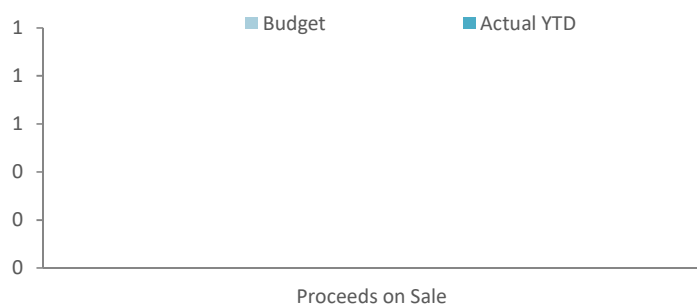


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022**

**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



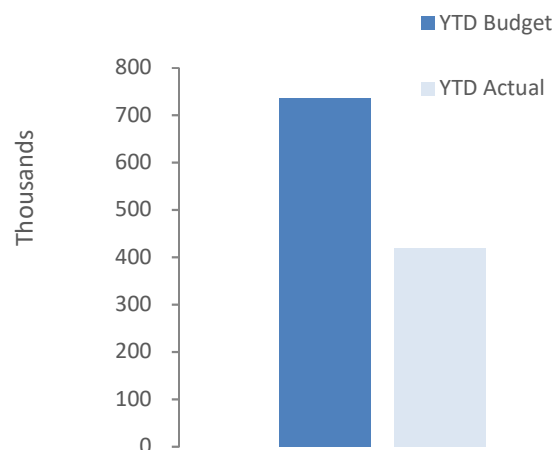
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2022

INVESTING ACTIVITIES NOTE 8 CAPITAL ACQUISITIONS

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Furniture and equipment	86,750	79,521	7,046	(72,475)
Plant and equipment	(1,940)	(1,778)	26,076	27,854
Infrastructure - roads	651,667	597,361	385,697	(211,664)
Infrastructure - parks, gardens, recreation facilities	0	0	90	90
Payments for Capital Acquisitions	736,477	675,104	418,909	(256,195)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	303,465	278,176	157,230	(120,946)
Contribution - operations	433,012	396,928	261,679	(135,249)
Capital funding total	736,477	675,104	418,909	(256,195)

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 MAY 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	63		0		0	668,887	668,950
Building reserve	42,083	0	3		0		0	42,082	42,087
Affordable housing reserve	102,290	0	10		0		0	102,290	102,300
Office equipment reserve	14,028	0	1		0		0	14,028	14,029
Road construction reserve	21,623	0	3		0		0	21,623	21,626
Staff leave Reserve	0	0	0	40,000	0	(20,000)	0	20,000	0
	848,912	0	80	40,000	0	(20,000)	0	868,910	848,992

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

**OPERATING ACTIVITIES
NOTE 10
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 May 2022
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	11	8,086	24,258	(21,390)	10,954
- non-operating	12	98,255	149,570	(157,230)	90,595
Total unspent grants, contributions and reimbursements		106,341	173,828	(178,620)	101,549
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	173,828	(199,909)	211,760
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 MAY 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 May 2022	Current Liability 31 May 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding						399,301	366,026	
Grants Commission - General				0	0			602,309
Grants Commission - Roads				0	0			454,586
Law, order, public safety						32,343	29,648	
DFES - Bushfire Brigade	8,086	24,258	(21,390)	10,954	10,954			21,706
ESL Grant				0	0			
Education and welfare						54,000	49,500	
Well Aged Housing Grants				0				
Transport						81,372	74,591	
RRG Direct Funding Grant				0				81,372
Other property and services						20,000	18,333	
				0			0	
	8,086	24,258	(21,390)	10,954	10,954	587,016	538,098	1,159,973
Operating contributions								
Governance								
Traineeship Incentives								33,301
General purpose funding								
Legal Fees Recovered						5,000	4,583	
Education and welfare								
Income relating to Well Aged Housing								9,283
Housing								
Staff Housing Reimbursements								1,293
Recreation and culture								
Insurance Recoveries								16,694
Other property and services								
FBT Reimbursements								810
Diesel Fuel Rebates								14,210
Reimbursement of Ex CEO LSL				0				34,188
	0	0	0	0	0	5,000	4,583	109,779
TOTALS	8,086	24,258	(21,390)	10,954	10,954	592,016	542,681	1,269,753

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 May 2022	Current Liability 31 May 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
Grant - Water Tanks	0	0	0	0	0	23,985	21,986	0
Community amenities								
LRCIP (P1) Townscape Enhancement	(15,705)	0	(7,645)	(23,350)	(23,350)			7,645
LRCIP (P2)				0		54,000	49,500	
Transport								
Regional Road Group - Project Funding	58,667	48,000	(119,999)	(13,332)	(13,332)	225,480	206,690	120,983
LCRI Phase 2	45,979	0	(984)	44,995	44,995			
R2R Grant	9,314	101,570	(28,602)	82,282	82,282	0	0	28,602
	98,255	149,570	(157,230)	90,595	90,595	303,465	278,176	157,230
	0	0	0	0	0	0	0	0

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

**NOTE 13
EX TRUST FUND**

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 May 2022
	\$	\$	\$	\$
Landcare Receipts	8,608	0	0	8,608
Nomination Deposits	0	240	0	240
Bonds	850	1,240	(1,690)	400
Unclaimed Monies	280	0	0	280
WSRA	1,040	225		1,265
Wongi	2,067	0	0	2,067
Bushfire Brigades	6,925	0	(3,674)	3,251
LGIS Bonus Scheme	21,553	0	0	21,553
Heritage Loan Scheme	1,733	0	0	1,733
	43,056	1,705	(5,364)	39,398

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 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	33,454	0.00%	▲ Permanent	Traineeship Subsidies
General purpose funding - other	687,250	182.98%	▲ Permanent	FAGS 22/23 Received
Law, order and public safety	(22,688)	(58.87%)	▼ Timing	Tank Grant acquittal submitted yet to be paid
Education and welfare	(39,343)	(40.30%)	▼ Permanent	Well Aged Housing Income Overestimated
Recreation and culture	14,618	295.05%	▲ Permanent	Insurance Recoveries
Other property and services	47,930	211.26%	▲ Timing	Allocations
Expenditure from operating activities				
Governance	70,805	29.07%	▲ Timing	
Education and welfare	14,945	28.11%	▲ Timing	
Housing	(20,266)	(46.79%)	▼ Timing	
Community amenities	(37,479)	(28.51%)	▼ Timing	
Other property and services	112,609	64.42%	▲ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(120,946)	(43.48%)	▼ Permanent	Non Operating Grants Overstated in Budget
Payments for property, plant and equipment and infrastructure	256,195	37.95%	▲ Permanent	Capital Projects Overstated in Budget
Financing activities				
Transfer to reserves	36,587	99.78%	▲ Timing	Reserve Transfers occur at financial year end

13.3.ADOPTION OF SCHEDULE OF ANNUAL FEES AND CHARGES - 2022/2023

File Reference	ADM0059
Date of Report	9 June 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 No. 13.3.1 – Schedule of Annual Fees and Charges - 2022/2023

BRIEF SUMMARY

The purpose of this report is for Council to consider the 2022/2023 Draft Schedule of Fees and Charges to be applied for the Shire of Woodanilling effective 1st July 2022.

BACKGROUND/COMMENT

The *Local Government Act 1995* requires the schedule of fees and charges that are to be imposed during the financial year to be adopted with the Annual Budget.

As the Budget will not be adopted until after 1st July 2022, Council is requested to consider the draft schedule of fees and charges prior to the budget adoption so that the agreed fees and charges can be taken into consideration when preparing the budget and to allow the fees and charges to be applied from 1st July 2022.

A copy of the proposed schedule of fees and charges and proposed changes are included and are contained in **attachment 13.3.1**.

Most of the Shire of Woodanilling fees and charges are levied on a cost recovery basis. Some of the fees and charges are set by legislation and have been identified in the fees and charges as being charges levied by the relevant Act. The Shire has no control over the amounts charged when the fees are set by legislation.

The review of the current schedule of fees and charges has identified several changes associated with the statutory requirements, minor grammatical changes, cemetery recoverable costs and the plant hire against the hourly rates.

A workshop was held with Elected Members and relevant officers acknowledging the requirement to increase the recovery costs or bench mark industry within the districts. The plant hire rates will remain the same however requires further investigation with plant costings against the current hourly rates, recoverable costs for the life of the machinery will be required to ascertain the actual fee to appropriately charge. It is anticipated these fees will be reviewed and completed during the 2022/23 financial year and will be presented in the following financial year through the budget process.

It is intended that the proposed schedule of fees and charges remain predominately unchanged from those imposed in the 2021/2022.

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed (generally) when adopting the annual budget and must be resolved by an absolute majority.

STATUTORY/LEGAL IMPLICATIONS

Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, the fees and charges may be determined through an absolute majority decision of Council.

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) supplying a service or carrying out work at the request of a person;*
 - (c) subject to section 5.94, providing information from local government records;*
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) supplying goods;*
 - (f) such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) imposed* during a financial year; and*
 - (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) the cost to the local government of providing the service or goods; and*
 - (b) the importance of the service or goods to the community; and*
 - (c) the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) under section 5.96; or*
 - (b) under section 6.16(2)(d); or*
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) prohibit the imposition of a fee or charge in prescribed circumstances;*
or
 - (b) limit the amount of a fee or charge in prescribed circumstances.*

The recommendation that follows is consistent with the legislation requirements.

POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report however the adopted Schedule of Fees and Charges will influence the level of 2022/2023 budgeted income.

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

This item has been reviewed by the relevant officers and the Chief Executive Officer. Fees and Charges were discussed at the Council Briefing forum at the May 2022 session.

RISK MANAGEMENT

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the 2022/2023 Fees and Charges, the organisation will have reduced income.

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 sections 6.16 and 6.17 of the *Local Government Act 1995*, endorses the 2022/2023 Schedule of Annual Fees and Charges as contained in **Attachment 13.3.1**, noting the relevant legislative fees and charges be amended upon gazettal.

COUNCIL RESOLUTION OCM 54/06/22**Moved Cr Thomson seconded Cr Morrell**

That Council pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, endorses the 2022/2023 Schedule of Annual Fees and Charges as contained in **Attachment 13.3.1**, noting the relevant legislative fees and charges be amended upon gazettal.

ABSOLUTE MAJORITY 5/0

SHIRE OF WOODANILLING

ATTACHMENT 13.3.1

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
General Purpose Funding					
Rates					
Rate Book - including postage	\$ -	\$ 36.37	\$ 3.63	\$ 40.00	LG Act 1995 - Section 6.16
Rates Orders & Requisitions (EAS)	\$ 77.00	\$ 100.00	Exempt -D81	\$ 110.00	LG Act 1995 - Section 6.16
Other Fees & Charges					
Rates Administration Fee - per instalment	\$5 per instalment		Exempt -D81	\$ 5.00	LG Act 1995 - Section 6.45
Rates Administration Fee - payment arrangement	New	\$ 20.00	Exempt -D81	\$ 20.00	LG Act 1995 - Section 6.45
Dishonor Fee (includes administration fee)	New	\$ 20.00	Exempt -D81	\$ 20.00	LG Act 1995 - Section 6.16
Issue of notice of discontinuance	New		Taxable	Actual Cost	LG Act 1995 - Section 6.16
Debt Recovery Fee - administration fee	New		Exempt -D81	Actual Cost	LG Act 1995 - Section 6.16
Penalty interest on rate & service charges	7%			7%	LG Act 1995 - Section 6.51
Interest on rate instalments	3%			3%	LG Act 1995 - Section 6.51
Other General Purpose Funding					
Administration General					
Shire Staff Administration Support	\$ -	\$ 90.00	\$ 9.00	\$ 99.00	LG Act 1995 - Section 6.16
Electoral Rolls	Free		Taxable	Cost of copying charge	LG Act 1995 - Section 6.16
Photocopying					
A4 Copies - Black & White - per side	\$ 0.50	\$ 0.45	\$ 0.05	\$ 0.50	LG Act 1995 - Section 6.16
A4 Copies - Colour - per side	\$ 0.70	\$ 0.64	\$ 0.06	\$ 0.70	LG Act 1995 - Section 6.16
A3 Copies - Black & White - per side	\$ 0.50	\$ 0.45	\$ 0.05	\$ 0.50	LG Act 1995 - Section 6.16
A3 Copies -Colour - per side	\$ 0.70	\$ 0.64	\$ 0.06	\$ 0.70	LG Act 1995 - Section 6.16
Scan & Email	\$ 2.00	\$ 1.82	\$ 0.18	\$ 2.00	LG Act 1995 - Section 6.16
Laminating Fees - A4 per page	\$ 5.50	\$ 5.00	\$ 0.50	\$ 5.50	LG Act 1995 - Section 6.16
Laminating Fees - A3 per page	\$ 9.90	\$ 9.00	\$ 0.90	\$ 9.90	LG Act 1995 - Section 6.16
Binding Documents	\$ 5.50	\$ 5.00	\$ 0.50	\$ 5.50	LG Act 1995 - Section 6.16
Information on Record					
Council Minutes (Hard Copy)	New	\$ 36.36	\$ 3.64	\$ 40.00	LG Act 1995 - Section 6.16
(Note: Council Agendas & Minutes can be accessed from the Shire of Woodanilling website Free of Charge)					
Postage of Council Documents	New		Taxable	Actual Cost	LG Act 1995 - Section 6.16
Freedom Of Information					
Application Fee - Non Personal Information	New	\$ 30.00	\$ -	\$ 30.00	WA FOI Act 1992
Application Fee - Pensioners	New	\$ 22.50	\$ -	\$ 22.50	WA FOI Act 1992
Additional research Clerical (per hour of staff time)	New	\$ 30.00	\$ -	\$ 30.00	WA FOI Act 1992
Additional Document Copies (per A4 page)	New	\$ 0.20	\$ -	\$ 0.20	WA FOI Act 1992
Delivery, packaging & postage	New		Taxable	Actual Cost	LG Act 1995 - Section 6.16
Sale of Books/General Information					
From Woodanilling to War	New	\$ 50.00	\$ 5.00	\$ 55.00	LG Act 1995 - Section 6.16
History Books (Roundpool to Woodanilling)	\$ 15.00	\$ 13.64	\$ 1.36	\$ 15.00	LG Act 1995 - Section 6.16
DVD (History of Woodanilling)	\$ 12.00	\$ 10.91	\$ 1.09	\$ 12.00	
Historical Photos on USB Memory Stick (16GB)	\$ 12.00	\$ 10.91	\$ 1.09	\$ 12.00	LG Act 1995 - Section 6.16
Nomination by Candidate*	\$ 80.00	\$ 80.00	\$ -	\$ 80.00	LG Election Regs 1997 r.26
* To be refunded if candidate receives at least 5% of total number of votes included in the count					
Law, Order & Public Safety					
Fire Prevention					
Bushfire Maps	\$ 22.00	\$ 27.28	\$ 2.72	\$ 30.00	LG Act 1995 - Section 6.16
Installing of Firebreaks	New		Taxable	Cost Recovery	Bush Fires Act 1954
Administration Fee firebreaks	New	\$ 90.90	\$ 9.10	\$ 100.00	Bush Fires Act 1954
Town Blocks - burning off/slashing fees			Taxable	Cost Recovery	Bush Fires Act 1954
Rural Street Number Signs					
Rural Street Number with Star Picket Installation	New	\$ 90.00	\$ 9.00	\$ 99.00	LG Act 1995 - Section 6.16
Animal Control					
Daily Pound Fee	\$ 20.00	\$ 20.00	\$ 2.00	\$ 22.00	LG Act 1995 - Section 6.16
Rangers Attendance Fees after 6am & before 6pm	New	\$ 100.00	\$ -	\$ 100.00	LG Miscellaneous Provisions Act 1960 s4.64
Rangers Attendance Fees after 6pm & before 6am	New	\$ 200.00	\$ -	\$ 200.00	LG Miscellaneous Provisions Act 1960 s4.64
Impound and release fee	\$ 70.00		Exempt	\$ 70.00	LG Act 1995 - Section 6.16
Surrender of Dog or Cat	\$ 55.00		Exempt	\$ 55.00	LG Act 1995 - Section 6.16
Note: All fees & charges relating to dog registration and control are adopted pursuant to the Dog Act and Cat Act, and relevant Regulations and Local Laws					
Dog Registration Fees					
Unsterilised Dog - 1 year			Exempt	\$ 50.00	Dog Regulations 2013, r17
Unsterilised Dog - 3 years			Exempt	\$ 120.00	Dog Regulations 2013, r17
Unsterilised Dog - For Life			Exempt	\$ 250.00	Dog Regulations 2013, r17
Sterilised Dog - 1 year			Exempt	\$ 20.00	Dog Regulations 2013, r17
Sterilised Dog - 3 years			Exempt	\$ 42.50	Dog Regulations 2013, r17
Sterilised Dog - For Life			Exempt	\$ 100.00	Dog Regulations 2013, r17

SHIRE OF WOODANILLING

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
Unsterilised Working Dog - 1 year			Exempt	\$ 12.50	Dog Regulations 2013, r17
Unsterilised Working Dog - 3 years			Exempt	\$ 30.00	Dog Regulations 2013, r17
Sterilised Working Dog - 1 year			Exempt	\$ 5.00	Dog Regulations 2013, r17
Sterilised Working Dog - 3 years			Exempt	\$ 10.63	Dog Regulations 2013, r17
Working Dogs (droving or caring for stock) For Life			Exempt	25% of the fee that would otherwise be payable of full registration	Dog Regulations 2013, r17
Kennel Fees	New		Exempt	\$ 200.00	Dog Act 1976, S27
Application to keep more than 2 dogs	\$ 124.00		Exempt	\$ 124.00	Dog Act 1976
Dog Registration Concessions - Pensioner Concession Card Holders - Half Price			Exempt	50% of full registration	Dog Act 1976 & Regulations
Cat Registration Fees					
Cat - Sterilised - 1 year			Exempt	\$ 20.00	Cat Regulations 2012 as per schedule 3
Cat - Sterilised - 3 years			Exempt	\$ 42.50	Cat Regulations 2012 as per schedule 3
Cat - Sterilised - For Life			Exempt	\$ 100.00	Cat Regulations 2012 as per schedule 3
Cat Breeders Fee (Annual) per cat			Exempt	\$ 100.00	Cat Regulations 2012 as per schedule 3
Infringements					
Infringements, Court Fines & Penalties			Exempt	At cost	As per legislation
Other Law, Order & Public Safety					
Abandoned Vehicles					
Towing Costs			Exempt	Cost Recovery	LG Act 1995 - Section 6.16
Storage Fee (Daily)		\$ 20.00	Exempt	\$ 20.00	LG Act 1995 - Section 6.16
Impound Fee		\$ 100.00	Exempt	\$ 100.00	LG Act 1995 - Section 6.16
Infringements, Court Fines & Penalties			Exempt	At cost	Litter Act 1979
Health					
Septic Tank Approvals					
Application for Septic Tank Approval	\$ 118.00	\$ 118.00	Exempt	\$ 118.00	Health Act 1911, section 344C
Issuing Septic Tank "Permit to Use"	\$ 118.00	\$ 118.00	Exempt	\$ 118.00	Health Act 1911, section 344C
Inspection Fee		\$ 100.00	Exempt	\$ 100.00	Health Act 1911
Search Fee - Septic Tanks		\$ 15.00	Exempt	\$ 15.00	Health Act 1911
Reinspection Fee (if required)	\$ 123.00	\$ 123.00	Exempt	\$ 123.00	LG Act 1995 - Section 6.16
WA Health Department Administration Fee		\$ 72.00	Exempt	\$ 72.00	Health Act 1911, section 344C
Local Government Report Fee to DOH for onsite effluent disposal	\$ 118.00	\$ 123.00	Exempt	\$ 123.00	Health Act 1911, section 344C
Offensive Trade (Fees) Regulations 1976					
Artificial Manure depots		\$ 211.00	Exempt	\$ 211.00	Health Act 1911, section 344C
Blood drying		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Bone Merchant Premises		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Bone Mills		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Fellmongeries (skin sheds)		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Fish Curing Establishments		\$ 211.00	Exempt	\$ 211.00	Health Act 1911, section 344C
Fish Processing establishments		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Flock Factories		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Shellfish and crustacean processing establishments		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Gut scraping, preparation of sausage skins		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Laundries, dry cleaning establishments		\$ 147.00	Exempt	\$ 147.00	Health Act 1911, section 344C
Manure Works		\$ 211.00	Exempt	\$ 211.00	Health Act 1911, section 344C
Piggeries		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Places for storing, drying or preserving bones		\$ 171.00	Exempt	\$ 171.00	Health Act 1911, section 344C
Poultry farming		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Poultry processing establishments		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Rabbit Farming		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Slaughterhouse (Human Consumption Abattoir) & Knackeries (Pet Meat Processors)		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Other offensive trades not specified		\$ 298.00	Exempt	\$ 298.00	Health Act 1911, section 344C
Water Testing					
Chemical Swimming Pool Sample	\$ 14.00	\$ 14.00	Exempt	\$ 14.00	LG Act 1995 - Section 6.16
Micro / Amoeba Swimming Pool Sample	\$ 32.00	\$ 32.00	Exempt	\$ 32.00	LG Act 1995 - Section 6.16
Private Water Supply Sampling Fee	\$ 72.00	\$ 72.00	Exempt	\$ 72.00	LG Act 1995 - Section 6.16
Food Premises					
Food Premises Notification Fee (plus Assessment Fee)	\$ 100.00	\$ 110.00	Exempt	\$ 110.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.16
Food Premises Registration Fee (plus Assessment Fee)	\$ 100.00	\$ 100.00	Exempt	\$ 100.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.18
Transfer of Registration Fee	\$ 62.00	\$ 62.00	Exempt	\$ 62.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.19
Plans Assessment Fee - Small Residential	\$ 78.00	\$ 78.00	Exempt	\$ 78.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.21
Plans Assessment Fee	\$ 155.00	\$ 155.00	Exempt	\$ 155.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.22
Plans Assessment Fee - Supermarket or Premises >2	\$ 240.00	\$ 240.00	Exempt	\$ 240.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.22
Inspection of Premises on request	\$ 173.00	\$ 173.00	Exempt	\$ 173.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.22

SHIRE OF WOODANILLING

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
Request for copy of Condemnation Certificate	\$ 80.00	\$ 80.00	Exempt	\$ 80.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.23
Copy of Food Sampling Results Certificate	\$ 27.00	\$ 27.00	Exempt	\$ 27.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.24
Temporary Food Business Assessment Fee (per occasion)	\$ 40.00	\$ 40.00	Exempt	\$ 40.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.25
Temporary Food Business Assessment Fee (Annual)	\$ 180.00	\$ 180.00	Exempt	\$ 180.00	Food Premises - Food Act 2008 & LG Act 1995 - Section 6.26
Lodging House Registration Fees					
Application for Registration of Lodging House < 15 lodgers	\$ 354.00	\$ 354.00	Exempt	\$ 354.00	LG Act 1995 - Section 6.16
Renewal of Registration of Lodging House < 15 lodgers	\$ 236.00	\$ 236.00	Exempt	\$ 236.00	LG Act 1995 - Section 6.16
Application for Registration of Lodging House 15 or more lodgers	\$ 506.00	\$ 506.00	Exempt	\$ 506.00	LG Act 1995 - Section 6.16
Renewal of Registration of Lodging House 15 or more lodgers	\$ 338.00	\$ 338.00	Exempt	\$ 338.00	LG Act 1995 - Section 6.16
Temporary Accommodation Approval Fees					
Application for Approval to camp	\$ 235.00				Regulations 1997 - r11
Other					
Liquor Licence (Section 39 Certificate)	\$ 190.00	\$ 190.00	Exempt	\$ 190.00	LG Act 1995 - Section 6.16
Premises Plan Assessment Fee - miscellaneous	\$ 155.00	\$ 155.00	Exempt	\$ 155.00	LG Act 1995 - Section 6.16
Request for Inspection of Premises - miscellaneous	\$ 173.00	\$ 173.00	Exempt	\$ 173.00	LG Act 1995 - Section 6.16
Request for Premises Inspection Report	\$ 153.00	\$ 153.00	Exempt	\$ 153.00	LG Act 1995 - Section 6.16
Reports to Settlement Agents	\$ 103.00	\$ 103.00	Exempt	\$ 103.00	LG Act 1995 - Section 6.16
Copy of Certificate of Analysis	\$ 27.00	\$ 27.00	Exempt	\$ 27.00	LG Act 1995 - Section 6.16
Food Vendors Licence/Itinerant Food Van/Traders					
Application or Renewal of Itinerant Food Van/Traders Permit Fee					
Per Occasion	\$ 300.00	\$ 300.00	Exempt	\$ 300.00	LG Act 1995 - Section 6.16
One Month	\$ 100.00	\$ 100.00	Exempt	\$ 100.00	LG Act 1995 - Section 6.16
Twelve Months	\$ 600.00	\$ 600.00	Exempt	\$ 600.00	LG Act 1995 - Section 6.16
Note: For the first 12 months the fee is set at 50% of the stated amount as an encouragement to establish new business in the Shire.					
Community Amenities					
Sanitation					
Refuse Collection					
Domestic Rubbish Charge 240L Waste/ 240 Litre Recycling	\$ 325.00	\$ 325.00	Exempt	\$ 325.00	Waste Avoidance & Resources Recovery Act 2007
Additional Service Charge	\$ 162.50	\$ 162.50	Exempt	\$ 162.50	Waste Avoidance & Resources Recovery Act 2008
Tip Passes Replacement	\$ 30.00	\$ 30.00	Exempt	\$ 30.00	LG Act 1995 - Section 6.16
Hire of bin for special events - 240 litre, including delivery and collection fee	New	at cost	Exempt	At cost	LG Act 1995 - Section 6.16
Transfer Station Fees/Rubbish Tip (Fees to apply with no Tip Pass)					
1 x 120 Litre or 240 Litre mobile garbage bin (units of 240 Litre there-after)	\$ 10.00	\$ 9.09	\$ 0.91	\$ 10.00	LG Act 1995 - Section 6.16
Car Boot Load	\$ 10.00	\$ 9.09	\$ 0.91	\$ 10.00	LG Act 1995 - Section 6.16
Station Wagon Boot Load	\$ 10.00	\$ 9.09	\$ 0.91	\$ 10.00	LG Act 1995 - Section 6.16
Van - Utility - Trailer not exceeding 1.8 x 2.4 m	\$ 20.00	\$ 18.18	\$ 1.82	\$ 20.00	LG Act 1995 - Section 6.16
Small Truck (2-4 tonne)	\$ 50.00	\$ 45.45	\$ 4.55	\$ 50.00	LG Act 1995 - Section 6.16
Medium Truck (4-6 tonne)	\$ 75.00	\$ 68.18	\$ 6.82	\$ 75.00	LG Act 1995 - Section 6.16
Truck (6-8 tonne)	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	LG Act 1995 - Section 6.16
Truck (8 plus tonne single axle)	\$ 200.00	\$ 181.82	\$ 18.18	\$ 200.00	LG Act 1995 - Section 6.16
Truck (8 plus tonne dual axle)	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Truck (semi trailer 20mcub capacity)	\$ 330.00	\$ 300.00	\$ 30.00	\$ 330.00	LG Act 1995 - Section 6.16
Bulk Bin (3mcub or less)	\$ 75.00	\$ 68.18	\$ 6.82	\$ 75.00	LG Act 1995 - Section 6.16
Bulk Bin (3m cub - 6m cub)	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	LG Act 1995 - Section 6.16
Bulk Bin (6mcub - 10m cub)	\$ 200.00	\$ 181.82	\$ 18.18	\$ 200.00	LG Act 1995 - Section 6.16
Bulk Bin (exceeding 10 m cub)	\$ 330.00	\$ 300.00	\$ 30.00	\$ 330.00	LG Act 1995 - Section 6.16
Salt - per 10m3	\$ 550.00	\$ 500.00	\$ 50.00	\$ 550.00	LG Act 1995 - Section 6.16
Asbestos (approval required before acceptance)	Cost to be negotiated based on quantity		Taxable	Cost to be negotiated based on quantity	LG Act 1995 - Section 6.16
Waste Oil (to be deposited in the Oil Recyclig Facility)	.50 cents per litre		Taxable	.50 cents per litre	LG Act 1995 - Section 6.16
Tyres (per tyre)	\$ 25.00	\$ 22.73	\$ 2.27	\$ 25.00	LG Act 1995 - Section 6.16
White Goods (fridges to be de-gassed)	Free			Free	LG Act 1995 - Section 6.16
White Goods (fridges not-gassed)	\$40	\$ 36.36	\$ 3.64	\$ 40.00	LG Act 1995 - Section 6.16
Recycling Fees - Free					
Car or Truck Body or large Equipment (if placed in metal dump area)	Free		Exempt	Free	LG Act 1995 - Section 6.16
Truck Body / Large Equipment (if recyclable)	Free		Exempt	Free	LG Act 1995 - Section 6.16
Batteries (car, truck etc)	Free		Exempt	Free	LG Act 1995 - Section 6.16
Untcontaminated, sorted scrap metal, timber and/or domestic greenwaste	Free		Exempt	Free	LG Act 1995 - Section 6.16
Untcontaminated timber	Free		Exempt	Free	LG Act 1995 - Section 6.16
Untcontaminated green waste domestic only	Free		Exempt	Free	LG Act 1995 - Section 6.16
Clean fill	Free		Exempt	Free	LG Act 1995 - Section 6.16

SHIRE OF WOODANILLING

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
Separated Recyclables	Free		Exempt	Free	LG Act 1995 - Section 6.16
Cardboard - separated	Free		Exempt	Free	
Drum muster containers - to be clean and double rinsed, lids off	Free		Exempt	Free	LG Act 1995 - Section 6.16
Bulk Bins					
Bulk Bin services through contractor	New		Taxable	Actual Cost	LG Act 1995 - Section 6.16
Infringements					
Waste Infringements, Court Fines & Penalties			As per local laws	Actual Cost	LG Act 1995 - Section 6.16
Other Community					
Grave Fees					
Grant of Right of Burial (25 years) (land excluded)					
Grant of Right of Burial - 25 years	\$ 100.00	\$ 120.00	Exempt	\$ 120.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1986
Renewal - Grant of Right of Burial	\$ 50.00	\$ 70.00	Exempt	\$ 70.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1987
Transfer - Grant of Right of Burial	\$ 50.00	\$ 70.00	Exempt	\$ 70.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1988
Land for Grave site					
2.4m x 1.2m plot	\$ 490.00	\$ 445.45	\$ 44.55	\$ 490.00	LG Act 1995 - Section 6.16
2.4m x 2.4m plte (2 plots alongside each other)	\$ 980.00	\$ 890.91	\$ 89.09	\$ 980.00	LG Act 1995 - Section 6.16
Internment Fees					
Ordinary Grave - Adult	\$ 820.00	\$ 863.64	\$ 86.36	\$ 950.00	LG Act 1995 - Section 6.16
Ordinary Grave - Child under 12 years	\$ 540.00	\$ 515.45	\$ 51.55	\$ 567.00	LG Act 1995 - Section 6.16
Ordinary Grave - Stillborn	\$ 405.00	\$ 386.36	\$ 38.64	\$ 425.00	LG Act 1995 - Section 6.16
Grave Dig by hand up to 1.8m	\$ 1,320.00	\$ 1,260.00	\$ 126.00	\$ 1,386.00	LG Act 1995 - Section 6.16
Grave Dig by machine deeper than 1.8m (max 2.4m)	\$ 230.00	\$ 218.18	\$ 21.82	\$ 240.00	LG Act 1995 - Section 6.16
Reopening of existing grave	\$ 1,610.00	\$ 1,545.45	\$ 154.55	\$ 1,700.00	LG Act 1995 - Section 6.16
Placement of Ashes in Family Grave (300mm)	\$ 230.00	\$ 220.00	\$ 22.00	\$ 242.00	LG Act 1995 - Section 6.16
Exhumation	New	\$ 1,545.45	\$ 154.55	\$ 1,700.00	LG Act 1995 - Section 6.16
Additional Service Charges					
Internment without due notice (less than 2 days)	\$ 440.00	\$ 418.18	\$ 41.82	\$ 460.00	LG Act 1995 - Section 6.16
Internment Tuesday - Friday	\$ 275.00	\$ 259.09	\$ 25.91	\$ 285.00	LG Act 1995 - Section 6.16
Internment on Weekend or Public Holidays or outside Tuesday-Friday	\$ 525.00	\$ 500.00	\$ 50.00	\$ 550.00	LG Act 1995 - Section 6.16
Hire of Equipment - refundable	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	LG Act 1995 - Section 6.16
Niche Wall					
Double Niche	\$ 340.00	\$ 309.09	\$ 30.91	\$ 340.00	LG Act 1995 - Section 6.16
Double Niche - pre-purchase	\$ 170.00	\$ 154.55	\$ 15.45	\$ 170.00	LG Act 1995 - Section 6.16
Double Niche - reopen	\$ 170.00	\$ 154.55	\$ 15.45	\$ 170.00	LG Act 1995 - Section 6.16
Single Niche	\$ 250.00	\$ 227.27	\$ 22.73	\$ 250.00	LG Act 1995 - Section 6.16
Single Niche - pre-purchase	\$ 125.00	\$ 113.64	\$ 11.36	\$ 125.00	LG Act 1995 - Section 6.16
Placement of Ashes	\$ 80.00	\$ 72.73	\$ 7.27	\$ 80.00	LG Act 1995 - Section 6.16
Memorial Plaques					
Administration Fee - Single Memorial Plaque with Standard Inscription	\$ 70.00	\$ 70.00	\$ 7.00	\$ 77.00	LG Act 1995 - Section 6.16
Administration Fee - Double Memorial Plaque with Standard Inscription	\$ 70.00	\$ 70.00	\$ 7.00	\$ 77.00	LG Act 1995 - Section 6.16
Administration Fee - Second Inscription on Double Memorial	\$ 70.00	\$ 70.00	\$ 7.00	\$ 77.00	LG Act 1995 - Section 6.16
Plaque plus freight	At cost		Taxable	At cost plus 10%	LG Act 1995 - Section 6.16
Cemetery Licences					
Licence to erect Headstone and/or kerbing	\$ 40.00	\$ 65.00	Exempt	\$ 65.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1988
Licence to erect a Monument	\$ 40.00	\$ 65.00	Exempt	\$ 65.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1988
Licence to erect a Nameplate	\$ 40.00	\$ 65.00		\$ 65.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1988
Funeral Directors Single licence for one Internment	\$ 100.00	\$ 110.00	Exempt	\$ 110.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1988
Funeral Directors Annual Licence Fee	\$ 100.00	\$ 150.00	Exempt	\$ 150.00	LG Act 1995 - Section 6.16 & Cemeteries Act 1988
Town Planning/Regional Development					
Provision of Subdivision Clearance (including Strata's)					
Clearance per Lot (not more than 5 lots)		\$ 73.00	Exempt	\$ 73.00	PD Regulations 2009
Clearance (more than 5 lots but not more than 195 lots)		\$73.00 per lot for the first 5 lots than \$35.00 per lot			PD Regulations 2009
Maximum Clearance (more than 195 lots)		\$ 7,393.00	Exempt	\$ 7,393.00	PD Regulations 2009
Scheme Amendments/Structure Plans					
Scheme Amendments s45 & 48 of the PD Regulations		As quoted (in accordance with sections 47 and 448 of Planning and Development Regulations)			PD Regulations 2009
Structural Plans (including Local Development Plans and Similar) S45 & 48 of the PD Regulations		As quoted (in accordance with sections 47 and 448 of Planning and Development Regulations)			PD Regulations 2009
Development Applications					

SHIRE OF WOODANILLING

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
Fees for applications in terms of the Planning & Development Regulations 2009 - Maximum fees for certain planning services (Regulation 47). Determining a development application (other than for an extractive industry) where the development has not commenced or been carried and the estimated cost of the development is -					
a) Estimated development cost no more than \$50,000				\$ 147.00	PD Regulations 2009
b) Estimated development cost from \$50,001 to \$500,000				0.32%	PD Regulations 2009
c) Estimated development cost from \$500,001 to \$2.5 million		\$1,700 + 0.257% for every \$1 in excess of \$500,000			PD Regulations 2009
d) Estimated development cost from \$2.5 million to \$5 million		\$7,161 + 0.206% for every \$1 in excess of \$2.5 million			PD Regulations 2009
e) Estimated development cost from \$5 million to \$21.5 million		\$12,633 + 0.123% for every \$1 in excess of \$5 million			PD Regulations 2009
f) Estimated development cost of more than \$21.5 million				\$ 34,196.00	PD Regulations 2009
Amendment or cancellation of a development approval, including reconsideration of conditions		Min. Fee exclu. GST \$295			PD Regulations 2009, Part 7
Change of use				\$ 295.00	PD Regulations 2009
Home Business, Home Occupation or Cottage Industry Application Fee				\$ 220.00	PD Regulations 2009, Part 7
Home Occupation Renewal Application Fee (where application made before expiry)				\$ 73.00	PD Regulations 2009, Part 7
Extractive Industry Application				\$ 739.00	PD Regulations 2009, Part 7
Re-approval of previously approved development application		As quoted - based on hourly rates under P&D			PD Regulations 2009, Part 7
Additional penalty if development has commenced		If development has been commenced or carried out, an additional amount, by way of penalty, that is twice the amount of maximum fee payable for determination of the application.			PD Regulations 2009
Application for advice that development approval is not required (Sch. 2 cl. 61A Planning and Development (Local Planning Schemes) Regulations 2015				\$ 295.00	PD Regulations 2009
Development Assessment Panel Fees		As quoted (in accordance with Sch. 1 Planning			
Signage - Commercial Signage wihtin Local Government Road Reserves					
Small scale			Exempt	\$ 500.00	
Large scale			Exempt	\$ 1,000.00	PD Regulations 2009
General					
Zoning Certificates, reply to a property questionnaire, written planning advice	\$ 73.00	\$ 73.00	\$ -	\$ 73.00	PD Regulations 2009, Part 7
Costs and expenses incurred in relation to assessing Scheme Amendments/Structure Plans and Development Applications		As quoted (in accordance with section 49 of Planning and Development Regulations			PD Regulations 2009
Liquor Control/Gaming and WAGERING Commission Act and similar Certificates		\$ 152.00	\$ -	\$ 152.00	Gaming and Wagering Commissions Act 1987, Liquor Control Act 1988 & LG Act 1995 - Section 6.16
Research		As quoted (in accordance with the rates specified in section 48 of Planning & Development Regulations)			PD Regulations 2009
Publications					
Advertising/Signage	New			At Cost	PD Regulations 2009, Part 7
Infringements					
Planning Infringements Court Fines & Penalties	New			As per Act	LG Act 1995
Recreation & Cultural					
Woodanilling Town Hall (includes kitchen)					
Casual - Hall Hire (9 - 24 Hours)	\$ 66.00	\$ 60.00	\$ 6.00	\$ 66.00	LG Act 1995 - Section 6.16
Funeral - Hall Hire (including set up and pack up)	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Meetings (Main Hall) - 1 - 8 hours per hour	\$ 22.00	\$ 20.00	\$ 2.00	\$ 22.00	LG Act 1995 - Section 6.16
Kitchen Hire only - hourly rate	\$ 11.00	\$ 10.00	\$ 1.00	\$ 11.00	LG Act 1995 - Section 6.16
Table linen hire per table cloth	\$ 16.00	\$ 14.55	\$ 1.45	\$ 16.00	LG Act 1995 - Section 6.16
Service of Alcohol Fee	\$ 38.50	\$ 35.00	\$ 3.50	\$ 38.50	LG Act 1995 - Section 6.16
Cleaning fee (may be charged if special cleaning is required after use) - Paid in Advance	\$ 150.00	\$ 272.73	\$ 27.27	\$ 300.00	LG Act 1995 - Section 6.16
Hall Bond - refundable on site inspection	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Council Chambers					
Day rate only during working hours or in presence of Elected Members or Senior Staff - per hour	\$ 66.00	\$ 90.00	\$ 9.00	\$ 99.00	LG Act 1995 - Section 6.16
Woodanilling Recreation Centre (Oval & Building) - Day Rates					
Individual Use (group sessions ie pilates etc) - charged at per person	\$ 5.00	\$ 4.55	\$ 0.45	\$ 5.00	LG Act 1995 - Section 6.16
Casual Hire - Ground Hire (access to ablutions only) - 24 hours	\$ 132.00	\$ 120.00	\$ 12.00	\$ 132.00	LG Act 1995 - Section 6.16

SHIRE OF WOODANILLING

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
Casual Hirers - Pavilion and Rec Shed (no use of grounds) - 24 hours	\$ 192.50	\$ 175.00	\$ 17.50	\$ 192.50	LG Act 1995 - Section 6.16
Casual Hirers - Grounds and buildings - 24 hours	\$ 324.50	\$ 295.00	\$ 29.50	\$ 324.50	LG Act 1995 - Section 6.16
Casual Hirers - Grounds and buildings - Per 1/2 day (4 hours)	\$ 162.25	\$ 147.50	\$ 14.75	\$ 162.25	LG Act 1995 - Section 6.16
Casual Hirers - Grounds and buildings per hour	\$ 40.70	\$ 37.00	\$ 3.70	\$ 40.70	LG Act 1995 - Section 6.16
Pavilion Hire - Funeral (incl set up & pickup)	\$ 385.00	\$ 350.00	\$ 35.00	\$ 385.00	LG Act 1995 - Section 6.16
Service of Alcohol Fee	\$ 42.35	\$ 38.50	\$ 3.85	\$ 42.35	LG Act 1995 - Section 6.16
Trestle Tables, Bain Marie, Crockery/Cutlery included in casual hire rate	Not for separate Hire				LG Act 1995 - Section 6.16
Chairs & Tables-old (at Kenmare Hall) Note: New chairs not to leave facility	Free	Free			LG Act 1995 - Section 6.16
Bain Marie included in casual hire rate	Not for separate Hire				LG Act 1995 - Section 6.16
Crockery/Cutlery (any amount) included in casual hire rate	Not for separate Hire				LG Act 1995 - Section 6.16
Bond – refundable – to be paid 14 days in advance (GST not applicable)	\$ 400.00		Exempt	\$ 400.00	LG Act 1995 - Section 6.16
Cleaning fee (may be charged if special cleaning required after use) - must be paid in advance	\$ 330.00	\$ 300.00	\$ 30.00	\$ 330.00	LG Act 1995 - Section 6.16
Tennis Courts - Per ½ day or part thereof	\$ 11.00	Free			LG Act 1995 - Section 6.16
Affiliated WSRA Inc Clubs – Complex Annual Charge (Applicable to operating Clubs only)					
Up to 1 day per week (half year only)	\$ 130.00	\$ 118.18	\$ 11.82	\$ 130.00	LG Act 1995 - Section 6.16
> 1 day per week (half year only)	\$ 260.00	\$ 236.36	\$ 23.64	\$ 260.00	LG Act 1995 - Section 6.16
> 2 days per week (half year only)	\$ 390.00	\$ 354.55	\$ 35.45	\$ 390.00	LG Act 1995 - Section 6.16
Up to 1 day per week (full year)	\$ 260.00	\$ 236.36	\$ 23.64	\$ 260.00	LG Act 1995 - Section 6.16
Occasional use (< than 9 times per year)	\$ 45.00	\$ 40.91	\$ 4.09	\$ 45.00	LG Act 1995 - Section 6.16
RV Camping					
Woodanilling Recreation Grounds (up to maximum 72 hours) - see website	\$5.00			\$ 5.00	LG Act 1995 - Section 6.16
Lake Queerearrup Lake - maximum stay - 7 days	Free			Free	LG Act 1995 - Section 6.16
Libraries					
Lost of books				At Cost	LG Act 1995 - Section 6.16
Economic Services					
Tourism & Area Promotions					
Shire of Woodanilling Special Plate Series Number Plates	DOT Plus \$75.00		DOT Plus \$75.00		LG Act 1995 - Section 6.16
Woody Wongi Subscription		\$ 2.00	\$ 0.20	\$ 2.20	LG Act 1995 - Section 6.16
Woody Wongi Advertising Rates - A4 Page - Full Page		\$ 60.00	\$ 6.00	\$ 66.00	LG Act 1995 - Section 6.16
Woody Wongi Advertising Rates - A4 Page - Half Page		\$ 30.00	\$ 3.00	\$ 33.00	LG Act 1995 - Section 6.16
Woody Wongi Advertising Rates - A4 Page - 1/4 Page		\$ 15.00	\$ 1.50	\$ 16.50	LG Act 1995 - Section 6.16
Woody Wongi Advertising Rates - Business Card Size		\$ 7.50	\$ 0.75	\$ 8.25	LG Act 1995 - Section 6.16
Rural Services					
Water from Standpipes	as per cost recovery		Exempt	At Cost	Water Services (Water Corporations Charges) Regulations 2014
Access key card for controlled standpipes	\$ 25.00	\$ 22.73	\$ 2.27	\$ 25.00	LG Act 1995 - Section 6.16
Replacement Access key card for controlled standpipes	\$ 30.00	\$ 27.27	\$ 2.73	\$ 30.00	LG Act 1995 - Section 6.16
Building Control					
Certified application for building permit for Class or 10 Buildings Class 1 (house), Class 10 (Shed, Patio, Pool)	0.19%		Exempt	0.19%	Building Regulations 2012, Regulation 11
Certified application for building permit for Class 2 to 9 Buildings	0.09%		Exempt	0.09%	Building Regulations 2012, Regulation 12
Uncertified application for building permits	0.32%		Exempt	0.32%	Building Regulations 2012, Regulation 13
Amendment to building permit	\$ 105.00	\$ 110.00	Exempt	\$ 110.00	LG Act 1995 - Section 6.16
Application for demolition permit class 1 or 10 buildings	\$ 105.00	\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 14
Application for demolition permit class 2 to 9 buildings		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 15
Application to extend Demolition Permit	\$ 105.00	\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 16
Application for occupancy permit	\$ 105.00	\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 17
Application for temporary occupancy permit		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 18
Application for the modification of an occupancy permit for additional use on a temporary basis		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 19
Application for a replacement occupancy permit for permanent change of the buildings use classification		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 20
Application for an occupancy permit or building approval certificate for registration of stata scheme, plan of subdivision		\$ 11.60	Exempt	\$ 11.60	Building Regulations 2012, Regulation 21
Application for occupancy permit for a building in respect of which unauthorised work has been done				0.18%	Building Regulations 2012, Regulation 22
Application for building approval certificate for a building in respect to which unauthorised works has been done				0.38%	Building Regulations 2012, Regulation 23
Application to replace an occupancy permit for an existing building		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 24
Application for a building approval certificate for an existing building where unauthorised works have been done		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 25
Application to extend the time for which an occupancy permit or building approval certificate has effect		\$ 110.00	Exempt	\$ 110.00	Building Regulations 2012, Regulation 26
Application for certificate of design compliance (Class 2-9) (per hour)		\$ 72.00	Exempt	\$ 72.00	Building Regulations 2012, Regulation 27
Approval of battery powered smoke alarms		\$ 179.40	Exempt	\$ 179.40	Building Regulations 2012, Regulation 61

SHIRE OF WOODANILLING

DRAFT SCHEDULE OF FEES AND CHARGES 2022 / 2023

ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED

Charge Details	Year 2021/2022 Fee (inc GST)	Year 2022/2023			Act or Regulation
		Fee (excl. GST)	GST	Fee (Incl. GST)	
Provision of a BA18 Certificate of Building Compliance (per hour)		\$ 79.20	\$ 7.92	\$ 87.12	Building Regulations 2012, Regulation 27
Inspection in regard to building matters (per hour) (Min 3 hours)		\$ 79.20	\$ 7.92	\$ 87.12	LG Act 1995 - Section 6.16
Regulatory Fees					
BCITF Levy (applies to all applications for building and demolition licences)		0.2% of the estimated value (GST Inclusive) for values over \$20,000			Building Regulations 2012
Building Services Levy (BSL) - Building Permit		0.137% of estimated value (inclusive of GST) of the proposed buildign work as determined by the permit authority but not less than \$61.65			Building Regulations 2012
Building Services Levy (BSL) - Application for a demolition permit (s16(1)(o) - (a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure. (b) for demolition work in respect of a Class 2 to Class 9 building.		0.137% of estimated value (inclusive of GST) of the proposed buildign work as determined by the permit authority but not less than \$61.65			Building Regulations 2012
Other Licences & Fees					
Swimming Pool Inspection Fee (annual fee charged on rate notice)		\$ 58.45	Exempt	\$ 58.45	Building Regulations 2012, Regulation 53
Swimming Pool Inspection Fee (one off)	\$ 60.00		Exempt	\$ 60.00	Building Regulations 2012, Regulation 53
Copies of House Plans (Search fee only)		\$ 45.00	\$ 5.00	\$ 50.00	LG Act 1995 - Section 6.16
Other Property & Services					
Private Works					
Grader (WO.004, WO.005)	\$ 198.00	\$ 180.00	\$ 18.00	\$ 198.00	LG Act 1995 - Section 6.16
Loader	\$ 187.00	\$ 170.00	\$ 17.00	\$ 187.00	LG Act 1995 - Section 6.16
Skid steer Loader	\$ 165.00	\$ 150.00	\$ 15.00	\$ 165.00	LG Act 1995 - Section 6.16
Skid steer Loader with attachments	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Side-Tipper Truck (WO 023)	\$ 176.00	\$ 160.00	\$ 16.00	\$ 176.00	LG Act 1995 - Section 6.16
Side-Tipper Truck & Trailer (WO 1683)	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Side-Tipper Truck Trailer (only) - excluding truck	\$ 4.40	\$ 4.00	\$ 0.40	\$ 4.40	LG Act 1995 - Section 6.16
Plant Trailer (WO 1643) - including truck hire	\$ 198.00	\$ 180.00	\$ 18.00	\$ 198.00	LG Act 1995 - Section 6.16
Truck - 6 wheel (WO 002)	\$ 176.00	\$ 160.00	\$ 16.00	\$ 176.00	LG Act 1995 - Section 6.16
Truck - Maintenance Truck - 5 tonne (WO 016)	\$ 132.00	\$ 120.00	\$ 12.00	\$ 132.00	LG Act 1995 - Section 6.16
Backhoe	\$ 187.00	\$ 170.00	\$ 17.00	\$ 187.00	LG Act 1995 - Section 6.16
Vibe Roller	\$ 187.00	\$ 170.00	\$ 17.00	\$ 187.00	LG Act 1995 - Section 6.16
Road Broom - excluding loader	\$ 77.00	\$ 70.00	\$ 7.00	\$ 77.00	LG Act 1995 - Section 6.16
Tree Pruner - including loader	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Mosquito Fogging	\$ 22.00	\$ 20.00	\$ 2.00	\$ 22.00	LG Act 1995 - Section 6.16
Labourer	\$ 99.00	\$ 90.00	\$ 9.00	\$ 99.00	LG Act 1995 - Section 6.16
Labourer - outside normal working hours	\$ 132.00	\$ 120.00	\$ 12.00	\$ 132.00	LG Act 1995 - Section 6.16
Spray Trailer - no vehicle - no operator	\$ 132.00	\$ 120.00	\$ 12.00	\$ 132.00	LG Act 1995 - Section 6.16
Mobile Traffic Lights (only available for use by other LG)	\$ 77.00	\$ 70.00	\$ 7.00	\$ 77.00	LG Act 1995 - Section 6.16
Multi-message Sign (only available for use by other LG)	\$ 220.00	\$ 200.00	\$ 20.00	\$ 220.00	LG Act 1995 - Section 6.16
Multi-message Sign - community groups (shire to move and set up)	\$ 11.00	\$ 10.00	\$ 1.00	\$ 11.00	LG Act 1995 - Section 6.16
Ride-on Mower	\$ 100.00	\$ 90.91	\$ 9.09	\$ 100.00	LG Act 1995 - Section 6.16
Post Hole Digger or Plate Compactor(Diesel) - no operator	\$ 247.50	\$ 225.00	\$ 22.50	\$ 247.50	LG Act 1995 - Section 6.16
Plate compactor(petrol) - no operator	\$ 165.00	\$ 150.00	\$ 15.00	\$ 165.00	LG Act 1995 - Section 6.16
Small equipment (approved by WS) - no operator	\$ 33.00	\$ 30.00	\$ 3.00	\$ 33.00	LG Act 1995 - Section 6.16
Stand down time	50% rates		Taxable	50% rates	LG Act 1995 - Section 6.16
Travel Time for all Plant	\$ 88.00	\$ 80.00	\$ 8.00	\$ 88.00	LG Act 1995 - Section 6.16
Cost of truck hire (6 wheeler truck) sand/gravel - 1 - 5 loads per load	\$ 275.00	\$ 250.00	\$ 25.00	\$ 275.00	LG Act 1995 - Section 6.16
Cost of truck hire (6 wheeler truck) sand/gravel - 6 - 10 loads per load	\$ 247.50	\$ 225.00	\$ 22.50	\$ 247.50	LG Act 1995 - Section 6.16
Cost of truck hire (6 wheeler truck) sand/gravel - >10 loads per load	\$ 231.00	\$ 210.00	\$ 21.00	\$ 231.00	LG Act 1995 - Section 6.16
Plant Hire outside normal working hours (additional to rates above)	\$ 60.00	\$ 54.55	\$ 5.45	\$ 60.00	LG Act 1995 - Section 6.16
Surplus Blue Metal per cubic meter	cost plus 20%		Taxable	cost plus 20%	LG Act 1995 - Section 6.16

14. COMMUNITY SERVICES

14.1.ANNUAL REVIEW OF DISABILITY ACCESS AND INCLUSION PLAN 2022

File Reference	ADM0021
Date of Report	6 June 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	ATTACHMENT 14.1.1 – DAIP Progress Report 2021/2022

BRIEF SUMMARY

The purpose of this report is for the Council to accept the Disability Access and Inclusion Plan (DAIP) progress report year ending 30 June 2022.

BACKGROUND/COMMENT

All public authorities in Western Australia are required under the *Disability Services Act 1993* to develop, implement, review and report on their individual DAIP.

The requirements of a DAIP are to ensure that people with a disability can access services, facilities, buildings, employment, complaints processes, services and information provided by public authorities in Western Australia in a way that facilitates increased independence, opportunities and inclusion with in the community.

In accordance with legislation requirements Council adopted the DAIP on 21 February 2017. Under this legislation, the Shire is further required to directly report on the progress of the DAIP and the implementation plan to the Department of Communities by 31 July each year, as well, provide an update to community through its Annual Report.

The Annual Review of the DAIP for the 2021/2022 period that is required to be submitted to the Department of Communities is contained in **ATTACHMENT 14.1.1**.

A full review of the DIAP must be undertaken every five years or earlier and the Shire's current plan is overdue and will take place in the 2022/2023 financial year. Other legislation underpinning access and inclusion includes the *Equality Opportunity Act 1984* and the *Commonwealth Disability Discrimination Act 1992 (DDA)*.

The Shire's DAIP progress report ensures increased accessibility and inclusiveness benefits every member of our community, including people with disabilities, their families, carers, disability service providers, young families and our aging community. This includes increased accessibility and inclusiveness to service, facilities, buildings, employment, complaints process, services and information as provided by public authorities in Western Australia in a way that facilities increase independence, opportunities and inclusion within the community.

The Act requires all public authorities to take all practical measures to ensure that its officers, employees, agents and contractors implement the DAIP.

STATUTORY/LEGAL IMPLICATIONS

All public authorities in Western Australia are required under Part 5, Section 27-39C of *The Disability Services Act 1993*, to develop, implement, review and report on the Disability Access and Inclusion Plan.

POLICY IMPLICATIONS

Council currently has a Council Policy 29 – Equal Employment Opportunity that incorporates the values of the DAIP model.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. Achieving the DAIP's outcomes that may 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

THEME 1

Community Well-Being

OBJECTIVES

To ensure that our community is accessible for people with disabilities, their families and carers (Woodanilling Disability Access Inclusion Plan 2010)

STRATEGIES

Disability Access and Inclusion Plan (DAIP) – Advocate to local business and tourist venues the requirements for, and benefits flowing from, the provision of accessible venues.

CONSULTATION/COMMUNICATION

The DAIP was adopted by Council February 2017 and is due for the five year review in 2022/2023. The lead up to this will be conducted throughout the financial year with relevant staff, community engagement and to be addressed with Elected Members as part of the engagement process.

RISK MANAGEMENT

The risk in relation to this matter has been assessed as "Low" on the basis that if Council does not accept the DAIP's progress report then it will fail to meet the statutory regulations and requirements for the organisation to meet their requirements to its community.

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:

1. Accepts the review of the Disability Access and Inclusion Plan review for the 2021/2022 year as contained in **ATTACHMENT 14.1.1**; and

2. Authorises the Chief Executive Officer to undertake the full review of the Disability Access and Inclusion Plan within the 2022/2023 year with associated costs that will be identified in the 2022/2023 Annual Budget.

COUNCIL RESOLUTION OCM 55/06/22**Moved Cr Morrell seconded Cr Smith**

That Council:

- 1) Accepts the review of the Disability Access and Inclusion Plan review for the 2021/2022 year as contained in ATTACHMENT 14.1.1; and
- 2) Authorises the Chief Executive Officer to undertake the full review of the Disability Access and Inclusion Plan within the 2022/2023 year with associated costs that will be identified in the 2022/2023 Annual Budget.

CARRIED 5/0

ATTACHMENT 14.1.1

Disability Access and Inclusion Plan (DAIP) Progress Report 2021/2022

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

Collecting information about the effectiveness of DAIPs through a Progress Report is a requirement of the [Disability Services Act 1993](#). The information will be used by the Minister for Disability Services to report to the Western Australian Parliament in by December 2022.

DAIP progress report due date is **Friday 29 July 2022**.

To send completed Progress Reports, or for enquiries, email:

statedisabilitystrategy@communities.wa.gov.au

Reporting guidelines

- You need to answer all questions.
- Submit a Word version of your report to statedisabilitystrategy@communities.wa.gov.au
- An activity is an action or initiative which advanced your DAIP strategies over the reporting period. In most cases, activities will have been completed within the reporting period. Where ongoing key actions or established practices have significantly progressed, you may consider these relevant to your report.
- Detail as many activities as you consider appropriate. The description of an activity should include:
 - Why the activity was implemented.
 - What was done.
 - The outcome or impact of the activity, and any learnings associated with the activity.
 - Where possible, include evidence such as direct quotes or feedback, quantitative/qualitative data and photos or other imagery. Permission from individuals featured in photos should be sought and made available upon request.
- Key areas of interest for the 2021/2022 Reporting period include:
 - Disability employment - In particular, any available data about the number of people with disability employed in your organisation, and where activities have increased the rate of employment under DAIP Outcome 7.
 - How the influence of your DAIP extends outside your organisation- For example activities led by agents or contractors of your organisation, or by other external parties. Please include such activities in the most appropriate outcome area.
 - Examples of innovation - Where you have adopted new approaches or techniques to enhance or safeguard access and inclusion or improved the capacity to implement and evaluate DAIP activities.

Progress Report 2021/2022

Your details

Name of public authority: Shire of Woodanilling

Name of contact person: Sue Dowson

Phone number: 9823 1506

Email: dceo@woodanilling.wa.gov.au

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

This outcome area is about enhancing or ensuring that all people can access your organisations public events and general services.

a. Describe your activities below:

The Woodanilling CWA held a Christmas Lunch at the Woodanilling Recreation Grounds Pavilion. This event is held annually and is open to the elderly residents within the town. This event is extremely popular and well supported by the elderly community of Woodanilling.

Australia Day Breakfast celebrations in Woodanilling are well supported by all community members. This event is held at the Sports Pavilion which is an accessible venue and comfortable to all patrons. This year there were in excess of 160 people attend, Shire Elected members catered for the breakfast and Australia Day Awards were presented as well as a Citizenship ceremony held.

Large print books are available at the Shire's local library space, with access open in the library space for easy access along with children's books on the lower levels for easy accessibility.

b. If you have no activities to report, please briefly detail why:

Nil to report as detailed above.

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about enhancing or ensuring accessibility in the planning, design, and improvement of built infrastructure.

a. Describe your activities below:

The Western side access of the Shire of Woodanilling Town Hall has always been inaccessible to those in wheel chairs as there were only steps into the building. We have now installed a cement ramp and platform up to the building for ease of access. This ramp is still under construction due to the lack of available trade's people, still to construct is the hand railing and balustrade. The implementation of this new ramp has been promoted through the local newsletter.

The development of the Woodanilling Railway Reserve is under construction. A Gazebo has been built and an access path up to the Gazebo and through the other side to a walk trail down the reserve will be formed during the next financial year.

Council is within the 2021/2022 financial year have assessed local footpaths and identified concerns for those with mobility access throughout the townsite and walk path. The Shire has identified this in the draft 2022/2023 financial year.

b. If you have no activities to report, please briefly detail why:

Nil to report as detailed above.

3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

This outcome area is about enhancing and ensuring that information and communications are inclusive and accessible.

a. Describe your activities below:

Public information is updated regularly on an electronic sign trailer to inform the community of any upcoming events or public notices. Especially during the implementation of COVID-19 phases, this form of information sharing made it easily accessible to the community.

The Local Newsletter Woodanilling Wongi goes out to the community via hard copy, and email, it is also available on the Website. Community members are able to subscribe and have it mailed or emailed to them. The newsletter is circulated

monthly and advertising in the newsletter is free to residents of the Shire of Woodanilling. Staff have been advised to format the newsletter so that it is easily read and in clear concise form.

Public information is posted via our Facebook page and also through our Website.

- b. If you have no activities to report, please briefly detail why:
Nil to report as detailed above.

4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area is about enhancing and ensuring that the quality and range of your services and processes are consistent, inclusive, or readily adjust to people's needs.

- a. Describe your activities below:
To raise the capacity of staff to provide the same level and quality of service to the community, information and training to staff is offered at staff meetings via information bulletins, power points and videos on an annual basis.
- b. If you have no activities to report, please briefly detail why:
Nil to report as detailed above.

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

This outcome area is about enhancing and ensuring that complaints mechanisms effectively receive and address complaints from any members of the community, staff or customers.

- a. Describe your activities below:
Complaint forms can be accessed on the Shire Web page, complainants can call the office and their issue can be recorded for them or they can attend the office to complete one. All complaints are dealt with as soon as practicable, complaints that come into the Shire are directed to the manager or staff member dealing within the area in question. The complaint is registered through our record keeping process and then the manager or staff member deals directly with the complainant thereby meeting the needs of the community member making the complaint.

- b. If you have no activities to report, please briefly detail why:

Nil to report as detailed above.

Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

This outcome is about enhancing and ensuring consultation and engagement strategies consider the ways in which all people can participate to inform information, strategies, or decision-making processes of an organisation.

- a. Describe your activities below:

The Shire of Woodanilling have a Town Enhancement Group (TEG) that includes community members. The members meet on a bi monthly basis to work together as an action group and have input into decision making around the enhancement of the Townsite.

The TEG assists the Shire in undertaking the pathways and trails within the community to help enhance the Shire's general disability and access throughout the town.

- b. If you have no activities to report, please briefly detail why:

Nil to report as detailed above.

7. Employment, people, and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is about your organisation's activity in directly employing people with disability; and enhancing the recruitment and maintenance of the employment of people with disability.

- a. Describe your activities below:

Woodanilling is a small Shire with a very small workforce, the turnover of staff is minimal. Jobs are advertised through local newspapers, Shire website and the local newsletter the Woodanilling Wongi. Council encourages equal opportunity with all positions advertised. The Shire also has an updated Equal Employment Opportunity policy that is noted during the recruitment process.

- b. If you have no activities to report, please briefly detail why:

Nil to report.

- c. Does your organisation have any supplementary data to share about the rate of disability employment as a proportion of your workforce, including any targets?

No.

General feedback

If you have anything else you wish to share about your organisation's experiences, please include below:

Thank you for completing the 2021/2022 DAIP Progress Report.

15. OFFICE OF CEO

15.1. REVIEW OF COUNCIL POLICY 96 – COUNCILLOR ALLOWANCES & REVOKE OF DELEGATION 18 – REIMBURSEMENT OF EXPENSE TO SHIRE PRESIDENT AND COUNCILLORS

File Reference	ADM0115
Date of Report	7 June 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 No.15.1.1 – Current Policy 96 – Councillor Allowances Attachment No. 15.1.2 – Review Policy 96 – Elected Member Fees & Entitlements Attachment No. 15.1.3 – Delegation 18 – Reimbursement of Expense to Shire President and Councillors

BRIEF SUMMARY

The purpose of this report is to recommend to Council to amend the current Council Policy 96 – Councillor Allowances so that it reflects current practice. In addition to this recommendation to Council to revoke Delegation 18 – Reimbursement of Expense to Shire President and Councillors due to the alignment to legislation requirements.

BACKGROUND/COMMENT

Shire 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.

With review of the Elected Members Council Payments through the budget workshops, the workshop identified changes required to be made to the policy and the delegation. In addition, as elected members allowances are considered and determined by Council during the annual budget process, it is good practice to have the policy and delegation amended to reflect this.

As part of the review, it is apparent that there is a need to review Council Policy 96 – Councillor Allowances in relation to current practices. The policy was created in September 2015 and the following proposed changes to the policy are detailed as follows:

1. **Delegation of Authority has been removed.** Delegation No. 18 – Reimbursement of Expense to Shire President and Councillors is not required as the payments are made under the current Delegation 15 – Payments from Municipal or Trust Funds. Therefore the officer's recommendation is to revoke the current delegation as contained in **ATTACHMENT 15.1.1**.
2. **Title** – Title has been updated to reflect the wording – Elected Members Fees and Entitlements.
3. **Objective** – the wording of the Objective of the policy has been worded to reflect the relevant legislation and general wording.
4. **Telecommunications Allowance** – Paragraph added to acknowledge the allowance is related to relevant hardware and consumables.

5. **Travelling Expenses** – Paragraph added to refer to the two awards for rate to be calculated applicable under the *Local Government Officers' (Western Australia) Award 2021* and the *Public Service Award 1993*.
6. **Childcare costs** – Wording added with regards to further guidelines for payment with immediate family or relatives.
7. **Equipment** – Paragraph added for the use of electronic equipment for the Shire President and the requirements during their term.
8. **Insurance** – point added with regards to Elected Members to seek additional coverage if they deem fit to do so.
9. **Legislative Context/Related Documents & Amendment** – Details added to the policy for reference documents associated and to clearly show changes that will be made.
10. Other minor word changes to the document to articulate the policy and relevant legislation with additional grammatical wording updated.

A revised policy showing the changes have been made in **RED** and the deletions are in **BLUE** and have been **striked out** are contained in **ATTACHMENT 15.1.2**.

The officer's recommendation is to support the review of the changes in the policy and to revoke the current delegation.

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.

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.

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.*

Furthermore, the policy is aligned with the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996* and the *Salaries and Allowances Act 1975*.

POLICY IMPLICATIONS

The policy has been detailed in the item that is being presented.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item however the Elected Member allowances will be adopted with the 2022/2023 Annual Budget.

STRATEGIC IMPLICATIONS

THEME 3

Governance

OBJECTIVES

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

STRATEGIES

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

CONSULTATION/COMMUNICATION

The consultation process has occurred during two budget workshops with Elected Members, Chief Executive Officer and the Accountant on the matters associated with this item.

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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. Adopts the revised Council Policy – 96 Elected Member Fees and Entitlements as contained in **ATTACHMENT 15.1.2** effective from 21st June 2022; and
2. Pursuant to section 5.45 (1) (b) of the *Local Government Act 1995*, revokes the Delegation 18 – Reimbursement of Expenses to Shire President and Councillors as contained in **ATTACHMENT 15.1.3** effective from 21 June 2022.

COUNCIL RESOLUTION OCM 56/06/22**Moved Cr Thomson seconded Cr Douglas**

That Council:

- 1) Adopts the revised Council Policy – 96 Elected Member Fees and Entitlements as contained in **ATTACHMENT 15.1.2** effective from 21st June 2022; and
- 2) Pursuant to section 5.45 (1) (b) of the *Local Government Act 1995*, revokes the Delegation 18 – Reimbursement of Expenses to Shire President and Councillors as contained in **ATTACHMENT 15.1.3** effective from 21 June 2022.

ABSOLUTE MAJORITY 5/0

ATTACHMENT 15.1.1

POLICY TYPE:	GOVERNANCE	POLICY NO:	96
DATE ADOPTED:	15/09/2015	DATE LAST REVIEWED:	15/05/2018
LEGAL (PARENT):	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975	LEGAL (SUBSIDIARY):	Shire of Woodanilling is a Band 4 for the purposes of the Salaries and Allowances Tribunal
DELEGATION OF AUTHORITY APPLICABLE:	YES	DELEGATION NO.	19

ADOPTED POLICY	
TITLE:	Councillor allowances, expenses and reimbursements
OBJECTIVE:	To outline the support that will be provided to councillors through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the <i>Local Government Act 1995</i> while performing the official duties of office.

POLICY STATEMENT**PRESIDENT'S ALLOWANCE**

[Local Government Act 1995 s.5.98(5) and Local Government (Administration) Regulations 1996 Reg. 33(5) and 33(1)(b)]

The President shall be entitled to an annual local government allowance equivalent to 30% of the maximum amount permitted to be paid to the President as determined by the Salaries and Allowances Tribunal.

(June 2014 – Min \$500 – Maximum \$19,750)

DEPUTY PRESIDENT'S ALLOWANCE

[Local Government Act 1995 s.5.98A and Local Government (Administration) Regulations 1996 Reg.33A]

The Deputy President shall be entitled to an annual local government allowance equivalent to 25% of the President's Allowance.

(June 2014 – Min \$500 – Maximum \$19,750)

MEETING ATTENDANCE ALLOWANCE

[Local Government Act 1995 s.5.98(1)(b) and Local Government (Administration) Regulations 1996 Reg.33(3) and 34(1)(b) and 34.(2)(b)]

The President and Councillors shall be entitled to an annual meeting attendance allowance equal to the minimum amount permitted to be paid as determined by the Salaries and Allowances Tribunal.

(June 2014 – Min \$3,500 – Maximum \$9,270)

TELECOMMUNICATIONS ALLOWANCE

[Local Government Act 1995 s.5.99A and Local Government (Administration) Regulations 1996 Reg.34A]

Councillors shall be entitled to an annual telecommunications allowance equal to 30% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the *Local Government (Administration) Regulations 1996*.

(June 2014 – Min \$500 – Maximum \$3,500)

Note: All allowances referred to in this policy will be paid in arrears with Councillors able to elect to receive payment monthly, or biannually.

REIMBURSABLE EXPENSES

Local Government Act 1995 s.5.98(2), (3) and (4) and Local Government (Administration) Regulations 1996 Regs 31 and 32

IPAD/TABLET

Immediately following a Councillor's inaugural election to office, and once every two years after that, Councillors are entitled to claim the cost of the purchase of an iPad or tablet, to a maximum value of \$1,000 and upon supply of proof of purchase. The purpose of this clause is to enable Councillors to have ready access to agendas, minutes and other Shire documentation on a system of their own choosing.

All maintenance and ongoing costs are the responsibility of the Councillor, as such costs are considered part of the telecommunications allowance.

TRAVELLING EXPENSES

Councillors shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their office, subject to:

Claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer;
- Committees to which the Councillor is appointed a delegate or deputy by Council.
- Any other occasion in the performance of an act under the express authority of Council.

All claims for reimbursement should be lodged with the Shire, on the appropriate claim form by no later than 60 days from the end of the month to which the claim relates. In submitting claims for reimbursement, Councillors shall detail the:

- Date of the claim
- Particulars of travel
- Nature of business
- Distance travelled
- Vehicle displacement and the total kilometres travelled.

Councillors are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals where applicable.

The rate of reimbursement being as prescribed from time to time by the Australian Taxation Office.

PARKING FEES

Parking fees incurred as a result of travel to any occasion referred to in "Travelling Expenses" of this policy shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form.

The cost of "valet" parking, however, will not be reimbursed.

CHILD CARE COSTS

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1), (2) and (3) and 32]

Councillors shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending a Council meeting or a meeting of a committee of which he or she is a member.

OTHER SUPPORT / SUPPLIES

Councillors are entitled to be supplied with the following items to be used only in fulfilling the role of the office of Councillor:

- Annual Diary - will be supplied to each Councillor at the commencement of each calendar year.

Note: Councillors should note that any diary used by a Councillor to record the scheduling or occurrence of activities related to the fulfilment of the office of Councillor are subject to the *State Records Act 2000* and the *Freedom of Information Act 1992*.

- Name badges:
- Councillor's partner name badge.
- The Shire will, within reason, replace on request any name badge which is lost or irreparably damaged.

INSURANCE

The Shire will insure or provide insurance cover for Councillors for:

- Personal accident whilst engaged in the performance of the official duties of their office, however, the cover does not include medical expenses that are covered by Medicare, workers compensation, transport accident legislation or private health insurance.
- Professional indemnity for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the Shire or otherwise in bad faith.
- Public liability for matters arising out of the performance of the official duties of their office but subject to any limitations set out in the policy of insurance.
- Motor vehicle at the particular time owned or driven by the Councillor or driven by another person on behalf of the Councillor whilst the Councillor is proceeding as a member to and from:
 - Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer.
 - Committees to which the Councillor is appointed by Council.
 - Any other occasion while performing the functions of a Councillor or as a result of an act under the express authority of Council.

ATTACHMENT 15.1.2

POLICY TYPE:	GOVERNANCE	POLICY NO:	96
DATE ADOPTED:	15/09/2015	DATE LAST REVIEWED:	15/05/2018 21/06/2022
LEGAL (PARENT):	Local Government Act 1995 Local Government (Administration) Regulations 1996 Salaries and Allowances Act 1975	LEGAL (SUBSIDIARY):	Shire of Woodanilling is a Band 4 for the purposes of the Determination of the Salaries and Allowances Tribunal
DELEGATION OF AUTHORITY APPLICABLE:	YES NO	DELEGATION NO.	19

ADOPTED POLICY	
TITLE:	Elected Members Fees and Entitlements Councillor allowances, expenses and reimbursements
OBJECTIVE:	To outline the support that will be provided to councillors through the payment of allowances, reimbursement of expenses incurred, insurance cover and supplies provided in accordance with the Local Government Act 1995 while performing the official duties of office. The Elected Member Fees and Entitlements Policy outlines the allowances, fees and reimbursement of expenses that may be paid to Elected Members. This policy is in accordance with relevant legislation and determinations, being the <i>Local Government Act 1995</i> , the <i>Local Government (Administration) Regulations 1996</i> and the determination of the Salaries and Allowances Tribunal (SAT) for the Local Government Chief Executive Officers and Elected Members in accordance with the <i>Salaries and Allowances Act 1975</i> . All fees and allowances are to be set by Council resolution annually following the Salaries and Allowances.

POLICY STATEMENT**PRESIDENT'S ALLOWANCE**

[Local Government Act 1995 s.5.98(5) and Local Government (Administration) Regulations 1996 Reg. 33(5) and 33(1)(b)]

The President shall be ~~paid entitled to~~ an annual ~~local government~~ allowance equivalent to 30% of the maximum amount permitted to be paid to the President as determined by the Salaries and Allowances Tribunal (SAT) and determined when adopting the budget.

~~(June 2014 – Min \$500 – Maximum \$19,750)~~

DEPUTY PRESIDENT'S ALLOWANCE

[Local Government Act 1995 s.5.98A and Local Government (Administration) Regulations 1996 Reg.33A]

The Deputy President shall be entitled to an annual local government allowance equivalent to 25% of the President's Allowance **within the determined range of the SAT and determined when adopting the budget.**

~~(June 2014 – Min \$500 – Maximum \$19,750)~~

MEETING ATTENDANCE ALLOWANCE

[Local Government Act 1995 s.5.98(1)(b) and Local Government (Administration) Regulations 1996 Reg.33(3) and 34(1)(b) and 34.(2)(b)]

~~The President and Councillors~~ In lieu of paying Elected Members a meeting attendance fee for Council or Committee meetings, Elected Members shall be paid ~~entitled to~~ an annual **amount for meeting attendance** allowance equal to the minimum amount permitted to be paid as determined **by Council when adopting the budget, and within prescribed range as set** by the Salaries and Allowances Tribunal.

~~(June 2014 – Min \$3,500 – Maximum \$9,270)~~

TELECOMMUNICATIONS ALLOWANCE

[Local Government Act 1995 s.5.99A and Local Government (Administration) Regulations 1996 Reg.34A]

Councillors Elected Members shall be entitled to an annual **telecommunications Information Communication and Technology (ICT)** allowance equal to 30% of the maximum amount permitted to be paid as determined by the Salaries and Allowances Tribunal to cover all information and communications technology costs that are a kind of expense for which Elected Members may be reimbursed as prescribed by Regulations 31(1)(a) and 32(1) of the *Local Government (Administration) Regulations 1996*.
~~(June 2014 – Min \$500 – Maximum \$3,500)~~

This allowance is designed to meet all Elected Members related communication costs and any other relevant telecommunication costs, including relevant hardware to use a telephone, mobile phone, and the internet and consumables for computer equipment (ie internet dongle, printing cartridges, paper, storage devices).

Note: All allowances referred to in this policy will be paid in arrears with **Councillors Elected Members** able to elect to receive payment monthly, or biannually.

REIMBURSABLE EXPENSES

Local Government Act 1995 s.5.98(2), (3) and (4) and Local Government (Administration) Regulations 1996 Regs 31 and 32

IPAD/TABLET

Immediately following an **Elected Member's Councillor's** inaugural election to office, and once every two years after that, **Elected Members Councillors** are entitled to claim the cost of the purchase of an iPad or tablet, to a maximum value of \$1,000 and upon supply of proof of purchase. The purpose of this clause is to enable **Elected Members Councillors** to have ready access to agendas, minutes and other Shire documentation on a system of their own choosing.

All maintenance and ongoing costs are the responsibility of the **Elected Member Councillor**, as such costs are considered part of the telecommunications allowance.

TRAVELLING EXPENSES

Councillors Elected Members shall be entitled to reimbursement of travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of their **term of office**.
~~subject to:~~

Claims being related to travel **in your personal vehicle** to a destination from their normal place of residence or work and return in respect to the following:

- Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer;
- Committees to which the **Councillor Elected Member** is appointed a delegate or deputy by Council.
- Any other occasion in the performance of an act under the express authority of Council.

All claims for reimbursement should be lodged with the Shire, on the appropriate claim form by no later than 60 days from the end of the month to which the claim relates. In submitting claims for reimbursement, **Councillors Elected Members** shall detail the:

- Date of the claim;
- Particulars of travel **(Destination)**;
- Nature of business;
- Distance travelled;
- Vehicle displacement; and
- Total kilometres travelled.

Councillors Elected Members are required to certify the accuracy of the information they provide with their claim forms and all claims must be accompanied by supporting documentation such as invitations or approvals where applicable.

The rate of reimbursement being as prescribed from time to time by the Australian Taxation Office.

Elected Members who incur travel costs while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) because of the Elected Member's attendance at a Council Meeting or a meeting of a committee of which he or she is also a member are to be reimbursed at the same rate contained in section 30.6 of the *Local Government Officers' (Western Australia) Award 2021*.

Elected Members who incur travel costs incurred for intrastate or interstate travel for circumstances referred to in regulation 32(1) of the *Local Government (Administration) Regulations 1996*, is at the same rate applicable under the *Public Service Award 1992*.

PARKING FEES

Parking fees incurred as a result of travel to any occasion referred to in "Travelling Expenses" of this policy shall be reimbursed upon lodgement of receipts accompanying the associated travel claim form and associated with the official duties and functions of Elected Member.

The cost of "valet" parking, however, will not be reimbursed.

CHILD CARE COSTS

[Local Government Act 1995 s.5.98(2) and (3) and Local Government (Administration) Regulations 1996 Reg.31(1), (2) and (3) and 32]

~~Councillors~~ Elected Members shall be entitled to reimbursement of the lesser amount of actual child care costs or the amount prescribed by the Salaries and Allowances Tribunal for care of children, of which they are parent or legal guardian, whilst attending a Council meeting or a meeting of a committee of which he or she is a member.

Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Elected Member.

EQUIPMENT

The Shire may provide the Shire President with a suitably equipped device ie laptop or tablet for the use during their term of office and to be returned on their term expiring.

The electronic equipment is to be used for Council related business only and the Shire President is responsible for the safe guarding and protection of the device from misuse.

OTHER SUPPORT / SUPPLIES

~~Councillors~~ Elected Members are entitled to be supplied with the following items to be used only in fulfilling the role of the office of Elected Member ~~Councillor~~:

- Annual Diary - will be supplied to each Elected Member ~~Councillor~~ at the commencement of each calendar year.

(Note: Elected Member ~~Councillors~~ should note that any diary used by an Elected Member ~~Councillor~~ to record the scheduling or occurrence of activities related to the fulfilment of the office of Elected Member ~~Councillor~~ are subject to the *State Records Act 2000* and the *Freedom of Information Act 1992*.)

- Name badges.
- ~~Councillor's partner name badge.~~
- The Shire will, within reason, replace on request any name badge which is lost or irreparably damaged.

INSURANCE PROTECTION

The Shire's Scheme protections extend to ~~will insure or provide insurance cover for Councillors~~ Elected Members for:

- Personal accident whilst engaged in the performance of the official duties of their office, however, the cover does not include medical expenses that are covered by Medicare, workers

compensation, transport accident legislation, **motor vehicle registration personal injury cover** or private health insurance.

- **Professional indemnity Elected Members Officers Liability** for matters arising out of the performance of the official duties of their office provided the performance or exercise of the official duty is in the opinion of Council, not illegal, dishonest, against the interests of the Shire or otherwise in bad faith.
- Public liability ~~for matters arising out of the performance of the~~ while undertaking official duties of their office but subject to any limitations set out in the **protection wording. policy of insurance.**
- Motor vehicle at the particular time owned or driven by the **Elected Member Councillor** or driven by another person on behalf of the **Elected Member Councillor** whilst the **Elected Member Councillor** is proceeding as a member to and from:
 - Council Meetings, Civic functions, Citizenship Ceremonies or briefings called by either Council, the President or the Chief Executive Officer;
 - Committees to which the **Elected Member Councillor** is appointed by Council;
 - Any other occasion while performing the functions of an **Elected Member Councillor** or as a result of an act under the express authority of Council;
 - The maximum LGIS will pay under Section 1 – Cover for loss or damage to Council's councilors, directors or employees vehicles, is the market value of the vehicle or up to a maximum value of \$75,000 for any one loss, any one event, or the declared value specified in the schedule in respect of such vehicles whichever is greater; and
 - As far as allowed by law, this Additional Cover will only provide cover in excess of any amount for which Elected Members, Directors, Employees vehicles are otherwise insured.
- Elected Members must determine whether the LGIS above insurance cover is adequate.
- Elected Members may wish to obtain their own insurance cover, at their own cost, to ensure the benefits and endorsements are adequate for their individual needs.
- LGIS Scheme protections are subject to the protection wordings, benefits, conditions, endorsements, excesses and exclusions.

LEGISLATIVE CONTEXT

Local Government Act 1995: sections 5.98, 5.98A, 5.99 and 5.99A, 5.100A, 5.101A

Local Government (Administration) Regulations 1996: regulations 34, 34AC and 34AD

Salaries and Allowances Act 1975: section 7B

Local Government Officers' (WA) Interim Award 2021: section 30.6

Public Service Award 1992 Schedule F

RELATED DOCUMENTS

Elected Members Expenses Claim Form

Schedule of Expenses and Allowances as per annual adopted budget

Amendment			
Version #	Council Approval Date, Reference	Date Document In Force	Date Document Ceased
1	Council Adoption, 150915, Item 10.1 – New Policy	15/09/2015	15/05/2018
2	Policy Review, 15052018, Item 10.3	15/05/2018	

Delegation No: 18 Reimbursement of Expenses to Shire President and Councillors

DATE ADOPTED:		DELEGATE:	CEO
DATE LAST REVIEWED:		SUB-DELEGATED:	No
POLICY REFERENCE:	Policy 96	SUB-DELEGATED TO:	

LEGAL (PARENT): <i>Local Government Act 1995 s5.98 (2)(b) & s5.98 (4)</i>	LEGAL (SUBSIDIARY): <i>Local Government Act 1995 s5.42 r32 Local Government (Administration) Regulations 1995.</i>
Conditions	<i>Must comply with relevant policies</i>

POWER OR DUTY DELEGATED

The Chief Executive Officer is delegated authority to administer the reimbursement of expenses by the Shire President and Councillors, where such claims are consistent with the Council's Policy in accordance with s5.98 (2)(b), (4) *Local Government Act 1995* and r32 of the *Local Government (Administration) Regulations 1995*.

REVIEW REQUIREMENTS

At least once every financial year.

AUTHORITY

_____ **Date:** _____

Cr Russel Thomson
Shire President



15.2.EXTENSION TO PROHIBITED BURNING PERIOD

File Reference	ADM0038
Date of Report	25 May 2022
Responsible Officer	Kellie Bartley, Chief Executive Officer
Author of Report	Gillian French, Special Projects 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	<i>Simple Majority</i>
Attachments	ATTACHMENT 15.2.1 – Draft Letter to FER Minister

BRIEF SUMMARY

The purpose of this report is to request Council authorise the Chief Executive Officer to write to the Minister of Emergency Services to request an extension to the prohibited burning period as noted within the minutes of the Bush Fire Advisory Committee (BFAC) meeting held in April 2022.

BACKGROUND/COMMENT

At its meeting in April of this year, the Bush Fire Advisory Committee voted 6/1 to request that Council write to the Minister of Emergency Services to review the dates of the prohibited burning period within the Shire of Woodanilling on a permanent basis. At present the prohibited burning period concludes 15 February and BFAC have recommended that this be changed until the end of February each and every year.

The reasons behind this change are as follows:

- Fire Control Officers will not issue permits in February as it is too dry;
- Drier seasons and still in a summer pattern;
- Current/past weather patterns at this time see an environment that is relatively dry;
- Open burning season promotes that you can light a fire without consideration of the fire escaping; and
- Katanning and Wagin have pushed restricted out until end of April therefore this extension will align with neighbouring local governments.

The Chief Executive Officer is delegated through the *Bush Fires Act 1954* to vary the dates to the prohibited burning period but in order for this to be a permanent variation, the approval of the Fire and Emergency Minister is required.

The Draft Letter to the Minister of Emergency Services, the Honourable Stephen Dawson MLC is contained in **ATTACHMENT 15.2.1**.

STATUTORY/LEGAL IMPLICATIONS

Bush Fires Act 1954

17. Prohibited burning times may be declared by Minister

- (1) *The Minister may, by declaration published in the Gazette, declare the times of the year during which it is unlawful to set fire to the bush within a zone of the State mentioned in the declaration and may, by subsequent declaration so published, vary that declaration or revoke that declaration either absolutely or for the purpose of substituting another declaration for the declaration so revoked.*
- (2) *Where by declaration made under subsection (1) prohibited burning times have been declared in respect of a zone of the State then, subject to such variations (if any) as are made under that subsection from time to time, those prohibited burning times shall have effect in respect of that zone in each year until that declaration is revoked.*

67. Advisory committees

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*

POLICY IMPLICATIONS

There is currently no policies that are aligned to this report.

FINANCIAL IMPLICATIONS

There is no impact on current budget.

STRATEGIC IMPLICATIONS

THEME 3

Law & Order

OBJECTIVES

To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management.

STRATEGIES

By the development of the Crime Prevention Plan through consultation and information sharing with the community and relevant authorities.

GOALS

LO.6 Local Emergency Management to ensure preparedness for local emergencies

CONSULTATION/COMMUNICATION

This motion is a recommendation from the Bush Fire Advisory Committee who are in place to advise the local government regarding matters relating to prevention, control and extinguishing of bush fires. The extension to the prohibited burning period has been discussed with relevant Shire Officers, the Community Emergency Services Manager and all local Government Fire Control Officers.

RISK MANAGEMENT

The risk in relation to this matter has been assessed as "Low" within the Risk Management Table below as the CEO has delegation to implement an extension to the prohibited fire season on a yearly basis.

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

Moved Cr Smith seconded Cr Morrell

That Council, authorise the Chief Executive Officer to request a permanent extension to the prohibited burning period in writing to the Fire and Emergency Services Minister as detailed in **ATTACHMENT 15.2.1.**

CARRIED 5/0

COUNCIL RESOLUTION OCM 57/06/22

Moved Cr Smith seconded Cr Morrell

That Council, authorise the Chief Executive Officer to request a permanent extension to the prohibited burning period in writing to the Fire and Emergency Services Minister as detailed in **ATTACHMENT 15.2.1.**

CARRIED 5/0

31 May 2022

ATTACHMENT 15.2.1

Minister for Emergency Services
Hon Stephen Dawson MLC
12th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005

Dear Sir

Permanent Extension to Prohibited Burning Season
Bush Fires Act 1954

At the Ordinary Council Meeting of 21 June 2022, Council endorsed the Chief Executive Officer correspond with the Minister for Emergency Services and request a permanent extension to the Prohibited Burning Period within the Shire of Woodanilling.

INSERT COUNCIL RESOLUTION HERE

Section 17(6) and (7) of the *Bush Fires Act 1954* states the following:

- “(6) In any year in which the FES Commissioner considers that seasonal conditions warrant a variation of the prohibited burning times in a zone of the State the FES Commissioner may, by notice published in the Gazette, vary the prohibited burning times in respect of that year in the zone or a part of the zone by —
- (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or
 - (b) imposing a further period of prohibited burning times.
- (7) Subject to subsection (7B), in any year in which a local government considers that seasonal conditions warrant a variation of the prohibited burning times in its district the local government may, after consultation with an authorised CALM Act officer if forest land is situated in the district, vary the prohibited burning times in respect of that year in the district or a part of the district by — (a) shortening, extending, suspending or reimposing a period of prohibited burning times; or (b) imposing a further period of prohibited burning times. (7B) A variation of prohibited burning times shall not be made under subsection (7) if that variation would have the effect of shortening or suspending those prohibited burning times by, or for, more than 14 successive days.”

The current prohibited burnig period for the Shire of Woodanilling is 14 February each and every year. Approval of this request will extend this period until 28 February each and every year.

The Shire of Woodanilling Bush Fire Advisory Committee recommended to Council that the extension to the prohibited burning season be a permanent extension due to the following:

- Fire Control Officers will not issue permits in February as it is too dry;
- Dryer seasons and still in a summer pattern;
- Current/past weather patterns at this time see an environment that is relatively dry;
- Open burning season promotes that you can light a fire without consideration of the fire escaping; and
- The extension will align with neighbouring local governments.

Council requests that the above amendment be initiated at your convenience.

The Shire of Woodanilling will arrange for the amendment to be published within the Government Gazette, the current firebreak notice, a local newspaper within the district and upon the Shire's website.

Kind Regards

Kellie Bartley
Chief Executive Office

Cc: Paul Blechynden, District Officer, Narrogin Valley, WA

15.3.ENDORSEMENT OF FIRE BREAK AND FUEL HAZARD REDUCTION NOTICE 2022/2023

File Reference	ADM0038
Date of Report	4 May 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	Simple Majority
Attachments	ATTACHMENT 15.3.1 – Final - Fire Break and Fuel Hazard Reduction Notice 2022/2023 ATTACHMENT 15.3.2 – Proposed Fire Break and Fuel Hazard Reduction Notice 2022/2023

BRIEF SUMMARY

The purpose of this report is to endorse the Shire's annual Fire Break and Fuel Hazard Reduction Notice 2022/2023 being issued under section 33 of the *Bush Fires Act 1954* for the upcoming fire season. The power to endorse this notice has been delegated to the Chief Executive Officer in accordance with section 48 of the *Buh Fires Act 1954*. There is no power to sub-delegate under this Act.

BACKGROUND/COMMENT

The Shire publishes a Fire Break and Fuel Hazard Reduction Notice annually in accordance with the *Bush Fires Act 1954*. The notice requires land owner/occupiers within the Shire to take specific action to prevent the outbreak and spread of bush fires within the district. This notice is issued under the authority of the Shire of Woodanilling Chief Executive Officer, as delegated under delegation instrument 21 Variations to Firebreak Orders.

Should Council recommend endorsement, then Shire officers will arrange advertisement of the notice within the *Government Gazette* and the local newspaper. In addition, the information on the Shire's website and the Fire Break and Fuel Hazard Reduction Notice brochure will also be updated to provide current and consistent information.

The Final Fire Break and Fuel Hazard Reduction Notice 2022/2023 are contained in **ATTACHMENT 15.3.1** of this item.

STATUTORY/LEGAL IMPLICATIONS

This request aligns to section 33 of the *Bush Fires Act 1954*, which section 33 (1) states:

Bush Fires Act 1954

33 *Local government may require occupier of land to plough or clear fire-break*

- (1) *Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things –*

Please refer to State Law Publisher for the full details from Sections 33 (1) through to 33 (9). The details are defined under this section of the Act.

POLICY IMPLICATIONS

There are no Council Policies applicable to this item.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

THEME 3

Law & Order

OBJECTIVES

To increase public awareness and empowerment of the community's role in crime prevention, animal control and fire management.

STRATEGIES

By the development of the Crime Prevention Plan through consultation and information sharing with the community and relevant authorities.

GOALS

LO.6 Local Emergency Management to ensure preparedness for local emergencies

CONSULTATION/COMMUNICATION

Shire Officers and the Community Emergency Services Manager circulated an updated Fire Break and Fuel Hazard Reduction Notice to the Chief and Deputy Chief Bush Fire Control Officers, all Fire Control Officers and Brigades. The proposed Notice was reviewed and discussed at the Councillor briefing session held in May 2022. A number of changes were proposed and the Notice was updated prior to the Special BFAC Meeting.

The updated proposed Fire Break Notice (**Attachment 2**) was then tabled at a special meeting of BFAC by Shire Officers as a replacement for the current Notice for the 2021/2022 year.

A round table discussion was held with all BFAC members participating. BFAC, as a whole, were not supportive of the proposed document. They felt it was lengthy, too big a change from the original format and the additional information provided was deemed unnecessary.

A motion from Shire Officers to adopt the proposed Firebreak Notice was declined and a new motion put forward as below:

BFAC recommendation

*"That the Shire of Woodanilling Bush Fire Advisory Committee accepts the current Fire Break and Fuel Hazard Reduction Notice 2022/2023 as contained in **ATTACHMENT 15.3.1**, requesting the contact details of the Fire Permit Officers inserted within this attachment.*

Moved B Murray, seconded E Hall – CARRIED 5/0"

Amendments received have been noted and incorporated into this year's notice. The notice was endorsed at the special Bush Fire Advisory Committee meeting held 7 June 2022 as previously stated above.

RISK MANAGEMENT

The risk in relation to this matter has been assessed as "Medium" on the basis that if Council does not endorse the Fire Break and Fuel Hazard Reduction Notice, it will fail to meet the statutory requirements of the *Bush Fires Act 1954*.

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

Moved Cr Douglas seconded Cr Thomson

That Council, pursuant to section 33 of the *Bush Fires Act 1954*, recommends the Chief Executive Officer endorses the Shire's Fire Break and Fuel Hazard Reduction Notice 2022/23 as contained within **Attachment 15.3.1** of this report.

CARRIED 5/0

COUNCIL RESOLUTION OCM 58/06/22

Moved Cr Douglas seconded Cr Thomson

That Council, pursuant to section 33 of the *Bush Fires Act 1954*, recommends the Chief Executive Officer endorses the Shire's Fire Break and Fuel Hazard Reduction Notice 2022/23 as contained within **Attachment 15.3.1** of this report.

CARRIED 5/0



*Fire Break Notice
&
Bush Fire Information
2022/2023*

Action is required by landowners and occupiers
of ALL land in the Shire of Woodanilling



PLEASE READ COMPLETELY AND CAREFULLY

FIRST & FINAL NOTICE ♦ PENALTIES MAY APPLY

If In Doubt, Contact the Shire of Woodanilling
Or your Local Brigade

FOR EMERGENCIES DIAL 000

CONTACT THE SHIRE 9823 1506 TO BE NOTIFIED BY SMS AND WHATSAPP OF ANY HARVEST AND VEHICLE
MOVEMENT BANS AND WARNINGS. THE HARVEST BAN PHONE SERVICE IS NO LONGER AVAILABLE

ANY FIRE LIT DURING THE RESTRICTED AND PROHIBITED BURNING PERIOD 19TH SEPTEMBER TO 15TH APRIL (INCLUSIVE) WILL REQUIRE A PERMIT FROM YOUR LOCAL FCO AND/OR THE CHIEF BUSH FIRE CONTROL OFFICER.

Bush Fire Act 1954 (Section 33)

Pursuant to the power contained in Section 33 of the *Bush Fire Act, 1954* you are hereby required to observe all requirements of this Fire Break Notice. Please read carefully, these are your legal requirements.

During the period from **15 NOVEMBER TO 15 APRIL** inclusive you are required to have:-

1.0 REGIONAL RURAL ZONE – OCCUPIED PROPERTIES

- 1.0.1 Immediately surrounding all homesteads, buildings, haystacks within 200 metres of a building, fuel storage tanks and drums, a 'Low Fuel Zone' of at least 10 metres wide.
- 1.0.2 A mobile fire fighting unit on standby and available for fire fighting purposes during the period from 15 November to 15 April.
- 1.0.3 A mobile fire fighting unit shall be in attendance or close proximity to harvesting operations, straw cutting or straw baling operations. The mobile fire fighting unit must be equipped and readily available for fire fighting purposes and trailers must be connected to a vehicle.
- 1.0.4 A fire access way shall be provided to all homesteads and shall be maintained free of all flammable material to a minimum of 4 metres trafficable surface and 4 metres vertical clearance.

1.1 REGIONAL RURAL ZONE – ABSENTEE LANDHOLDERS

- 1.1.1 Immediately surrounding all buildings, haystacks within 200 metres of a building, fuel storage tanks and drums, a 'Low Fuel Zone' of at least 20 metres wide.
- 1.1.2 A mobile fire fighting unit shall be in attendance or close proximity to harvesting operations, straw cutting or straw baling operations. The mobile fire fighting unit must be equipped and readily available for fire fighting purposes and trailers must be connected to a vehicle.
- 1.1.3 A fire access way shall be provided to all homesteads and shall be maintained free of all flammable material to a minimum of 4 metres trafficable surface and 4 metres vertical clearance.

2.0 LOCAL RURAL ZONE

- 2.0.1 A 'Building Protection Zone' is required around all buildings to a minimum width of 20 metres.
- 2.0.2 All Land in the Local Rural Zone is to be maintained in a 'Hazard Reduced State'. If for any reason this **CAN NOT** be complied with, a VARIATION MUST BE APPLIED FOR as stated within this notice.
- 2.0.3 A mobile fire fighting unit shall be in attendance or close proximity to harvesting operations, straw cutting or straw baling operations. The mobile fire fighting unit must be equipped and readily available for fire fighting purposes and trailers must be connected to a vehicle.
- 2.0.4 A fire access way shall be provided to all homesteads and shall be maintained free of all flammable material to a minimum of 4 metres trafficable surface and 4 metres vertical clearance.

2.1 LOCAL RURAL ZONE – URBAN FARMLAND

- 2.1.1 When the land is classified as Urban Farm Land by the Shire, the provisions of the Regional Rural Zone – Occupied Properties and Regional Rural Zone – Absentee Landholders will apply.

3.0 RESIDENTIAL, COMMERCIAL, INDUSTRIAL ZONES

- 3.1 All land within these zones are to be maintained in a “Hazard Reduced State”.
- 3.2 If a dwelling is located on a lot, then in addition to 3.1 above, within a 10 metre radius of the dwelling you must:
- 3.2.1 Maintain dead grass at or below 50mm;
 - 3.2.2 Removal of all dead branches from live standing trees or shrubs up to a height of 1.5 metres above the ground;
 - 3.2.3 Removal of all dead trees or shrubs;
 - 3.2.4 Removal of all branches from trees or shrubs that overhang the dwelling; and
 - 3.2.5 1 metre clearance is required around all fire wood stacks/heaps.

4.0 ALL OTHER ZONES / RESERVES

- 4.1 For all other Zones and Reserves in the Shire, the Council will determine individual fire control requirements by means of a Fire Management Plan. This includes all reserves under its control via a Vesting or Management Order which may or may not be leased to other authorities, UCL (unallocated crown land), and reserves under the control of other authorities/bodies.

5.0 PLANTATIONS

- 5.1 A firebreak being a minimum of 15 metres width shall be constructed along the boundaries of separate ownership, and all formed public roads, or on such alternative locations as may be agreed between the Local Government authority and the plantation owner.
- 5.2 Internal fire breaks between compartments of up to 30 hectares must be a minimum of 6 metres wide and for compartments over 30 hectares, a minimum of 10 metres wide.
- 5.3 All fire breaks shall have a 5 metre trafficable surface with a minimum vertical clearance of 4 metres to allow access by fire fighting appliances.

VARIATIONS

If it is considered impractical for any reason to comply with any provision of this Notice, you may make written application detailing your proposed alternative fire prevention measures to the Council or its duly authorised officer, no later than 1 October each year.

If the Council or its duly authorised officer does not grant permission, you must comply with the requirements of this notice.

A request for a variation to the Fire Break Notice for areas of Non-Arable land is considered acceptable, however the landholder must demonstrate that they have taken every possible action to clear the said land. Variations will

remain in place until either the property changes ownership or the variation is cancelled by the Council or its Duly Authorised Officer.

PENALTIES THAT CAN BE IMPOSED

Failure to comply with this Notice	Up to \$5,000
Offences relating to lighting fires in open air	Up to \$3,000
Setting fire to the bush during prohibited burning times	Up to \$250,000 and 14 years imprisonment
Failure of occupier to extinguish bush fire	Up to \$10,000
Refusal to state name and abode or stating false name or abode	Up to \$1,000
Failure to produce permit to burn	Up to \$500

It is not necessary for Council to notify you or give you any prior warning that legal action may proceed for failing to comply with the requirements of this notice.

GUIDELINES FOR VEHICLE AND MACHINERY MOVEMENT BANS (INCLUDING BANS ON OPERATION OF INTERNAL COMBUSTION ENGINES)

The following definitions shall apply to the guidelines on the ban of vehicle and machinery movement and the operation of internal combustion engines under Regulation 38A and 38B of the *Bush Fires Regulations, 1954*.

To register for the Harvest and Vehicle Movement Ban SMS Service please contact the Shire 9823 1506

LANEWAY/ROADWAY (NON GAZETTED)

A laneway/roadway is defined as having a trafficable surface, free of all flammable material, a minimum of 4 metres wide. Overhanging vegetation is to be pruned so as not to come into contact with any part of a vehicle.

REGISTERED ON AND OFF LOADING AREA

Registered On and Off Loading Area is defined as an area free of flammable material, save live standing trees to a radius of 50 metres from the centre of the area.

Areas are to be registered on an annual basis and must be received no later than 1 October each year.

DEFINITIONS

For the purposes of this notice, the following definitions apply:

Absentee Landholder – Any landholder who resides outside the Shire of Woodanilling unless the owner resides in an adjacent brigade district or an employee resides on the property.

Plantation - Any area of trees planted for commercial purposes, other than a windbreak - within gazetted town sites exceeding 3 hectares and elsewhere exceeding 10 hectares.

Building Protection Zone – is a Low Fuel Zone immediately surrounding a building and is designed to minimise the likelihood of flame contact with buildings. All trees and branches which overhang a building are to be removed;

Boundary – Means the external perimeter boundary of land contained within the same ownership, irrespective of whether it contains one or more allotments.

Firebreak – Means ground from which all flammable material has been removed, which is trafficable and on which no flammable material is permitted to accumulate during the prohibited and restricted burning periods.

Flammable Material - Means trash, dead grass, rubbish, leaf litter, sticks, dead branches, or other hazardous material, but does not include live standing trees, shrubs and cultivated plants located in gardens.

Hazard Reduced State – The removal of all hazardous material from the land excluding living plants and trees. Dead grass to be maintained at or below a height of 150mm. 'Non-arable Land' to be maintained in a 'Hazard Reduced State'

Hazardous Material – Means any bush, plant, tree, vegetable, substance, object, thing or materials that may or is likely to catch fire and burn.

Lot - "lot" means a defined portion of land —

- (a) depicted on a plan or diagram available from, or deposited with, the Authority and for which a separate Crown Grant or certificate of title has been or can be issued; or
- (b) depicted on a diagram or plan of survey of a subdivision approved by the Commission; or
- (c) which is the whole of the land the subject of -
 - (i) a Crown Grant issued under the Land Act 1933; (ii) a certificate of title registered under the Transfer of Land Act 1893; (iii) a survey into a location or lot under section 27(2) of the Land Administration Act 1997 or a certificate of Crown land title the subject of such a survey; (iv) a part-lot shown on a diagram or plan of survey of a subdivision deposited with the Authority; or (v) a conveyance registered under the Registration of Deeds Act 1856 - but does not include a lot in relation to a strata scheme, a lot in relation to a survey-strata scheme, or a lot shown as common property on a survey-strata plan, as those terms are defined in the Strata Titles Act 1985.

Low Fuel Zone - Means the removal of dead trees, leaf litter and trash, the removal of dead branches to a height of 1.5 metres from live standing trees or shrubs, and the maintenance of dead grass at or below a height of 100mm. Contained within the Low Fuel Zone a minimum of 2.5 metres of the zone must be maintained as a Firebreak or as maintained gardens and/or lawns.

Mobile Fire Fighting Unit — A mobile fire fighting unit is defined as having a minimum water carrying capacity of four hundred (400) litres, fitted with a fire fighting hose and pump capable of delivering water.

Non-arable Land — Land that is not capable of producing crops, unsuitable for farming, unsuitable to be ploughed or tilled. Includes rocky outcrops, densely treed areas or creek lines.

Harvest and Vehicle Movement Ban – A ban on the movement of all vehicles and machinery and the operation of internal combustion engines within the Shire or part of the Shire during a time as specified in a notice or broadcast (Regulation 38A & 38B of the *Bush Fire Regulations, 1954*) with the exception of the movement of vehicles and machinery on made gazetted roads and laneways.

Harvest Ban – A ban on the operation of all grain harvesting machines within a Shire or part of a Shire and during a time, as specified in a notice or broadcast (Regulation 38A of the *Bush Fire Regulations 1954*).

REGULATED ACTIVITIES DURING A VEHICLE AND MACHINERY MOVEMENT BAN

1. Loading and offloading of anything ancillary to the main use of the property is only permitted on sites which are approved and registered by Council on an **annual basis** and which are clear of all flammable material save live standing trees to a radius of at least 50 metres. A mobile fire fighting unit shall be in attendance at all times the site is in use during the ban period.
2. All necessary travel to and from and within piggeries, sheep or cattle feed lots, provided this is undertaken in a mobile fire fighting unit.
3. All necessary carting of water for livestock provided that such a vehicle is accompanied by a mobile fire fighting unit.
4. Any variation to either the Harvest or Vehicle and Machinery Movement Ban conditions listed above must be approved by Council.
5. Approval must be sought on an individual basis, and may be subject to specific conditions. It should be noted that approval may not be granted.

By order of the Shire of Woodanilling, Chief Executive Officer.

IMPORTANT NOTICE

TO ALL LANDOWNERS AND/OR OCCUPIERS IN THE SHIRE OF WOODANILLING

TO REPORT A FIRE

Call 000 - or contact any fire control officer as listed on the attached sheet or call the Shire of Woodanilling on 9823 1506

Provide the following information:

1. Your name and contact number;
2. Fire location (information such as landmarks, road names, your location and the direction of the smoke and estimated distance is helpful in establishing fire location);
3. If it is a private property, supply the property owner's name if known; and
4. Provide details of fire site access if known.

FIRE ATTENDANCE

All brigade members attending a fire must check the following:

- That any slip-on unit is bolted securely to the tray of the vehicle;
- That adequate protective clothing is being worn;
- That a plentiful supply of fresh drinking water is in the fire fighting unit; and
- That the fire incident controller is aware of your presence at the fire.

FIREBREAKS

All firebreaks and fire hazard reduction measures are to be completed for all areas within the Shire of Woodanilling by 15 NOVEMBER and must be maintained at that standard until 15 APRIL.

RESTRICTED BURNING PERIODS

19 SEPTEMBER TO 31 OCTOBER AND 15 FEBRUARY TO 15 APRIL (INCLUSIVE)

ANY FIRE LIT IS YOUR RESPONSIBILITY

Permits are required for all fires lit during the restricted burning times and must be obtained from your local fire control officer who will explain the conditions under which fires may be lit.

Dates may be changed up to 14 days at a time by the CBFCO or Shire of Woodanilling CEO.

PERMITS MUST BE OBTAINED FOR BURNING DURING RESTRICTED BURNING TIMES.

Harvesting on Christmas Day is prohibited throughout the Shire.

PROHIBITED BURNING PERIOD

1 NOVEMBER TO 14 FEBRUARY (INCLUSIVE)

Permits may be issued for protective burning only. Protective burning around buildings may be carried out right through the prohibited burning period, with a permit from your nearest Fire Control Officer and/or Chief Bush Fire Control Officer for burning between the following times:

Rural

6.00pm to 12 midnight

Woodanilling Town Site

6.00pm to 12 midnight

**NO CAMP FIRES ARE PERMITTED WITHIN THE SHIRE OF WOODANILLING
DURING THE RESTRICTED AND PROHIBITED BURNING PERIODS**

WHO TO CALL FOR A PERMIT

BUSHFIRE EXECUTIVES				
Jason Cronin	CBFCO	Woody 1	0467 160 779	UHF 8
EAST ZONE				
Evan Hall	DCBFCO	Woody 2	0428 123 374	UHF 20
WEST ZONE				
Dale Douglas		Woody 3	0429 231 586	UHF 28
BEAUFORT KENMARE BRIGADE				
Bindi Murray	FCO/Captain	Kenmare 1	0409 347 299	UHF 20
BOYERINE WESTWOOD BRIGADE				
Greg Doak	FCO/Captain	Boyerine 1	0427 612 038	UHF
CARTMETICUP BRIGADE				
Wayne Shackley	Senior FCO/Captain	Cartmeticup 1		UHF 3
CENTRAL BRIGADE				
Scott Hook	Senior FCO/Captain	Central 1	0404 492 471	
GLENCOE BRIGADE				
Braden Crosby	FCO/Captain	Woody 4	0437 817 047	UHF 8

ATTACHMENT 15.3.2

Fire Break and Fuel Hazard Reduction Notice

2022 / 2023

First and Final Notice



Firebreak Notice

Please read carefully as these are your legal requirements.

This notice applies to all owners and/or occupiers of land within the Shire of Woodanilling.

Pursuant to Section 33 of the *Bush Fires Act 1954* you are required to take action in accordance with this notice for the duration indicated in your category.

The following categories detail what you must do to comply, with no exemptions. Failure to comply may result in your being fined and/or Council entering your land to complete works at the owner's expense.

This notice and information has effect 1 October 2022. All previous Firebreak Notices are hereby cancelled.

By order of the Chief Executive Officer

Definitions

Absentee Landholder – Any landholder who resides outside of the Shire of Woodanilling unless the owner resides in an adjacent brigade district or an employee resides on the property.

Plantation – Any area of trees planted for commercial purposes, other than a windbreak – within gazetted town sites exceeding 3 hectares and elsewhere exceeding 10 hectares.

Asset Protection Zone – A **low fuel zone** designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat, measured from the outer edge of the buildings or as stated in an approved Fire Management Plan (within the boundaries of your own land). Standards for an Asset Protection Zone are defined within the Guidelines for Planning in Bushfire Prone Areas.

Boundary – Means the external perimeter boundary of land contained within the same ownership, irrespective of whether it contains one or more allotments.

Firebreak – A strip of land that has been cleared of all flammable material, leaving bare mineral earth. This includes the trimming back of anything overhanging the firebreak area. Mowed firebreaks are not acceptable.

Vertical Axis – An uninterrupted vertical line to a height of 4.5m at a right angle to the firebreak.

Flammable Material – Any vegetation (bushes, grasses, trees, mulch and green waste), object or material that is likely to catch fire. This does not include live standing trees, shrubs and cultivated plants located in gardens.

Fuel and Vegetation Storage – Storage of hydrocarbons and/or fuel dumps (containing fuel or not) including drums, piles or stacks and any other flammable material.

Hazardous Material – Means any bush, plant, tree, vegetable, substance, object, thing or materials that may or are likely to catch fire and burn.

Low Fuel Zone – Means the removal of dead trees, leaf litter and trash, the removal of dead branches to a height of 1.5 metres from live standing trees or shrubs, and the maintenance of dead grass at or below a height of 100mm. Contained within the low fuel zone a minimum of 2.5 metres must be maintained as a **firebreak** or as maintained gardens and/or lawns.

Mobile Firefighting Unit – A mobile firefighting unit is defined as having a minimum water capacity of four hundred (400) litres, fitted with a firefighting hose and pump capable of delivering water.

Trafficable – The ability for 4x4 vehicles to access your land on a firm surface without obstruction. No firebreak is to terminate without provision for departure to a safe place or a cleared turnaround area of not less than 21m radius (prior written approval from the Shire is required).

Fire Management Plan – A document forming part of a building development or subdivision approval that sets out short, medium and long term bushfire risk management strategies for the life of the development.

Pursuant to section 33 of the *Bush Fires Act 1954*, you are hereby required to observe all requirements of this Fire Break Notice.

During the period 15 November to 15 April inclusive, you are required to:

REGIONAL RURAL ZONE – OCCUPIED PROPERTIES

- Install a 20 metre Asset Protection Zone immediately surrounding all homesteads, agricultural buildings and sheds.
- Haystacks within 200m of a building, fuel storage tanks and drums must have a Low Fuel Zone of at least 10 metres surrounding them.
- A mobile firefighting unit shall be in attendance or close proximity to harvesting operations, straw cutting or straw bailing operations. The mobile firefighting unit must be equipped and readily available for firefighting purposes and trailers must be connected to a vehicle.
- A firebreak shall be provided to all homesteads and shall be maintained free of all flammable material to a minimum of 4 metres trafficable and 4.5m vertical clearance.

REGIONAL RURAL ZONE – ABSENTEE LANDHOLDERS

- Install a 20 metre Asset Protection Zone immediately surrounding all homesteads, agricultural buildings and sheds.
- Haystacks within 200m of a building, fuel storage tanks and drums must have a Low Fuel Zone of at least 10 metres surrounding them.
- A mobile firefighting unit shall be in attendance or close proximity to harvesting operations, straw cutting or straw bailing operations. The mobile firefighting unit must be equipped and readily available for firefighting purposes and trailers must be connected to a vehicle.
- A firebreak shall be provided to all homesteads and shall be maintained free of all flammable material to a minimum of 4 metres trafficable and 4.5m vertical clearance.

LOCAL RURAL ZONE

- Install a 20 metre Asset Protection Zone immediately surrounding all homesteads, agricultural buildings and sheds.
- All land within the “Local Rural Zone” must be maintained as an Asset Protection Zone with grasses cut to 100mm. If for any reason this cannot be complied with, then an application to vary the requirements of this notice must be applied for.
- A mobile firefighting unit shall be in attendance or close proximity to harvesting operations, straw cutting or straw bailing operations. The mobile firefighting unit must be equipped and readily available for firefighting purposes and trailers must be connected to a vehicle.
- A firebreak shall be provided to all homesteads and shall be maintained free of all flammable material to a minimum of 4 metres trafficable and 4.5m vertical clearance.

LOCAL RURAL ZONE – URBAN FARMLAND

- Where the land is classified as Urban Farmland by the Shire, the provisions of the Regional Rural Zone (Occupied Properties and Absentee Landholders) shall apply.

RESIDENTIAL, COMMERCIAL, INDUSTRIAL ZONES

- All land within these zones are to be maintained as an Asset Protection Zone.
- The definition of an Asset Protection Zone is contained within the Guidelines for Planning in Bushfire Prone Areas.

ALL OTHER ZONES / RESERVES

- For all other Zones and Reserves within the Shire, Council will determine individual fire control requirements by means of a Fire Management Plan. This includes all Reserves under the control of Council, via a Vesting or management Order which may or may not be leased to other Authorities and Unallocated Crown Land.

Compliance is required by 15 NOVEMBER and must be maintained until 15 APRIL each and every year.

PLANTATIONS

Install firebreaks that are:

- Immediately inside all external boundaries;
- Immediately surrounding all agricultural building, sheds or group of buildings;
- Internal firebreaks within compartments of up to 30 hectares must be a minimum of 6 metres wide. For compartments over 30 hectares, a minimum of 10 metres wide;
- A minimum of 15 metres in width, or as per your planning approval; and
- Clear vertical axis to 4.5 metres.

APPLICATION TO VARY FIREBREAK REQUIREMENTS

- If it is impractical to comply with the provisions of this Notice, you may make a written application detailing your proposed fire prevention measures to the Shire no later than 1 October each year. If approved, all firebreak conditions will be as per your variation.
- If the Shire does not grant permission, you must comply with the requirements of this Notice.
- A request for a variation to the Firebreak Notice for non-arable land is considered acceptable, however, the landholder must demonstrate that they have taken every possible action to clear the land.
- Variations will remain in place until either the property changes ownership or the variation is cancelled by the Shire.

STORING FUEL AND HAYSTACKS

Around fuel storage areas

Install firebreaks that are:

- Immediately surrounding each stack or pile;
- A minimum of 4 metres wide, but not wider than 20 metres;
- Clear vertical axis to 4.5 metres;
- Include, where possible, additional low fuel zones outside of the firebreak area. Cut all grass within these zones to 100mm in height.

Other Flammable Materials

Stacks of flammable materials, such as mulch, compost or combustible materials are not permitted to be larger than 20m long x 10m wide x 3 metre high.

Install firebreaks that are:

- Immediately surrounding each stack or pile.
- A minimum of 10 metres wide, but not wider than 20 metres. If only 10 metres wide than have an additional 5 metres low fuel area directly adjacent to the firebreak.
- Include where possible, additional low fuel zones outside of the firebreak area. Cut all grasses within these zones to 100mm in height.

Compliance is required by 15 NOVEMBER and must be maintained until 15 APRIL each and every year.

BUSHFIRE MANAGEMENT PLANS AND/OR BUSHFIRE ATTACK LEVEL ASSESSMENTS

Some properties need to comply with approved:

- Bushfire Management Plans.

- Emergency Management Plans.
- Bushfire Attack Level Assessments.

This is due to conditions approved under a subdivision approval, development approval or building permit.

These requirements are in addition to the requirements of this Notice.

Failure to comply may result in a fine

ANY OTHER REQUIREMENTS

Further to the firebreak requirements listed above, the Shire may instruct property owners or occupiers in writing to comply with additional firebreak prevention works.

These works are to reduce hazards and may include a Bushfire Risk Treatment Plan derived from the Shire's Bushfire Risk Management Plan.

HAZARD REDUCTION

Firebreaks are only one part of fire prevention. Hazard reduction activities will also increase your preparedness for an emergency. You don't need to remove all of your vegetation as this would seriously impact on the environment, and some plants can provide protection during bushfires.

You can reduce hazards by:

- Hand clearing
- Mechanical clearing
- Chemical Spraying
- Hazard reduction burning (Burn Smart Guidelines is available to landowners from the DFES website)
- Keeping grass short and green, and removing clippings.

Hand and mechanical clearing can be safer than burning and easier to organise and maintain.

FOLLOW OUR HAZARD REDUCTION PROGRAM

Autumn to Winter (May to August)

- Tree pruning – remove lower branches, check that power lines are clear. Use a professional contractor.
- Reduce fuel levels around the homestead, clear long grass, leaves, twigs and flammable shrubs.
- Ensure petrol and other flammables are safely stored away from the main dwelling.
- Accommodation providers must make sure that all guests are aware of any emergency plans in place, including evacuation routes.

Spring (September to November)

- Move wood piles and stack timber away from the homestead
- Keep grasses short
- Install firebreaks in accordance with this Firebreak Notice

Summer (November – May)

- Ensure trees, grasses and shrubs adjacent to buildings are kept green
- Recheck firefighting equipment, screens and water supplies
- Check gutters are clear.

Long term precautions

Make sure that buildings are safe – fit wire screens and shutters, fill gaps into roof/wall spaces, fit fire screens to evaporative air conditioners and have them operable to provide a water supply.

Give consideration to installing external building sprinkler systems and backup power for emergencies.

Ensure that access to emergency water supplies have correct fittings, are unobstructed and trafficable.

Get basic firefighting training by contacting the Shire of Woodanilling.

Hints for burning

Don't light a fire on a hot or windy day.

Don't try to burn more than you can control.

Inform your neighbours.

Make sure smoke and embers will not affect neighbours washing or open windows.

Cut or rake long grass around trees, buildings and fences before burning.

Burn against the wind.

On a sloping block, burn from the top down.

Have a hose or spray pack to dampen down fire intensity.

Ensure you have a valid permit (if required).

BURNING

Fire Danger Rating (FDR)

The FDR tells us what the level of bushfire threat could be on any given day.

The FDR is supplied daily by the Bureau of Meteorology.

You can find it at www.bom.wa.gov.au or www.emergency.wa.gov.au or by calling the Perth Weather Service on 9263 2222.

Campfires are prohibited within the Shire of Woodanilling during the restricted and prohibited burning periods.

BURNING

We have burning periods because risk vary depending on the time of year. Burning periods define what activities are allowed during these different periods of risk. **We may vary burning periods depending on the weather and other conditions, so it's essential that you stay up to date.**

You can find the latest on burning periods on our website www.woodanilling.wa.gov.au

Prohibited Burning Period – 1 November until 14 February (inclusive)

Permits may be issued for protective burning only. Protective burning around buildings may be carried out right through the prohibited burning period, with a permit from your nearest Fire Control Officer and/or Chief Bush Fire Control Officer for burning between 6.00pm to midnight.

Restricted Burning Period – 19 September to 31 October and 15 February to 15 April (inclusive)

You need a permit to burn grass, paddocks and bush.

Harvesting is prohibited on Christmas Day throughout the Shire.

Unrestricted burning time - 16 April to 18 September (inclusive)

There are no fire restrictions on burning, however, if a Total Fire Ban has been put in place, then no burning is permitted. It is your legal responsibility to check prior to undertaking any burn. Health legislation is also still applicable.

WHEN CAN I USE MY BBQ?

Electric BBQs

Anytime of the year, even during a Total Fire Ban

Gas BBQs

Anytime of the year, even during a Total Fire Ban

Solid Fuel BBQs

Can't be used during a Total Fire Ban

Remember that during the prohibited burning period you need to have no flammable material within a 3m radius of your BBQ.

TOTAL FIRE BAN

Total Fire Bans are declared by the Department of Fire and Emergency Services on days of extreme weather or when widespread fires are seriously stretching resources.

Total Fire Bans are generally declared the evening before they take effect. To find out if a Total Fire Ban has been declared visit www.emergency.wa.gov.au or tune into ABC local radio.

When a Total Fire ban is declared it prohibits the lighting of any fires in the open air and any other activities that may start a fire.

The ban includes all open air fires for cooking and camping. It also includes incinerators, welding, grinding, soldering or gas cutting.

For more information including exemptions visit www.dfes.wa.gov.au/totalfirebans

HARVEST AND VEHICLE MOVEMENT BAN

Harvest and Vehicle Movement Bans, once declared by the Shire, prohibits all harvesting operations and all vehicle movements on a property (except for the essential watering of stock using a diesel powered vehicle).

Harvest and Vehicle Movement Bans remain in place until lifted (revoked) by the Shire.

A ban may be called on the basis of:

- Unfavourable weather conditions.
- Lack of firefighting resources due to existing commitments.
- Public holidays

You can find out if a Harvest and Vehicle Movement Ban has been declared on the Shire's website www.woodanilling.wa.gov.au or by tuning into ABC local radio.

To register for the Harvest and Vehicle Movement Ban SMS Service please contact the Shire on 9823 1506.

BURNING PERMITS

If you want to burn grass, paddocks and bush during the Restricted Burning Period, you will need to apply for a burning permit. To apply for a permit call your local Fire Control Officer. They will assess your burn and issue a written permit (if approved).

Burning permits are only valid for the day or days written on the permit. If you have been refused a permit, you can't reapply for the same burn. Appeals to a refusal can only be lodged to the Chief Bush Fire Control Officer.

If you want to burn a Council road reserve or verge you need written approval from the Shire as well as an approved permit from a Fire Control Officer. Contact us on **9823 1506** for more information.

Before you apply

- Have your address ready
- Know the size of your burn and ensure materials are dry.
- Check your firebreaks are maintained and that the burn area is trafficable.
- Check your firefighting equipment and resources are in good working order.
- Have the contact numbers of able bodied people to assist with the burn.
- Remove plastics, treated wood, tyres and other materials (you can only burn vegetation).

Who to call for a permit

BUSHFIRE EXECUTIVES				
Jason Cronin	CBFCO	Woody 1	0467 160 779	UHF 8
EAST ZONE				
Evan Hall	DCBFCO	Woody 2	0428 123 374	UHF 20
WEST ZONE				
Dale Douglas		Woody 3	0429 231 586	UHF 28
BEAUFORT KENMARE BRIGADE				
Bindi Murray	FCO/Captain	Kenmare 1	0409 347 299	UHF 20
BOYERINE WESTWOOD BRIGADE				
Greg Doak	FCO/Captain	Boyerine 1	0427 612 038	UHF
CARTMETICUP BRIGADE				
Wayne Shackley	Senior FCO/Captain	Cartmeticup 1		UHF 3
CENTRAL BRIGADE				
Scott Hook	Senior FCO/Captain	Central 1	0404 492 471	
GLENCOE BRIGADE				
Braden Crosby	FCO/Captain	Woody 4	0437 817 047	UHF 8

Before you Burn

- You need to give notice (verbal or written) to:
- Your local Fire Control Officer
- Your neighbours
- The Department of Biodiversity, Conservation and Attractions (if your burn is within 3kms of State Forest or Regional/National Park)

Before you commence the burn, you need to notify the Department of Fire and Emergency Services Communications Centre on **9395 9209** and the Shire on **9823 1506**.

If you're being paid as an individual or company to burn on behalf of a landowner you need to have:

- Written permission from the landowner
- An approved burning permit
- A prescribed fire plan, including details of the burn, a site plan and traffic and smoke management plans.
- Insurance

While you are burning

- Your firefighting equipment and able bodied people must stay at the burn until it is safe to leave.
- It is safe to leave when all burning or smouldering debris is fully extinguished within the burn area for a distance of 30 metres measured from the edge of the burn area.
- You must monitor your burn to keep smoke from impacting on your neighbours or causing a traffic hazard.
- It is the permit holder's responsibility to control the burn, if you feel that your burn is out of control call **000**.
- If a Fire Control Officer thinks that your burn is out of control, you may need to extinguish it. If a volunteer Bush Fire Brigade is required to extinguish your burn, costs may be incurred.
- If your burn escapes you must report the incident to the Shire within 7 days, including how it escaped, any losses and the equipment used to suppress the fire. You may be held responsible for any damage caused to others.

Remember to get insurance to cover you, your land and your public liability responsibilities before you burn.

Remember our environment

Some properties have environmental values that need to be considered and protected. These include but are not limited to:

- Threatened ecological communities
- Environmentally sensitive areas
- Bush forever sites.
- Areas protected under the Environmental Protection Act 1986 and the Biodiversity Conservation Act 2016.
- Specific development or subdivision approval conditions.

If you think that your land may be affected by any of the above, please contact the Shire on **9823 1506**.

As burning can encourage weed growth we recommend you undertake weed control after burning to help maintain the reduced fuel loading.

Contact Landcare for more information.

BURNING YOUR GARDEN WASTE

During the restricted period

- You **can't** burn on Sundays and Public Holidays
- Permits are required.
- You can only burn one pile of garden waste at a time
- Each pile must not be bigger than 1 cubic metre.
- Clear 3 metres around the edge of your pile for safety
- The burn must be lit after 6pm. You can add waste to your burn until 11pm (you can't exceed 1 cubic metre at a time). The burn needs to be completely out by midnight.
- Be a good neighbour and let the people living near you know 72 hours in advance.
- Only burn dry garden waste from your land, no building materials, household goods, plastic, pallets or cardboard. Don't use accelerants.
- Stay and attend to your burn until it is extinguished. Ensure you have an adequate supply of water.

During the unrestricted period

- You **can** burn on Sundays and Public Holidays
- You can burn at any time of the day
- You don't need a permit
- Remember during the unrestricted period you're still responsible for your burn.
- You need to:
- Consider the impact of smoke on others
- Keep the burn contained and controlled
- Make sure the burn is fully extinguished once it's complete

If your burn escapes, you are responsible for any damage caused

FINES AND PENALTIES

Offence	Infringement	Maximum Penalty
Failure to produce permit to burn	\$100	\$500
Failure to comply with the directions of a Fire Control Officer	\$250	\$2,000
Offences relating to lighting a fire in the open air	\$250	\$3,000
Obstruction of an authorised officer	\$250	\$5,000
Disposal of burning cigarettes etc	\$100	\$5,000
Apply to another Fire Control Officer for a permit where a permit has already been refused or granted subject to special conditions	\$250	\$10,000
Failure of occupier to extinguish bush fire	\$250	\$10,000

ALERTS AND WARNINGS

During emergencies, alerts and warnings may be issued by the Department of Fire and Emergency Services. You can get these warnings by visiting www.emergency.wa.gov.au or by calling 13 DFES (13 33 37)



Do not wait to take action. If you see fire activity or smoke put your plan in place straight away.

Parks and Wildlife Service at the Department of Conservation, Biodiversity and Attractions conduct prescribed burns throughout the year. Find out where these are occurring at www.emergency.wa.gov.au or by calling 9219 8000.

Alerts, warnings and fire ban information is broadcast on your local ABC radio station.

IN EMERGENCIES CALL 000

Other important numbers

State Emergency Service	132 500
DFES Public Information	13 33 37
Main Roads WA	138 138
Western Power	13 13 51
Water Corporation	13 13 75
Telstra	13 22 03
Wildcare Helpline	9474 9055
DBCA	9290 6100

15.4. NEW SHIRE OF WOODANILLING CODE OF CONDUCT FOR EMPLOYEES

File Reference	ADM0115
Date of Report	25 May 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 No. 15.4.1 – Shire of Woodanilling Draft Code of Conduct for Employees Attachment No. 15.4.2 – Current Council Policy 15 – Code of Conduct Attachment No. 15.4.3 – Revised Council Policy 15 – Code of Conduct Confidential Attachment No. 15.4.4 – Induction Manual Administration Confidential Attachment No. 15.4.5 – Induction Manual Works

BRIEF SUMMARY

This item relates to a new Code of Conduct for Employees required in accordance with Section 5.51A of the Local Government Act 1995, and includes the matters prescribed in Part 4A of the Local Government (Administration) Regulations 1996.

For the most part all employees of, and contractors working for the Shire will need to understand and abide by the statutory responsibilities and obligations prescribed by the legislation and this code.

A copy of the new draft Code of Conduct for Employees is provided as contained in **ATTACHMENT 15.4.1**.

BACKGROUND/COMMENT

The Local Government Legislation Amendment Act 2019 assented to in July 2019 introduced a range of Local Government Act amendments, including the provision of separate mandatory Code of Conduct for “Council Members, Committee Members and Election Candidates” and another for employees.

Council endorsed new Code for Council Members, Committee Members and Election Candidates in June 2021 however current Policy Number 15 – Code of Conduct (**ATTACHMENT 15.4.2**) requires minor changes to reflect the new Code. The revised version of these minor changes are contained in **ATTACHMENT 15.4.3**.

Further internal documents will be required to be updated with the Code of Conduct for Employees reference to be taken out of the current induction manuals for both the Administration and Works which are contained in **CONFIDENTIAL ATTACHMENTS 15.4.4** and **15.5.5** respectfully. As part of the review of the Work Health and Safety Act and regulations, these documents are currently under review.

For employees and those contractors engaged to deliver services for the Local Government, section 5.51A of the *Local Government Act 1995* has recently been incorporated to place specific onus on the Local Government CEO to prepare, review and implement a contemporary code of conduct.

In light of this requirement, model template for Code of Conduct for Employees which has been used as the basis of this document, duly modified to suit the Shire of Woodanilling.

Notwithstanding a Code of Conduct for Employees is a mandatory requirement under the legislation, it is also necessary as a tool that clearly and consistently articulates the standards upon which all employees agree to abide by the performance of their duties and their conduct toward others. It is also very important measure for performance and basis upon which disciplinary action is applied in a fair and reasonable manner.

So acknowledgement that employees are the most important resource to this organisation in performing its functions of good governance for the district, and delivery of service for members of the community, it is paramount that the Code of Conduct for Employees:

- Sets minimum standards of performance as expected by Council;
- Is clear and concise in its wording to be easily understood by each employee; and

- Is acknowledged and adhered to by all employees in their individual performance and conduct towards others.

STATUTORY/LEGAL IMPLICATIONS

The following legislation applies in the preparation and adoption of a Code of Conduct for Employees:

- *Public Sector Commission Guidelines – Developing a Code of Conduct for Local Government.*
- *Local Government Act 1995* (specially section 5.51A)

5.51A. Code of conduct for employees

- (1) *The CEO must prepare and implement a code of conduct to be observed by employees of the local government.*
- (2) *The CEO may amend the code of conduct.*
- (3) *The CEO must publish an up-to-date version of the code of conduct on the local government's official website.*
- (4) *Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.*
- (5) *A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).*

- *Local Government (Administration) Regulations 1996* (specifically Part 4; Div. 2; Reg 19AA-19AF)

POLICY IMPLICATIONS

The Code of Conduct for Employees relates to the following policy documents of Council:

- Policy 54 – Purchasing Policy
- Policy 99 – Credit Card Policy

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

Consultation has been conducted at senior management level of the Shire.

RISK MANAGEMENT

In failing not to review and adopt a separate code to that of Elected Members, the Council will be in breach of the *Local Government Act 1995* and subsidiary regulations. The risk has been assessed and identified as “High” 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:

1. Pursuant to section 5.51A of the *Local Government Act 1995* endorses the Shire of Woodanilling Code of Conduct for Employees – June 2022, as presented in **ATTACHMENT 15.4.1** to this report; and
2. Pursuant to the *Local Government Act 1995*, endorses the revised minor changes to Council Policy 15 – Code of Conduct – Council Members, Committee Members and Candidates as contained in **ATTACHMENT 15.4.3**.

COUNCIL RESOLUTION OCM 59/06/22

Moved Cr Smith seconded Cr Morrell

That Council:

- 1) Pursuant to section 5.51A of the *Local Government Act 1995* endorses the Shire of Woodanilling Code of Conduct for Employees – June 2022, as presented in **ATTACHMENT 15.4.1** to this report; and
- 2) Pursuant to the *Local Government Act 1995*, endorses the revised minor changes to Council Policy 15 – Code of Conduct – Council Members, Committee Members and Candidates as contained in **ATTACHMENT 15.4.3**.

ABSOLUTE MAJORITY 5/0

POLICY TYPE: GOVERNANCE	POLICY NO: 15
DATE ADOPTED: 29/06/2021	DATE LAST REVIEWED:
LEGAL (PARENT): Local Government Act 1995	LEGAL (SUBSIDIARY):
DELEGATION OF AUTHORITY APPLICABLE:	DELEGATION NO.

ADOPTED POLICY	
TITLE:	Code of Conduct
OBJECTIVE:	<p>The Code of Conduct provides council members, committee members and employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.</p> <p>The Code is complementary to the principles adopted in the Local Government Act and Regulations, which incorporate four fundamental aims -</p> <ul style="list-style-type: none"> • better decision-making by local governments; • greater community participation in the decisions and affairs of local governments; • greater accountability of local governments to their communities; and • more efficient and effective local government. <p>The Code provides a guide and a basis of expectations for council members, committee members and employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based</p>

POLICY STATEMENT

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Woodanilling Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member; **complaint** means a complaint made under clause 11(1); **publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
 - (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) Within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) Take no further action; or
 - (b) Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) Given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
Resources of a Local Government includes —
 - (a) Local government property; and
 - (b) Services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) To gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) To cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the

deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
Local government employee means a person —
 - (a) Employed by a local government under section 5.36(1) of the Act; or
 - (b) Engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
Closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
Confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
Document includes a part of a document;
Non-confidential document means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 - (a) Derived from a confidential document; or
 - (b) Acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the

- council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

Interest

- (a) Means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) Includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) That they had an interest in the matter; or
 - (b) That the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) Before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) Under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4) (b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

POLICY TYPE: GOVERNANCE	POLICY NO: 15
DATE ADOPTED: 29/06/2021	DATE LAST REVIEWED:
LEGAL (PARENT): Local Government Act 1995	LEGAL (SUBSIDIARY):
DELEGATION OF AUTHORITY APPLICABLE:	DELEGATION NO.

ADOPTED POLICY	
TITLE:	Code of Conduct – Council Members, Committee Members and Candidates
OBJECTIVE:	<p>The Code of Conduct provides council members, committee members and candidates employees with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.</p> <p>The Code is complementary to the principles adopted in the Local Government Act and Regulations, which incorporate four fundamental aims -</p> <ul style="list-style-type: none"> • better decision-making by local governments; • greater community participation in the decisions and affairs of local governments; • greater accountability of local governments to their communities; and • more efficient and effective local government. <p>The Code provides a guide and a basis of expectations for council members, committee members and candidates employees. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based</p>

POLICY STATEMENT

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Woodanilling Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member; **complaint** means a complaint made under clause 11(1); **publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
 - (b) act with honesty and integrity; and
 - (c) act lawfully; and
 - (d) identify and appropriately manage any conflict of interest; and
 - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
 - (a) act in accordance with the trust placed in council members and committee members; and
 - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
 - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
 - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) Within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) Take no further action; or
 - (b) Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
 - (a) in writing; and
 - (b) Given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
Resources of a Local Government includes —
 - (a) Local government property; and
 - (b) Services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) To gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) To cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the

deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause —
Local government employee means a person —
 - (a) Employed by a local government under section 5.36(1) of the Act; or
 - (b) Engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause —
Closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
Confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
Document includes a part of a document;
Non-confidential document means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
 - (a) Derived from a confidential document; or
 - (b) Acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the

- council determines; or
- (c) that is already in the public domain; or
- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —

Interest

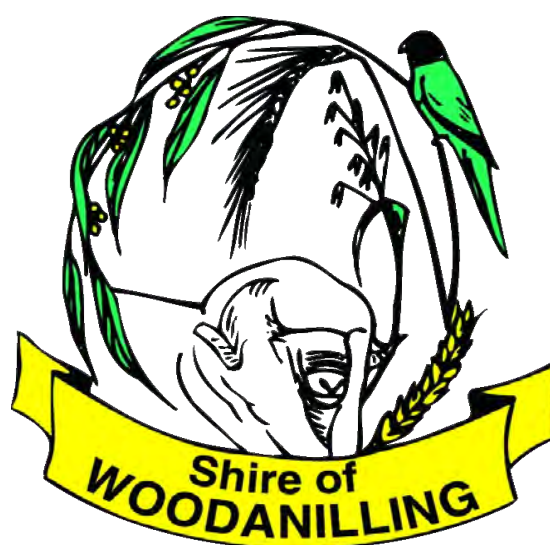
- (a) Means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) Includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) That they had an interest in the matter; or
 - (b) That the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) Before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) Under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) Under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4) (b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

ATTACHMENT 15.4.3

Shire of Woodanilling Code of Conduct for Employees



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THE SHIRE'S VISION

The Shire will endeavour to provide community services and facilities to meet the needs of members of the community and enable them to enjoy a pleasant and healthy way of life.

1 Introduction

The Shire of Woodanilling Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) greater accountability of local governments to their communities; and*
- (b) more efficient and effective local government.*

1.1 Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

5.51A. Code of conduct for employees

- (1) The CEO must prepare and implement a code of conduct to be observed by employees of the local government.*
- (2) The CEO may amend the code of conduct.*
- (3) The CEO must publish an up-to-date version of the code of conduct on the local government's official website.*
- (4) Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.*
- (5) A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).*

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

1.2 Application

For the purposes of the Code, the term employees includes persons employed by the Shire or engaged by the Shire under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

2 Values

Our values help inform our choices and behaviours at work and provide us with the guidance to carry out our roles with integrity. Employees will use their best endeavours to reflect these values in all the work they do whilst being employed at the Shire.

“Council and Community – Hand in Hand”

The Shire of Woodanilling aspires to:

Be the best Local Government for our community

Work hand in hand with our community

Be a leader of small local government

By

Fostering community spirit and cohesion

Excellent Customer Service

Provision of high quality facilities and services

Representing community views at an influential level

3 Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*

- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Woodanilling

The principles set out in section 5.40 of the Act apply to the employment of the Shire's employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by the City on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire;
- (b) perform their duties impartially and in the best interests of the Shire, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire and the community;

- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire.

3.4 Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to the CEO in accordance with this Code and the Shire's policies.

3.5 Performance of Duties

While on duty, employees will give their whole time and attention to the Shire's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.

3.6 Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Line Manager, Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire, whether or not they agree with or approve of them.

3.7 Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.8 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Woodanilling upon its creation unless otherwise agreed by separate contract.

3.9 Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire's Recordkeeping Plan.

3.10 Dealing with Other Employees

- (a) Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.
- (b) Employees must be aware of, and comply with their obligations under relevant law and the Shire's policies regarding workplace behaviour and Work, Health and Safety.
- (c) Employee behaviour should reflect the Shire's values and contribute towards creating and maintaining a safe and supportive workplace.

3.11 Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Woodanilling services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

3.12 Professional Communications

- (a) All aspects of communication by employees (including verbal, written and electronic), involving the Shire's activities should reflect the status, values and objectives of the Shire.
- (b) Communications should be accurate, polite and professional.

3.13 Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Woodanilling, its Council Members, employees or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

3.14 Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire's relevant policies and procedures.

3.15 Gifts

(a) Application

This clause does not apply to the CEO.

(b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

(a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or

(b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

(a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;

(b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

(a) a gift worth the threshold amount or more; or

(b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

(i) a gift worth more than \$50.00 but less than \$300.00; or

(ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$50.00 but less than \$300.00.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means \$300 or a lesser amount determined under regulation 19AF.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

(c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996*, the CEO has chosen not to determine a lesser amount.

(d) Employees must not accept a prohibited gift from an associated person.

(e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.

(f) The notification of the acceptance of a reportable gift must be in writing and include:

- (i) the name of the person who gave the gift; and
- (ii) the date on which the gift was accepted; and
- (iii) a description, and the estimated value, of the gift; and
- (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (v) if the gift is one of two or more accepted from the same person within a period of one year:
 - (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,of each other gift accepted within the one year period.

(g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).

(h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire's official website.

(i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

3.16 Conflict of Interest

(a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

(b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first disclosing the interest to the

CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

3.17 Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

3.18 Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

3.19 Disclosure of Interests Relating to Impartiality

- (a) In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.

- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,the nature of the interest is to be recorded in the minutes of the meeting.

3.20 Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire.
- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

3.21 Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

3.22 Use of Shire of Woodanilling Resources

- (a) In this clause –

Shire of Woodanilling resources includes local government property and services provided or paid for by the Shire;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government
[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use the Shire's resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

3.23 Use of Shire of Woodanilling Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire's finances.
- (b) Employees will use Shire finances only within the scope of their authority, as defined in position descriptions, policies and procedures, administrative practices.

- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- (d) Employees exercising purchasing authority will comply with the Shire's Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire of Woodanilling finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire's Recordkeeping Plan.

3.24 Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to the CEO.

3.25 Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire policies and procedures, depending on the nature of the suspected breach.

3.26 Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to the CEO.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire's Public Interest Disclosure Procedures, published on the Shire's website.

3.27 Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Document Control Box							
Document Responsibilities:							
Owner:	Chief Executive Officer			Owner Business Unit:	Corporate		
Reviewer:	Chief Executive Officer			Decision Maker:	CEO		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Administration) Regulations 1996						
Other:							
Organisational:							
Document Management:							
Risk Rating:	High	Review Frequency:	Annual	Next Due:	2023	Records Ref:	TBA
Version #	Decision Reference:	Synopsis:					
1.	21 June 2022/OCM	Employees Code of Conduct - Adpotion					
2.							



Mrs Kellie Bartley
Chief Executive Officer

3.28 Code of Conduct for Employees Declaration

As an employee of the Shire of Woodanilling, I respectfully:

- a) Confirm that I have received a copy of the Shire of Woodanilling – Code of Conduct for Employees.
- b) Acknowledge that I have read and understood the Code of Conduct for Employees.
- c) Agree to comply with the Shire of Woodanilling Code of Conduct for Employees.

I have read, understood, and always adhere to the obligations set out with this Code of Conduct for Employees.

Name: _____

Signature: _____ Date: _____

This declaration form, once signed, must be submitted to the Shire of Woodanilling Deputy Chief Executive Officer.

15.5. INFORMATION BULLETIN – JUNE 2022

File Reference	ADM0105
Date of Report	9 June 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. 15.5.1 – WWLZ – Information Report for June 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 – June 2022 (**Attachment 15.5.1**)

Circulars, Media Releases, Newsletters, Letters:

- Elected Member Prospectus 2021
- Great Southern Economic Snapshot
- Roads 2040 Great Southern
- WA State Budget
- Zone – State Council – Policy Team Flow Chart
- WAGLA Proposed Advocacy Position in relation to BFB
- Related Party Disclosures
- Expression of E-learning courses for Elected Members
- Councillor Allowance Claims
- WALGA Zone – advice of next meeting date with Agenda report

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

Moved Cr Douglas seconded Cr Morrell

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

CARRIED 5/0

COUNCIL RESOLUTION OCM 60/06/2022

Moved Cr Douglas seconded Cr Morrell

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

CARRIED 5/0

ATTACHMENT 15.5.1**WWLZ INFORMATION REPORT – FOR THE PERIOD – MAY 2022 – JUNE 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: 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

NON-PROJECT COMMUNITY ACTIVITIES

- Seedling advice
- Delivery of new Chatfield tree planter
- Articles published for community updates

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)**

- End of financial year reporting underway. Seedlings are all paid for and landholders advised to do site prep works.

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

- Some issues have arisen in regards to this project. Original contractor has fallen through, issues around increased costs of materials as original quote was pre-covid.

- New quotes underway for works but unlikely to get it within the original scope.
- Looking to review design to make cheaper.

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

- 5 fauna surveys have been conducted.
- Some fencing has been completed
- Seedlings are paid for and should be ready soon.
- Sourcing future sites for next season for all activities.
- Sourcing site for Nightstalk to be completed later in the year.

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

- On site meeting completed on 12th. Ag Dept personnel extremely happy with the current status of the site. Sowing has been completed for this period in all sites except the saltbush.
- All relevant approvals and contracts have been signed.

APPLICATION SUBMITTED

- Large State NRM grant submitted for 3 years feral pig contractor controls. Approximately \$70K per year to fund 20 weeks work for contractor. Ground truthing, monitoring etc activities additional for WWLZ.

APPLICATIONS UNDERWAY

Nil

16. CONFIDENTIAL REPORTS

Nil to Report.

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

Nil to Report.

18. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL**18.1. COUNCILLORS AND /OR OFFICERS**

Cr Thomson raised a motion without notice with regard to the current water catchment located with the CBH site. The normally has consistent use of electricity to pump out water up to the Town Dam. The site has been recently reviewed and the electrical works are currently on order to correct the pumping of the site.

Due to the recent rains over the last 10 days, the site has a large volume of water and it seems to require a portable pump and short term electrical to the site to enable the pumping out. Cr Thomson has recommended that either a pump be utilised whilst the electrical part is to arrive to site and therefore removing the increased water out to the town dam.

COUNCIL RESOLUTION OCM 61/06/22**Moved Cr Morrell seconded Cr Douglas**

That Council authorise the Chief Executive Officer to expend emergency funds to for the provision of urgent works on the town dam due to the current volume of water within the area and that there is no power to the current site due to electrical connections with the CBH site.

CARRIED 5/0**19. CLOSURE OF MEETING**

Meeting closed at 4.29pm.

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

.....Presiding Member – Councillor Jefferies

..... Date