



SHIRE OF WOODANILLING

ATTACHMENT BOOKLET FOR ORDINARY COUNCIL MEETING

20 September 2022 at 4pm

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Shire of Woodanilling

APPLICATION FOR PLANNING APPROVAL

Planning and Development (Local Planning Schemes) Regulations 2015
Application for Development Approval

AZ42
DA11

OWNER DETAILS		
Name: DK PARKHILL AND VJ WATSON		
ABN (if applicable):		
Address: 25995 GT SOUTHERN HWY WOODANILLING 6316		
Work No: 98231681	Home: 98231681	Mobile: 0409745201
Email: VALKENMO@hotmail.com		
Contact person for correspondence:		
Signature: 		Date: 9/9/2022
Signature: 		Date: 9/9/2022
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).		
APPLICANT DETAILS (IF DIFFERENT FROM OWNER)		
Name: DAVID SHANNON		
Address: 25995 Great Southern Highway Woodanilling		
Work No:	Home No:	Mobile: 0477064823
Email:		
Contact person for correspondence: As above		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Signature: 		Date: 15/09/22
PROPERTY DETAILS		
Lot No: 56	House/Street No: 25995	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: GT SOUTHERN HWY		Suburb: WOODANILLING
Nearest street intersection: ROBINSON ROAD		

Shire of Woodanilling

PROPOSED DEVELOPMENT

Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and Use
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	SIGNAGE
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	CAFE
Approximate cost of proposed development:	
Estimated time of completion:	ASAP.

OFFICE USE ONLY

Acceptance Officer's initials:	Date received: 9/9/2022
Local government reference No:	# 13236

GENERAL INFORMATION & CHECKLIST

The Shire of Woodanilling Town Planning Scheme No. 1 requires appropriate information to accompany every application for planning approval. This checklist sets out the minimum required information for an application to be considered complete.

All applications should include enough information to enable Shire staff to ensure compliance with TPS1 and Local Planning Policies. Variations to R-Codes will require performance criteria to be addressed.

If the proposal is required to be advertised or notified in accordance with TPS 1, the application will attract an additional fee. You will be advised of this requirement and invoiced in accordance with the Shire's Fees and Charges prior to any advertising taking place.

ALL APPLICATIONS SHALL BE ACCOMPANIED BY:

- Application form fully completed and signed by all landowners where applicable.
- Cover letter providing details of proposed development (as described above).
- Planning Fee - due on lodgement – please contact 08 9823 1506 for advice regarding fees payable)
- Copy of current Certificate of Title.



PO BOX 99
WOODANILLING WA 6316

Ph: (08) 9823 1506

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

ADDITIONAL INFORMATION FOR ADVERTISEMENTS

[cl. 9.1.2]

Note: to be completed in addition to the Application for Planning Approval form

1.	Description of property upon which advertisement is to be displayed including full details of its proposed position within that property: <u>LOT 56 - ALONGSIDE JCT. STH. HWY ON PRIVATE PROPERTY ON PARKING/TURNING BAY.</u>
2.	<p>Details of proposed sign:</p> <p>(a) Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other): <u>FREESTANDING.</u></p> <p>(b) Height: <u>0.910</u> Width: <u>1.26</u> Depth: <u>0.06</u></p> <p>(c) Colours to be used: <u>BLUE/ORANGE/RED ON WHITE.</u></p> <p>(d) Height above ground level —</p> <ul style="list-style-type: none"> (to top of advertisement): <u>1.550</u> (to underside): <u>0.660</u> <p>(e) Materials to be used: <u>METAL SHEET ON METAL 'A' FRAME SITTING ON FRANGIBLE FIXED LEGS.</u></p> <p>Illuminated: <u>Yes</u>/No</p> <p>If yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source:</p>
3.	Period of time for which advertisement is required: <u>5 YEARS MINIMUM.</u>
4.	<p>Details of signs (if any) to be removed if this application is approved:</p> <p><u>n/a.</u></p> <p>Note: This application should be supported by a photograph or photographs of the premises showing superimposed thereon the proposed position for the advertisement and those advertisements to be removed detailed in 4 above.</p> <p>Signature of advertiser(s): <u>[Signature]</u></p> <p>(if different from land owners)</p> <p>Date: <u>25/08/2022</u></p>



Office Use Only:	
Trim File:	
Doc. No.	

Main Roads (Control of Advertisements) Regulations 1996			
APPLICATION TO ERECT/MODIFY ROADSIDE ADVERTISING SIGN			
Name of Sign Owner:	DAVID SHANNON		
Postal Address of Sign Owner:	25995 GRT. SOUTHERN HWY, WOODANILLING, WA		
Name of Applicant:	DAVID SHANNON	Telephone Number:	0477064823
Email Address:	SPYDAH@PLATEAU@GMAIL.COM	Mobile Number:	0477064823
Is this application for a new sign or for changing an existing sign? (Tick ✓ applicable):	Application for new sign <input checked="" type="checkbox"/> Application to modify existing sign <input type="checkbox"/>		
Specify period of time in which it is anticipated sign will be displayed	Install date: 22 / 07 / 2022 Remove date: / / or N/a <input type="checkbox"/>		
Sign Location Details			
Road Name:	GRT. SOUTHERN HWY	City/Town/Shire of:	WOODANILLING
Is the sign located <u>within</u> or <u>beyond</u> a State road reserve? (Tick ✓ applicable):	Within the road reserve <input type="checkbox"/> Beyond the road reserve <input checked="" type="checkbox"/>		
Sketch of sign location showing distance to nearest identifiable road feature, (e.g. intersection), distance from property line and/or road edge, etc. Indicate if signs are to be attached to fences or other structures. (Attach a separate sketch if insufficient space.)			

Sign Type Details				
Nominate type of new sign to be installed or existing sign to be modified? (Tick ✓ applicable):	Billboard (Freestanding)	<input type="checkbox"/>	Billboard (On Overhead Infrastructure)	<input type="checkbox"/>
	Business Sign (Non Portable)	<input type="checkbox"/>	Portable Business Sign	<input checked="" type="checkbox"/>
	Promotional Sign	<input type="checkbox"/>	Temporary Event Sign	<input type="checkbox"/>
	Illuminated Street Name Sign	<input type="checkbox"/>	Bus Shelter, Seat or Litter Bin Sign	<input type="checkbox"/>
	Pole Mounted Banner/Flag	<input type="checkbox"/>	Sign Beyond State Road Reserve	<input checked="" type="checkbox"/>
Size of Displayed Advertising Content:	0 1 . 3 m X 1 . 6 m	Total Sign Panel Size:	0 1 . 2 m X 1 . 0 m	
Approvals				
Local Government Approval. (Applicant to arrange Local Government authorised signature. Alternatively, a separate Local Government approval letter can be attached.)	<p>For the purposes of Regulation 7(4) of the <u>Main Roads (Control of Advertisements) Regulations 1996</u>, I confirm that the City/Town/Shire of approved the subject hoarding, structure or advertisement for the purposes of the <u>Local Government Act 1995</u> and the <u>Planning and Development Act 2005</u>, subject to the following conditions (if any):</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Authorised Signature:</p> <p>Date/...../.....</p>			
Land Owner Approval (For signs located beyond the road reserve)	<p>I approve the erection of this sign on land owned by me, being Loc/Lot No.</p> <p>Signed: <u>[Signature]</u> Date <u>15.09.2022</u></p>			
Applicant's Declaration				
<p>I/We the applicant(s):</p> <p>(a) in accordance with the provisions of the <u>Main Roads (Control of Advertisements) Regulations 1996</u>, request approval to construct, maintain and display the advertising sign described above;</p> <p>(b) warrant that the information contained in this application (including all attached documents) is, to the best of my/our knowledge, accurate and correct.</p> <p>(c) have read the General Conditions of Approval and agree that, if this application is approved I/we shall be deemed to have undertaken to comply fully and unreservedly with all of the terms and conditions attached to that approval when I/we commence erection, installation or modification of the above described advertising sign.</p> <p>Authorised Signature <u>x J. Watson</u> Date <u>15.9.2022</u></p> <p>Note: Please attach facsimile of advertising content as well as copies of all necessary plans, specifications, certifications and any other relevant documents.</p>				

DS

VW

SHIRE OF WOODANILLING
CURRENT TERMS OF REFERENCE
TRANSPORT, PLANT & WORKS COMMITTEE

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”.

Terms of Reference – Transport, Plant & Works Committee

1. Name:

The name of the Committee shall be the “Transport, Plant & Works Committee”, appointed as an Advisory Committee to Council in accordance with the provisions of Section 5.8 of the *Local Government Act 1995*.

2. Objectives:

The committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in the management process of the procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership:

In terms of the *Local Government Act 1995*, part 5 division 2(2) on:

- 3.1. Council, by Absolute Majority, shall appoint a committee for a two year term, such committee to be appointed at the first full Council Meeting following biennial council elections.
- 3.2. The committee shall consist of 4 elected members.
- 3.3. The Committee appoints one elected member as the Presiding Member of the Transport, Plant & Works Committee for the term of the Council.
- 3.4. The CEO and employees are not voting members of the committee.
- 3.5. The CEO and/or their nominee is to attend all meetings to provide advice and guidance to the committee.
- 3.6. The Executive shall provide secretarial and administrative support to the committee.
- 3.7. Members shall act in accordance with Council’s Code of Conduct for Elected Members, Committee Members and Candidates.

4. Meetings:

- 4.1. The Committee shall meet a minimum of 3 times per year to achieve the functions of the Committee.
- 4.2. Additional meetings shall be convened at the discretion of the presiding member.
- 4.3. The quorum for a meeting of the Committee shall be at least 50% of the members of the committee.

- 4.4. The Committee is an advisory Committee and as such, all advice and actions that require significant commitment from the Shire of Woodanilling employee resources shall be presented as recommendations to Council for consideration.
- 4.5. A Shire of Woodanilling employee, not necessarily a committee member, shall be appointed by the Council CEO to prepare agendas and minutes on behalf of the Committee. Unconfirmed Minutes will be available for inspection within seven (7) working days. The agenda and the Minutes of the previous meeting shall be circulated to all Committee Members not later than 72 hours before each meeting.
- 4.6. The Council may adopt, amend, reject or refer back to the Committee on any recommendations arising from the Committee's deliberations.
- 4.7. The Committee shall not direct Shire of Woodanilling employees.
- 4.8. Members wishing to address the Committee may do so in writing, providing information and proposals for consideration.
- 4.9. The Committee may call upon guests with specific expertise or as the need arises and invite them to attend meetings. Such persons shall not be entitled to vote on any decision arising from such meetings.
- 4.10. The Committee will be provided with a plant utilization report in the agreed format once per quarter.
- 4.11. All items of plant and equipment for replacement should be sought as per Council's Purchasing Policy.
- 4.12. The Committee will review the proposed Plant Replacement Program and Roads Assets and the relevant roads plans on an annual basis to support the Shire's Long Term Financial Plan, with a focus on the age, utilisation and operational effectiveness of the plant fleet and the current conditions of the roads hierarchy and infrastructure.

5. Delegation

- 5.1. The Committee is an advisory body to Council operating for the benefit of the community within these Terms of Reference. In the context of these Terms of Reference, the Committee shall be free to plan and promote the aforementioned functions as best as it sees fit.
- 5.2. The Committee has no delegated authority and all recommendations for decisions are made through the Committees Recommendations for Council to consider.
- 5.3. This Committee has a Governance relationship within the Shire and is not to instruct on operational and or regulatory matters.

6. Functions:

- 6.1. To ensure the Shire's Plant and equipment assets are managed with due regard to Council's key objectives and goals as specified in the Community Strategic Plan and strategies.
- 6.2. To develop and review asset management policies and plans to guide the acquisition, use and disposal of plant and equipment assets to make the most of their service delivery potential and manage the related risks and costs over their entire life.
- 6.3. To provide input into Council's budget forward planning through development of program covering heavy vehicle replacements, and relevant plant and equipment including (where relevant) identification of significant maintenance cost points.



- 6.4. To ensure the review progression of the road works program.
- 6.5. To ensure issues of concern to residents and users of the Shire's road network are discussed.
- 6.6. To provide feedback regarding road networks priorities for annual budget consideration.
- 6.7. To consider priorities for road networks consistent with Roads Asset Management Plan.
- 6.8. Investigate and report to Council on recommendations:
 - 6.8.1. Purchase and disposal of all trucks, graders, loaders, rollers and other like items of plant and equipment as adopted in the 10 Year Plant Replacement Program adopted with the Annual Budget of each year.
 - 6.8.2. Major maintenance expenditure on individual items of plant and equipment including hire equipment.
- 6.9. Partake in the Tender process for the discussion on specific specifications for plant and equipment to be purchased through a tender process. Including the assessment process and the recommendation to Council for consideration. (The details of the tender and procurement process is defined under the *Local Government Act 1995* and regulations and Council's current Purchasing Policy.)
- 6.10. To review the Infrastructure Works Program not including to:
 - 6.10.1. To review the Shire's Infrastructure Works Budget pertaining to roads, footpaths, culverts, drainage, parks and gardens.
 - 6.10.2. To meet on occasions to investigate and/or evaluate urgent road infrastructure issues.
 - 6.10.3. To help define the annual bus run for all Elected Members to review the shires current infrastructure.
 - 6.10.4. To review infrastructure grants associated with Regional Road Group, Roads to Recovery, other Federal or State funding associated with roads.

**SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 AUGUST 2022**

Transaction ID	Date	Name	Description	Amount
Municipal Account				
EFT Payments				
EFT6271	02/08/2022	Nicole Stewart	Rates refund for assessment A550 LOT 169 PROSSER ROAD WOODANILLING WA 6316	-1500.00
EFT6272	05/08/2022	IT Vision Australia	SynergySoft and Universe Annual License Fee Renewal- 1/7/2022 to 30/06/2023	-29145.78
EFT6273	05/08/2022	IPEC PTY LTD	Freight- WINC	-44.65
EFT6274	05/08/2022	BGL Solutions	Oval Maintenance- Sweeping, Tractor with Peruzzo- 14/7/2022 & 25/7/2022	-924.00
EFT6275	05/08/2022	Hunter Mechanical Services Pty Ltd	Replace clutch plate, pressure plate, spigot and thrust bearing, Flywheel machined- WO 028	-2947.89
EFT6276	05/08/2022	Australia Post- Woodanilling General Store	2022/2023 Stamps for Rates/General Mail Out	-770.00
EFT6277	05/08/2022	PCS	Change to Trend EMS, WC unable to get COM port working, CEO work from home support. Monthly Monitoring Fee- July 2022	-297.50
EFT6278	05/08/2022	Albany Best Office Systems	Photocopier Count 20/06/2022 to 20/07/2022	-529.95
EFT6279	05/08/2022	Great Southern Waste Disposal	Removal of household and recycling rubbish 26/5/2022 to 30/06/2022	-3916.00
EFT6280	05/08/2022	Staff Christmas Club	Payroll deductions	-227.00
EFT6281	05/08/2022	Ambrose Electrical Contracting	Replace Fluro light in Council Chambers- 30/06/2022	-40.00
EFT6282	05/08/2022	Hugh Russel Thomson	Councillor Allowance Claim- Meeting Attendance- June 2022	-1794.50
EFT6283	05/08/2022	Stephen Jefferies	Councillor Allowance Claim- Meeting Attendance- June 2022	-1794.50
EFT6284	15/08/2022	Itvision User Group	IT Vision User Group Membership Subscription 2022/2023	-770.00
EFT6285	15/08/2022	Howson Management	Site Visit, Updated Works Program with Council Comments & Attend Council Meeting- June 2022	-970.20
EFT6286	15/08/2022	Katanning Pathwest	Pre- employment Drug Screen- Alan Arnold Oct 2021	-35.00
EFT6287	15/08/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly Cleaning- Pavilion 27/7/2022 Shire Office- 31/7/2022	-718.00
EFT6288	15/08/2022	Conplant Pty Ltd	Glass Window for Hire of Plant & Equipment- Mutli Tyre Roller & Freight	-415.80
EFT6289	15/08/2022	Synergy	Street Lighting- 25/6/2022 to 24/7/2022	-629.23
EFT6290	15/08/2022	WALGA	Association Subscription, Council Connect, Local Laws Subscriptions, LG Complete Guide WALGA Membership- 2022/2023	-16631.90
EFT6291	15/08/2022	Great Southern Fuel Supplies	Bulk Fuel- Diesel 4600 litres at \$2.0688 p/l	-10911.56
EFT6292	15/08/2022	Shire of Katanning	Contribution to CESM Costs 1/4/2022 to 30/6/2022	-3284.00
EFT6293	15/08/2022	Beaurepaires Wagin	4 x New tyres plus fitting & balance- WO 022	-841.24
EFT6294	15/08/2022	LGISWA	LGIS Property 1st Inslatment- 30/6/2022 to 30/06/2023	-60086.72
EFT6295	17/08/2022	Katanning Logistics & Freightlines	Freight cost for the delivery of Work Platform	-75.79
EFT6296	17/08/2022	Staff Christmas Club	Payroll deductions	-227.00
EFT6297	17/08/2022	Ambrose Electrical Contracting	Emergency Repairs- Pavillion- Faulty RCD replaced- July 2022	-286.90
EFT6298	30/08/2022	Woodanilling Men's Shed	Renovation and Repairs to Marracoonda Church Door	-400.00
EFT6299	30/08/2022	McPest Pest Control	Termite Treatment- Trees on Robinson Road East- Emergency Works	-220.00

**SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 AUGUST 2022**

EFT6300	30/08/2022	Geoff John Williamson T/A Katanning Districts Carpet Care	Weekly Cleaning- Pavilion 10/8/2022 Shire Office- 14/8/2022	-315.00
EFT6301	30/08/2022	Hunter Mechanical Services Pty Ltd	Travel to Robinson Road to check Grader, replace hydraulic filter, remove debris surrounding brake pedal- WO 005	-461.10
EFT6302	30/08/2022	MANDY WYNNE	Review Budget document re: overheads and reconcile. Advise on budgeting for overheads- prepare notes	-1029.60
EFT6303	30/08/2022	Conplant Pty Ltd	Hire of Multi Roller- 1/7/2022 to 31/7/2022	-4224.00
EFT6304	30/08/2022	ATO	FBT Return for year ended 31 March 2022	-17644.77
EFT6305	30/08/2022	Winc	Toilet Paper and Paper Hand Towel for Shire Office, Depot & Rec Centre	-147.77
EFT6306	30/08/2022	Katanning Hardware	16mm Round Bar Steel for Additional Roads Sign- Works Program	-361.12
EFT6307	30/08/2022	Staff Christmas Club	Payroll deductions	-454.00
EFT6308	30/08/2022	Advertiser Print	350 x Firebreak Notices 2022	-359.00
EFT6309	30/08/2022	Widespread Contracting	Gravel Stockpiling- 6/7/2022, 12/7/2022, 21/7/2022, 3/8/2022. Test Holes 4/7/2022. Test Holes fill in and minor pit clean up 3/8/2022	-5830.00
EFT6310	30/08/2022	Officeworks	Shire Office, Stationery Order- July 2022	-371.43

EFT Total Payments				-171,632.90
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Cheque Payments

15361	15/08/2022	Shire of Woodanilling	12 month Vehicle Registration- Shire of Woodanilling	-7261.85
15362	17/08/2022	Department of Transport	Special Series Plate Applicaiton- 016WO- Brianna Dye	-400.00

Total Cheque Payments				-7,661.85
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Direct Debit Payments

DD4302.1	01/08/2022	Telstra	Telstra Landline- 11/7/2022 to 10/8/2022	-208.73
DD4315.1	13/08/2022	Telstra	Telstra Mobile Distribution- 25/7/2022 to 24/8/2022	-321.94
DD4336.1	03/08/2022	Aware Super	Payroll deductions	-1164.50
DD4336.2	03/08/2022	Australian Superannuation	Superannuation contributions	-255.87
DD4336.3	03/08/2022	QSuper - Payclear	Superannuation contributions	-206.04
DD4336.4	03/08/2022	Hesta	Payroll deductions	-451.28
DD4336.5	03/08/2022	Colonial Select Personnel Super	Superannuation contributions	-112.79
DD4336.6	03/08/2022	REST	Superannuation contributions	-206.67
DD4336.7	03/08/2022	OnePath Custodians	Superannuation contributions	-131.41
DD4340.1	04/08/2022	NAB - Credit Card	Credit Card Fee- July 2022	-314.40
DD4345.1	10/08/2022	Aware Super	Payroll deductions	-1161.87
DD4345.2	10/08/2022	Australian Superannuation	Superannuation contributions	-255.87
DD4345.3	10/08/2022	QSuper - Payclear	Superannuation contributions	-206.04
DD4345.4	10/08/2022	Hesta	Payroll deductions	-453.00
DD4345.5	10/08/2022	Colonial Select Personnel Super	Superannuation contributions	-112.79
DD4345.6	10/08/2022	REST	Superannuation contributions	-206.67
DD4345.7	10/08/2022	OnePath Custodians	Superannuation contributions	-116.02
DD4368.1	15/08/2022	3E Advantage Pty Limited	Photocopier Rental- August 2022	-165.00
DD4370.1	17/08/2022	Aware Super	Payroll deductions	-1161.87
DD4370.2	17/08/2022	Australian Superannuation	Superannuation contributions	-255.87
DD4370.3	17/08/2022	QSuper - Payclear	Superannuation contributions	-206.04
DD4370.4	17/08/2022	Hesta	Payroll deductions	-451.28
DD4370.5	17/08/2022	Colonial Select Personnel Super	Superannuation contributions	-112.79
DD4370.6	17/08/2022	REST	Superannuation contributions	-206.67
DD4370.7	17/08/2022	OnePath Custodians	Superannuation contributions	-170.48
DD4376.1	24/08/2022	Aware Super	Payroll deductions	-1176.52

SHIRE OF WOODANILLING
STATEMENT OF PAYMENTS
FOR THE PERIOD 31 AUGUST 2022

DD4376.2	24/08/2022	Australian Superannuation	Superannuation contributions	-255.87
DD4376.3	24/08/2022	QSuper - Payclear	Superannuation contributions	-206.04
DD4376.4	24/08/2022	Hesta	Payroll deductions	-451.28
DD4376.5	24/08/2022	Colonial Select Personnel Super	Superannuation contributions	-117.72
DD4376.6	24/08/2022	REST	Superannuation contributions	-204.13
DD4376.7	24/08/2022	OnePath Custodians	Superannuation contributions	-136.74
DD4381.1	22/08/2022	ClickSuper	Facility and Transaction Fee- July 2022	-20.68
DD4381.2	20/08/2022	SkyMesh	Internet Contract- 20/8/2022 to 19/9/2022	-125.00
DD4381.3	30/08/2022	Telstra	Telstra Landline- 11/8/2022 to 10/9/2022	-210.78
DD4399.1	31/08/2022	Aware Super	Payroll deductions	-1173.71
DD4399.2	31/08/2022	Australian Superannuation	Superannuation contributions	-255.87
DD4399.3	31/08/2022	QSuper - Payclear	Superannuation contributions	-206.04
DD4399.4	31/08/2022	Hesta	Payroll deductions	-455.50
DD4399.5	31/08/2022	Colonial Select Personnel Super	Superannuation contributions	-122.66
DD4399.6	31/08/2022	REST	Superannuation contributions	-206.67
DD4399.7	31/08/2022	OnePath Custodians	Superannuation contributions	-97.67
Total Direct Debit Payments				-14,038.77
Municipal Account List of Payments Total				-193,333.52

SHIRE OF WOODANILLING

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 August 2022

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

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KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2022

STATUTORY REPORTING PROGRAMS

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

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

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var.
		\$	\$	\$	\$	
Opening funding surplus / (deficit)	1(c)	790,605	790,605	763,556	(27,049)	
Revenue from operating activities						
Governance		29,050	4,842	0	(4,842)	
General purpose funding - general rates	6	884,082	147,347	0	(147,347)	▼
General purpose funding - other		607,051	101,175	71,041	(30,134)	▼
Law, order and public safety		37,541	6,257	(10,490)	(16,747)	▼
Health		900	150	0	(150)	
Education and welfare		66,139	11,023	9,640	(1,383)	
Housing		27,480	4,580	4,846	266	
Community amenities		27,000	4,500	6,442	1,942	
Recreation and culture		4,100	683	1,636	953	
Transport		209,916	34,986	110,896	75,910	▲
Economic services		34,150	5,692	2,928	(2,764)	
Other property and services		45,250	7,542	831	(6,711)	
		1,972,659	328,777	197,770	(131,007)	
Expenditure from operating activities						
Governance		(287,008)	(47,835)	(44,432)	3,403	
General purpose funding		(26,439)	(4,407)	(3,843)	564	
Law, order and public safety		(151,166)	(25,194)	(18,424)	6,770	
Health		(102,930)	(17,155)	(8,216)	8,939	
Education and welfare		(80,876)	(13,479)	(3,955)	9,524	
Housing		(55,811)	(9,302)	(5,858)	3,444	
Community amenities		(234,950)	(39,158)	(27,829)	11,329	▲
Recreation and culture		(277,557)	(46,260)	(28,821)	17,439	▲
Transport		(1,603,263)	(267,211)	(201,625)	65,586	▲
Economic services		(162,663)	(27,111)	(15,190)	11,921	▲
Other property and services		(13,166)	(2,194)	(4,251)	(2,057)	
		(2,995,829)	(499,305)	(362,443)	136,862	
Non-cash amounts excluded from operating activities	1(a)	767,875	127,979	0	(127,979)	▼
Amount attributable to operating activities		(255,295)	(42,550)	(164,674)	(122,125)	
Investing Activities						
Proceeds from non-operating grants, subsidies and contributions	11	899,695	149,949	0	(149,949)	▼
Proceeds from disposal of assets	7	143,500	23,917	0	(23,917)	▼
Payments for property, plant and equipment and infrastructure	7	(1,741,245)	(290,208)	(47,113)	243,095	▲
Amount attributable to investing activities		(698,050)	(116,342)	(47,113)	69,229	
Financing Activities						
Transfer from reserves	8	461,000	76,833	0	(76,833)	▼
Transfer to reserves	8	(300,860)	(50,143)	(661)	49,482	▲
Amount attributable to financing activities		160,140	26,690	(661)	(27,351)	
Closing funding surplus / (deficit)	1(c)	0	658,404	551,108		

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 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2022-23 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 AUGUST 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 AUGUST 2022**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Opening funding surplus / (deficit)	1(c)	\$ 790,605	\$ 790,605	\$ 763,556
Revenue from operating activities				
Rates	6	884,082	147,347	0
Operating grants, subsidies and contributions	10	761,123	126,854	158,477
Fees and charges		178,994	29,832	48,758
Interest earnings		4,010	668	1,024
Other revenue		950	158	(10,489)
Profit on disposal of assets	7	143,500	23,917	0
		1,972,659	328,777	197,770
Expenditure from operating activities				
Employee costs		(1,061,377)	(176,896)	(183,324)
Materials and contracts		(751,481)	(125,247)	(93,884)
Utility charges		(86,839)	(14,473)	(10,557)
Depreciation on non-current assets		(907,075)	(151,179)	0
Insurance expenses		(109,258)	(18,210)	(54,866)
Other expenditure		(79,799)	(13,300)	(19,813)
Loss on disposal of assets	7	0	0	0
		(2,995,829)	(499,305)	(362,444)
Non-cash amounts excluded from operating activities				
	1(a)	767,875	127,979	0
Amount attributable to operating activities		(255,295)	(42,549)	(164,674)
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	11	899,695	149,949	0
Proceeds from disposal of assets	7	143,500	23,917	0
Proceeds from financial assets at fair value through profit and loss	8	0	0	0
Payments for property, plant and equipment and infrastructure	7	(1,741,245)	(290,208)	(47,113)
Amount attributable to investing activities		(698,050)	(116,342)	(47,113)
Financing Activities				
Transfer from reserves	8	461,000	76,833	0
Transfer to reserves	8	(300,860)	(50,143)	(661)
Amount attributable to financing activities		160,140	26,690	(661)
Closing funding surplus / (deficit)	1(c)	0	658,404	551,108

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 13 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 AUGUST 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 September 2022

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 12 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 AUGUST 2022**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(143,500)	(23,917)	0
Movement in employee benefit provisions (non-current)		4,300	717	0
Add: Depreciation on assets		907,075	151,179	0
Total non-cash items excluded from operating activities		767,875	127,979	0

(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 2022	This Time Last Year 31 August 2021	Year to Date 31 August 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	8	(868,912)	(848,927)	(869,572)
Total adjustments to net current assets		(868,912)	(848,927)	(869,572)

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

Current assets				
Cash and cash equivalents	2	1,865,194	1,284,108	2,038,911
Rates receivables	3	78,323	69,659	71,890
Receivables	3	17,328	27,172	15,679
Other current assets	4	28,371	23,148	28,371
Less: Current liabilities				
Payables	5	(107,971)	(98,805)	(141,918)
Prior Year Adjustment (per audited financials)		(1,416)	0	0
Contract liabilities	9	(92,836)	(82,767)	(448,326)
Provisions	9	(154,525)	(131,500)	(154,525)
Less: Total adjustments to net current assets	1(b)	(868,912)	(848,927)	(869,572)
Closing funding surplus / (deficit)		763,556	242,088	551,108

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.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Municipal - Cash at Bank	Cash and cash equivalents	1,168,883	0	1,168,883		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	869,578	869,578		NAB	0.10%	NA
Trust - Cash at Bank	Cash and cash equivalents	0	0	0	0	NAB	0.00%	NA
Total		1,169,333	869,578	2,038,911	0			
Comprising								
Cash and cash equivalents		1,169,333	869,578	2,038,911	0			
		1,169,333	869,578	2,038,911	0			

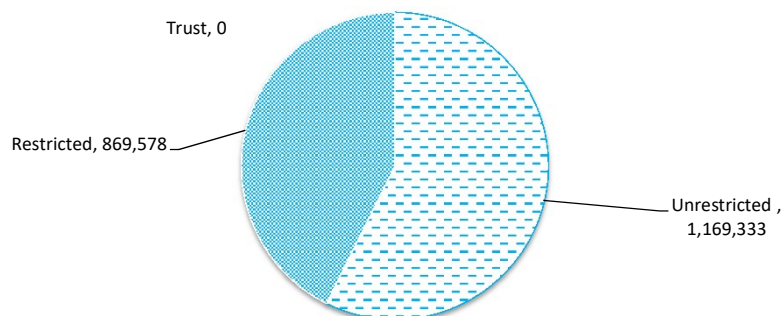
KEY INFORMATION

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 AUGUST 2022

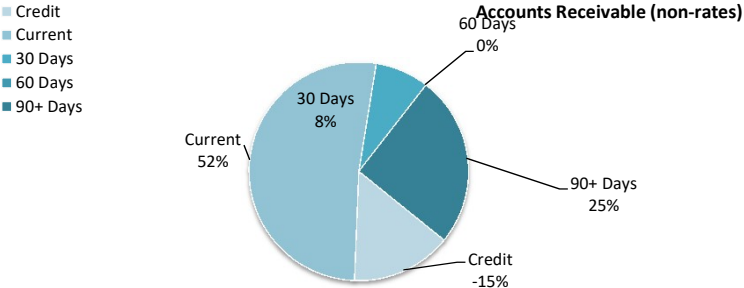
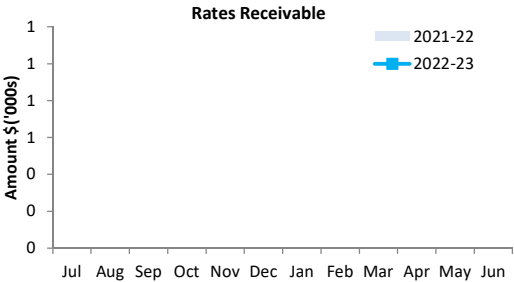
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2022	31 Aug 2022
	\$	\$
Opening arrears previous years	62,125	78,323
Levied this year	770,057	0
Less - collections to date	(753,859)	(6,433)
Equals current outstanding	78,323	71,890
Net rates collectable	78,323	71,890
% Collected	90.6%	8.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(925)	3,246	497	0	1,585	4,402
Percentage	-21%	73.7%	11.3%	0%	36%	
Balance per trial balance						
GST receivable						11,277
Total receivables general outstanding						15,679
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.



	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 August 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel and Materials	28,371	0	0	28,371
Prepayments				
Prepayments	0	0		0
Total other current assets	28,371	0	0	28,371
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

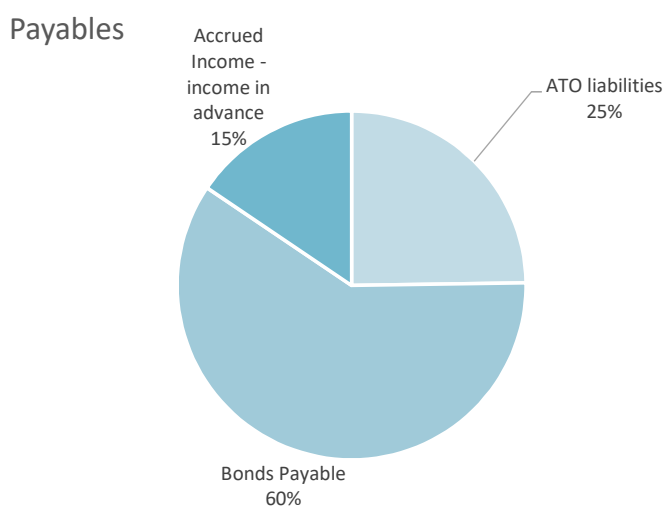
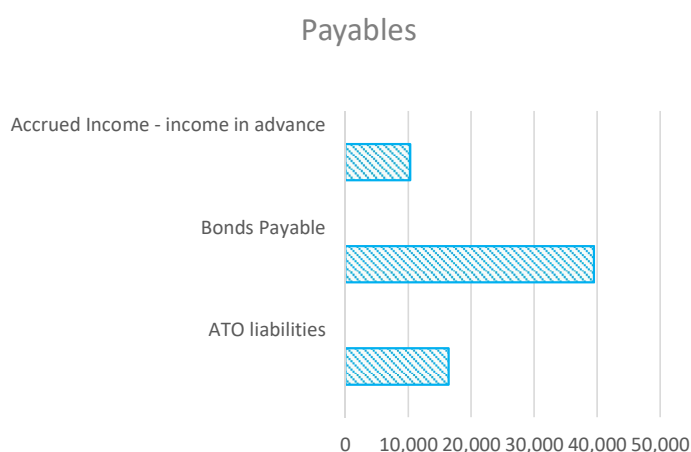
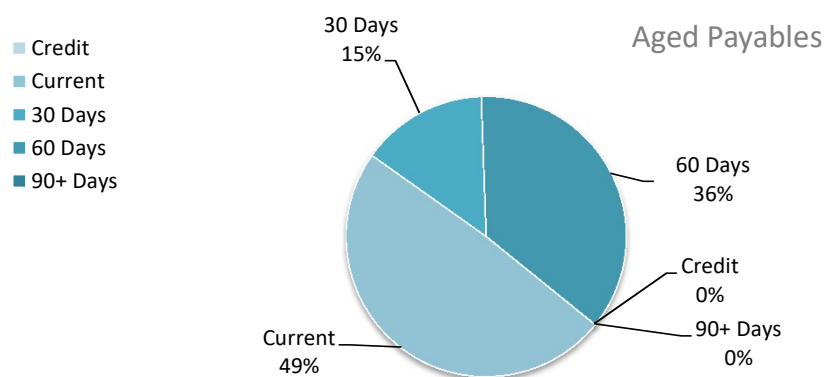
Inventories are measured at the lower of cost and net realisable value.

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.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	37,127	11,074	27,595	0	75,796
Percentage	0%	49%	14.6%	36.4%	0%	
Balance per trial balance						
ATO liabilities						16,382
Bonds Payable						39,458
Accrued Income - income in advance						10,282
Total payables general outstanding						141,918
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.



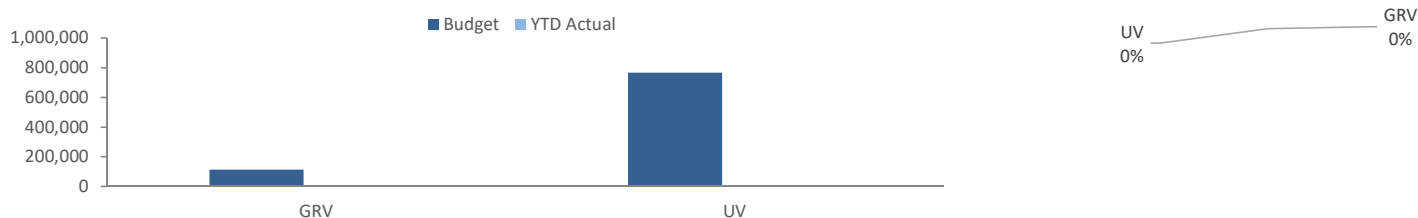
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget					YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$
Gross rental value									
GRV	0.1279	99	885,828	113,304	113,304				0
Unimproved value									
UV	0.0048	190	160,465,000	765,258	765,258				0
Sub-Total		289	161,350,828	878,562	878,562	0	0	0	0
Minimum payment	Minimum \$								
Gross rental value									
GRV	500	66	101,895	33,000	33,000				0
Unimproved value									
UV	500	33	1,613,556	16,500	16,500				0
Sub-total		99	1,715,451	49,500	49,500	0	0	0	0
Discount					(42,000)				
Concession					(3,000)				
Amount from general rates					883,062				0
Ex-gratia rates					1,916				
Total general rates					884,082				0

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.



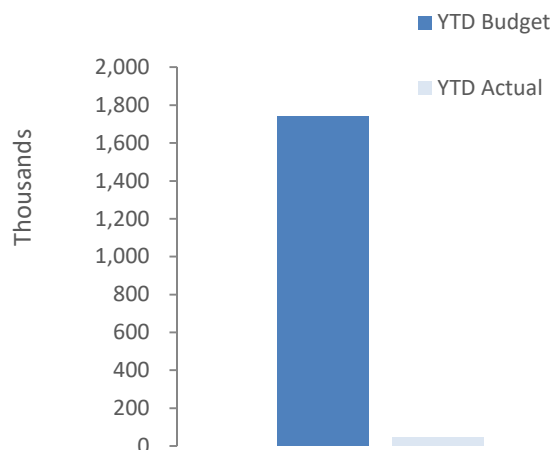
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2022**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings	117,650	19,608	0	(19,608)
Furniture and equipment	17,400	2,900	0	(2,900)
Plant and equipment	598,500	99,750	0	(99,750)
Infrastructure - roads	755,159	125,860	47,113	(78,747)
Infrastructure - parks, gardens, recreation facilities	59,536	9,923	0	(9,923)
Infrastructure - drainage	143,000	23,833	0	(23,833)
Infrastructure - footpaths	50,000	8,333	0	(8,333)
Payments for Capital Acquisitions	1,741,245	290,208	47,113	(243,095)
Right of use assets	0	0	0	0
Total Capital Acquisitions	1,741,245	290,208	47,113	(243,095)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	899,695	149,949	0	(149,949)
Other (disposals & C/Fwd)	143,500	23,917	0	(23,917)
Cash backed reserves	0	0	0	0
Plant replacement reserve	455,000	75,833	0	(75,833)
Affordable housing reserve	6,000	1,000	0	(1,000)
Contribution - operations	237,050	39,508	47,113	7,605
Capital funding total	1,741,245	290,208	47,113	(243,095)

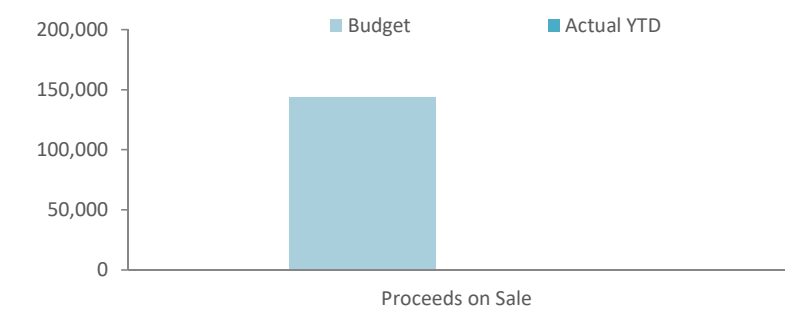
SIGNIFICANT ACCOUNTING POLICIES

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.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
By Class:									
	Plant and equipment	0	143,500	143,500	0	0	0	0	0
By Program:									
	Governance								
	CEO Vehicle	0	28,500	28,500	0	0	0	0	0
	Transport								
	Per Plant Replacement Schedule	0	115,000	115,000	0	0	0	0	0
		0	143,500	143,500	0	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 AUGUST 2022

OPERATING ACTIVITIES

NOTE 8

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	660	516	250,000	0	(455,000)	0	464,547	669,403
Building reserve	42,083	42	32	25,000	0		0	67,125	42,116
Affordable housing reserve	102,290	102	79		0	(6,000)	0	96,392	102,369
Office equipment reserve	14,028	14	11		0		0	14,042	14,039
Road construction reserve	21,623	22	17		0		0	21,645	21,640
Staff leave Reserve	20,000	20	6	25,000	0		0	45,020	20,005
	868,912	860	661	300,000		(461,000)		708,771	869,572

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 August 2022
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	10	7,461	5,233	0	12,694
- non-operating	11	85,375	350,256	0	435,631
Total unspent grants, contributions and reimbursements		92,836	355,489	0	448,325
Provisions					
Annual leave		84,931	3,261	0	88,192
Long service leave		32,298	34,035	0	66,333
Total Provisions		117,229	37,296	0	154,525
Total other current liabilities		210,065	392,785	0	602,850
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 10 and 11

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 yet to be confirmed for the financial year ended 30 June 2022.

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 AUGUST 2022

NOTE 10

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2022	Current Liability 31 Aug 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission - General				0	0	400,000	66,667	50,458
Grants Commission - Roads				0	0	200,000	33,333	18,659
Law, order, public safety								
DFES - Bushfire Brigade	7,461	5,233	0	12,694	12,694	8,500	1,417	0
ESL Grant				0	0	27,891	4,649	0
Transport								
RRG Direct Funding Grant				0		87,416	14,569	87,416
	7,461	5,233	0	12,694	12,694	723,807	120,635	156,533
Operating contributions								
Governance								
Reimbursements						1,916	319	0
General purpose funding								
Legal Fees Recovered						200	33	0
Education and welfare								
Income relating to Well Aged Housing						10,000	1,667	93
Housing								
Staff Housing Reimbursements						1,700	283	1,063
Other property and services								
Workers Compensation Reimbursements						5,000	833	0
Diesel Fuel Rebates						18,500	3,083	788
	0	0	0	0	0	37,316	6,219	1,943
TOTALS	7,461	5,233	0	12,694	12,694	761,123	126,854	158,477

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

NOTE 11

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2022	Current Liability 31 Aug 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Local Roads and Community Infrastructure Phase 3		350,256		350,256	350,256	515,008	85,835	0
Law, order, public safety								
Grant - Water Tanks	0	0	0	0	0	100,000	16,667	0
Community amenities								
LRCIP (P1) Townscape Enhancement	(23,350)	0	0	(23,350)	(23,350)			
LRCIP (P2)				0				
Transport								
Regional Road Group - Project Funding	58,667	0	0	58,667	58,667	88,000	14,667	0
Local Roads and Community Infrastructure Phase 2	44,089	0	0	44,089	44,089			
R2R Grant	5,969	0	0	5,969	5,969	196,687	32,781	0
	85,375	350,256	0	435,631	435,631	899,695	149,949	0

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

**NOTE 12
EX TRUST FUND**

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Aug 2022
	\$	\$	\$	\$
Landcare Receipts	8,608			8,608
Bonds	0	400		400
Unclaimed Monies	280			280
WSRA	1,340	225		1,565
Wongi	2,067			2,067
Bushfire Brigades	3,251			3,251
LGIS Bonus Scheme	21,553			21,553
Heritage Loan Scheme	1,733			1,733
	38,833	625	0	39,458

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

**NOTE 13
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 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - rates	(147,347)	(100.00%)	▼ Timing	
General purpose funding - other	(30,134)	(29.78%)	▼ Timing	
Law, order and public safety	(16,747)	(267.66%)	▼ Timing	
Transport	75,910	216.97%	▲ Timing	
Expenditure from operating activities				
Community amenities	11,329	28.93%	▲ Timing	
Recreation and culture	17,439	37.70%	▲ Timing	
Transport	65,586	24.54%	▲ Timing	
Economic services	11,921	43.97%	▲ Timing	
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(149,949)	(100.00%)	▼ Timing	Contract Liabilities
Proceeds from disposal of assets	(23,917)	(100.00%)	▼ Timing	Planned Asset Disposals yet to occur
Payments for property, plant and equipment and infrastructure	243,095	83.77%	▲ Timing	Capital Works Program only just commenced
Financing activities				
Transfer from reserves	(76,833)	(100.00%)	▼ Timing	Reserve Transfers occur when funds needed
Transfer to reserves	49,482	98.68%	▲ Timing	Transfers to Reserves occur at financial year end

Council Policy 108 – Consumption of Alcohol in or on Shire Owned Facilities and Reserves

ATTACHMENT 15.1.1

Objective

This policy outlines the following objectives:

- Encourage the responsible consumption of alcohol on/in Shire owned facilities and reserves
- Outline the conditions for the provision of a Permit to Consume Alcohol in/on a Shire owned or managed facility or reserve.
- Outline the requirements to gain approval to sell alcohol in/on a Shire owned facility or reserve.

Scope

The Scope of this Policy is to ensure responsible consumption of alcohol in/on all Shire owned and managed facilities and reserves.

This policy does not apply to the assessment of liquor license applications relating to non-Shire owned and/or managed facilities and reserves.

This policy does not apply to the assessment of Development Applications for outlets providing access to liquor under the relevant legislation.

The Department of Local Government, Sport and Culture Industries – Racing, Gaming and Liquor is responsible for the provision of a liquor license. It is the responsibility of the person hiring a Shire facility to ascertain whether they require a liquor license. A Shire Permit to Consume Alcohol does not replace the requirement to obtain a liquor license where that requirement exists.

Policy

Introduction

The Shire encourages responsible and safe consumption of alcohol. The Shire also recognises that alcohol consumption is legally acceptable for consenting adults when consumed responsibly, and may play a role in hosting celebrations, activities and events.

As these are activities Shire facilities or reserves are usually hired for, the Shire will consider requests to consume alcohol in/on Shire owned and managed facilities and reserves for such purposes.

However, such approval does not negate an individual's or organisations legal responsibility in the provision or consumption of alcohol.

Permit to Consume Alcohol

In order to supply and/or consume alcohol in/on a Shire owned or managed facility or reserve, an application to consume alcohol must be made to the Shire, including the payment of the required fee

(as per annual Fees and Charges Schedule). A Permit to Consume Alcohol must then be issued by the Shire.

Conditions

A Permit to Consume Alcohol on Shire owned or managed facilities or reserves may be issued by the Shire subject to the following conditions:

- a. The Chief Executive Officer must be satisfied that any application or request to consume alcohol will not cause undue disruption or harm to members of the community, or does not demonstrate potentially significant risk that would result in damage to a Shire owned or managed facility or reserve.
- b. Applications for a Permit to Consume Alcohol will only be considered for facilities and reserves within the following time restrictions:

Sunday, Monday, Tuesday, Wednesday, and Thursday from 11:00am until 10:00pm

Friday and Saturday from 10:00am until 11:00pm
- c. A wedding ceremony on a Shire reserve (not to exceed 2 hours) would be permitted.
- d. Compliance with Shire of Woodanilling terms and conditions of hire (including private events or functions).
- e. A community or corporate event held in/on a Shire owned or managed facility or reserve, where a Liquor License has been successfully obtained from the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor.

Sale of Liquor on Council Properties

Any proposal to sell alcohol in/on a Shire owned or managed facility or reserve, will require the applicant to apply to the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor for a Liquor License, and also to the Shire of Woodanilling for a permit to Consume Alcohol.

The following conditions apply to the sale of liquor on Shire premises:

- a. The Shire may provide comment to the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor regarding an application submitted for an occasional Liquor License.
The Department may be advised of the time restrictions on permission to consume alcohol on Shire premises as per times outlined in the Permit to Consume Alcohol as per 2.2(b).
- b. A Liquor License from the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor must be in place and a copy supplied to the Shire, a minimum of 14 days prior to the event date. A Permit to Consume Alcohol will only be issued after receipt of the Liquor Licence.



- c. The Chief Executive Officer must be satisfied that any application or request to sell alcohol will not cause undue disruption or harm to members of the community.

It is an offence for juveniles and drunk persons to consume, be in possession of, or be supplied alcohol at functions in public venues, as regulated by the *Liquor Control Act 1988*. Should the Shire become aware of breeches to the *Liquor Control Act 1988*, these will be reported to the Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor. The Shire may refuse to provide a Permit to Consume Liquor for future hire of Shire owned or managed facilities and reserves.

Document Control/References

Document Control/References				
Name Of Policy	Council Policy 108 – Consumption of Alcohol in or on Shire Owned Facilities and Reserves			
Previous Policy	Nil			
Next Review Date	Annually			
Related Documents	<u>Acts/Regulations</u> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Liquor Control Act 1988</i> <i>Liquor Licensing Act 1988</i> <u>Plans/Strategies</u> Nil <u>Policies</u> Policy 81 - Use of Shire of Woodanilling Facilities <u>Delegations</u> Appointment no. 17 – Liquor Control Act 1988 – Issue Certificates, removal of Licences, Application for Extending Trading Permits. <u>Work Procedures</u> Forms – Permit to Consume Alcohol Application			
Date Of Adoption And Resolution Number	20 September 2022			
Review Dates And Resolution Numbers				
History:				
Version:	Title No.	OCM Date Res No.	Synopsis	Details
1	Consumption of Alcohol in or on Shire Owned Facilities and Reserves	20.09.2022 - OCM ITEM	New Policy	To be adopted By Council 20 September 2022
2				



Shire of Woodanilling

APPLICATION TO CONSUME ALCOHOL ON SHIRE PROPERTY

This application is a request for permission to consume alcohol at a Shire Facility. Under no circumstances does it give the hirer authorization to sell alcohol directly or indirectly or charge an entry fee into the function.

Approval to sell alcohol must be obtained from the Department of Local Government, Sport and Culture Industries – Racing, Gaming and Liquor.

If approved, the original permit will be forwarded to the applicant. The permit must be ready for inspection at the facility on the date(s) of the scheduled booking.

This application must be submitted a minimum of 14 days prior to the event.

Applicant Name			
Organisation			
Postal Address			
Email Address			
Telephone	Mobile:	Home:	Work:
Name and Location of Venue			
Type of Function, Event or Activity			
Function Date	Number of Attendees		
Start Time	Finish Time		
Type of Alcohol being consumed (beer, wine etc)			
Is security being hired for the event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you providing nonalcoholic drink options?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you providing food?			
Application is for:	BYO <input type="checkbox"/>	Supply/Distribution <input type="checkbox"/>	Sale of Alcohol <input type="checkbox"/>

I/We agree and undertake that in the event of this application being approved by the Shire, the following conditions will be complied with:

- a. Only invited guests or members of the applicant's group, organization or club will consume alcohol on the premises and no others.
- b. Alcohol will not be consumed, supplied or made available to any person under the age of 18.
- c. If it is the intention of the applicant to sell alcohol to any person, or exchange for value, either directly or indirectly, a permit must first be obtained from the Department of Local Government Sport and Culture Industries – Racing, Gaming and Liquor.
- d. No alcohol will be consumed by or supplied to any person to whom a charge has been made, either directly or indirectly, for admission to the facility, unless a permit has been obtained from the Department of Local Government, Sport and Culture Industries – Racing, Gaming and Liquor.
- e. Alcohol consumption is restricted to within the premises hired only and is not to be consumed outside of these premises.
- f. Consumption of Alcohol Permits are valid until 11:30pm at which time consumption must cease. Cleaning activities must be completed by midnight.
- g. The Hirer must comply with the provisions of the *Liquor Licensing Act 1988* and Council Policy – Consumption of Alcohol in/on Shire Owned Facilities.

Signature of applicant:	Date:
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WWLZ INFORMATION REPORT – FOR THE PERIOD – AUGUST 2022–SEPTEMBER 2022**GLOSSARY**

<i>NRM</i>	- <i>Natural Resource Management</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>DPIRD</i>	- <i>Department of Primary Industry, Research & Development</i>
<i>DMIRS</i>	- <i>Department of Mining, Industry Regulation & Safety</i>
<i>EOI</i>	- <i>Expression of Interest</i>
<i>FOO</i>	- <i>Food on Offer</i>

MANAGEMENT COMMITTEE MEETING

Last Meeting: AGM 10th August

Next Meeting: November

LANDCARE COORDINATION FUNDING 2021 / 2022

- SWCC Pollinator Project - \$55,500
- State NRM – Boardwalk for bird hide – \$26,112
- State NRM Community Fauna Education Project - \$133,340
- DPIRD – FEED365 – Satellite trial site – \$60,000

STRATEGIC PLANNING

- New constitution has been approved at the AGM and has been submitted to the Department of Commerce (DMIRS)

NON-PROJECT COMMUNITY ACTIVITIES

- Tree planter hire
- Wildlife rescue
- Weed consultation
- Event co-ordination (Drainage & Clearing roadshow with Katanning Landcare)
- Financial management
- Willamurra Corporation assistance for grant applications
- Mosquito surveillance
- Feral pig advice

COMPLETED EVENTS

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

COMING EVENTS

- Drainage and Clearing Roadshow – Town Hall 16th Sept
- Nightstalk – early Oct Date TBC
- Feed 365 Field Day
- Spring Fauna monitoring.

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

- The final round of seedlings has been planted. One small area of experimental hedge to be completed still.
- Fencing still to be finished on site
- Final fauna survey scheduled for October.

- Seedlings counts to be completed soon.
- Insect survey in crop to be undertaken in first half of September.

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

- Discussion at the AGM around this project determined that we will look to return the funds and cancel this project.
- Currently there has been no expenditure for it as the funds were almost all for the on ground work. There was a small amount of administration funds but this has not been absorbed in the project at this point.
- Have been in touch with State NRM to discuss this process. They have been in touch to confirm that they have received the email, but they are under the pump at the moment and will get back to us as soon as they can.

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

- Planting has been completed at most sites.
- One site had to pull out after seedling delivery, overload of farm work and loss of staff meant something had to be sacrificed and the tree planting was chosen. These seedlings were absorbed into a different site.
- Fauna surveys are being scheduled for October.
- Nightstalk planned for 7th October in conjunction with a fauna survey site.
- Currently advertising for further sites to revegetate and fence to meet the required targets.

DPIRD – FEED 365 PASTURE TRIALS SATELLITE SITE - \$60,000 (OVER 3 YEARS)

- FOO assessments completed prior to sheep grazing and upon sheep leaving sites.
- Sheep have completed first round of grazing and been removed from sites.
- Weights and condition scores recorded for entering and exiting the sites for overall comparison.
- Producer has found some early results through assessing pasture performance, growth, sheep grazing preference and required inputs.
- Details of this have been recorded in the first round of reporting.
- Project requires entry data surveys to be completed. Currently have 14 completed and returned. Have been calling, emailing and texting producers to ask and remind them about the survey. Returns have been slow but will continue to reach out to farmers to obtain more as 20 surveys are required for the project.
- Tedera is still in establishment phase, some herbicide is currently being applied as some capeweed infiltrating the site. First grazing of this site will not be until 2023.
- Still one site to still be established in 2023. Will have a paddock including anameka in an alley formation, undersown species still to be confirmed.
- Field walk with Birchip Grower Group from Victoria taking place on site Tuesday 13th Sept.

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



Constitution

August 2022

Constitution of the Wagin Woodanilling Landcare Zone

1. Name

The name of the association is WAGIN WOODANILLING LANDCARE ZONE (INC) herein after referred to as the 'Association.'

2. Definitions

Association means the organisation referred to in Rule 1

Member means person referred to in Rule 5.1

Membership year is the period from an AGM until the following AGM

Financial year is the period from 1 July to 30 June each year

the Act means the Association Incorporation Act 2015

Management Committee means the committee which manages the organisation

Chairperson is the person leading the organisation and presiding at meetings of the Association

Land user means landowner, occupier or person representative of them

Community group member is anyone residing within the landcare zone or a representative of a government organisation, having an interest in the Wagin Woodanilling Landcare Zone

Appointing body is the organisation to which representative members belong

Wagin Woodanilling Landcare Zone is the area within the boundaries of the Shire of Wagin and the Shire of Woodanilling

3. Objective of the Association

To foster a culture of community ownership and commitment to innovative and sustainable management and development of the environmental resources in the Wagin Woodanilling Landcare Zone, to improve the quality of life for current and future generations of the landcare zone community.

4. Powers of the Association

- 4.1. To seek nominations to the Wagin Woodanilling Landcare Zone according to the requirements of rule 5.
- 4.2. To obtain ex-officio representation to the Association from various government bodies where, in the opinion of the Association, these persons can contribute to the achievement of the objective of the Association.
- 4.3. To seek community input into the management of the Wagin Woodanilling Landcare Zone.
- 4.4. To raise funds for the purpose of meeting the objective of the Association.
- 4.5. To seek the assistance of or enter into, arrangements with local, state and federal government agencies or private agencies, to attain the objective of the Association.

- 4.6. Employ, hire or engage persons to carry out activities to meet the objective of the Association.
- 4.7. To do all such other things as are incidental or conducive to the attainment of the objective of the Association.
- 4.8. Open and operate bank accounts.
- 4.9. Acquire, hold, deal with and dispose of, any real or personal property.
- 4.10. Invest its money:
 - 4.10.1. in any security in which trust monies may lawfully be invested **or**
 - 4.10.2. in any other manner authorised by the rules of the Association
- 4.11. Borrow money upon such terms and conditions as the Association sees fit.

5. Membership

- 5.1. Membership of the Association is open to the following groups and individuals:
 - 5.1.1. land users within the Wagin shire and land users within the Woodanilling shire
 - 5.1.2. Shire Council of Wagin and Shire Council of Woodanilling
 - 5.1.3. Chief Executive Officer of Wagin Shire and Chief Executive Officer of Woodanilling Shire
 - 5.1.4. Wagin Woodanilling Landcare Officer
 - 5.1.5. community group members including staff from relevant government bodies or persons from other groups or organisations who support the objective of the Association
- 5.2. Each of the 6 groups detailed in sub-rules 5.1.1, 5.1.2 and 5.1.3 will appoint a representative from their group and with the Landcare Officer as per 5.1.4, will form the Management Committee. The Management Committee may appoint additional committee members according to their expertise.
- 5.3. Anyone complying with rule 5.1 may become a member on provision of their name and email or postal address.
- 5.4. Memberships remain active for a period of 3 membership years when they are then reviewed and renewed.
- 5.5. Should a member resign, on notice received by the secretary, their membership will cease.
- 5.6. Each person admitted to membership under sub-rule 5.2 shall be:
 - 5.6.1. bound by the constitution and by-laws of the Association
 - 5.6.2. entitled to all advantages and privileges of membership

6. Register of Members

- 6.1. The Secretary must maintain a register of the members of the Association including their name, email or postal or residential address.
- 6.2. Upon the request of a member of the Association, the secretary shall make the register available for the inspection of the member.

- 6.3. A member may make a copy of or take an extract from, the register but shall have no right to remove the register for that purpose.
- 6.4. The register must be kept and maintained at the secretary's place of employment or such other place as the Management Committee decides.

7. Subscriptions of Members

- 7.1. No subscription for membership shall be charged.

8. Resignation of Members

- 8.1 A member who delivers notice of his or her resignation from the Association to the secretary, ceases on that delivery, to be a member.

9. Expulsion of Member

- 9.1. Any member of the Association who fails to observe the constitution of the Association or whose conduct in the opinion of the Association is prejudicial to the interests of the Association, may be suspended or removed from membership of the Association by a resolution passed by 75% majority of the members present at a Management Committee meeting called for that purpose. The association reserves the right **whether or not** to publicise the reasons for the expulsion.
- 9.2. Before any member is suspended from membership or expelled, that member's conduct shall be inquired into by the Association and the member shall be given the opportunity to defend himself or herself and to justify or explain his or her conduct.
- 9.3. Notice of such an inquiry shall be given to the member in writing and shall include:
 - 9.3.1. particulars of the complaints laid against the member
 - 9.3.2. notification of the member's rights to appear before or make representations in writing to the Association, to defend his or her conduct **and**
 - 9.3.3. the date, time and place of the inquiry
- 9.4. The date specified in the notice of inquiry shall not be less than 14 days nor more than 30 days after the date of service of the notice.
- 9.5. Following the decision of the Association, notice in writing of the decision shall be given to the member.
- 9.6. A member or expelled member shall have the right of appeal at a Management Committee meeting of the Association, at the written request of the member or expelled member, provided that such written request is given to the secretary within 14 days of the date of service of the notice of the decision of the Association. The general meeting may confirm, disallow or reduce the penalties imposed, but may not increase them.
- 9.7. Where a member is suspended, such member shall have no member rights until such time as his or her suspension is lifted.
- 9.8. If a member who is expelled is a member of the Management Committee, they may be replaced with a different representative from the nominating body.

10. Management

- 10.1. The affairs of the Association shall be managed by the Management Committee which consists of the following appointed members:
 - 10.1.1. Wagin Shire Chief Executive Officer
 - 10.1.2. Woodanilling Shire Chief Executive Officer
 - 10.1.3. Wagin Shire Council representative
 - 10.1.4. Woodanilling Shire Council representative
 - 10.1.5. Wagin land user
 - 10.1.6. Woodanilling land user

and

 - 10.1.7. ex officio position of Wagin Woodanilling Landcare Officer

and

 - 10.1.8. ex officio representatives to a maximum of 2 in total, from government department/s, as agreed to by the appointed members in 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.1.6
- 10.2. Each appointed Shire Council officer or Shire Council representative may nominate a proxy in advance of any meeting where the member will be absent.
- 10.3. At the AGM, from the appointed members, the Association shall elect members to the following positions:
 - 10.3.1. chairperson
 - 10.3.2. vice-chairperson
- 10.4. The secretary and treasurer shall be the Landcare Officer. If no Landcare Officer is employed, the secretary and treasurer shall be elected as per rule 10.3.
- 10.5. Election of office bearers shall take place at the Annual General Meeting.
 - 10.5.1. All office bearers shall retire from office each year. They are eligible to offer themselves for re-election each year provided they do not exceed the maximum term for any 1 position of 3 consecutive years.
 - 10.5.2. If the secretary and/or treasurer is the Landcare Officer, the maximum time limit for these positions does not apply.
- 10.6. When a casual vacancy occurs within the Management Committee:
 - 10.6.1. the committee may request a new representative from membership group in which the vacancy has occurred
 - 10.6.2. a member appointed under this rule shall hold office until the next AGM; they are eligible for election as a member of the Management Committee at this meeting
- 10.7. The members of the Management Committee have the power to form and appoint any sub-committee(s) as required for specific purposes. Any sub-committee(s) appointed will be required to report to the Management Committee on a basis determined by the Management Committee.
 - 10.7.1. The Management Committee shall nominate 2 persons to authorise financial payments.

11. Chairperson

- 11.1. The chairperson shall preside at all meetings of the Association.
- 11.2. In the event of the absence of the chairperson, the vice-chairperson shall preside.

11.3. In the event of both being absent, a member shall be elected by those members who are present, to chair the meeting.

11.4. The chairperson shall perform other duties as indicated by these rules.

12. Secretary

12.1. Shall manage the correspondence of the Association.

12.2. Keep full and correct minutes of the proceedings of the Management Committee meetings and general meetings.

12.3. Maintain a register of members including name, email, postal or residential address of the members.

12.4. Maintain a record of office holders including their name, emails, postal or residential address.

12.5. Maintain a current copy of the constitution.

12.6. Ensure the safe custody of the books of the Association, other than the financial records, financial statements and financial reports.

12.7. At the request of a member, the secretary must make the copy of the rules available for inspection by the member. The member may make a copy of or take an extract from the copy of the rules but does not have the right to remove the rules for that purpose.

12.8. Have custody of all books, documents, records and registers of the Association other than those required to be kept and maintained by or in the custody of, the treasurer.

12.9. Carry out other duties as prescribed by the Management Committee.

13. Treasurer

13.1. Collect and receive monies due to the Association and issue receipts.

13.2. Make payments with the authority of a Management Committee, general meeting or AGM, with payments authorised by the treasurer and 1 of the persons nominated in 10.7.1

13.3. Present at Management Committee meetings a report, balance sheet or financial statement.

13.4. Present at the AGM, a report of the review of the annual financial statements as required for a Tier 1 association.

13.5. Have custody of all securities, books, and documents of a financial nature and accounting records of the Association.

14. Casual Vacancies in membership

- 14.1. A casual vacancy occurs in the position of a member of the Management Committee and that position becomes vacant if the member:
 - 14.1.1. dies
 - 14.1.2. resigns by notice in writing delivered to the secretary, or if the member is the secretary, to the chairperson
 - 14.1.3. is convicted of an offence under the Act
 - 14.1.4. is permanently incapacitated by mental or physical ill health
 - 14.1.5. has his or her nomination withdrawn, in writing to the chairperson, by the appointing body as per Rule 5
 - 14.1.6. is expelled under Rule 9
 - 14.1.7. ceases to be a member of the Association
 - 14.1.8. is the subject of a resolution passed by a Management Committee meeting terminating his or her appointment as a committee member

15. Proceedings

- 15.1. All Management Committee appointed members have a deliberate vote at committee meetings, general meetings and the AGM. Ex officio members do not have a deliberate vote at any of these meetings.
- 15.2. A question arising at an Association meeting shall be decided by the majority of votes. In the event of equal voting, the chairperson shall have the casting vote.

16. Meetings

- 16.1. Annual General Meeting
 - 16.1.1. The Annual General Meeting shall be held no later than 6 months after the end of the financial year.
 - 16.1.2. The financial year of the Association is 1 July to 30 June.
 - 16.1.3. The secretary shall give members by email or mail, at least 14 days notice of the date of the Annual General Meeting and must specify when and where the meeting is to be held and the particulars and order in which business is to be transacted.
 - 16.1.4. A quorum at the Annual General Meeting shall be a minimum of 5 members. If at the end of 30 minutes after the time appointed in the notice for the opening of the meeting there is no quorum, the meeting shall adjourn for 1 week. If at the rescheduled meeting there is no quorum, those members present shall form a quorum and conduct the business of the meeting.
 - 16.1.5. Each member of the Management Committee has 1 vote.
 - 16.1.6. Each land user member has 1 vote with a maximum of 2 land user votes per single business enterprise.
- 16.2. General Meetings
 - 16.2.1. General meetings may be called by the committee or at the request of the chairperson or secretary or on the written request of 20% of members of the association.
 - 16.2.2. The secretary shall within 30 days of receiving a request under sub-rule 16.2.1, convene an association meeting.
 - 16.2.3. The secretary shall give by email or mail, 7 days notice of the date of the general meeting to members. Notice of meeting shall set out the business of the meeting and no other business shall be dealt with.
 - 16.2.4. At a general meeting five members constitutes a quorum. If at the end of 30 minutes from the notified commencement time for the meeting, there is no quorum, the

meeting shall adjourn for 1 week. If at the rescheduled meeting there is no quorum, those members present shall form a quorum and conduct the business of the meeting.

16.2.5. Each member of the Management Committee has 1 vote.

16.2.6. Each land user member has 1 vote with a maximum of 2 land user votes per single business enterprise.

16.3. Management Committee Meetings

16.3.1. The Management Committee must hold a minimum of 4 committee meetings.

16.3.2. At a committee meeting, 3 members constitute a quorum.

16.3.3. Each appointed member of the Management Committee has 1 vote. Ex officio members do not have a vote.

16.3.4. Meetings may be face to face or an online meeting or a combination of both.

17. Minutes of Meetings

17.1. The secretary shall keep minutes of the proceedings of all committee meetings, Annual General Meetings and general meetings.

17.2. The chairperson shall ensure that the minutes taken of any association meeting are checked and signed as correct by the chairperson of that meeting.

17.3. When minutes have been signed as correct, they are until the contrary is proved, evidence that:

17.3.1. the association meeting to which they relate was duly convened and held

17.3.2. all appointments or elections purporting to have been made at the meeting, have been validly made

18. Alteration of Constitution

18.1. The Association may alter or rescind these rules or make additional rules by:

18.1.1. giving notice of any proposed alteration to members at least 4 weeks prior to the Annual General Meeting

18.1.2. a special resolution carried by 75% of the members at the meeting who are eligible to vote

18.1.3. within 1 month of the passing of a special resolution altering its rules, advise the Commissioner in writing, of the changes; an alteration of the rules of the Association does not take effect until the approval of the Commissioner is given

19. Common Seal

19.1. The Association shall have a common seal on which its corporate name shall appear in legible letters.

19.2. The common seal of the association shall be used with the authority of the Management Committee and its use recorded by the secretary.

19.3. The affixing of the common seal shall be witnessed by any 2 of the chairperson, the vice-chairperson, the secretary or the treasurer.

19.4. The common seal shall be kept in the custody of the secretary or another person authorised by the Management Committee.

20. Public Statements

- 20.1. Public statements on behalf of the Association, whether written or verbal, shall be issued by the chairperson or another person approved by the Chairperson at a Management Committee meeting.

21. Payments to Committee Members

- 21.1. Commitments to incur costs on behalf of the association need the approval of a committee meeting, general meeting or AGM.
- 21.2. The property and income of the Association shall be applied solely towards the promotion of the object of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly to members, except in good faith in the promotion of the object.
- 21.3. A payment to a member out of the funds of the Association will be authorised if:
 - 21.3.1. the payment is in good faith to the member as reasonable remuneration for any services provided to the Association or for goods supplied to the Association, in the ordinary course of business **or**
 - 21.3.2. the reimbursement is of reasonable expenses properly incurred by the member on behalf of the Association

22. Inspection of records of the Association

- 22.1. A member may at any reasonable time inspect without charge, the books, documents, records and securities of the Association by giving 7 days notice in writing to the secretary for such inspection. The member may make a copy or take an extract from the register but shall have no right to remove the register for that purpose.

23. Disputes and mediation

- 23.1. The grievance procedure set out in this rule applies to disputes under these rules between:
 - 23.1.1. a member and another member **or**
 - 23.1.2. a member and the Association **or**
 - 23.1.3. if the Association provides services to non-members, those non-members who receive services from the Association and the Association
- 23.2. The parties to the dispute must meet and discuss the matter in dispute and if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 23.3. If the parties are unable to resolve the dispute at the meeting or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- 23.4. The mediator must be:
 - 23.4.1. a person chosen by agreement between the parties **or**
 - 23.4.2. in the absence of agreement:
 - 23.4.2.1. in the case of a dispute between a member and another member, a person appointed by the committee of the Association
 - 23.4.2.2. in the case of a dispute between a member or non-member (as defined by sub-rule 23.1.3) and the Association, a person who is a mediator appointed to or employed with, a not-for-profit organisation

- 23.5. A member of the Association can be a mediator.
- 23.6. The mediator cannot be a member who is a party to the dispute.
- 23.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 23.8. The mediator, in conducting the mediation, must:
 - 23.8.1. give the parties to the mediation process every opportunity to be heard
 - 23.8.2. allow due consideration by all parties of any written statement submitted by any party **and**
 - 23.8.3. ensure that natural justice is accorded to the parties to the dispute throughout the mediation process; the mediator must not determine the dispute
- 23.9. The mediation must be confidential and without prejudice.
- 23.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

24. Dissolution

- 24.1. The Association may be wound up by a resolution of 75% of those members present at a general meeting called for such purpose.
- 24.2. If on winding up the association, any property of the association remains after settlement of the debts and liabilities of the association and the costs, charges and expenses of that winding up, that property shall be distributed:
 - 24.2.1. to another incorporated association having objectives similar to those of the association **or**
 - 24.2.2. for charitable or benevolent purposes
- 24.3. Either outcome 24.2.1 or 24.2.2 shall be determined by a resolution of the members.