



**SHIRE OF WOODANILLING**

**ATTACHMENT BOOKLET FOR  
ORDINARY COUNCIL MEETING**

23 August 2022 at 4pm

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- 8.1 Unconfirmed Minutes of the 19 July OCM
- 12.1.1 Draft 2022-2023 Plant Replacement Program
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# SHIRE OF WOODANILLING

## ORDINARY MEETING OF COUNCIL Unconfirmed Minutes 19 July 2022

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

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

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

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

## ORDINARY MEETING OF COUNCIL MINUTES

Minutes of the Ordinary Council Meeting of the Shire of Woodanilling held Tuesday 19 July 2022 in the Council Chambers, 3316 Robinson Road, Woodanilling.

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Shire President, Councillor Jefferies declared the meeting opened at 4.00pm and welcomed the Councillors and staff.

#### 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".

**Chief Executive Officer, Ms Kellie Bartley, declared a Financial Interest in item 16.1 – 6 Month Probation Period – Chief Executive Officer, as the Chief Executive Officer, Council is assessing the performance and KPI's assessment.**

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

#### Present:

|                |                        |
|----------------|------------------------|
| Cr S Jefferies | Shire President        |
| Cr HR Thomson  | Deputy Shire President |
| Cr P Morrell   |                        |
| Cr D Douglas   |                        |
| Cr T Brown     |                        |
| Cr B Smith     |                        |

#### Officers:

|                |                         |
|----------------|-------------------------|
| Kellie Bartley | Chief Executive Officer |
|----------------|-------------------------|

Sue Dowson Deputy CEO  
Gillian French Special Projects Officer

**Apologies:**

Nil

**Observers:**

Nil

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

Nil

**4. PUBLIC QUESTION TIME**

Nil

**5. PETITIONS / DEPUTATIONS / PRESENTATIONS**

Nil

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Nil

**8. CONFIRMATION OF COUNCIL MEETING MINUTES:**

**8.1. ORDINARY MEETING OF COUNCIL HELD – 21 JUNE 2022**

**COUNCIL RESOLUTION OCM62/07/2022**

**Moved Cr Smith**                      **Seconded Cr Morrell**

That the Minutes of the Ordinary Meeting of Council held 21 June 2022 be confirmed as a true and correct record of proceedings without amendment.

**CARRIED 6/0**

**9. CONFIRMATION OF OTHER MEETING MINUTES:**

**9.1. LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING 19/05/2022**

**COUNCIL RESOLUTION OCM63/07/2022**

**Moved Cr Thomson**                      **Seconded Cr Morrell**

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

**CARRIED 6/0**

**9.2. GREAT SOUTHERN TREASURES MEETING 31/05/2022**

**COUNCIL RESOLUTION OCM64/07/2022**

**Moved Cr Thomson**                      **Seconded Cr Morrell**

That the Minutes of the Great Southern Treasures Meeting held at the Kojonup on 31 May 2022 be received by Council.

**CARRIED 6/0**

**9.3. AUDIT COMMITTEE MEETING 21/06/2022**

**COUNCIL RESOLUTION OCM65/07/2022**

**Moved Cr Thomson**                      **Seconded Cr Douglas**

That the Minutes of the Audit Committee Meeting held at the Shire of Woodanilling on 21 June 2022 be received by Council.

**CARRIED 6/0**

**9.4. GREAT SOUTHERN COUNTRY ZONE MEETING 24/06/2022****COUNCIL RESOLUTION OCM66/07/2022****Moved Cr Brown                      Seconded Cr Morrell**

That the Minutes of the Great Southern Country Zone Meeting held at the Shire of Jerramungup on 24 June 2022 be received by Council.

**CARRIED 6/0****9.5. TRANSPORT, PLANT & WORKS COMMITTEE MEETING 20/06/2022**

(Minutes distributed under a separate cover.)

**COUNCIL RESOLUTION OCM67/07/2022****Moved Cr Thomson                      Seconded Cr Morrell**

That the Minutes and Committee recommendations in relation to the Transport, Plant & Works Committee held 20 June 2022 for items numbers 5.1, 6.3, 6.4 and 6.5 be carried en bloc as requested by the Shire President.

**CARRIED 6/0****COUNCIL RESOLUTION OCM68/07/2022****Moved: Cr Morrell                      Seconded: Cr Douglas**

That the Minutes of the Transport, Plant and Works Committee Meeting held at the Shire of Woodanilling on 20 June 2022 be received by Council.

**ITEM 5.1 –TRANSPORT, PLANT AND WORKS ADVISORY COMMITTEE RECOMMENDATION – TPW 04/06/2022**

*That the Transport, Plant and Works Advisory Committee recommends to Council;*

- 1) *Reviews and consider the current plant and equipment as contained in ATTACHMENT 5.1.1 with changes to be made accordingly and including:*
  - a) *Cost benefits for hire roller versus hours to be utilised;*
  - b) *Multityred roller costings versus hire costs;*
  - c) *Review 2<sup>nd</sup> hand costs versus new for the multityred roller;*
  - d) *Add line item for document for hire equipment and contractors.*
- 2) *Put forward a proposed \$250,000 into the Plant Reserve pending final figures for yearend of surplus funds;*
- 3) *Recommends to the Chief Executive Officer to consider the additional position to the works crew in the 2022/2023 draft annual budget.*

**ITEM 6.3 – TRANSPORT, PLANT & WORKS COMMITTEE RECOMMENDATION – TPW05/06/2022**

*That the TPW Committee recommends to Council:*

- 1) *Requests the Chief Executive Officer to liaise with Regional Road Group to understand the reasons behind the lesser value in the grants process for the annual direct grants contribution for the Shire of Woodanilling.*

**ITEM 6.4 – TRANSPORT, PLANT & WORKS COMMITTEE RECOMMENDATION – TPW06/06/2022**

*That the TPW Committee recommends to Council:*

- 1) *Notes the Roads within the current Roads to Recovery Program pending outcomes from the RAMM Report and the 10 year roads program.*

**ITEM 6.5 – TRANSPORT, PLANT & WORKS COMMITTEE RECOMMENDATION – TPW07/06/2022**

*That the TPW Committee recommends to Council:*

- 1) To supports the request for the Chief Executive Officer to nominate Youngs Road, Beaufort River, Leggoe Road & Gorn Road to be placed on the funding round; and
- 2) Recommends to Council for the Chief Executive Officer to further seek support from Fletchers International should additional support or contribution be required as part of the application process.

**CARRIED EN BLOC**

#### **9.6. GREAT SOUTHERN REGIONAL ROAD GROUP MEETING 29/04/2022**

##### **COUNCIL RESOLUTION OCM69/07/2022**

**Moved Cr Morrell                      Seconded Cr Smith**

That the draft Minutes of the Great Southern Regional Road Group Meeting held at the Shire of Ravensthorpe on 29 April 2022 be noted by Council.

**CARRIED 6/0**

#### **9.7. AUDIT COMMITTEE MEETING 19/07/2022**

##### **COUNCIL RESOLUTION OCM70/07/2022**

**Moved Cr Thomson                      Seconded Cr Morrell**

That the unconfirmed Minutes of the Audit Committee Meeting held at the Shire of Woodanilling on 19 July 2022 be received by Council.

**CARRIED 6/0**

## **10. REPORTS OF OFFICERS**

## **11. REGULATORY SERVICES**

Nil to report.

## **12. INFRASTRUCTURE SERVICES**

Nil to report.

## 13. CORPORATE SERVICES

### 13.1.LIST OF ACCOUNTS FOR PAYMENT – 30 JUNE 2022

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0066  |
| <b>Date of Report</b>             | 14 July 2022   |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Cath Painter, Accountant   |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <b>Attachment No. 13.1.1</b> – List of Accounts for Payment – 30 June 2022   |

#### BRIEF SUMMARY

The purpose of this report is to present to Council the list of accounts paid, for the month ending 30 June 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

#### BACKGROUND/COMMENT

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

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

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

#### Payments up to 30 June 2022

| Payment Type                                   | Account Type     | Amount \$           |
|--|------------------|---------------------|
| Automatic Payment Deductions (Direct Debits)   | Municipal        | \$16,285.03         |
| Cheque Payments (cheque numbers 15353 & 15358) | Municipal        | \$10,680.24         |
| EFT Payments #6172 to #6249                    | Municipal        | \$165,205.91        |
| <b>Sub Total</b>                               | <b>Municipal</b> | <b>\$192,171.18</b> |
| Payments                                       | <b>Trust</b>     | \$0.00              |
| Payments                                       | <b>Reserve</b>   | \$0.00              |
| <b>Totals</b>                                  |                  | <b>\$192,171.18</b> |

#### STATUTORY/LEGAL IMPLICATIONS

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

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

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

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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

#### **THEME 3**

#### **Governance**

#### **OBJECTIVES**

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

#### **STRATEGIES**

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

### **CONSULTATION/COMMUNICATION**

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

### **RISK MANAGEMENT**

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

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

| <b>Risk Rating</b> | <b>Action</b> |
|--------------------|---------------|
|                    |               |

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council accepts the list of accounts, totalling \$192,171.18 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 June 2022, as contained within **ATTACHMENT 13.1.1.**

### COUNCIL RESOLUTION OCM71/07/2022

**Moved Cr Morrell                      Seconded Cr Smith**

That Council accepts the list of accounts, totalling \$192,171.18 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 June 2022, as contained within **ATTACHMENT 13.1.1.**

**CARRIED 6/0**

| Transaction ID           | Date       | Name  | Description  | Amount    |
|--------------------------|------------|---|--|-----------|
| <b>Municipal Account</b> |            |   |  |           |
| <b>EFT Payments</b>      |            |   |  |           |
| EFT6172                  | 03/06/2022 | Office of the Auditor General                             | Fee for certification of the Roads to Recovery funding- ending 30/6/2021                 | -2640.00  |
| EFT6173                  | 03/06/2022 | Geoff John Williamson T/A Katanning Districts Carpet Care | Weekly Cleaning Pavillion 18/5/22 & Shire Office 22/5/2022                               | -630.00   |
| EFT6174                  | 03/06/2022 | Kingspan Environmental Pty Ltd                            | completion-final payment 112KL heritage streamline tank- Robinson Road                   | -4097.60  |
| EFT6175                  | 03/06/2022 | PCS   | FO upgrade to Abode Pro DC, DCEO add in for records enabled, FO stamps for Adobe updated | -595.00   |
| EFT6176                  | 03/06/2022 | DFES  | ESL Quarter 4 Contribution   | -3282.40  |
| EFT6177                  | 03/06/2022 | Landgate Valuation & Property Analytics                   | Rural UV General Revaluation 2021/2022   | -4481.55  |
| EFT6178                  | 03/06/2022 | Albany Best Office Systems                                | Photocopier Count- May 2022  | -410.16   |
| EFT6179                  | 03/06/2022 | Staff Christmas Club                                      | Payroll deductions   | -327.00   |
| EFT6180                  | 03/06/2022 | E Fire & Safety   | Fire Extinguisher Service- 6 monthly & 5 yearly services                                 | -1075.80  |
| EFT6181                  | 03/06/2022 | Ambrose Electrical Contracting                            | Depot workshop tagging & 33 x tags- May 2022   | -329.50   |
| EFT6182                  | 10/06/2022 | Hugh Russel Thomson                                       | Refund of Election Nomination Fee- 2021 October Election                                 | -80.00    |
| EFT6183                  | 10/06/2022 | The Woodanilling Tavern                                   | Catering for OCM 24/5/2022   | -198.00   |
| EFT6184                  | 10/06/2022 | Dale Stuart Douglas                                       | Refund of Election Nomination Fee- 2021 October Elections                                | -80.00    |
| EFT6185                  | 10/06/2022 | Geoff John Williamson T/A Katanning Districts Carpet Care | Weekly Cleaning Pavilion- 1/6/2022 Shire Office- 5/6/2022                                | -315.00   |
| EFT6186                  | 10/06/2022 | Western Stabilisers Pty Ltd                               | Lime & Cement Stabilisation with Mobilisation/Demobilisation- Oxley Road                 | -33354.53 |
| EFT6187                  | 10/06/2022 | Able Sales Pty Ltd  | NDDR Funding- Generator  | -10140.00 |
| EFT6188                  | 10/06/2022 | Beverly Jayne Smith                                       | Refund of Election Nomination Fee 2021(Extra Ordinary)                                   | -80.00    |
| EFT6189                  | 10/06/2022 | Feather Farm  | Bond Refund- Pavillion- Church Services once a month                                     | -400.00   |
| EFT6190                  | 10/06/2022 | Conplant Pty Ltd  | Hire Charge 3/5/2022 to 31/5/2022 and Hire Delivery                                      | -6039.00  |
| EFT6191                  | 10/06/2022 | Katanning Stock & Trading                                 | 10m Black Plastic- Onslow Road Culvert   | -40.00    |
| EFT6192                  | 10/06/2022 | Synergy   | Street lighting 25/4/2022 to 24/5/2022   | -615.37   |
| EFT6193                  | 10/06/2022 | Blights Auto Electrics                                    | check and supply new battery to vehicle- WO 00   | -590.00   |
| EFT6194                  | 10/06/2022 | Great Southern Fuel Supplies                              | Bulk Diesel- 31/5/2022   | -17022.48 |
| EFT6195                  | 10/06/2022 | Katanning Plant Hire                                      | Supply of Stablised sand on 3/6/2022-Onslow Road Culvert                                 | -1650.00  |
| EFT6196                  | 10/06/2022 | LGISWA  | Reimbursement of Skin Screening conducted in Feb 2022                                    | -72.50    |
| EFT6197                  | 10/06/2022 | Emerald Garden  | Bereavement Flowers for staff member   | -70.00    |
| EFT6198                  | 10/06/2022 | Staff Christmas Club                                      | Payroll deductions   | -327.00   |
| EFT6199                  | 10/06/2022 | Visimax   | E-flares & accessories for standpipe trailers  | -1701.44  |
| EFT6200                  | 10/06/2022 | Widespread Contracting                                    | Hire and Operator of Excavator- Onslow Road Culvert                                      | -1155.00  |
| EFT6201                  | 10/06/2022 | Officeworks   | D Batteries for E-Flares   | -53.95    |
| EFT6202                  | 22/06/2022 | QFH Multiparts  | Hydraulic Hose and Labour- WO 007  | -835.73   |
| EFT6203                  | 22/06/2022 | IPEC PTY LTD  | Freight- Chefmaster  | -16.61    |
| EFT6204                  | 22/06/2022 | Geoff John Williamson T/A Katanning Districts Carpet Care | Weekly Cleaning Pavillion- 8/6/2022, Shire Office- 12/6/2022                             | -315.00   |
| EFT6205                  | 22/06/2022 | Chefmaster Australia Pty Ltd                              | Chefmaster Rubbish Bags for Street Bins  | -175.91   |
| EFT6206                  | 22/06/2022 | Stabilisation Technology Pty Ltd                          | Engineering Test and Data Analysis on Oxley Road   | -1604.90  |
| EFT6207                  | 22/06/2022 | CGS Tyres   | 4 x tyre replacement - WO 024  | -830.00   |



|         |            |   |  |          |
|---------|------------|---|--|----------|
| EFT6208 | 22/06/2022 | Hunter Mechanical Services Pty Ltd                        | Vehicle Services on WO 027, WO 024, WO 003, WO 004 plus filters on WO 003 & WO 024                                       | -2032.24 |
| EFT6209 | 22/06/2022 | Station Motors (1974) Pty Ltd                             | 8 x 5 Galvanised Trailer- NDDR Funding   | -4231.65 |
| EFT6210 | 22/06/2022 | Kleenheat Gas   | Yearly Facility Fee- May 2022 to April 2023  | -214.50  |
| EFT6211 | 22/06/2022 | Katanning Hardware  | Onslow Road Culvert- Materials for Netting, Steel Posts, Chipboard & Plyform   | -498.44  |
| EFT6212 | 22/06/2022 | Great Southern Waste Disposal                             | Removal of household rubbish 28/4/2022 to 26/5/2022, Recycling collection 12th & 26th May 2022                           | -2614.04 |
| EFT6213 | 22/06/2022 | Staff Christmas Club                                      | Payroll deductions   | -327.00  |
| EFT6214 | 22/06/2022 | Officeworks   | Stationery- May 2022   | -95.64   |
| EFT6215 | 30/06/2022 | Hugh Russel Thomson                                       | Cr Thomson- Councillor Allowance Claim- June 2022  | -3032.88 |
| EFT6216 | 30/06/2022 | Timothy James Brown                                       | Cr Brown- Councillor Allowance Claim-June 2022   | -2364.00 |
| EFT6217 | 30/06/2022 | Howson Management   | Road Conditions Report for 2022 year, Upload in RAMM   | -3215.96 |
| EFT6218 | 30/06/2022 | Frontline Fire & Rescue                                   | PPE- Face Respirators, Filter Cartridges, Retainer Clips & Filters for Masks   | -3492.83 |
| EFT6219 | 30/06/2022 | LGIS Risk Management                                      | Regional Risk Coordinator Fee 2021-2022 2nd instalment   | -2523.95 |
| EFT6220 | 30/06/2022 | Katanning Pathwest  | Pre-employment Drug & Alcohol Test- New employee   | -35.00   |
| EFT6221 | 30/06/2022 | Shire of Narrogin   | Hire of Jet Patcher for Oxley Road, Private Works Emulsion 2000 litres   | -3881.00 |
| EFT6222 | 30/06/2022 | Dale Stuart Douglas                                       | Cr Douglas Councillor Allowance Claim- June 2022   | -2364.00 |
| EFT6223 | 30/06/2022 | Steven Tweedie  | Councillor Training Day- 20 June 2022 Partial Invoice Units 1-3  | -1980.00 |
| EFT6224 | 30/06/2022 | ABA Security & Electrical                                 | Monitoring of Security System 25/6/2022 to 24/9/2022   | -117.00  |
| EFT6225 | 30/06/2022 | Dallywater Consulting                                     | EHO Services- 25 hours onsite 15-17 March 2022, Total travel from Chittering and return & Total offsite hours- 22.6hours | -8728.72 |
| EFT6226 | 30/06/2022 | Brenton Norrie  | Emergency Works- 13 Cardigan St- Removal of Caved in Ceiling and replace with painting and new cornices                  | -2300.00 |
| EFT6227 | 30/06/2022 | Geoff John Williamson T/A Katanning Districts Carpet Care | Weekly Cleaning- Pavillion 15/6/2022 Shire Office- 19/6/2022   | -630.00  |
| EFT6228 | 30/06/2022 | The Wagin District Farmers Co-operative                   | Catering for OCM 21/6/2022   | -75.84   |
| EFT6229 | 30/06/2022 | Stephen Jefferies   | CR Jefferies- Councillor Allowance Claim-June 2022   | -4035.32 |
| EFT6230 | 30/06/2022 | BGL Solutions   | Sweeping- Tractor with Peruzzo- Mow Oval at 15mm 9/6/2022 & 22/6/2022  | -880.00  |
| EFT6231 | 30/06/2022 | South Regional TAFE                                       | Traffic Management Course- A Arnold  | -238.40  |
| EFT6232 | 30/06/2022 | Beverly Jayne Smith                                       | CR Smith Council Allowance Claim- June 2022  | -2364.00 |
| EFT6233 | 30/06/2022 | APPS Plumbing and Gas Wagin                               | Inspection of shower recess-3347 Robinson Road   | -220.00  |
| EFT6234 | 30/06/2022 | Conplant Pty Ltd  | Glass Window for Broken Door on Hire of Roller   | -385.00  |
| EFT6235 | 30/06/2022 | Synergy   | Synergy Consumption & Usage- Rec Centre and Oval- 15/4/2022 to 17/6/2022   | -4311.06 |
| EFT6236 | 30/06/2022 | Woodanilling Store  | Groceries, Newspaper & Fuel- 30/3/2022 to 7/6/2022   | -267.00  |
| EFT6237 | 30/06/2022 | Blights Auto Electrics                                    | New Battery- WO 025  | -275.00  |
| EFT6238 | 30/06/2022 | Beaurepaires Wagin  | Puncture Repair on WO 027  | -86.00   |
| EFT6239 | 30/06/2022 | Construction Training Fund                                | Annual Remittance of CTF Fees- July 2021 to May 2022   | -6262.47 |

|         |            |                                      |  |          |
|---------|------------|--------------------------------------|--|----------|
| EFT6240 | 30/06/2022 | Peter Gordon Morrell                 | Cr Morrell- Councillor Allowance Claim- June 2022  | -2364.00 |
| EFT6241 | 30/06/2022 | PCS                                  | Renew Security Certificate, Accountant passwords checked, SPO Synergy icon added to desktop, Installed JAVA for FO | -392.50  |
| EFT6242 | 30/06/2022 | BTW Rural Supplies                   | Camlocks for Central Brigade Vehicle   | -299.00  |
| EFT6243 | 30/06/2022 | St Lukes Medical Centre              | Pre-employment check- New employee   | -132.00  |
| EFT6244 | 30/06/2022 | Hanson Construction Material Pty Ltd | 20 tonnes of 5mm bluemetal- Oxley Raod   | -902.00  |
| EFT6245 | 30/06/2022 | Katanning Hardware                   | Saber 5 Piece Burr Set required for Tree Saw   | -177.20  |
| EFT6246 | 30/06/2022 | Albany Best Office Systems           | Photocopier Count- 20/5/2022 to 20/06/2022   | -514.34  |
| EFT6247 | 30/06/2022 | Staff Christmas Club                 | Payroll deductions   | -327.00  |
| EFT6248 | 30/06/2022 | E Fire & Safety                      | 4.5KG ABE DCP Fire Extinguisher & Blanket for GENSET   | -247.50  |
| EFT6249 | 30/06/2022 | Ambrose Electrical Contracting       | Replace light switch in CEO office- electrical fault   | -140.00  |

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**EFT Total Payments** -165,205.91

**Cheque Payments**

|       |            |                                 |   |          |
|-------|------------|---------------------------------|---|----------|
| 15353 | 30/06/2022 | Hall Electrical & Data Services | Supply and Install a Manual Change Over switch, outlets, cabling at the Shire of Woodanilling Office  | -8340.74 |
|       |            |                                 | Supply and Install a Manual change Over switch, outlets and cabling at sports ground. Supply 32A lead |          |
| 15354 | 30/06/2022 | Kingspan Environmental Pty Ltd  | Final Payment- 115KL Heritage Streamline Tank- Church Road  | -2048.80 |
| 15356 | 30/06/2022 | Department of Transport         | Special Series Plate Application- 685WO   | -200.00  |
| 15357 | 30/06/2022 | Department of Transport         | Community Jetty Renewal Fee- Jetty Number 4106- Lake Queerearrup July 2022-June 2023                  | -43.70   |
| 15358 | 30/06/2022 | Petty Cash Recoup               | Petty Cash Reimbursement- June 2022   | -47.00   |

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**Total Cheque Payments** -10,680.24

**Direct Debit Payments**

|          |            |                                 |   |          |
|----------|------------|---------------------------------|---|----------|
| DD4177.1 | 01/06/2022 | Aware Super                     | Payroll deductions                          | -1177.81 |
| DD4177.2 | 01/06/2022 | Australian Superannuation       | Superannuation contributions                | -409.82  |
| DD4177.3 | 01/06/2022 | QSuper - Payclear               | Superannuation contributions                | -189.21  |
| DD4177.4 | 01/06/2022 | Hesta                           | Payroll deductions                          | -459.91  |
| DD4177.5 | 01/06/2022 | Colonial Select Personnel Super | Superannuation contributions                | -102.63  |
| DD4177.6 | 01/06/2022 | REST                            | Superannuation contributions                | -188.09  |
| DD4177.7 | 01/06/2022 | OnePath Custodians              | Superannuation contributions                | -157.85  |
| DD4181.1 | 04/06/2022 | NAB - Credit Card               | Credit Card Monthly Fee- May 2022           | -530.82  |
| DD4182.1 | 13/06/2022 | Telstra                         | Telstra Mobile- May 2022                    | -321.94  |
| DD4195.1 | 08/06/2022 | Aware Super                     | Payroll deductions                          | -1129.15 |
| DD4195.2 | 08/06/2022 | Australian Superannuation       | Superannuation contributions                | -462.91  |
| DD4195.3 | 08/06/2022 | QSuper - Payclear               | Superannuation contributions                | -189.21  |
| DD4195.4 | 08/06/2022 | Hesta                           | Payroll deductions                          | -459.91  |
| DD4195.5 | 08/06/2022 | Colonial Select Personnel Super | Superannuation contributions                | -102.63  |
| DD4195.6 | 08/06/2022 | REST                            | Superannuation contributions                | -188.09  |
| DD4195.7 | 08/06/2022 | OnePath Custodians              | Superannuation contributions                | -85.69   |
| DD4219.1 | 15/06/2022 | Aware Super                     | Payroll deductions                          | -1097.94 |
| DD4219.2 | 15/06/2022 | Australian Superannuation       | Superannuation contributions                | -444.33  |
| DD4219.3 | 15/06/2022 | QSuper - Payclear               | Superannuation contributions                | -189.21  |
| DD4219.4 | 15/06/2022 | Hesta                           | Payroll deductions                          | -459.91  |
| DD4219.5 | 15/06/2022 | Colonial Select Personnel Super | Superannuation contributions                | -102.63  |
| DD4219.6 | 15/06/2022 | REST                            | Superannuation contributions                | -188.09  |
| DD4219.7 | 15/06/2022 | OnePath Custodians              | Superannuation contributions                | -152.78  |
| DD4220.1 | 30/06/2022 | Telstra                         | Telstra- Landline Distribution to 10/6/2022 | -211.55  |

|  |            |                                 |  |                    |
|--|------------|---------------------------------|--|--------------------|
| DD4221.2                                 | 30/06/2022 | Water Corporation               | Water Charges- Unit 1/3 Cardigan St 1/5/2022-30/6/2022             | -848.79            |
| DD4221.3                                 | 29/06/2022 | Water Corporation               | Water Charges and Usage- 3327 Robinson Road 11/4/2022 to 10/6/2022 | -870.47            |
| DD4226.1                                 | 15/06/2022 | 3E Advantage Pty Limited        | Photocopier Rental- June 2022                                      | -165.00            |
| DD4226.2                                 | 20/06/2022 | SkyMesh                         | Internet Contract- 20/6/2022 to 19/7/2022                          | -125.00            |
| DD4229.1                                 | 22/06/2022 | Aware Super                     | Payroll deductions   | -1107.88           |
| DD4229.2                                 | 22/06/2022 | Australian Superannuation       | Superannuation contributions                                       | -441.68            |
| DD4229.3                                 | 22/06/2022 | QSuper - Payclear               | Superannuation contributions                                       | -189.21            |
| DD4229.4                                 | 22/06/2022 | Hesta                           | Payroll deductions   | -459.91            |
| DD4229.5                                 | 22/06/2022 | Colonial Select Personnel Super | Superannuation contributions                                       | -102.63            |
| DD4229.6                                 | 22/06/2022 | REST                            | Superannuation contributions                                       | -188.09            |
| DD4229.7                                 | 22/06/2022 | OnePath Custodians              | Superannuation contributions                                       | -150.52            |
| DD4230.1                                 | 28/06/2022 | ClickSuper                      | ClickSuper Transaction & Facility Fee- May 2022                    | -18.70             |
| DD4270.1                                 | 29/06/2022 | Aware Super                     | Payroll deductions   | -1081.31           |
| DD4270.2                                 | 29/06/2022 | Australian Superannuation       | Superannuation contributions                                       | -441.68            |
| DD4270.3                                 | 29/06/2022 | QSuper - Payclear               | Superannuation contributions                                       | -189.21            |
| DD4270.4                                 | 29/06/2022 | Hesta                           | Payroll deductions   | -459.91            |
| DD4270.5                                 | 29/06/2022 | Colonial Select Personnel Super | Superannuation contributions                                       | -102.63            |
| DD4270.6                                 | 29/06/2022 | REST                            | Superannuation contributions                                       | -188.09            |
| DD4270.7                                 | 29/06/2022 | OnePath Custodians              | Superannuation contributions                                       | -152.21            |
| <b>Total Direct Debit Payments</b>       |            |                                 |  | <b>-16,285.03</b>  |
| Municipal Account List of Payments Total |            |                                 |  | <b>-192,171.18</b> |

## 13.2. STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 30 JUNE 2022

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0066  |
| <b>Date of Report</b>             | 14 <sup>th</sup> July 2022   |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Cath Painter, Accountant   |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <b>Attachment No.13.2.1</b> – Monthly Financial Report 30 June 2022  |

### BRIEF SUMMARY

The Statement of Financial Activity for period ending 30 June 2022 together with associated commentaries are presented for Council's consideration.

### BACKGROUND/COMMENT

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

### STATUTORY/LEGAL IMPLICATIONS

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

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

### POLICY IMPLICATIONS

There is no Council Policy relevant to this item.

### FINANCIAL IMPLICATIONS

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

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

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

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

#### STRATEGIES

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

### CONSULTATION/COMMUNICATION

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

**RISK MANAGEMENT**

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

| Consequence<br>Likelihood | Insignificant | Minor  | Moderate | Major  | Extreme |
|---------------------------|---------------|--------|----------|--------|---------|
| Almost Certain            | Medium        | High   | High     | Severe | Severe  |
| Likely                    | Low           | Medium | High     | High   | Severe  |
| Possible                  | Low           | Medium | Medium   | High   | High    |
| Unlikely                  | Low           | Low    | Medium   | Medium | High    |
| Rare                      | Low           | Low    | Low      | Low    | Medium  |

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER’S RECOMMENDATION**

That Council receives the monthly statement of Financial Activity for the period of 30 June 2022, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **ATTACHMENT 13.2.1**.

**COUNCIL RESOLUTION OCM72/07/2022**

**Moved Cr Douglas                      Seconded Cr Smith**

That Council receives the monthly statement of Financial Activity for the period of 30 June 2022, in accordance with section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in **ATTACHMENT 13.2.1**.

**CARRIED 6/0**

**SHIRE OF WOODANILLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 June 2022**

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

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**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 30 JUNE 2022**

**STATUTORY REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**GOVERNANCE**

Members of Council  
Administration

**ACTIVITIES**

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

**GENERAL PURPOSE FUNDING**

Rates  
General Purpose Revenue

Rates, General Purpose Government Grants, Interest on Investments.

**LAW, ORDER, PUBLIC SAFETY**

Fire Prevention  
Animal Control  
Other

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

**HEALTH**

Preventative Services  
Community Health  
Other

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

**EDUCATION AND WELFARE**

Disability Access & Inclusion  
Care of Senior Citizens

Well aged housing and services for youth and aged.

**HOUSING**

Staff Housing

Provision and maintenance of staff housing.

**COMMUNITY AMENITIES**

Sanitation  
Stormwater Drainage  
Town Planning  
Protection of Environment  
Other

Refuse site, cemetery and public conveniences.

**RECREATION AND CULTURE**

Public Halls  
Swimming areas  
Libraries  
Other

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

**TRANSPORT**

Road Construction  
Road Maintenance  
Road Plant Purchases  
Transport Licensing Agency

Road construction and maintenance, footpaths and traffic signs.

**ECONOMIC SERVICES**

Rural Services  
Tourism  
Building Control  
Other

Area promotion, pest control and building control.

**OTHER PROPERTY AND SERVICES**

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

Private works, public works overheads and plant operation.

**STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM  
FOR THE PERIOD ENDED 30 JUNE 2022**

**STATUTORY REPORTING PROGRAMS**

|   | Ref<br>Note | Amended<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|   |             | \$                 | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)        | 485,418            | 485,418              | <b>485,418</b>       | 0                  | 0.00%                 |      |
| <b>Revenue from operating activities</b>                        |             |                    |                      |                      |                    |                       |      |
| Governance  |             | 0                  | 0                    | <b>33,456</b>        | 33,456             | 0.00%                 | ▲    |
| General purpose funding - general rates                         | 6           | 820,811            | 820,811              | <b>820,579</b>       | (232)              | (0.03%)               |      |
| General purpose funding - other                                 |             | 409,726            | 409,726              | <b>1,063,399</b>     | 653,673            | 159.54%               | ▲    |
| Law, order and public safety                                    |             | 42,043             | 42,043               | <b>49,626</b>        | 7,583              | 18.04%                |      |
| Health  |             | 0                  | 0                    | <b>561</b>           | 561                | 0.00%                 |      |
| Education and welfare   |             | 106,500            | 106,500              | <b>62,493</b>        | (44,007)           | (41.32%)              | ▼    |
| Housing   |             | 23,700             | 23,700               | <b>25,466</b>        | 1,766              | 7.45%                 |      |
| Community amenities   |             | 31,200             | 31,200               | <b>28,562</b>        | (2,638)            | (8.46%)               |      |
| Recreation and culture  |             | 5,405              | 5,405                | <b>19,633</b>        | 14,228             | 263.24%               | ▲    |
| Transport   |             | 254,072            | 254,072              | <b>265,199</b>       | 11,127             | 4.38%                 |      |
| Economic services   |             | 26,280             | 26,280               | <b>38,603</b>        | 12,323             | 46.89%                | ▲    |
| Other property and services                                     |             | 24,750             | 24,750               | <b>79,298</b>        | 54,548             | 220.40%               | ▲    |
|   |             | <b>1,744,487</b>   | <b>1,744,487</b>     | <b>2,486,875</b>     | 742,388            |                       |      |
| <b>Expenditure from operating activities</b>                    |             |                    |                      |                      |                    |                       |      |
| Governance  |             | (265,716)          | (265,716)            | <b>(202,386)</b>     | 63,330             | 23.83%                | ▲    |
| General purpose funding   |             | (19,022)           | (19,022)             | <b>(21,546)</b>      | (2,524)            | (13.27%)              |      |
| Law, order and public safety                                    |             | (129,741)          | (129,741)            | <b>(122,522)</b>     | 7,219              | 5.56%                 |      |
| Health  |             | (35,224)           | (35,224)             | <b>(60,194)</b>      | (24,970)           | (70.89%)              | ▼    |
| Education and welfare   |             | (58,005)           | (58,005)             | <b>(42,621)</b>      | 15,384             | 26.52%                | ▲    |
| Housing   |             | (47,249)           | (47,249)             | <b>(71,672)</b>      | (24,423)           | (51.69%)              | ▼    |
| Community amenities   |             | (143,407)          | (143,407)            | <b>(181,077)</b>     | (37,670)           | (26.27%)              | ▼    |
| Recreation and culture  |             | (227,326)          | (227,326)            | <b>(243,611)</b>     | (16,285)           | (7.16%)               |      |
| Transport   |             | (1,562,340)        | (1,562,340)          | <b>(1,580,129)</b>   | (17,789)           | (1.14%)               |      |
| Economic services   |             | (75,183)           | (75,183)             | <b>(77,639)</b>      | (2,456)            | (3.27%)               |      |
| Other property and services                                     |             | (190,687)          | (190,687)            | <b>(45,843)</b>      | 144,844            | 75.96%                | ▲    |
|   |             | <b>(2,753,900)</b> | <b>(2,753,900)</b>   | <b>(2,649,242)</b>   | 104,658            |                       |      |
| Non-cash amounts excluded from operating activities             | 1(a)        | 977,007            | 977,007              | <b>775,911</b>       | (201,096)          | (20.58%)              | ▼    |
| <b>Amount attributable to operating activities</b>              |             | <b>(32,406)</b>    | <b>(32,406)</b>      | <b>613,544</b>       | 645,950            |                       |      |
| <b>Investing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 12          | 303,465            | 303,465              | <b>234,449</b>       | (69,016)           | (22.74%)              | ▼    |
| Payments for property, plant and equipment and infrastructure   | 8           | (736,477)          | (736,477)            | <b>(516,595)</b>     | 219,882            | 29.86%                | ▲    |
| <b>Amount attributable to investing activities</b>              |             | <b>(433,012)</b>   | <b>(433,012)</b>     | <b>(282,146)</b>     | 150,866            |                       |      |
| <b>Financing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Transfer from reserves  | 9           | 20,000             | 20,000               | <b>20,000</b>        | 0                  | 0.00%                 |      |
| Transfer to reserves  | 9           | (40,000)           | (40,000)             | <b>(40,174)</b>      | (174)              | (0.44%)               |      |
| <b>Amount attributable to financing activities</b>              |             | <b>(20,000)</b>    | <b>(20,000)</b>      | <b>(20,174)</b>      | (174)              |                       |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)        | <b>0</b>           | <b>0</b>             | <b>796,642</b>       |                    |                       |      |

**KEY INFORMATION**

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

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

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



## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 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 30 JUNE 2022**

**BY NATURE OR TYPE**

|   | Ref<br>Note | Amended<br>Budget  | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|---|-------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|   |             | \$                 | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening funding surplus / (deficit)</b>                      | 1(c)        | 485,418            | 485,418              | <b>485,418</b>       | 0                  | 0.00%                 |      |
| <b>Revenue from operating activities</b>                        |             |                    |                      |                      |                    |                       |      |
| Rates   | 6           | 820,811            | 820,811              | <b>820,579</b>       | (232)              | (0.03%)               |      |
| Operating grants, subsidies and contributions                   | 11          | 592,016            | 592,016              | <b>1,284,583</b>     | 692,567            | 116.98%               | ▲    |
| Fees and charges  |             | 326,735            | 326,735              | <b>389,895</b>       | 63,160             | 19.33%                | ▲    |
| Interest earnings   |             | 3,725              | 3,725                | <b>3,860</b>         | 135                | 3.62%                 |      |
| Other revenue   |             | 1,200              | 1,200                | <b>(12,041)</b>      | (13,241)           | (1103.42%)            | ▼    |
|   |             | <b>1,744,487</b>   | <b>1,744,487</b>     | <b>2,486,876</b>     | 742,389            |                       |      |
| <b>Expenditure from operating activities</b>                    |             |                    |                      |                      |                    |                       |      |
| Employee costs  |             | (1,025,663)        | (1,025,663)          | <b>(1,105,852)</b>   | (80,189)           | (7.82%)               |      |
| Materials and contracts   |             | (583,776)          | (583,776)            | <b>(534,967)</b>     | 48,809             | 8.36%                 |      |
| Utility charges   |             | (65,090)           | (65,090)             | <b>(87,940)</b>      | (22,850)           | (35.11%)              | ▼    |
| Depreciation on non-current assets                              |             | (888,733)          | (888,733)            | <b>(775,911)</b>     | 112,822            | 12.69%                | ▲    |
| Insurance expenses  |             | (76,537)           | (76,537)             | <b>(94,943)</b>      | (18,406)           | (24.05%)              | ▼    |
| Other expenditure   |             | (112,279)          | (112,279)            | <b>(49,629)</b>      | 62,650             | 55.80%                | ▲    |
| Loss on disposal of assets                                      | 7           | (1,882)            | (1,882)              | <b>0</b>             | 1,882              | 100.00%               |      |
|   |             | <b>(2,753,900)</b> | <b>(2,753,900)</b>   | <b>(2,649,243)</b>   | 104,657            |                       |      |
| Non-cash amounts excluded from operating activities             |             |                    |                      |                      |                    |                       |      |
|   | 1(a)        | 977,007            | 977,007              | <b>775,911</b>       | (201,096)          | (20.58%)              | ▼    |
| <b>Amount attributable to operating activities</b>              |             | <b>(32,406)</b>    | <b>(32,406)</b>      | <b>613,543</b>       | 645,949            |                       |      |
| <b>Investing activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Proceeds from non-operating grants, subsidies and contributions | 12          | 303,465            | 303,465              | <b>234,449</b>       | (69,016)           | (22.74%)              | ▼    |
| Payments for property, plant and equipment and infrastructure   | 8           | (736,477)          | (736,477)            | <b>(516,595)</b>     | 219,882            | 29.86%                | ▲    |
| <b>Amount attributable to investing activities</b>              |             | <b>(433,012)</b>   | <b>(433,012)</b>     | <b>(282,146)</b>     | 150,866            |                       |      |
| <b>Financing Activities</b>                                     |             |                    |                      |                      |                    |                       |      |
| Transfer from reserves  | 9           | 20,000             | 20,000               | <b>20,000</b>        | 0                  | 0.00%                 |      |
| Transfer to reserves  | 9           | (40,000)           | (40,000)             | <b>(40,174)</b>      | (174)              | (0.44%)               |      |
| <b>Amount attributable to financing activities</b>              |             | <b>(20,000)</b>    | <b>(20,000)</b>      | <b>(20,174)</b>      | (174)              |                       |      |
| <b>Closing funding surplus / (deficit)</b>                      | 1(c)        | <b>0</b>           | <b>0</b>             | <b>796,642</b>       | 796,642            |                       |      |

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 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 14 July 2022

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

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

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

|  | Notes | Amended Budget | YTD Budget (a) | YTD Actual (b) |
|--|-------|----------------|----------------|----------------|
|  |       | \$             | \$             | \$             |
| <b>Non-cash items excluded from operating activities</b>       |       |                |                |                |
| <b>Adjustments to operating activities</b>                     |       |                |                |                |
| Add: Loss on asset disposals                                   | 7     | 1,882          | 1,882          | 0              |
| Add: Change in adopted budget                                  |       | 86,392         | 86,392         | 0              |
| Add: Depreciation on assets                                    |       | 888,733        | 888,733        | 775,911        |
| <b>Total non-cash items excluded from operating activities</b> |       | <b>977,007</b> | <b>977,007</b> | <b>775,911</b> |

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

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

|  |   | Last Year Closing<br>30 June 2021 | This Time Last Year<br>30 June 2021 | Year to Date<br>30 June 2022 |
|--|---|-----------------------------------|-------------------------------------|------------------------------|
| <b>Adjustments to net current assets</b>       |   |                                   |                                     |                              |
| Less: Reserves - restricted cash               | 9 | (848,912)                         | (848,912)                           | (869,086)                    |
| <b>Total adjustments to net current assets</b> |   | <b>(848,912)</b>                  | <b>(848,912)</b>                    | <b>(869,086)</b>             |

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

|  |      |                  |                  |                  |
|--|------|------------------|------------------|------------------|
| <b>Current assets</b>                                |      |                  |                  |                  |
| Cash and cash equivalents                            | 2    | 1,663,683        | 1,663,683        | 1,865,278        |
| Rates receivables                                    | 3    | 73,177           | 73,177           | 78,123           |
| Receivables  | 3    | 33,107           | 33,107           | 17,328           |
| Other current assets                                 | 4    | 23,148           | 23,148           | 28,371           |
| <b>Less: Current liabilities</b>                     |      |                  |                  |                  |
| Payables   | 5    | (219,528)        | (219,528)        | (111,891)        |
| Prior Year Adjustment (per audited financials)       |      | (1,416)          | (1,416)          | (1,416)          |
| Contract liabilities                                 | 10   | (106,340)        | (106,340)        | (92,836)         |
| Provisions   | 10   | (131,500)        | (131,500)        | (117,229)        |
| <b>Less: Total adjustments to net current assets</b> | 1(b) | <b>(848,912)</b> | <b>(848,912)</b> | <b>(869,086)</b> |
| <b>Closing funding surplus / (deficit)</b>           |      | <b>485,418</b>   | <b>485,418</b>   | <b>796,642</b>   |

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

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

| Description                          | Classification            | Unrestricted<br>\$ | Restricted<br>\$ | Total<br>Cash<br>\$ | Trust<br>\$ | Institution | Interest<br>Rate | Maturity<br>Date |
|--------------------------------------|---------------------------|--------------------|------------------|---------------------|-------------|-------------|------------------|------------------|
| <b>Cash on hand</b>                  |                           |                    |                  |                     |             |             |                  |                  |
| Municipal - Cash at Bank             | Cash and cash equivalents | 995,743            | 0                | 995,743             |             | 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                  | 869,085          | 869,085             |             | NAB         | 0.10%            | NA               |
| Trust - Cash at Bank                 | Cash and cash equivalents | 0                  | 0                | 0                   | 0           | NAB         | 0.00%            | NA               |
| <b>Total</b>                         |                           | <b>996,193</b>     | <b>869,085</b>   | <b>1,865,278</b>    | <b>0</b>    |             |                  |                  |
| <b>Comprising</b>                    |                           |                    |                  |                     |             |             |                  |                  |
| Cash and cash equivalents            |                           | 996,193            | 869,085          | 1,865,278           | 0           |             |                  |                  |
|                                      |                           | <b>996,193</b>     | <b>869,085</b>   | <b>1,865,278</b>    | <b>0</b>    |             |                  |                  |

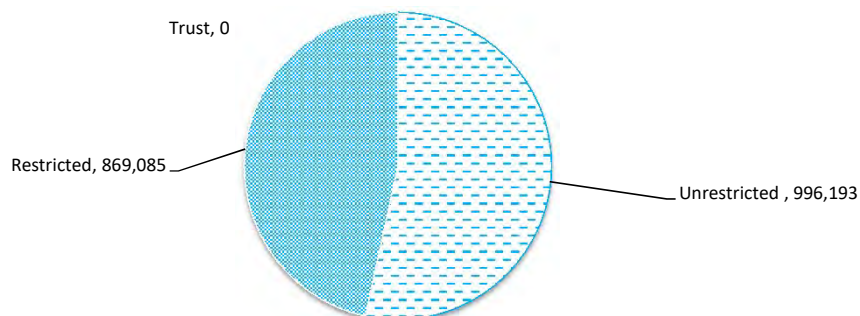
**KEY INFORMATION**

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

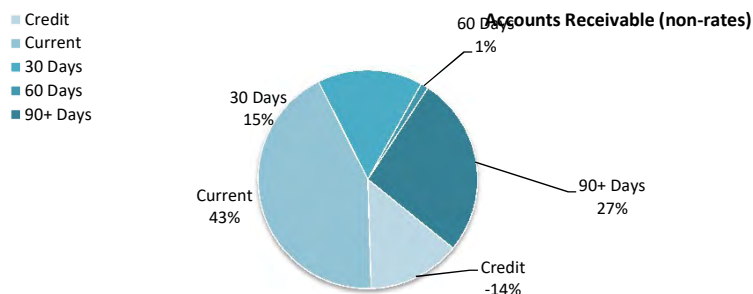
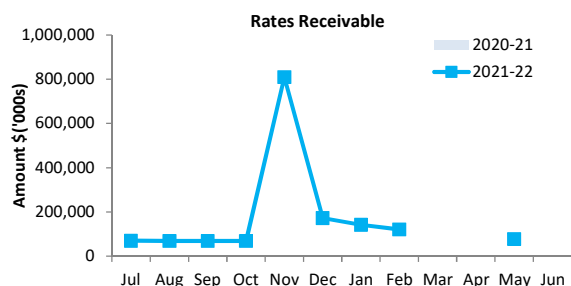
| Rates receivable               | 30 June 2021  | 30 Jun 2022   |
|--------------------------------|---------------|---------------|
|                                | \$            | \$            |
| Opening arrears previous years | 62,125        | 73,177        |
| Levied this year               | 770,057       | 862,016       |
| Less - collections to date     | (759,005)     | (857,070)     |
| Equals current outstanding     | <b>73,177</b> | <b>78,123</b> |
| <b>Net rates collectable</b>   | <b>73,177</b> | <b>78,123</b> |
| % Collected                    | 91.2%         | 91.6%         |

| Receivables - general                        | Credit  | Current | 30 Days | 60 Days | 90+ Days | Total         |
|--|---------|---------|---------|---------|----------|---------------|
|  | \$      | \$      | \$      | \$      | \$       | \$            |
| Receivables - general                        | (900)   | 2,832   | 1,020   | 75      | 1,749    | 4,777         |
| Percentage                                   | (18.8%) | 59.3%   | 21.4%   | 1.6%    | 36.6%    |               |
| <b>Balance per trial balance</b>             |         |         |         |         |          |               |
| GST receivable                               |         |         |         |         |          | 12,551        |
| <b>Total receivables general outstanding</b> |         |         |         |         |          | <b>17,328</b> |

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

|   | Opening<br>Balance<br>1 July 2021 | Asset<br>Increase | Asset<br>Reduction | Closing<br>Balance<br>30 June 2022 |
|---|-----------------------------------|-------------------|--------------------|------------------------------------|
|   | \$                                | \$                | \$                 | \$                                 |
| <b>Other current assets</b>                               |                                   |                   |                    |                                    |
| <b>Inventory</b>  |                                   |                   |                    |                                    |
| Fuel and Materials  | 22,098                            | 6,273             | 0                  | 28,371                             |
| <b>Prepayments</b>  |                                   |                   |                    |                                    |
| Prepayments   | 1,050                             | 0                 | (1,050)            | 0                                  |
| <b>Total other current assets</b>                         | <b>23,148</b>                     | <b>6,273</b>      | <b>(1,050)</b>     | <b>28,371</b>                      |
| <b>Amounts shown above include GST (where applicable)</b> |                                   |                   |                    |                                    |

**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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

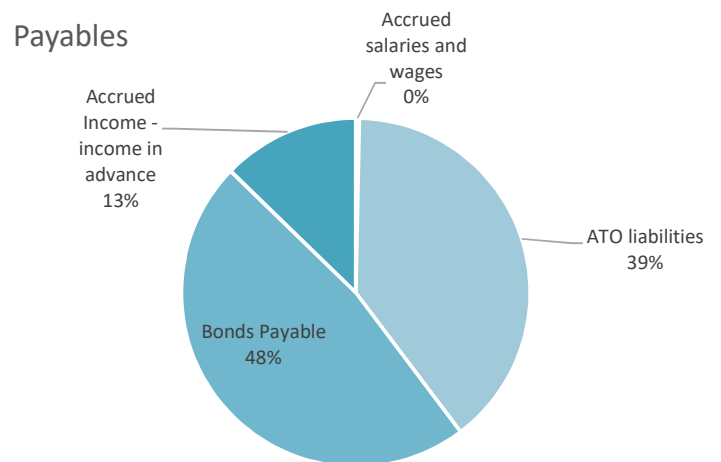
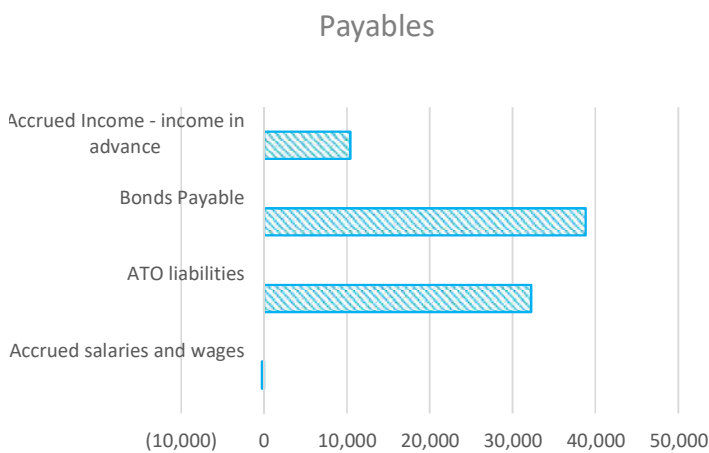
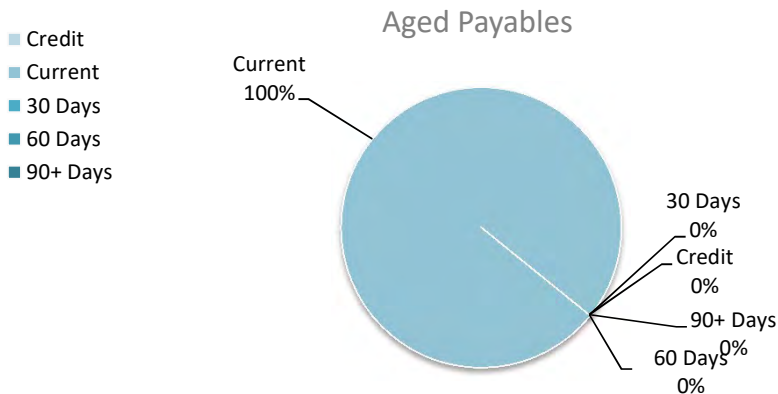
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

| Payables - general                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|---|--------|---------|---------|---------|----------|----------------|
|   | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - general                        | 0      | 30,677  | 0       | 0       | 0        | 30,677         |
| Percentage                                | 0%     | 100%    | 0%      | 0%      | 0%       |                |
| <b>Balance per trial balance</b>          |        |         |         |         |          |                |
| Accrued salaries and wages                |        |         |         |         |          | (263)          |
| ATO liabilities                           |        |         |         |         |          | 32,229         |
| Bonds Payable                             |        |         |         |         |          | 38,833         |
| Accrued Income - income in advance        |        |         |         |         |          | 10,415         |
| <b>Total payables general outstanding</b> |        |         |         |         |          | <b>111,891</b> |

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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





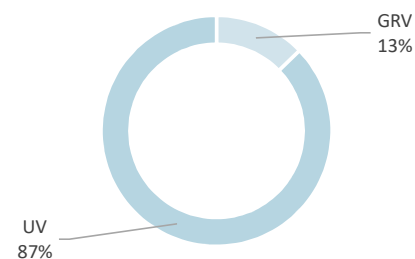
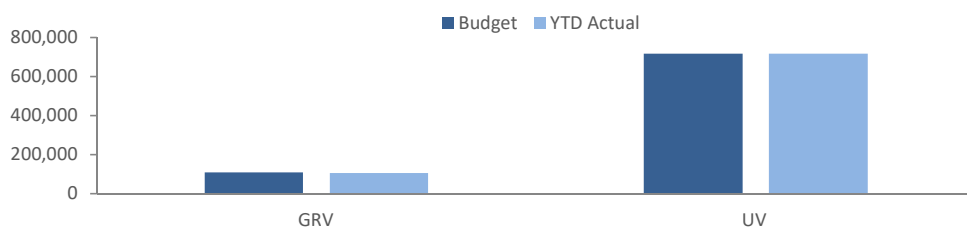
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

| General rate revenue       | Budget                |                         |                    |                 |                  | YTD Actual      |                  |               |                  |
|----------------------------|-----------------------|-------------------------|--------------------|-----------------|------------------|-----------------|------------------|---------------|------------------|
|                            | Rate in<br>\$ (cents) | Number of<br>Properties | Rateable<br>Value  | Rate<br>Revenue | Total<br>Revenue | Rate<br>Revenue | Interim<br>Rates | Back<br>Rates | Total<br>Revenue |
| RATE TYPE                  |                       |                         |                    | \$              | \$               | \$              | \$               | \$            | \$               |
| <b>Gross rental value</b>  |                       |                         |                    |                 |                  |                 |                  |               |                  |
| GRV                        | 0.1195                | 98                      | 877,300            | 108,873         | 108,873          | 104,872         |                  |               | 104,872          |
| <b>Unimproved value</b>    |                       |                         |                    |                 |                  |                 |                  |               |                  |
| UV                         | 0.0051                | 192                     | 139,423,500        | 716,358         | 716,358          | 716,724         |                  |               | 716,724          |
| <b>Sub-Total</b>           |                       | <b>290</b>              | <b>140,300,800</b> | <b>825,231</b>  | <b>825,231</b>   | <b>821,596</b>  | <b>0</b>         | <b>0</b>      | <b>821,596</b>   |
| <b>Minimum payment</b>     | <b>Minimum \$</b>     |                         |                    |                 |                  |                 |                  |               |                  |
| <b>Gross rental value</b>  |                       |                         |                    |                 |                  |                 |                  |               |                  |
| GRV                        | 430                   | 67                      |                    | 28,810          | 28,810           | 28,810          |                  |               | 28,810           |
| <b>Unimproved value</b>    |                       |                         |                    |                 |                  |                 |                  |               |                  |
| UV                         | 430                   | 23                      |                    | 9,890           | 9,890            | 11,610          | 1,962            |               | 13,572           |
| <b>Sub-total</b>           |                       | <b>90</b>               | <b>0</b>           | <b>38,700</b>   | <b>38,700</b>    | <b>40,420</b>   | <b>1,962</b>     | <b>0</b>      | <b>42,382</b>    |
| Discount                   |                       |                         |                    |                 | (37,720)         |                 |                  |               | (43,400)         |
| Concession                 |                       |                         |                    |                 | (5,400)          |                 |                  |               |                  |
| <b>Total general rates</b> |                       |                         |                    |                 | <b>820,811</b>   |                 |                  |               | <b>820,578</b>   |

**KEY INFORMATION**

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

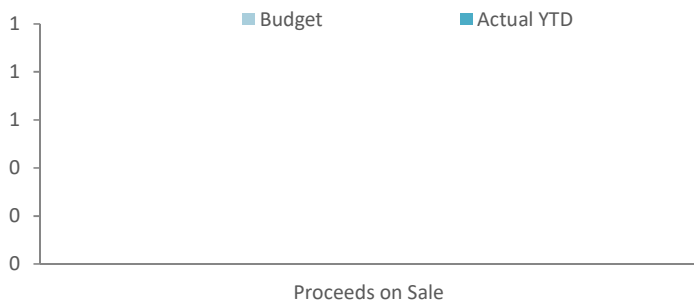


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

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

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



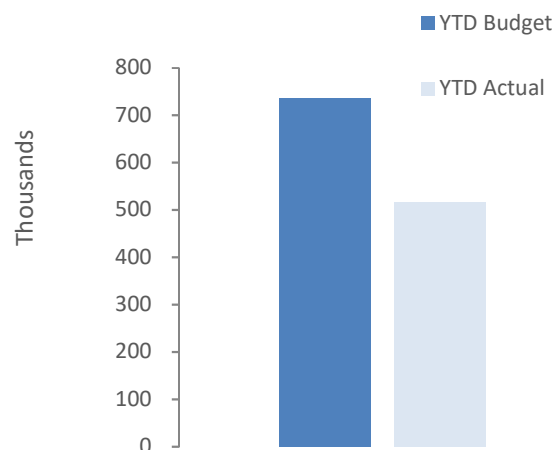
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

| Capital acquisitions                                   | Budget         | YTD Budget     | YTD Actual     | YTD Actual<br>Variance |
|--|----------------|----------------|----------------|------------------------|
|  | \$             | \$             | \$             | \$                     |
| Furniture and equipment                                | 86,750         | 86,750         | 7,046          | (79,704)               |
| Plant and equipment                                    | (1,940)        | (1,940)        | 46,542         | 48,482                 |
| Infrastructure - roads                                 | 651,667        | 651,667        | 462,917        | (188,750)              |
| Infrastructure - parks, gardens, recreation facilities | 0              | 0              | 90             | 90                     |
| <b>Payments for Capital Acquisitions</b>               | <b>736,477</b> | <b>736,477</b> | <b>516,595</b> | <b>(219,882)</b>       |
| <b>Capital Acquisitions Funded By:</b>                 |                |                |                |                        |
|  | \$             | \$             | \$             | \$                     |
| Capital grants and contributions                       | 303,465        | 303,465        | 234,449        | (69,016)               |
| Contribution - operations                              | 433,012        | 433,012        | 262,146        | (170,866)              |
| <b>Capital funding total</b>                           | <b>736,477</b> | <b>736,477</b> | <b>516,595</b> | <b>(219,882)</b>       |

**SIGNIFICANT ACCOUNTING POLICIES**

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES**

**NOTE 9**

**CASH RESERVES**

**Cash backed reserve**

| Reserve name               | Opening Balance | Budget Interest Earned | Actual Interest Earned | Budget Transfers In (+) | Actual Transfers In (+) | Budget Transfers Out (-) | Actual Transfers Out (-) | Budget Closing Balance | Actual YTD Closing Balance |
|----------------------------|-----------------|------------------------|------------------------|-------------------------|-------------------------|--------------------------|--------------------------|------------------------|----------------------------|
|                            | \$              | \$                     | \$                     | \$                      | \$                      | \$                       | \$                       | \$                     | \$                         |
| Plant replacement reserve  | 668,887         | 0                      | 142                    |                         | 0                       |                          | 0                        | 668,887                | 669,029                    |
| Building reserve           | 42,083          | 0                      | 3                      |                         | 0                       |                          | 0                        | 42,082                 | 42,087                     |
| Affordable housing reserve | 102,290         | 0                      | 21                     |                         | 0                       |                          | 0                        | 102,290                | 102,311                    |
| Office equipment reserve   | 14,028          | 0                      | 3                      |                         | 0                       |                          | 0                        | 14,028                 | 14,031                     |
| Road construction reserve  | 21,623          | 0                      | 5                      |                         | 0                       |                          | 0                        | 21,623                 | 21,628                     |
| Staff leave Reserve        | 0               | 0                      | 0                      | 40,000                  | 40,000                  | (20,000)                 | (20,000)                 | 20,000                 | 20,000                     |
|                            | <b>848,912</b>  | <b>0</b>               | <b>174</b>             | <b>40,000</b>           | <b>40,000</b>           | <b>(20,000)</b>          | <b>(20,000)</b>          | <b>868,910</b>         | <b>869,086</b>             |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**OPERATING ACTIVITIES  
NOTE 10  
OTHER CURRENT LIABILITIES**

| Other current liabilities                                     | Note | Opening<br>Balance<br>1 July 2021 | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance<br>30 June 2022 |
|---|------|-----------------------------------|-----------------------|------------------------|------------------------------------|
|   |      | \$                                | \$                    | \$                     | \$                                 |
| <b>Contract liabilities</b>                                   |      |                                   |                       |                        |                                    |
| Unspent grants, contributions and reimbursements              |      |                                   |                       |                        |                                    |
| - operating   | 11   | 8,086                             | 24,258                | (24,883)               | 7,461                              |
| - non-operating   | 12   | 98,255                            | 221,570               | (234,450)              | 85,375                             |
| <b>Total unspent grants, contributions and reimbursements</b> |      | 106,341                           | 245,828               | (259,333)              | 92,836                             |
| <b>Provisions</b>   |      |                                   |                       |                        |                                    |
| Annual leave  |      | 84,931                            | 0                     | 0                      | 84,931                             |
| Long service leave  |      | 46,569                            | 0                     | (14,271)               | 32,298                             |
| <b>Total Provisions</b>                                       |      | 131,500                           | 0                     | (14,271)               | 117,229                            |
| <b>Total other current liabilities</b>                        |      | <b>237,841</b>                    | <b>245,828</b>        | <b>(273,604)</b>       | <b>210,065</b>                     |
| <b>Amounts shown above include GST (where applicable)</b>     |      |                                   |                       |                        |                                    |

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

**KEY INFORMATION**

**Provisions**

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

**Provisions are 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 30 JUNE 2022

## NOTE 11

## OPERATING GRANTS AND CONTRIBUTIONS

| Provider                              | Unspent operating grant, subsidies and contributions liability |                             |  |                          |                                     | Operating grants, subsidies and contributions revenue |                |                       |
|---------------------------------------|--|-----------------------------|--|--------------------------|-------------------------------------|---|----------------|-----------------------|
|                                       | Liability<br>1 July 2021                                       | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>30 Jun 2022 | Current<br>Liability<br>30 Jun 2022 | Amended Budget<br>Revenue                             | YTD<br>Budget  | YTD Revenue<br>Actual |
|                                       | \$   | \$                          | \$                                     | \$                       | \$                                  | \$  | \$             | \$                    |
| <b>Operating grants and subsidies</b> |  |                             |  |                          |                                     |   |                |                       |
| <b>General purpose funding</b>        |  |                             |  |                          |                                     | 399,301   | 399,301        |                       |
| Grants Commission - General           |  |                             |  | 0                        | 0                                   |   |                | 602,309               |
| Grants Commission - Roads             |  |                             |  | 0                        | 0                                   |   |                | 454,586               |
| <b>Law, order, public safety</b>      |  |                             |  |                          |                                     | 32,343  | 32,343         |                       |
| DFES - Bushfire Brigade               | 8,086  | 24,258                      | (24,883)                               | 7,461                    | 7,461                               |   |                | 27,380                |
| ESL Grant                             |  |                             |  | 0                        | 0                                   |   |                |                       |
| <b>Education and welfare</b>          |  |                             |  |                          |                                     | 54,000  | 54,000         |                       |
| Well Aged Housing Grants              |  |                             |  | 0                        |                                     |   |                |                       |
| <b>Transport</b>                      |  |                             |  |                          |                                     | 81,372  | 81,372         |                       |
| RRG Direct Funding Grant              |  |                             |  | 0                        |                                     |   |                | 81,372                |
| <b>Other property and services</b>    |  |                             |  |                          |                                     | 20,000  | 20,000         |                       |
|                                       |  |                             |  | 0                        |                                     |   | 0              |                       |
|                                       | <b>8,086</b>   | <b>24,258</b>               | <b>(24,883)</b>                        | <b>7,461</b>             | <b>7,461</b>                        | <b>587,016</b>  | <b>587,016</b> | <b>1,165,647</b>      |
| <b>Operating contributions</b>        |  |                             |  |                          |                                     |   |                |                       |
| <b>Governance</b>                     |  |                             |  |                          |                                     |   |                |                       |
| Traineeship Incentives                |  |                             |  |                          |                                     |   |                | 33,301                |
| <b>General purpose funding</b>        |  |                             |  |                          |                                     |   |                |                       |
| Legal Fees Recovered                  |  |                             |  |                          |                                     | 5,000   | 5,000          |                       |
| <b>Education and welfare</b>          |  |                             |  |                          |                                     |   |                |                       |
| Income relating to Well Aged Housing  |  |                             |  |                          |                                     |   |                | 9,348                 |
| <b>Housing</b>                        |  |                             |  |                          |                                     |   |                |                       |
| Staff Housing Reimbursements          |  |                             |  |                          |                                     |   |                | 1,705                 |
| <b>Recreation and culture</b>         |  |                             |  |                          |                                     |   |                |                       |
| Insurance Recoveries                  |  |                             |  |                          |                                     |   |                | 16,695                |
| <b>Other property and services</b>    |  |                             |  |                          |                                     |   |                |                       |
| FBT Reimbursements                    |  |                             |  |                          |                                     |   |                | 810                   |
| Income Relating to OHS                |  |                             |  |                          |                                     |   |                | 73                    |
| Diesel Fuel Rebates                   |  |                             |  |                          |                                     |   |                | 15,584                |
| Reimbursement of LSL                  |  |                             |  | 0                        |                                     |   |                | 41,419                |
|                                       | <b>0</b>   | <b>0</b>                    | <b>0</b>                               | <b>0</b>                 | <b>0</b>                            | <b>5,000</b>  | <b>5,000</b>   | <b>118,935</b>        |
| <b>TOTALS</b>                         | <b>8,086</b>   | <b>24,258</b>               | <b>(24,883)</b>                        | <b>7,461</b>             | <b>7,461</b>                        | <b>592,016</b>  | <b>592,016</b> | <b>1,284,583</b>      |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 12**

**NON-OPERATING GRANTS AND CONTRIBUTIONS**

| Provider                                  | Unspent non operating grants, subsidies and contributions liability |                             |  |                          |                                     | Non operating grants, subsidies and contributions revenue |                |                              |
|---|---|-----------------------------|--|--------------------------|-------------------------------------|---|----------------|------------------------------|
|   | Liability<br>1 July 2021  | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>30 Jun 2022 | Current<br>Liability<br>30 Jun 2022 | Amended Budget<br>Revenue                                 | YTD<br>Budget  | YTD Revenue<br>Actual<br>(b) |
|   | \$  | \$                          | \$                                     | \$                       | \$                                  | \$  | \$             | \$                           |
| <b>Non-operating grants and subsidies</b> |   |                             |  |                          |                                     |   |                |                              |
| <b>Law, order, public safety</b>          |   |                             |  |                          |                                     |   |                |                              |
| Grant - Water Tanks                       | 0   | 0                           | 0                                      | 0                        | 0                                   | 23,985  | 23,985         | 0                            |
| <b>Community amenities</b>                |   |                             |  |                          |                                     |   |                |                              |
| LRCIP (P1) Townscape Enhancement          | (15,705)  | 0                           | (7,645)                                | (23,350)                 | (23,350)                            |   |                | 7,645                        |
| LRCIP (P2)                                |   |                             |  | 0                        |                                     | 54,000  | 54,000         |                              |
| <b>Transport</b>                          |   |                             |  |                          |                                     |   |                |                              |
| Regional Road Group - Project Funding     | 58,667  | 120,000                     | (120,000)                              | 58,667                   | 58,667                              | 225,480   | 225,480        | 120,983                      |
| LCRI Phase 2                              | 45,979  | 0                           | (1,890)                                | 44,089                   | 44,089                              |   |                | 906                          |
| R2R Grant                                 | 9,314   | 101,570                     | (104,915)                              | 5,969                    | 5,969                               | 0   | 0              | 104,915                      |
|   | <b>98,255</b>   | <b>221,570</b>              | <b>(234,450)</b>                       | <b>85,375</b>            | <b>85,375</b>                       | <b>303,465</b>  | <b>303,465</b> | <b>234,449</b>               |
|   | <b>0</b>  | <b>0</b>                    | <b>0</b>                               | <b>0</b>                 | <b>0</b>                            | <b>0</b>  | <b>0</b>       | <b>0</b>                     |

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 13  
EX TRUST FUND**

| Description          | Opening Balance | Amount       | Amount         | Closing Balance |
|----------------------|-----------------|--------------|----------------|-----------------|
|                      | 1 July 2021     | Received     | Paid           | 30 Jun 2022     |
|                      | \$              | \$           | \$             | \$              |
| Landcare Receipts    | 8,608           | 0            | 0              | 8,608           |
| Nomination Deposits  | 0               | 240          | (240)          | 0               |
| Bonds                | 850             | 1,240        | (2,090)        | 0               |
| Unclaimed Monies     | 280             | 0            | 0              | 280             |
| WSRA                 | 1,040           | 300          |                | 1,340           |
| Wongi                | 2,067           | 0            | 0              | 2,067           |
| Bushfire Brigades    | 6,925           | 0            | (3,674)        | 3,251           |
| LGIS Bonus Scheme    | 21,553          | 0            | 0              | 21,553          |
| Heritage Loan Scheme | 1,733           | 0            | 0              | 1,733           |
|                      | <b>43,056</b>   | <b>1,780</b> | <b>(6,004)</b> | <b>38,833</b>   |



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022**

**NOTE 14  
EXPLANATION OF MATERIAL VARIANCES**

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

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

| Reporting Program   | Var. \$  | Var. %   | Timing/ Permanent | Explanation of Variance                                       |
|---|----------|----------|-------------------|---|
|   | \$       | %        |                   |   |
| <b>Revenue from operating activities</b>                        |          |          |                   |   |
| Governance  | 33,456   | 0.00%    | ▲ Permanent       | Traineeship Subsidies   |
| General purpose funding - other                                 | 653,673  | 159.54%  | ▲ Permanent       | FAGS 22/23 Received   |
| Education and welfare   | (44,007) | (41.32%) | ▼ Permanent       | Well Aged Housing Income Overestimated                        |
| Recreation and culture  | 14,228   | 263.24%  | ▲ Permanent       | Insurance Recoveries  |
| Other property and services                                     | 54,548   | 220.40%  | ▲ Permanent       | Allocations   |
| <b>Expenditure from operating activities</b>                    |          |          |                   |   |
| Governance  | 63,330   | 23.83%   | ▲ Permanent       | Audit Fees 21/22 not received and IPR has not been undertaken |
| Education and welfare   | 15,384   | 26.52%   | ▲ Permanent       | Expenditure on Well Aged Housing Less than budgeted for       |
| Housing   | (24,423) | (51.69%) | ▼ Permanent       | Improvements to CEO property & Allocations                    |
| Community amenities   | (37,670) | (26.27%) | ▼ Permanent       | Phase 2 LRCIP & Allocations                                   |
| Other property and services                                     | 144,844  | 75.96%   | ▲ Permanent       | Internal Allocations  |
| <b>Investing activities</b>                                     |          |          |                   |   |
| Proceeds from non-operating grants, subsidies and contributions | (69,016) | (22.74%) | ▼ Permanent       | Non Operating Grants Overstated in Budget                     |
| Payments for property, plant and equipment and infrastructure   | 219,882  | 29.86%   | ▲ Permanent       | Capital Projects Overstated in Budget                         |

### 13.3. AMENDMENT TO SCHEDULE FEES AND CHARGES - HOUSING

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0059  |
| <b>Date of Report</b>             | 5 July 2022  |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Kellie Bartley, Chief Executive Officer  |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Absolute Majority  |
| <b>Attachments</b>                | <b>Attachment No.13.3.1</b> – Amendment to Schedule Fees and Charges - Housing   |

#### BRIEF SUMMARY

The purpose of this report is to seek Council to approve to amend the 2022/2023 Fees and Charges to include the charges for the current housing properties.

#### BACKGROUND/COMMENT

In accordance with the *Local Government Act 1995*, Local Governments are able to impose and recover a fee or charge for any goods or services it provides. These fees and charges are to be set when adopting the annual budget but may be amended from time to time during the financial year.

Following the review of the current housing, this item seeks an amendment to the 2022/2023 Fees and Charges.

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

The Shire recently undertook a review of the properties and their tenancy agreements, and the provisions of the increases are to be costed and detailed in the attachment to this report.

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

#### STATUTORY/LEGAL IMPLICATIONS

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

#### 2.7. *Role of council*

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

#### 6.16. *Imposition of fees and charges*

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

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

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

*\* Absolute majority required.*

### **6.17. Setting level of fees and charges**

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

The recommendation that follows is consistent with the legislation requirements.

#### **POLICY IMPLICATIONS**

There is no Council Policy relevant to this item.

#### **FINANCIAL IMPLICATIONS**

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

#### **STRATEGIC IMPLICATIONS**

**THEME 3****Governance****OBJECTIVES**

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

**STRATEGIES**

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

**CONSULTATION/COMMUNICATION**

This item has been reviewed by the relevant officers and the Chief Executive Officer.

**RISK MANAGEMENT**

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

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

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

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Council pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, endorses the amended 2022/2023 Schedule of Annual Fees and Charges that includes Housing as contained in **Attachment 13.3.1**.

**COUNCIL RESOLUTION OCM73/07/2022**

**Moved Cr Douglas**                      **Seconded Cr Smith**

That Council pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, endorses the amended 2022/2023 Schedule of Annual Fees and Charges that includes Housing as contained in **Attachment 13.3.1**.

**CARRIED 6/0**

| SHIRE OF WOODANILLING                                     |   |  |                 |        |                 |                            |
|---|---|--|-----------------|--------|-----------------|----------------------------|
| AMENDMENT SCHEDULE OF FEES AND CHARGES 2022 / 2023        |   |  |                 |        |                 |                            |
| ALL FEES ARE QUOTED GST INCLUSIVE UNLESS OTHERWISE STATED |   |  |                 |        |                 |                            |
| G/L   | Charge Details                          | Details                                    | Year 2022/2023  |        |                 | Act or Regulation          |
|   |   |  | Fee (excl. GST) | GST    | Fee (Incl. GST) |                            |
| <b>HOUSING</b>  |   |  |                 |        |                 |                            |
| <b>Staff Housing</b>                                      |   |  |                 |        |                 |                            |
| 091221  | 3327 Robinson Road Woodanilling         | Staff Rate per week                        |                 | Exempt | As per contract | LG Act 1995 - Section 6.16 |
|   |   | Private Rental Rate per week               |                 | Exempt | \$ 250.00       | LG Act 1995 - Section 6.16 |
|   |   | Commercial Rental Rate per week            |                 | Exempt | \$ 300.00       | LG Act 1995 - Section 6.16 |
| 091110  | 3347 Robinson Road Woodanilling         | Staff Rate per week                        |                 | Exempt | As per contract | LG Act 1995 - Section 6.16 |
|   |   | Private Rental Rate per week               |                 | Exempt | \$ 250.00       | LG Act 1995 - Section 6.16 |
|   |   | Commercial Rental Rate per week            |                 | Exempt | \$ 300.00       | LG Act 1995 - Section 6.16 |
| 091200  | 3340 Robinson Road Woodanilling         | Staff Rate per week                        |                 | Exempt | As per contract | LG Act 1995 - Section 6.16 |
|   |   | Private Rental Rate per week               |                 | Exempt | \$ 250.00       | LG Act 1995 - Section 6.16 |
|   |   | Commercial Rental Rate per week            |                 | Exempt | \$ 300.00       | LG Act 1995 - Section 6.16 |
| <b>Other Housing</b>                                      |   |  |                 |        |                 |                            |
| 091230  | 13 Cardigan Street Woodanilling (Lot X) | Staff Rate per week                        |                 | Exempt | As per contract | LG Act 1995 - Section 6.16 |
|   |   | Private Rental Rate per week               |                 | Exempt | \$ 170.00       | LG Act 1995 - Section 6.16 |
|   |   | Commercial Rental Rate per week            |                 | Exempt | \$ 210.00       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 1 Wattleville Unit                 | Private Rental Rate per week               |                 | Exempt | \$ 170.00       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 2 Wattleville Unit                 | Private Rental Rate per week               |                 | Exempt | \$ 170.00       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 3 Wattleville Unit                 | Private Rental Rate per week               |                 | Exempt | \$ 170.00       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 1 - Salmon Gum Unit                | Private Rental Rate per week *NRAS applies |                 | Exempt | \$ 142.40       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 2 - Salmon Gum Unit                | Private Rental Rate per week *NRAS applies |                 | Exempt | \$ 142.40       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 3 - Salmon Gum Unit                | Private Rental Rate per week *NRAS applies |                 | Exempt | \$ 142.40       | LG Act 1995 - Section 6.16 |
| 084200  | Unit 4 - Salmon Gum Unit                | Private Rental Rate per week *NRAS applies |                 | Exempt | \$ 142.40       | LG Act 1995 - Section 6.16 |

### 13.4. ANNUAL REPORT FOR THE 2019/2020 FINANCIAL YEAR

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0017  |
| <b>Date of Report</b>             | 7 July 2022  |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Kellie Bartley, Chief Executive Officer  |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Absolute Majority  |
| <b>Attachments</b>                | <b>Attachment No. 13.4.1</b> – Annual Report 2019/2020<br><b>Attachment No. 13.4.2</b> – Management Letter for year ending 30 June 2020                      |

#### BRIEF SUMMARY

The 2019/2020 Annual Report provides a summary of the Shire's performance in relation to the finance and governance responsibilities for the 2019/2020 financial year.

The Officer's recommendation is that the Audit Committee make a recommendation for Council to approval the 2019/2020 Annual Report, inclusive of the audited financials and set a date for the annual general meeting of electors as required by the *Local Government Act 1995*.

The 2019/2020 Annual Report is contained within **Attachment 13.4.1**

#### BACKGROUND/COMMENT

The Office of Auditor General (OAG) and Lincolns have conducted the Shire of Woodanilling's financial management functions.

In accordance with the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*, an Audit Committee is to examine the Annual Financial Statements, review any significant matters raised by the auditor and ensure that appropriate action is taken in respect to those matters raised.

For the 2019/2020 financial year this involved an onsite presence plus follow up communications with the Shire's preceding Chief Executive Officer. It was identified that the 2019/2020 Annual Report had not been received by the Audit Committee for the period ending 30 June 2020, endorsed by Council or held the Annual Electors Meeting as per legislation. Therefore the 2019/2020 Annual Report will be addressed at the Annual Electors Meeting to be held for the current Annual Financial Report year ending 30 June 2021.

The Auditors had identified management issues during the auditor for the Shire of Woodanilling to address. Each finding is classified as Significant, Moderate or Minor and staff have provided the auditor with a response to each issue.

Base on the Auditor's opinion the Shire's financial report complies with the *Local Government Act 1995* together with the *Local Government (Financial Management) Regulations 1996*, and further:

- a) is based on property accounts and records;
- b) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the Local Government Act 1885 and to the extent that they are not inconsistent with the Act, Australia Accounting Standards.

However, it is noted and accepted that the Auditors findings require further improvement in various operational areas, particularly to governance requirements, including:

#### 1. Operating Surplus Ratio

The Operating Surplus Ratio as reported on Note 27 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries standard for the past three financial years.

#### Officers Comments

The Operating surplus is a measure of a local government's ability to cover its operational costs and have money left for capital projects and other purposes.

The Shire always seeks to identify opportunities to increase revenue or reduce expenditure to sustainable levels. Without a significant expansion of revenue of the Shire, like most rural local governments, is likely to remain below the DLGSC's ratio standard.

## 2. Asset Renewal Funding Ratio

That the Shire has not reported on the Asset Renewal Funding Ratio for the current year in the Annual financial report as required by the *Local Government (Financial Management) Regulations 1996*, as planned capital renewals and required capital expenditure were not estimated in a long term financial plan and asset management plan.

### Officers Comments

The Asset Renewal Funding Ratio is a measure of a local government's to have the financial capacity to fund asset renewal as required and can continue to provide existing levels of service in the future, without additional operating income, or reduction in operating expenses. The ratio is calculated from the information includes in the Long Term Financial Plan and the Asset Management Plan.

## 3. Review of Creditor Master File audit trail

It was noted during payment testing that the audit trail report for creditors batch payments made on the 2<sup>nd</sup> and 6<sup>th</sup> March were not able to be sighted. Consequently, we were unable to determine that it was reviewed by the appropriate person.

### Officers Comments

The issued occurred during transfer of creditor functions to a new staff member. The files have since been reviewed with no concerns arising and training has been completed for the new officer reiterating the audit trail requirement at time of batch processing.

The Audit Committee considered an exit meeting and a copy of the draft management letter. The current Management Letter with the issues identified with action plans is contained in **ATTACHMENT 13.4.2**.

With Council adoption of the 2019/2020 Annual Report, a local public notice will advise of the availability of the Audit Committee with the date set for the Annual Electors Meeting as determined by Council.

## STATUTORY/LEGAL IMPLICATIONS

### *Local Government Act 1995*

#### 5.27. *Electors' general meetings*

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

#### 5.53. *Annual reports*

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
  - (a) *a report from the mayor or president; and*
  - (b) *a report from the CEO; and*
  - [(c), (d) deleted]*
  - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
  - (f) *the financial report for the financial year; and*
  - (g) *such information as may be prescribed in relation to the payments made to employees; and*

- (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
- (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
- (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
  - (i) *the number of complaints recorded in the register of complaints; and*
  - (ii) *how the recorded complaints were dealt with; and*
  - (iii) *any other details that the regulations may require; and*
  - (i) *such other information as may be prescribed.*

#### **5.54. Acceptance of annual reports**

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

*\* Absolute majority required.*

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

#### **7.2. Audit**

*The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.*

#### **7.9. Audit to be conducted**

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
  - (a) *the mayor or president; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*
- (2) *Without limiting the generality of subsection (1), where the auditor considers that —*
  - (a) *there is any error or deficiency in an account or financial report submitted for audit; or*
  - (b) *any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*
  - (c) *there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.*
- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
  - (a) *prepare a report thereon; and*
  - (b) *forward a copy of that report to the Minister,*

*and that direction has effect according to its terms.*
- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government.*

#### **7.12AB. Conducting a financial audit**

*The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.*

#### **7.12AD. Reporting on a financial audit**

- (1) *The auditor must prepare and sign a report on a financial audit.*



- (2) *The auditor must give the report to —*
- (a) *the mayor, president or chairperson of the local government; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*

#### **7.12A. Duties of local government with respect to audits**

- (1) *A local government is to do everything in its power to —*
- (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
  - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
- (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
- (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
  - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

#### **Local Government (Audit) Regulations 1996**

##### **9. Performance of audit**

- (1) *In this regulation —*
- Australian Accounting Standards** *means the standards made and amended from time to time by the Australian Accounting Standards Board continued under the Australian Securities and Investments Commission Act 2001 (Commonwealth) section 261.*
- (2) *An auditor must carry out an audit in accordance with the Australian Auditing Standards made or formulated and amended from time to time by the Auditing and Assurance Standards Board established by the Australian Securities and Investments Commission Act 2001 (Commonwealth) section 227A.*
- (3) *An auditor must carry out the work necessary to form an opinion whether the annual financial report —*
- (a) *is based on proper accounts and records; and*
  - (b) *fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with —*
    - (i) *the Act; and*
    - (ii) *the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).*

#### **POLICY IMPLICATIONS**

There is no policy associated with this item.

#### **FINANCIAL IMPLICATIONS**

Provision is made in the annual budget to undertake the audit function.

The Annual Financial Report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

### STRATEGIC IMPLICATIONS

#### THEME 3

#### Governance

#### OBJECTIVES

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

#### STRATEGIES

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

#### CONSULTATION/COMMUNICATION

Consultation has been undertaken with the Chief Executive Officer, OAG and Lincolns in regards to the management letter and audit requirements for this report. Current Officers are unable to provide any further comment on further consultation that may have occurred.

#### RISK MANAGEMENT

There is a risk that should the Annual Report not be adopted within the timeframes outlined, Council has breached the timeframes required under the *Local Government Act 1995*, and applicable subsidiary legislation. Accordingly, the risk associated with this matter is considered as "High".

| Consequence<br>Likelihood | Insignificant | Minor  | Moderate | Major  | Extreme |
|---------------------------|---------------|--------|----------|--------|---------|
| Almost Certain            | Medium        | High   | High     | Severe | Severe  |
| Likely                    | Low           | Medium | High     | High   | Severe  |
| Possible                  | Low           | Medium | Medium   | High   | High    |
| Unlikely                  | Low           | Low    | Medium   | Medium | High    |
| Rare                      | Low           | Low    | Low      | Low    | Medium  |

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

#### VOTING REQUIREMENTS

Absolute Majority

#### AUDIT COMMITTEE RECOMMENDATION

*That Council:*

1. Pursuant to sections 5.53 and 5.54 of the *Local Government Act 1995*, endorses and accepts the Shire of Woodanilling 2019/2020 Annual Report as contained in **ATTACHMENT 13.4.1**;

2. Authorise the Chief Executive Officer to give public notice of the availability of the 2019/2020 Annual Report in accordance with Section 5.55 of the Local Government Act 1995;
3. Receives the Management Report from the Office of the Auditor General for the year ended 30<sup>th</sup> June 2020 as contained in **ATTACHMENT 13.4.2**; and
4. Authorises the Chief Executive Officer to advertise the Annual General Meeting of Electors to be held on 23 August 2022 commencing at **6.00pm** at the Shire Administration Officer, 3316 Robinson Road, Woodanilling in the Council Chambers.

**COUNCIL RESOLUTION OCM74/07/2022**

**Moved Cr Douglas                      Seconded Cr Morrell**

That Council:

- 1) Pursuant to sections 5.53 and 5.54 of the Local Government Act 1995, endorses and accepts the Shire of Woodanilling 2019/2020 Annual Report as contained in **amended ATTACHMENT 13.4.1**;
- 2) Authorise the Chief Executive Officer to give public notice of the availability of the 2019/2020 Annual Report in accordance with Section 5.55 of the Local Government Act 1995;
- 3) Receives the Management Report from the Office of the Auditor General for the year ended 30<sup>th</sup> June 2020 as contained in **ATTACHMENT 13.4.2**; and
- 4) Authorises the Chief Executive Officer to advertise the Annual General Meeting of Electors to be held on 23 August 2022 commencing at **6.00pm** at the Shire Administration Officer, 3316 Robinson Road, Woodanilling in the Council Chambers.

**CARRIED 6/0**

**REASON FOR AMENDMENT: CORRECTION OF A COUNCILLOR DATE AND ADDITION OF COUNCILLOR**

**AMENDED ATTACHMENT 13.4.1**

# Annual Report

## For the year ending 30 June 2020



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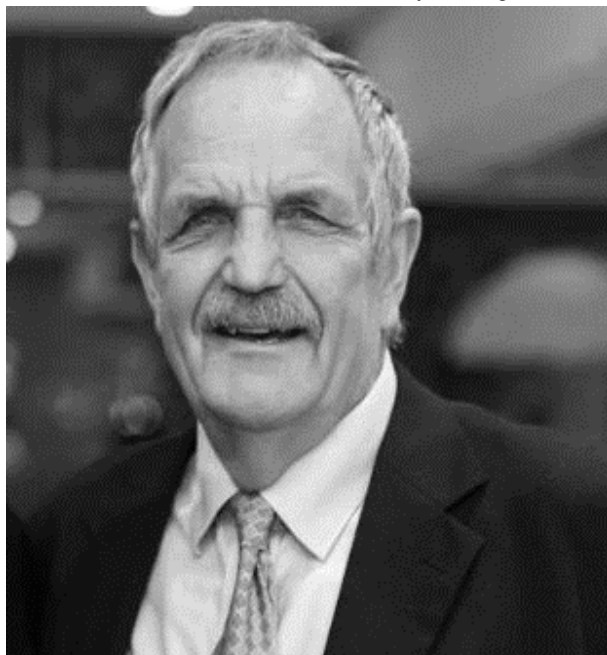
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# OUR STATISTICS

# 2019-2020

|   |  |   |
|---|--|---|
| <br><b>409</b><br>Total number of residents*<br><i>*Based on 2016 Census</i> | <br><b>380</b><br>Total number of rateable properties   | <br><b>\$771,494</b><br>Rates levied               |
| <br><b>\$390</b><br>Minimum general residential rate                         | <br><b>\$390</b><br>Minimum general rural rate          | <br><b>0</b><br>Debt servicing ratio               |
| <br><b>\$2,343,754</b><br>Operating revenue                                  | <br><b>\$32,590,504</b><br>Net assets                   | <br><b>\$1,176,260</b><br>Operating grants revenue |
| <br><b>\$606,651</b><br>Specific purpose grants revenue                    | <br><b>76.4 km</b><br>Length of sealed roads          | <br><b>455.1 km</b><br>Length of gravel roads    |
|   | <br><b>145</b><br>Number of garbage services provided |   |





## PRESIDENTS REPORT

The year has been one to remember with 2 major disruptions to the norm. In February we had a major fire covering several thousand hectares in both Woodanilling and Katanning with considerable property damage.

The fire lasted several days with major support from volunteers from both near and far including relief teams from the metropolitan area.

Apart from a major effort from the Community and shire staff during the fire the mop up and recovery process took many months.

Covid -19 was the next disruption with lock downs, closed offices, Zoom meetings, community wellbeing and the fear of the unknown. General productivity was greatly reduced.

The planning process was started for Fletchers Sheep Enterprise at Beaufort River with quite some time spent in Community Consultation.

Deputy President Trevor Young retired after 14 yrs. on Council with Stephen Jefferies joining the Council team.

I would like to thank Council, Staff and the greater community for all their efforts in a very confronting year.

A handwritten signature in cursive script, appearing to read 'Russell Thomson'.

**Cr H R (Russel) THOMSON, JP**  
President

# COUNCILLORS

**CR. H R (RUSSEL) THOMSON JP**  
(Term expires Oct 2021)

**SHIRE PRESIDENT**

818 Robinson Road  
Woodanilling WA 316  
Phone: 08 9823 1549      Mobile: 0419 950 217  
Email: kunmallup@bigpond.com

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**CR T P (TREVOR) YOUNG**  
(Term ceases Oct 2019)

**DEPUTY PRESIDENT**

595 Johnston Road  
Woodanilling WA 6316  
Phone: 08 9823 1536      Mobile: 0417 950 512  
Email: trejay@bigpond.com

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**CR M W (MORRIS) TRIMMING**  
(Term expires Oct 2021)

1408 Onslow Road  
Westwood WA 6316  
Phone: 08 9821 1827      Mobile: 0407 774 624  
Email: lesleytrimming@bigpond.com

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**CR P G (PETER) MORRELL**  
(Term expires Oct 2021)

457 Ways Road  
Beaufort River WA 6394  
Phone: 08 9862 5015      Mobile: 0429 625 054  
Email: pjmorrell@bigpond.com

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**CR TJ (TIMOTHY) BROWN**  
(Term expires Oct 2021)

PO Box 76  
Woodanilling WA 6316  
Phone: 08 9823 1115      Mobile: 0418 470 920

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**CR D S (DALE) DOUGLAS**  
(Term expires Oct 2021)

1525 Ashwell Road  
Woodanilling WA 6316  
Phone: 08 9823 1586      Mobile: 0429 231 586  
Email: adadalefarm@bigpond.com

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**CR S J (STEPHEN) JEFFERIES**  
(Oct 2019 – Term expires 2021)

PO Box 40  
Woodanilling WA 6316  
Mobile: 0427 479 423  
Freoboy61@gmail.com

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## COMPLAINTS

No complaints were made against Councillors under Section 5.121 of the *Local Government Act 1995* during the reporting period.

## PUBLIC INTEREST DISCLOSURES (PIDS)

The Public Interest Disclosure Act 2003 facilitates the disclosure of public interest information, and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken. Council has complied with all obligations under the Act including:

- a. Appointing the Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- b. Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

The Shire of Woodanilling did not receive any public interest disclosures during 2018/2019.

## EMPLOYEES REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Shire of Woodanilling

Entitled to an annual salary of \$100,000 or more:

| Salary Range          | 2018/19 | 2019/20 |
|-----------------------|---------|---------|
| \$100,000 - \$110,000 | 0       | 1       |
| \$110,000 - \$120,000 | 2       | 0       |
| \$120,000 - \$130,000 | 0       | 0       |
| \$130,000 - \$140,000 | 1       | 0       |
| \$140,000 - \$150,000 | 0       | 1       |

# CEO'S OVERVIEW

## THE YEAR AT A GLANCE

### July 2019

- Continue support to Great Southern Treasures

### August 2019

- 2019/20 Annual Budget Adopted
- Local Government Convention.

### September 2019

- Council funded Community Events – Hidden Treasures-Bloom Festival Barn Dance
- Community Long Service Award approved as an additional award for Australia Day.

### October 2019

- Swearing in of New Councillors. Cr Douglas elected as Deputy Shire President.
- Woodanilling CBH bin closed for future seasons with exception of large production years and used as a surge bin.

### November 2019

- Quarterly Financial Review

### December 2019

### January 2020

- Community Australia Day breakfast and community awards hosted by Council.

### February 2020

- Draft 10 Year Plant Replacement Program
- Bushfires in district

### March 2020

- Adoption of 2018/2019 Annual Report

### April 2020

- 2019 Compliance Audit Review Adopted

### May 2020

- OSH Policy Review
- Draft Financial Hardship Policy

### June 2020

- Adoption of Volunteer Bush Fire Brigade Guidelines and Operations Procedures.

**Stephen Gash**

Chief Executive Officer







Blanche Wilson  
WOODANILLING HALL 1905



## INTEGRATED PLANNING

The *Local Government (Administration) Regulations 1996* has been amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

This Integrated Strategic Planning Framework provides the basis for improving the practice of strategic planning in local government. It addresses the minimum requirements to meet the intent of the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.

There are three major parties to the development of an integrated strategic plan:

1. The Community – participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.
2. The Council – signs off the Strategic Community Plan resulting from the community planning process, the four year reviews updating that plan, and the annual budget.
3. The Local Government Administration – supports delivery of the Strategic Community Plan, the 4-yearly reviews, and annual budget through its corporate business planning.
4. Shire activities contained within the Corporate Business Plan for each year are noted within the Budget papers, and are reviewed within the Annual Report for that year.
5. The following is a snapshot of identified projects from the Corporate Business Plan including their progress for 2019/20 and proposed course of action for 2020/21.





# COMMUNITY STRATEGIC PLAN

## Community

### Townsite

Reforming of Woodanilling Town Enhancement Group – reviewing existing Woodanilling Town Centre Enhancement plans entry statements and town signage

### Trails

With the development of GSCORE Trails Master Plan project for the Great Southern, it has been undertaking advocacy and development activities to develop and attract funding as required to enhance a drive trail through Woodanilling.

### Sports

Holding quarterly community barbeques at the Sports Precinct encouraging sporting activities and community engagement.

### Historical Buildings

Ensure significant heritage buildings and places under Council's care are preserved and where possible restored.

### Waste Management

The Tip Shop and recycling is in place, comply with single use plastic bags and support the progress of the Container Deposit Scheme through a donation point in the town.

### Cemetery

Develop and implement an upgrade plan for the Woodanilling Cemetery that is sensitive to denominational and indigenous groups.

## Environment

Maintain the natural environment and landscape, weed control on roadsides and reserves. Continue working towards a bush fire compliant town through mitigation works and burn studies on Casuarina Obesa with DFES and UWA.

### Water

Protecting the built environment and resources by reducing water and non-water threats – Standpipe charges increased but meter sizes remain after consultation by Water Corp with Local Governments.

### Drainage

Review town site water drainage management – prepare drainage plan for town site by redesigning drainage to more effectively move stormwater from the town.

### Neighbourhood Watch

A Neighbourhood Watch group was formed and ran for a short time but has since folded, waiting on a community member to facilitate meetings going forward.

## Civic Leadership – Law and Order

### Town site Fire Management

Stage 1 Town Mitigation work completed and stage 2 started around the town to safeguard from bushfires. Further works will be undertaken during the unrestricted fire period.

### Emergency Management

A local door knock and R U Prepared Project was undertaken to gather information from community members so that the Shire has a better understanding of its residents and their needs when emergency incidents occur and to also upskill the community in preparedness.

### Customer Service

Streamlining of staff and refinement of roles and work hours has enabled the office to operate effectively and offer the community good service and timely response to requests. Funding for a Traineeship was successfully achieved and we now have a Trainee in place. Staff training takes place as required and the shire looks to implement innovations that have direct benefit to the Shire and the Community.

### Community Emergency Services Manager

Sharing with Katanning and Broomehill-Tambellup the services of a CESM. The CESM manages the delivery and implementation of preparedness, prevention, response and recovery services and has developed effective partnerships that adopt a best practice approach to emergency management delivery between Local Governments, DFES, Volunteer Bushfire Brigades and the community.

### 4WDL & VROC

The 4WDL VROC consists of the Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace. This group works together to ensure quality decision making is supported by good policies, procedures and legislation, regular meetings are held to benchmark targets.

### Fire Management Plan

In 2018 a Fire Management Plan was implemented. The strategy behind this project was to support the Bush Fire Advisory Committee and local Brigades and also an annual review of the Woodanilling Town site Fire Management Plan.

## Civil Leadership

### Governance

Policy 84 was developed to implement a community consultation process that links the Council and the community to ensure open and accountable governance.

## Economic – Roads & Transport

**Key expenditure items include:**

\$876,214 in capital renewal including:

\$773,934 in roads and drainage including resealing parts of Robinson West Rd, Oxley Rd, Cartmeticup Rd, shoulder reinstatement on Robinson West Rd, gravel re-sheeting part of Youngs Rd, part of Ashwell Rd, and stabilising part of Harvey Rd.

Drainage reinstatement work will be done on McDonald Rd, Cartmeticup Rd, and Watson Rd and improvements made to town drainage to address localised flooding risks.

- \$20,814 is proposed for footpath reinstatement and infill
- \$81,466 in property, plant and equipment including the replacement of one vehicle, purchase of a second hand forklift, renewal of town entry signs, and rewiring the hall to take a back-up emergency generator.

Maintaining similar levels of road and building maintenance to previous years with road tree pruning nominated for Griffiths Rd, Flagstaff Rd, River Rd, and parts of several other roads to be allocated through the year



## FREEDOM OF INFORMATION

This information statement is published in accordance with the *Freedom of Information Act 1992*.

### STRUCTURE AND FUNCTIONS OF COUNCIL

The Shire of Woodanilling is established under the *Local Government Act 1995*, and has the responsibility for the administration of this Act within the municipality. Other major legislation, which creates a duty or an authority for Council to act, includes but is not limited to

- *Health Act 1911*
- *Cat Act 2011*
- *Town Planning and Development Act 2005*
- *Bush Fires Act 1954*
- *Dog Act 1976*
- *Cemeteries Act 1986*

### COUNCIL

Council's affairs are managed by six people elected from the community who act in a voluntary capacity. The Council acts as a community board, establishing policies and making decisions within the requirements of the *Local Government Act 1995* on a wide range of issues affecting the community, and in keeping with the legislative requirements to:

- Determine policies to be applied by Council in exercising its discretionary powers
- Determine the type, range and scope of projects to be undertaken by Council

- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.
- The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.
- Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.
- Ordinary meetings of Council are held on the third Tuesday of each month commencing at 4.00pm except January. All members of the public are welcome to attend.



# SERVICES TO THE COMMUNITY

Council provides an extensive variety of services for the community under a wide range of legislation. Services provided include:

- Building control
- Bush fire control
- Cemeteries
- Citizenship ceremonies
- Crossovers
- Demolition permits
- Dog control
- Cat control
- Drainage
- Environmental health
- Fire prevention
- Library services
- Street bins
- Media releases
- Parks and reserves
- Planning controls
- Playground equipment
- Public health services
- Public buildings for hire
- Public toilets
- Recreation/sporting facilities
- Roads, footpaths and kerbs
- Rubbish collection
- Storm water drainage
- Street lighting
- Traffic control works
- Playgroup
- LEMAC (Local Emergency Management Advisory Committee)
- Weed control on reserves
- Natural Resource Management/ Landcare
- Mosquito Management Plan

## COUNCIL COMMITTEES

Shire Committees have been formed to manage specific areas of council. They include:

### AUDIT COMMITTEE

The Audit Committee is the only compulsory committee of Council. It has specific functions including assisting with the annual audit of the financial statements, review of the Compliance Audit Return and assisting the CEO with various functions and reporting.

## COMMUNITY DEVELOPMENT COMMITTEE

Consider matters relevant to public halls, recreation and sport, library, heritage (other than natural heritage), other cultural issues, housing, town planning, protection of the environment (natural heritage), sanitation and refuse, public conveniences, cemetery, rural services, tourism, building control, other economic services, governance issues, financial matters, health services, education, fire protection, animal control, other law order and public safety issues including local laws.

## TOWN ENHANCEMENT GROUP

Objectives of the TEG are to enhance the streetscape of the Woodanilling town site to improve its useability for visitors and residents, including those in the other areas of the Shire. With the Ultimate goal of strengthening the town's sustainable future both socially as a community and physically as a place in the landscape as outlined in the Strategic Community Plan.

## TRANSPORT PLANT AND WORKS COMMITTEE

Consider matters relative to transport issues, road works, plant replacement and repair.





## EQUAL OPPORTUNITY STATEMENT

This Council recognises its legal obligations under the *Equal Opportunities Act, 1984* and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, and disability, religious or political convictions.

All employment training with this Council will be directed towards providing equal opportunity to all employees providing their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council will be directed towards providing equal opportunity to

prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The Equal Employment Opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.



# OCCUPATIONAL HEALTH & SAFETY REPORT

The Shire of Woodanilling is committed to providing a safe and healthy work environment for all employees, contractors and visitors. To achieve this, the Council has allocated responsibilities and accountabilities to all employees to ensure the maintenance of the Occupational Safety and Health program is optimal.

Continuous improvement incentives have been incorporated into the Occupational Safety and Health Management Plan aimed at achieving the Shire of Woodanilling' safety objectives and targets.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Compliance with current *Occupational Safety and Health Act 1984*, and the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice
- Engage and consult stakeholders and representatives (including Volunteers and contracted Service Providers) in matters regarding occupational safety and health in the workplace.

Employees have a duty of care to:

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their Line Manager
- Co-operating positively in the fulfillment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

At the Shire of Woodanilling, a safe and efficient place of work is our goal and we must all be committed by working together to reach this outcome.





## DISABILITY ACCESS & INCLUSION PLAN

### **OUTCOME 1 - Existing functions, facilities and services are adapted to meet the needs of people with disability.**

- The annual Australia Day Breakfast is held at the Woodanilling Recreation Facility which provides easy wheelchair access. A public address system is always used to ensure all participants can hear speeches including people with hearing impairment.
- A priority bin service was developed to assist people who are unable to move their bin to and from the kerbside, upon request.
- Provide large print books for vision impaired community members in our Library.
- The Bloom Festival Bush Dance held in the Woodanilling Town Hall is becoming an annual event over the duration of the Hidden Treasures month of celebration (Sept to Oct). This event is an all-inclusive affair offering accessible entry and egress at the facility.

### **OUTCOME 2 - Access to buildings and facilities has been improved.**

- The Woodanilling Recreation Centre building provides accessible toilet facilities and entrance doors are at ground level to enable easy wheelchair access.
- Improved access was provided to Council's administration building, including a paved and ramped entry path and relocation of easy access parking bays.
- Unisex accessible public toilets were built at the town's Centenary Park.
- Footpaths in the main street are continuing to be upgraded with the levelling of footpaths in areas that are effected by tree roots.

### **OUTCOME 3 - Information about functions, facilities and services is provided in formats which meet the communication needs of people with disability.**

- Information is available in alternative formats by request through the shire website or over the counter.

### **OUTCOME 4 - Employee awareness of the needs of people with disability and skills in delivering services is improved.**

- Administration and Works Crew staff underwent training through LGIS called "At the Coalface". This training provided staff with the basic skills to communicate with people who may have mental Health issues, also providing training around safety and security in the work place. Which gave practical advice on providing good customer service to people with a variety of disabilities.

### **OUTCOME 5 & 6 - Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes.**

- Information on consultations was simplified and made available in alternative formats upon request.
- Municipal election voting was held in accessible buildings and some voting booths were modified to suit people using wheelchairs, and postal voting was accepted.

### **OUTCOME 7 - People with disability have the same opportunity as other people to obtain and maintain employment with the Shire of Woodanilling.**

- Introduction of recruitment practices to ensure equal employment opportunities.
- The Shire office layout has been modified so that it is wheelchair accessible.



## NATIONAL COMPETITION POLICY (NCP)

The Shire is required to report its progress in implementing the National Competition Policy in their annual report. There are a number of specific requirements placed on local government in the areas of competitive neutrality, legislation review and structural reform.

### COMPETITIVE NEUTRALITY

The principle of competitive neutrality is that government business should not enjoy a competitive advantage or disadvantage, simply as a result of their public sector ownership. For local government this relates to user-pays income of over \$200,000.

In accordance with the Shire's responsibilities under Clause 7 of the statement relating to competitive neutrality, the Shire of Woodanilling has reviewed its

activities in line with advice from the Department of Local Government Circular No 806 and has found that none of its activities are "Significant Business Activity" for competitive neutrality requirements.

The Shire of Woodanilling did not privatise any activities in 2019/2020 consequently there were no obligations to report in this area.

### LEGISLATIVE REVIEW

The Shire is required to assess which of its local laws might impact on competition and conduct a review to determine how restrictive practices might be overcome.

No new local laws were created or reviewed in 2019/2020.



# RECORD KEEPING PLAN

Council's revised Record Keeping Plan was adopted by Council on 17 May 2016.

## RECORD KEEPING POLICY

### POLICY STATEMENT

The Shire of Woodanilling is committed to making and keeping full and accurate records of its business transactions and its official activities. Records created and received by Shire personnel and contractors, irrespective of format, are to be managed in accordance with the Shire's Recordkeeping Plan and this Records Management Policy and Procedures Manual. Records will not be destroyed except by reference to the General Disposal Authority for Local Government Records and the General Disposal Authority for Source Records.

### RATIONALE

A systematic approach to records management within any organisation is vital to protect and preserve the information contained within the organisation's records. These policies and guidelines support recordkeeping in the Shire of Woodanilling by:

- Providing support for effective decision making, business efficiency, litigation protection, managed information flows and retention of the corporate memory;
- Managing the risks that may result from inadequate records practices;
- Providing uniform protection and controlled access for records in all formats;
- Ensuring that all employees and contractors understand and can comply with the legislative and business requirements of recordkeeping; and
- Ensuring that Shire of Woodanilling personnel understand that the records of the Shire are corporate assets and government records and do not belong to individuals.

### GUIDELINES

The Shire of Woodanilling has implemented systematic records management policies, procedures and practices to ensure the capture and management of all its records, irrespective of format. All elected members and staff will ensure that full and accurate records are created to reflect business transactions and decisions.

The Shire uses a standard method to identify and retrieve the records it holds, through the use of a File Listing. The Shire currently uses the filing system within LOGIS Synergy Soft Central Records as its formal records management system.

Synergy Soft Central Records is an eDRMS. The Shire of Woodanilling has set up standards in accordance with the General Disposal Authority for Source Records which will be applied to all incoming and outgoing hard copies of records. All hard copy source records will undergo a digitisation process.

Source Records will only be disposed of in accordance with the State Records Office's General Disposal for Source Records.

Corporate records will only be disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records. The objectives of the Shire of Woodanilling RKP are to ensure:

- Compliance with Section 28 of the State Records Act 2000;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

## STATE RECORDS COMMISSION

### STANDARD 2: PRINCIPLE 6 COMPLIANCE

Government organizations ensure their employees comply with the record keeping plan.

## 6.1 STAFF TRAINING, INFORMATION SESSIONS

The Shire of Woodanilling has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

| Activities to ensure staff awareness and compliance   | YES | NO |
|---|-----|----|
| Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.  | ✓   |    |
| In-house recordkeeping training sessions for staff are conducted.   | ✓   |    |
| From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable. | ✓   |    |
| Staff information sessions are conducted on a regular basis for staff as required.  | ✓   |    |
| The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.                                  |     |    |
| The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.   | ✓   |    |
| The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.      | ✓   |    |

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

Please refer to Appendix 8 for samples of training and induction information.

## 6.2 PERFORMANCE INDICATORS IN PLACE

The following performance indicators are being set in place to measure the efficiency and effectiveness of the Shire of Woodanilling's recordkeeping systems:

- IT Vision system upgrades are implemented annually
- Staff survey eliciting feedback on use, effectiveness or recordkeeping system/training annually; and
- Number of new staff attending Records induction

The Shire of Woodanilling aims to review these performance indicators and determine if further performance indicators should be put in place at the end of the 2018/19 financial year.

## 6.3 AGENCY'S EVALUATION

There is a need for some reviews of the Shire of Woodanilling's recordkeeping systems in the following areas records digitization. The Shire has continued to seek areas of improvement and based on consultation with staff a digitization program is to be implemented by July 2016.

## 6.4 ANNUAL REPORT

An excerpt from the Shire of Woodanilling's latest Annual Report is attached, demonstrating the organization's compliance with the State Records Act 2000, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 9.

## 6.5 IDENTIFIED AREAS FOR IMPROVEMENT

Whilst the Shire of Woodanilling's staff training and information sessions are adequate, further development of the staff induction procedure is ongoing. A formal schedule for staff training is being developed and will be completed by September 2016..

# ANNUAL FINANCIAL REPORT 2019-2020



**SHIRE OF WOODANILLING**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

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**COMMUNITY VISION**

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

Principal place of business:  
3316 Robinson Road  
Woodanilling WA 6316



**SHIRE OF WOODANILLING  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

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

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Shire of Woodanilling for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of Woodanilling at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 16th day of April 2021



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Chief Executive Officer

Stephen Gash

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Name of Chief Executive Officer



**SHIRE OF WOODANILLING**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2020**

|   | NOTE  | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|---|-------|----------------------|----------------------|----------------------|
| <b>Revenue</b>  |       |                      |                      |                      |
| Rates   | 20(a) | 771,494              | 768,499              | 736,579              |
| Operating grants, subsidies and contributions                                   | 2(a)  | 1,176,260            | 541,225              | 1,739,993            |
| Fees and charges  | 2(a)  | 389,536              | 456,973              | 402,368              |
| Interest earnings   | 2(a)  | 5,939                | 8,664                | 13,017               |
| Other revenue   | 2(a)  | 525                  | 178,757              | (227)                |
|   |       | <u>2,343,754</u>     | <u>1,954,118</u>     | <u>2,891,730</u>     |
| <b>Expenses</b>   |       |                      |                      |                      |
| Employee costs  |       | (1,021,216)          | (1,011,434)          | (1,090,662)          |
| Materials and contracts   |       | (367,824)            | (632,218)            | (1,475,690)          |
| Utility charges   |       | (145,916)            | (42,373)             | (83,977)             |
| Depreciation on non-current assets  | 11(b) | (869,477)            | (978,337)            | (838,898)            |
| Insurance expenses  |       | (81,178)             | (96,747)             | (75,875)             |
| Other expenditure   |       | (279,327)            | (320,296)            | (311,879)            |
|   |       | <u>(2,764,938)</u>   | <u>(3,081,405)</u>   | <u>(3,876,981)</u>   |
|   |       | (421,184)            | (1,127,287)          | (985,251)            |
| Non-operating grants, subsidies and contributions                               | 2(a)  | 606,651              | 556,333              | 75,200               |
| Profit on asset disposals   | 11(a) | 7,609                | 0                    | 5,091                |
| (Loss) on asset disposals   | 11(a) | (2,619)              | (875)                | (11,384)             |
| Fair value adjustments to financial assets at fair value through profit or loss |       | 4,677                | 0                    | 0                    |
|   |       | <u>616,318</u>       | <u>555,458</u>       | <u>68,907</u>        |
| <b>Net result for the period</b>  |       | <b>195,134</b>       | <b>(571,829)</b>     | <b>(916,344)</b>     |
| <b>Total comprehensive income for the period</b>                                |       | <b>195,134</b>       | <b>(571,829)</b>     | <b>(916,344)</b>     |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2020**

|   | NOTE  | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|---|-------|----------------------|----------------------|----------------------|
| <b>Revenue</b>  |       |                      |                      |                      |
|   | 2(a)  |                      |                      |                      |
| Governance  |       | 745                  | 8,200                | 153                  |
| General purpose funding   |       | 1,611,346            | 1,216,966            | 1,587,904            |
| Law, order, public safety   |       | 107,696              | 34,910               | 71,989               |
| Health  |       | 758                  | 750                  | 420                  |
| Education and welfare   |       | 95,410               | 113,500              | 64,079               |
| Housing   |       | 16,026               | 19,300               | 6,858                |
| Community amenities   |       | 37,234               | 32,850               | 30,824               |
| Recreation and culture  |       | 1,613                | 2,250                | 2,079                |
| Transport   |       | 372,757              | 367,102              | 1,011,233            |
| Economic services   |       | 29,533               | 64,150               | 47,192               |
| Other property and services   |       | 70,636               | 94,140               | 68,999               |
|   |       | 2,343,754            | 1,954,118            | 2,891,730            |
| <b>Expenses</b>   |       |                      |                      |                      |
|   | 2(b)  |                      |                      |                      |
| Governance  |       | (226,829)            | (229,142)            | (360,744)            |
| General purpose funding   |       | (17,191)             | (16,086)             | (25,352)             |
| Law, order, public safety   |       | (226,007)            | (159,529)            | (185,401)            |
| Health  |       | (36,281)             | (38,737)             | (36,526)             |
| Education and welfare   |       | (45,231)             | (44,434)             | (41,645)             |
| Housing   |       | (84,120)             | (62,010)             | (72,885)             |
| Community amenities   |       | (130,761)            | (134,226)            | (128,880)            |
| Recreation and culture  |       | (235,129)            | (147,746)            | (200,260)            |
| Transport   |       | (1,369,554)          | (2,183,892)          | (2,702,410)          |
| Economic services   |       | (127,063)            | (50,232)             | (62,555)             |
| Other property and services   |       | (266,772)            | (15,371)             | (60,323)             |
|   |       | (2,764,938)          | (3,081,405)          | (3,876,981)          |
| <b>Finance Costs</b>  |       |                      |                      |                      |
|   | 2(b)  |                      |                      |                      |
|   |       | (421,184)            | (1,127,287)          | (985,251)            |
| Non-operating grants, subsidies and contributions                               | 2(a)  | 606,651              | 556,333              | 75,200               |
| Profit on disposal of assets  | 11(a) | 7,609                | 0                    | 5,091                |
| (Loss) on disposal of assets  | 11(a) | (2,619)              | (875)                | (11,384)             |
| Fair value adjustments to financial assets at fair value through profit or loss |       | 4,677                | 0                    | 0                    |
|   |       | 616,318              | 555,458              | 68,907               |
| <b>Net result for the period</b>  |       | <b>195,134</b>       | <b>(571,829)</b>     | <b>(916,344)</b>     |
| <b>Other comprehensive income</b>   |       |                      |                      |                      |
| <i>Items that will not be reclassified subsequently to profit or loss</i>       |       |                      |                      |                      |
| <b>Total comprehensive income for the period</b>                                |       | <b>195,134</b>       | <b>(571,829)</b>     | <b>(916,344)</b>     |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2020**

|                                      | NOTE | 2020              | 2019              |
|--------------------------------------|------|-------------------|-------------------|
|                                      |      | \$                | \$                |
| <b>CURRENT ASSETS</b>                |      |                   |                   |
| Cash and cash equivalents            | 3    | 1,248,273         | 1,151,176         |
| Trade and other receivables          | 6    | 174,911           | 112,556           |
| Inventories                          | 7    | 8,521             | 18,904            |
| Other assets                         | 8    | 1,050             | 1,050             |
| <b>TOTAL CURRENT ASSETS</b>          |      | <b>1,432,755</b>  | <b>1,283,686</b>  |
| <b>NON-CURRENT ASSETS</b>            |      |                   |                   |
| Other financial assets               | 5(b) | 35,703            | 31,026            |
| Property, plant and equipment        | 9    | 6,703,189         | 7,133,168         |
| Infrastructure                       | 10   | 24,910,068        | 24,470,803        |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <b>31,648,960</b> | <b>31,634,997</b> |
| <b>TOTAL ASSETS</b>                  |      | <b>33,081,715</b> | <b>32,918,683</b> |
| <b>CURRENT LIABILITIES</b>           |      |                   |                   |
| Trade and other payables             | 13   | 226,066           | 218,467           |
| Contract liabilities                 | 14   | 69,286            | 0                 |
| Employee related provisions          | 16   | 147,531           | 142,049           |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <b>442,883</b>    | <b>360,516</b>    |
| <b>NON-CURRENT LIABILITIES</b>       |      |                   |                   |
| Employee related provisions          | 16   | 48,328            | 58,397            |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <b>48,328</b>     | <b>58,397</b>     |
| <b>TOTAL LIABILITIES</b>             |      | <b>491,211</b>    | <b>418,913</b>    |
| <b>NET ASSETS</b>                    |      | <b>32,590,504</b> | <b>32,499,770</b> |
| <b>EQUITY</b>                        |      |                   |                   |
| Retained surplus                     |      | 12,970,290        | 12,855,109        |
| Reserves - cash backed               | 4    | 628,751           | 628,198           |
| Revaluation surplus                  | 12   | 18,991,463        | 19,016,463        |
| <b>TOTAL EQUITY</b>                  |      | <b>32,590,504</b> | <b>32,499,770</b> |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2020**

|   | NOTE | RETAINED<br>SURPLUS<br>\$ | RESERVES<br>CASH<br>BACKED<br>\$ | REVALUATION<br>SURPLUS<br>\$ | TOTAL<br>EQUITY<br>\$ |
|---|------|---------------------------|----------------------------------|------------------------------|-----------------------|
| <b>Balance as at 1 July 2018</b>            |      | <b>14,175,484</b>         | <b>224,167</b>                   | <b>19,016,463</b>            | <b>33,416,114</b>     |
| Comprehensive income                        |      |                           |                                  |                              |                       |
| Net result for the period                   |      | (916,344)                 | 0                                | 0                            | (916,344)             |
| Total comprehensive income                  |      | (916,344)                 | 0                                | 0                            | (916,344)             |
| Transfers from reserves                     | 4    | 520,000                   | (520,000)                        | 0                            | 0                     |
| Transfers to reserves                       | 4    | (924,031)                 | 924,031                          | 0                            | 0                     |
| <b>Balance as at 30 June 2019</b>           |      | <b>12,855,109</b>         | <b>628,198</b>                   | <b>19,016,463</b>            | <b>32,499,770</b>     |
| Change in accounting policy                 | 24   | (79,400)                  | 0                                | (25,000)                     | (104,400)             |
| <b>Restated total equity at 1 July 2019</b> |      | <b>12,775,709</b>         | <b>628,198</b>                   | <b>18,991,463</b>            | <b>32,395,370</b>     |
| Comprehensive income                        |      |                           |                                  |                              |                       |
| Net result for the period                   |      | 195,134                   | 0                                | 0                            | 195,134               |
| Total comprehensive income                  |      | 195,134                   | 0                                | 0                            | 195,134               |
| Transfers to reserves                       | 4    | (553)                     | 553                              | 0                            | 0                     |
| <b>Balance as at 30 June 2020</b>           |      | <b>12,970,290</b>         | <b>628,751</b>                   | <b>18,991,463</b>            | <b>32,590,504</b>     |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

|   | NOTE  | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|---|-------|----------------------|----------------------|----------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                 |       |                      |                      |                      |
| <b>Receipts</b>   |       |                      |                      |                      |
| Rates   |       | 761,579              | 768,499              | 725,224              |
| Operating grants, subsidies and contributions               |       | 1,113,706            | 541,225              | 2,571,569            |
| Fees and charges  |       | 389,536              | 456,973              | 402,368              |
| Interest received   |       | 5,939                | 8,664                | 13,017               |
| Goods and services tax received                             |       | 50,456               | 67,133               | 206,898              |
| Other revenue   |       | 525                  | 178,757              | (227)                |
|   |       | 2,321,741            | 2,021,251            | 3,918,849            |
| <b>Payments</b>   |       |                      |                      |                      |
| Employee costs  |       | (991,133)            | (1,011,434)          | (1,092,290)          |
| Materials and contracts                                     |       | (188,029)            | (431,467)            | (1,659,067)          |
| Utility charges   |       | (145,916)            | (42,373)             | (83,977)             |
| Insurance paid  |       | (81,178)             | (96,747)             | (75,875)             |
| Goods and services tax paid                                 |       | (246,939)            | (67,133)             | (206,898)            |
| Other expenditure   |       | (279,327)            | (320,296)            | (269,443)            |
|   |       | (1,932,522)          | (1,969,450)          | (3,387,550)          |
| <b>Net cash provided by (used in) operating activities</b>  | 17    | 389,219              | 51,801               | 531,299              |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                 |       |                      |                      |                      |
| Payments for purchase of property, plant & equipment        | 9(a)  | (84,507)             | (81,466)             | (305,831)            |
| Payments for construction of infrastructure                 | 10(a) | (844,644)            | (794,748)            | (251,726)            |
| Non-operating grants, subsidies and contributions           | 2(a)  | 606,651              | 556,333              | 75,200               |
| Proceeds from sale of property, plant & equipment           | 11(a) | 30,378               | 16,000               | 36,591               |
| <b>Net cash provided by (used in) investment activities</b> |       | (292,122)            | (303,881)            | (445,766)            |
| <b>Net increase (decrease) in cash held</b>                 |       | 97,097               | (252,080)            | 85,533               |
| Cash at beginning of year                                   |       | 1,151,176            | 1,208,740            | 1,065,643            |
| <b>Cash and cash equivalents at the end of the year</b>     | 17    | 1,248,273            | 956,660              | 1,151,176            |

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

**SHIRE OF WOODANILLING**  
**RATE SETTING STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

|  | NOTE   | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|--|--------|----------------------|----------------------|----------------------|
| <b>OPERATING ACTIVITIES</b>  |        |                      |                      |                      |
| <b>Net current assets at start of financial year - surplus/(deficit)</b> | 21 (b) | 215,572              | 1,080,167            | 1,292,687            |
|  |        | 215,572              | 1,080,167            | 1,292,687            |
| <b>Revenue from operating activities (excluding rates)</b>               |        |                      |                      |                      |
| Governance   |        | 5,422                | 8,200                | 153                  |
| General purpose funding  |        | 839,852              | 448,467              | 851,325              |
| Law, order, public safety  |        | 107,696              | 34,910               | 71,989               |
| Health   |        | 758                  | 750                  | 420                  |
| Education and welfare  |        | 95,410               | 113,500              | 64,079               |
| Housing  |        | 16,026               | 19,300               | 6,858                |
| Community amenities  |        | 37,234               | 32,850               | 30,824               |
| Recreation and culture   |        | 1,613                | 2,250                | 2,079                |
| Transport  |        | 380,366              | 367,102              | 1,016,324            |
| Economic services  |        | 29,533               | 64,150               | 47,192               |
| Other property and services  |        | 70,636               | 94,140               | 68,999               |
|  |        | 1,584,546            | 1,185,619            | 2,160,242            |
| <b>Expenditure from operating activities</b>                             |        |                      |                      |                      |
| Governance   |        | (226,829)            | (229,142)            | (360,744)            |
| General purpose funding  |        | (17,191)             | (16,086)             | (25,352)             |
| Law, order, public safety  |        | (226,007)            | (159,529)            | (185,401)            |
| Health   |        | (36,281)             | (38,737)             | (36,526)             |
| Education and welfare  |        | (45,231)             | (44,434)             | (41,645)             |
| Housing  |        | (84,120)             | (62,010)             | (72,885)             |
| Community amenities  |        | (130,761)            | (134,226)            | (128,880)            |
| Recreation and culture   |        | (235,129)            | (147,746)            | (200,260)            |
| Transport  |        | (1,372,173)          | (2,184,767)          | (2,713,794)          |
| Economic services  |        | (127,063)            | (50,232)             | (62,555)             |
| Other property and services  |        | (266,772)            | (15,371)             | (60,323)             |
|  |        | (2,767,557)          | (3,082,280)          | (3,888,365)          |
| Non-cash amounts excluded from operating activities                      | 21(a)  | 849,741              | 979,212              | 843,626              |
| <b>Amount attributable to operating activities</b>                       |        | (117,698)            | 162,718              | 408,190              |
| <b>INVESTING ACTIVITIES</b>  |        |                      |                      |                      |
| Non-operating grants, subsidies and contributions                        | 2(a)   | 606,651              | 556,333              | 75,200               |
| Proceeds from disposal of assets   | 11(a)  | 30,378               | 16,000               | 36,591               |
| Purchase of property, plant and equipment                                | 9(a)   | (84,507)             | (81,466)             | (305,831)            |
| Purchase and construction of infrastructure                              | 10(a)  | (844,644)            | (794,748)            | (251,726)            |
| <b>Amount attributable to investing activities</b>                       |        | (292,122)            | (303,881)            | (445,766)            |
| <b>FINANCING ACTIVITIES</b>  |        |                      |                      |                      |
| Transfers to reserves (restricted assets)                                | 4      | (553)                | (627,336)            | (924,031)            |
| Transfers from reserves (restricted assets)                              | 4      | 0                    | 0                    | 520,000              |
| <b>Amount attributable to financing activities</b>                       |        | (553)                | (627,336)            | (404,031)            |
| <b>Surplus/(deficit) before imposition of general rates</b>              |        | (410,373)            | (768,499)            | (441,607)            |
| <b>Total amount raised from general rates</b>                            | 20(a)  | 771,494              | 768,499              | 736,579              |
| <b>Surplus/(deficit) after imposition of general rates</b>               | 21(b)  | <b>361,121</b>       | <b>0</b>             | <b>294,972</b>       |

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



**INDEX OF NOTES TO THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

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**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 1. BASIS OF PREPARATION

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

### AMENDMENTS TO LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, *Financial Management Regulation 16* arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. 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 pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

From 1 July 2019, the Shire has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the *Local Government (Financial Management) Regulations 1996* have been amended to specify that vested land is a right of use asset to be measured at cost. All right of use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

The Shire has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019. The comparative year amounts have been retained as AASB 16 does not require comparatives to be restated in the year of transition.

Therefore the departure from AASB 1051 and AASB 16 in respect of the comparatives for the year ended 30 June 2019 remains.

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.

### NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*

*AASB 1059 Service Concession Arrangements: Grantors* is not expected to impact the financial report.

Specific impacts of *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality*, have not been identified.

### 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.

# SHIRE OF WOODANILLING

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 2. REVENUE AND EXPENSES

#### REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

| Revenue Category  | Nature of goods and services   | When obligations typically satisfied | Payment terms  | Returns/Refunds/Warranties                  | Determination of transaction price  | Allocating transaction price                                    | Measuring obligations for returns                                   | Timing of revenue recognition  |
|---|--|--------------------------------------|--|---|---|---|---|--|
| Rates   | General Rates  | Over time                            | Payment dates adopted by Council during the year                       | None  | Adopted by council annually   | When taxable event occurs                                       | Not applicable  | When rates notice is issued  |
| Grant contracts with customers  | Community events, minor facilities, research, design, planning evaluation and services                           | Over time                            | Fixed terms transfer of funds based on agreed milestones and reporting | Contract obligation if project not complete | Set by mutual agreement with the customer                                   | Based on the progress of works to match performance obligations | Returns limited to repayment of transaction price of terms breached | Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared |
| Grants, subsidies or contributions for the construction of non-financial assets | Construction or acquisition of recognisable non-financial assets to be controlled by the local government        | Over time                            | Fixed terms transfer of funds based on agreed milestones and reporting | Contract obligation if project not complete | Set by mutual agreement with the customer                                   | Based on the progress of works to match performance obligations | Returns limited to repayment of transaction price of terms breached | Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared |
| Grants with no contract commitments   | General appropriations and contributions with no reciprocal commitment   | No obligations                       | Not applicable   | Not applicable                              | Cash received   | On receipt of funds   | Not applicable  | When assets are controlled   |
| Licences/ Registrations/ Approvals  | Building, planning, development and animal management, having the same nature as a licence regardless of naming. | Single point in time                 | Full payment prior to issue  | None  | Set by State legislation or limited by legislation to the cost of provision | Based on timing of issue of the associated rights               | No refunds  | On payment and issue of the licence, registration or approval  |
| Pool inspections  | Compliance safety check  | Single point in time                 | Equal proportion based on an equal annually fee                        | None  | Set by State legislation  | Apportioned equally across the inspection cycle                 | No refunds  | After inspection complete based on a 4 year cycle  |
| Other inspections   | Regulatory Food, Health and Safety   | Single point in time                 | Full payment prior to inspection                                       | None  | Set by State legislation or limited by legislation to the cost of provision | Applied fully on timing of inspection                           | Not applicable  | Revenue recognised after inspection event occurs   |
| Property hire and entry   | Use of halls and facilities  | Single point in time                 | In full in advance   | Refund if event cancelled within 7 days     | Adopted by council annually   | Based on timing of entry to facility                            | Returns limited to repayment of transaction price                   | On entry or at conclusion of hire  |
| Fees and charges for other goods and services                                   | Cemetery services, library fees, reinstatements and private works  | Single point in time                 | Payment in full in advance   | None  | Adopted by council annually   | Applied fully based on timing of provision                      | Not applicable  | Output method based on provision of service or completion of works   |
| Sale of stock   | Aviation fuel, kiosk and visitor centre stock  | Single point in time                 | In full in advance, on 15 day credit                                   | Refund for faulty goods                     | Adopted by council annually, set by mutual agreement                        | Applied fully based on timing of provision                      | Returns limited to repayment of transaction price                   | Output method based on goods   |
| Commissions   | Commissions on licencing and ticket sales  | Over time                            | Payment in full on sale  | None  | Set by mutual agreement with the customer                                   | On receipt of funds   | Not applicable  | When assets are controlled   |
| Reimbursements  | Insurance claims   | Single point in time                 | Payment in arrears for claimable event                                 | None  | Set by mutual agreement with the customer                                   | When claim is agreed  | Not applicable  | When claim is agreed   |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 2. REVENUE AND EXPENSES

### (a) Grant revenue

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

|  | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| <b>Operating grants, subsidies and contributions</b>     |                      |                      |                      |
| Governance   | 520                  | 0                    | 181                  |
| General purpose funding                                  | 832,773              | 436,286              | 835,723              |
| Law, order, public safety                                | 47,000               | 29,837               | 66,216               |
| Education and welfare                                    | 42,969               | 0                    | 9,330                |
| Housing  | 329                  | 0                    | 808                  |
| Transport  | 186,283              | 75,102               | 768,003              |
| Other property and services                              | 66,386               | 0                    | 59,732               |
|  | 1,176,260            | 541,225              | 1,739,993            |
| <b>Non-operating grants, subsidies and contributions</b> |                      |                      |                      |
| Recreation and culture                                   | 52,551               | 0                    | 0                    |
| Transport  | 554,100              | 556,333              | 75,200               |
|  | 606,651              | 556,333              | 75,200               |
| <b>Total grants, subsidies and contributions</b>         | 1,782,911            | 1,097,558            | 1,815,193            |
| <b>Fees and charges</b>                                  |                      |                      |                      |
| Governance   | 340                  | 2,200                | 31                   |
| General purpose funding                                  | 500                  | 1,900                | 1,940                |
| Law, order, public safety                                | 60,697               | 5,073                | 6,586                |
| Health   | 758                  | 750                  | 420                  |
| Education and welfare                                    | 52,442               | 51,500               | 54,749               |
| Housing  | 15,696               | 17,800               | 6,050                |
| Community amenities                                      | 37,234               | 32,850               | 30,825               |
| Recreation and culture                                   | 1,613                | 2,250                | 2,079                |
| Transport  | 186,473              | 265,000              | 243,230              |
| Economic services  | 29,533               | 64,150               | 47,191               |
| Other property and services                              | 4,250                | 13,500               | 9,267                |
|  | 389,536              | 456,973              | 402,368              |

### SIGNIFICANT ACCOUNTING POLICIES

#### Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

#### Fees and Charges

Revenue (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.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

**Contracts with customers and transfers for recognisable non-financial assets**

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

|   | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|---|----------------------|----------------------|----------------------|
| Operating grants, subsidies and contributions     | 1,176,260            | 0                    | 0                    |
| Fees and charges                                  | 389,536              | 0                    | 0                    |
| Non-operating grants, subsidies and contributions | 606,651              | 556,333              | 75,200               |
|   | <u>2,172,447</u>     | <u>556,333</u>       | <u>75,200</u>        |

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:

|  |                  |                |               |
|--|------------------|----------------|---------------|
| Contracts with customers included as a contract liability at the start of the period | 79,400           |                |               |
| Other revenue from contracts with customers recognised during the year               | 1,565,796        | 0              | 0             |
| Other revenue from performance obligations satisfied during the year                 | 527,251          | 556,333        | 75,200        |
|  | <u>2,172,447</u> | <u>556,333</u> | <u>75,200</u> |

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

|   |          |   |   |
|---|----------|---|---|
| Trade and other receivables from contracts with customers | 112,786  | 0 | 0 |
| Contract liabilities from contracts with customers        | (69,286) | 0 | 0 |

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

**Revenue from statutory requirements**

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

**General rates**

**Other revenue**

Reimbursements and recoveries

Other

**Interest earnings**

Interest on reserve funds

Rates instalment and penalty interest (refer Note 20(c))

Other interest earnings

|  | 2020<br>Actual | 2020<br>Budget | 2019<br>Actual |
|--|----------------|----------------|----------------|
|  | \$             | \$             | \$             |
| General rates  | 771,494        | 768,499        | 736,579        |
|  | <u>771,494</u> | <u>768,499</u> | <u>736,579</u> |
| Reimbursements and recoveries                            | 0              | 178,140        | 0              |
| Other  | 525            | 617            | (227)          |
|  | <u>525</u>     | <u>178,757</u> | <u>(227)</u>   |
| Interest on reserve funds                                | 71             | 515            | 712            |
| Rates instalment and penalty interest (refer Note 20(c)) | 5,018          | 8,129          | 3,933          |
| Other interest earnings                                  | 850            | 20             | 8,372          |
|  | <u>5,939</u>   | <u>8,664</u>   | <u>13,017</u>  |

**SIGNIFICANT ACCOUNTING POLICIES**

**Interest earnings**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**Interest earnings (continued)**

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

**(b) Expenses**

**Auditors remuneration**

- Audit of the Annual Financial Report

**Other expenditure**

Sundry expenses

| Note                                   | 2020<br>Actual | 2020<br>Budget | 2019<br>Actual |
|--|----------------|----------------|----------------|
|  | \$             | \$             | \$             |
| - Audit of the Annual Financial Report | 29,900         | 29,800         | 29,414         |
|  | <u>29,900</u>  | <u>29,800</u>  | <u>29,414</u>  |
| Sundry expenses                        | 279,327        | 320,296        | 311,879        |
|  | <u>279,327</u> | <u>320,296</u> | <u>311,879</u> |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

### 3. CASH AND CASH EQUIVALENTS

| NOTE                                   | 2020             | 2019             |
|--|------------------|------------------|
|  | \$               | \$               |
| Cash at bank and on hand               | 1,248,273        | 1,151,176        |
| <b>Total cash and cash equivalents</b> | <b>1,248,273</b> | <b>1,151,176</b> |

#### Restrictions

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

|                             |                |                |
|-----------------------------|----------------|----------------|
| - Cash and cash equivalents | 698,037        | 628,198        |
|                             | <b>698,037</b> | <b>628,198</b> |

The restricted assets are a result of the following specific purposes to which the assets may be used:

|  |    |                |                |
|--|----|----------------|----------------|
| Reserves - cash backed                             | 4  | 628,751        | 628,198        |
| Contract liabilities from contracts with customers | 14 | 69,286         | 0              |
| <b>Total restricted assets</b>                     |    | <b>698,037</b> | <b>628,198</b> |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Cash and cash equivalents

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

##### Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.



## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 4. RESERVES - CASH

|                                | 2020<br>Actual<br>Opening<br>Balance | 2020<br>Actual<br>Transfer<br>to | 2020<br>Actual<br>Transfer<br>(from) | 2020<br>Actual<br>Closing<br>Balance | 2020<br>Budget<br>Opening<br>Balance | 2020<br>Budget<br>Transfer<br>to | 2020<br>Budget<br>Transfer<br>(from) | 2020<br>Budget<br>Closing<br>Balance | 2019<br>Actual<br>Opening<br>Balance | 2019<br>Actual<br>Transfer<br>to | 2019<br>Actual<br>Transfer<br>(from) | 2019<br>Actual<br>Closing<br>Balance |
|--------------------------------|--------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
|                                | \$                                   | \$                               | \$                                   | \$                                   | \$                                   | \$                               | \$                                   | \$                                   | \$                                   | \$                               | \$                                   | \$                                   |
| (a) Plant replacement reserve  | 448,377                              | 395                              | 0                                    | 448,772                              | 628                                  | 447,763                          | 0                                    | 448,391                              | 160,000                              | 611,057                          | (322,680)                            | 448,377                              |
| (b) Building reserve           | 42,036                               | 37                               | 0                                    | 42,073                               | 59                                   | 41,977                           | 0                                    | 42,036                               | 15,000                               | 53,865                           | (26,829)                             | 42,036                               |
| (c) Affordable housing reserve | 102,174                              | 90                               | 0                                    | 102,264                              | 143                                  | 102,034                          | 0                                    | 102,177                              | 36,460                               | 119,907                          | (54,193)                             | 102,174                              |
| (d) Office equipment reserve   | 14,012                               | 12                               | 0                                    | 14,024                               | 20                                   | 13,992                           | 0                                    | 14,012                               | 5,000                                | 19,928                           | (10,916)                             | 14,012                               |
| (e) Recreation reserve         | 0                                    | 0                                | 0                                    | 0                                    | 0                                    |                                  | 0                                    | 0                                    | 0                                    | 35,520                           | (35,520)                             | 0                                    |
| (f) Road construction reserve  | 21,599                               | 19                               | 0                                    | 21,618                               | 30                                   | 21,570                           | 0                                    | 21,600                               | 7,707                                | 83,754                           | (69,862)                             | 21,599                               |
|                                | 628,198                              | 553                              | 0                                    | 628,751                              | 880                                  | 627,336                          | 0                                    | 628,216                              | 224,167                              | 924,031                          | (520,000)                            | 628,198                              |

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

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

| Name of Reserve                | Anticipated date<br>of use             | Purpose of the reserve   |
|--------------------------------|--|--|
| (a) Plant replacement reserve  | As per Plant<br>Replacement<br>Program | To be used to fund the net cost of plant and equipment purchases as determined in the 10 Year Plant Replacement Program  |
| (b) Building reserve           | As per Building<br>Plan                | To be used to meet requirements for providing new buildings for Council purposes, other than affordable housing or recreational facilities, or for major maintenance |
| (c) Affordable housing reserve | As per Building<br>Plan                | To be used to meet requirements for affordable housing, either new or major upgrades into the future   |
| (d) Office equipment reserve   | As required                            | To be used for the purchase of office equipment and future computer upgrades   |
| (e) Recreation reserve         | 30/06/2019                             | To be used to fund capital improvements at recreational facilities, including sporting facilities or halls   |
| (f) Road construction reserve  | As required                            | To be used to fund road construction projects within the Woodanilling Shire, or to levy additional funding   |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

**5. OTHER FINANCIAL ASSETS**

**(b) Non-current assets**

Financial assets at fair value through profit and loss

|   | 2020   | 2019   |
|---|--------|--------|
|   | 35,703 | 31,026 |
|   | 35,703 | 31,026 |
| <b>Financial assets at fair value through profit and loss</b> |        |        |
| Units in Local Government House Trust                         | 35,611 | 30,934 |
| BWK Co-op Shares  | 92     | 92     |
|   | 35,703 | 31,026 |

**Financial assets at fair value through profit and loss**

Units in Local Government House Trust  
 BWK Co-op Shares

**SIGNIFICANT ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

The Shire 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 fair value through profit and loss**

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

**Impairment and risk**

Information regarding impairment and exposure to risk can be found at Note 22.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 6. TRADE AND OTHER RECEIVABLES

### Current

|                             |
|-----------------------------|
| Rates receivable            |
| Trade and other receivables |

| 2020    | 2019    |
|---------|---------|
| \$      | \$      |
| 62,125  | 52,210  |
| 112,786 | 60,346  |
| 174,911 | 112,556 |

### SIGNIFICANT ACCOUNTING POLICIES

#### Trade and other receivables

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

### SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Classification and subsequent measurement

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.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 7. INVENTORIES

### Current

Fuel and materials

|  | 2020      | 2019     |
|--|-----------|----------|
|  | \$        | \$       |
|  | 8,521     | 18,904   |
|  | 8,521     | 18,904   |
|  | 18,904    | 16,210   |
|  | (107,642) | (93,004) |
|  | 97,259    | 95,698   |
|  | 8,521     | 18,904   |

The following movements in inventories occurred during the year:

### Carrying amount at beginning of period

Inventories expensed during the year

Additions to inventory

### Carrying amount at end of period

## SIGNIFICANT ACCOUNTING POLICIES

### General

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

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

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

**8. OTHER ASSETS**

|                | 2020  | 2019  |
|----------------|-------|-------|
|                | \$    | \$    |
| Accrued income | 1,050 | 1,050 |
|                | 1,050 | 1,050 |

**Other assets - current**

Accrued income

**SIGNIFICANT ACCOUNTING POLICIES**

**Other current assets**

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**Accrued income**

Accrued income is income which has been earned but not yet received. Income must be recorded in the accounting period in which it is earned. Therefore, accrued income must be recognised in the accounting period in which it arises rather than in a subsequent period in which it will be received.

## 9. PROPERTY, PLANT AND EQUIPMENT

### (a) Movements in Carrying Amounts

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

|  | Land -<br>freehold<br>land | Land -<br>vested in<br>and under<br>the control<br>of Council | Total land | Buildings | Total land<br>and<br>buildings | Furniture<br>and<br>equipment | Plant and<br>equipment | Total<br>property,<br>plant and<br>equipment |
|--|----------------------------|---|------------|-----------|--------------------------------|-------------------------------|------------------------|--|
|  | \$                         | \$  | \$         | \$        | \$                             | \$                            | \$                     | \$   |
| <b>Balance at 1 July 2018</b>            | 498,000                    | 25,000  | 523,000    | 5,295,086 | 5,818,086                      | 41,564                        | 1,450,707              | 7,310,357                                    |
| Additions                                | 0                          | 0   | 0          | 72,622    | 72,622                         | 47,400                        | 185,809                | 305,831                                      |
| (Disposals)                              | 0                          | 0   | 0          | 0         | 0                              | (580)                         | (42,304)               | (42,884)                                     |
| Depreciation (expense)                   | 0                          | 0   | 0          | (108,361) | (108,361)                      | (14,900)                      | (316,875)              | (440,136)                                    |
| <b>Carrying amount at 30 June 2019</b>   | 498,000                    | 25,000  | 523,000    | 5,259,347 | 5,782,347                      | 73,484                        | 1,277,337              | 7,133,168                                    |
| <b>Comprises:</b>                        |                            |   |            |           |                                |                               |                        |  |
| Gross carrying amount at 30 June 2019    | 498,000                    | 25,000  | 523,000    | 5,506,266 | 6,029,266                      | 166,932                       | 3,136,784              | 9,332,982                                    |
| Accumulated depreciation at 30 June 2019 | 0                          | 0   | 0          | (246,919) | (246,919)                      | (93,448)                      | (1,859,447)            | (2,199,814)                                  |
| <b>Carrying amount at 30 June 2019</b>   | 498,000                    | 25,000  | 523,000    | 5,259,347 | 5,782,347                      | 73,484                        | 1,277,337              | 7,133,168                                    |
| Change in accounting policy              | 0                          | (25,000)  | (25,000)   | 0         | (25,000)                       | 0                             | 0                      | (25,000)                                     |
| <b>Carrying amount at 1 July 2019</b>    | 498,000                    | 0   | 498,000    | 5,259,347 | 5,757,347                      | 73,484                        | 1,277,337              | 7,108,168                                    |
| Additions                                | 0                          | 0   | 0          | 0         | 0                              | 0                             | 84,507                 | 84,507                                       |
| (Disposals)                              | 0                          | 0   | 0          | 0         | 0                              | 0                             | (25,388)               | (25,388)                                     |
| Depreciation (expense)                   | 0                          | 0   | 0          | (109,814) | (109,814)                      | (26,529)                      | (327,755)              | (464,098)                                    |
| <b>Carrying amount at 30 June 2020</b>   | 498,000                    | 0   | 498,000    | 5,149,533 | 5,647,533                      | 46,955                        | 1,008,701              | 6,703,189                                    |
| <b>Comprises:</b>                        |                            |   |            |           |                                |                               |                        |  |
| Gross carrying amount at 30 June 2020    | 498,000                    | 0   | 498,000    | 5,506,266 | 6,004,266                      | 166,932                       | 3,177,957              | 9,349,155                                    |
| Accumulated depreciation at 30 June 2020 | 0                          | 0   | 0          | (356,733) | (356,733)                      | (119,977)                     | (2,169,256)            | (2,645,966)                                  |
| <b>Carrying amount at 30 June 2020</b>   | 498,000                    | 0   | 498,000    | 5,149,533 | 5,647,533                      | 46,955                        | 1,008,701              | 6,703,189                                    |

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020

## 9. PROPERTY, PLANT AND EQUIPMENT (Continued)

### (b) Fair Value Measurements

| Asset Class                    | Fair Value Hierarchy | Valuation Technique  | Basis of Valuation             | Date of Last Valuation | Inputs Used  |
|--------------------------------|----------------------|--|--------------------------------|------------------------|--|
| <b>Land and buildings</b>      |                      |  |                                |                        |  |
| Land - freehold land           | 2                    | Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology | Independent registered valuers | June 2017              | Price per hectare/market borrowing rate  |
| Buildings                      | 2                    | Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology | Independent registered valuers | June 2017              | Observable open market values of similar assets adjusted for condition and comparability at the highest and best use |
| <b>Furniture and equipment</b> | 3                    | Cost approach using depreciated replacement cost   | Management valuation           | June 2016              | Purchase costs and current condition, residual values and remaining useful life assessments                          |
| <b>Plant and equipment</b>     |                      |  |                                |                        |  |
| - Independent valuation 2015   | 2                    | Market approach using recent observable market data for similar vehicles   | Independent registered valuers | June 2016              | Price per item   |

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

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

Following a change to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy.

Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.



**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 10. INFRASTRUCTURE

### (a) Movements in Carrying Amounts

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

|  | Infrastructure -<br>roads | Other<br>infrastructure -<br>footpaths | Other<br>infrastructure -<br>bridges and<br>drainage | Other<br>infrastructure -<br>parks and ovals | Total<br>Infrastructure |
|--|---------------------------|--|--|--|-------------------------|
|  | \$                        | \$                                     | \$   | \$   | \$                      |
| <b>Balance at 1 July 2018</b>            | 18,820,513                | 120,718                                | 5,591,898  | 84,710                                       | 24,617,839              |
| Additions                                | 251,726                   | 0                                      | 0  | 0  | 251,726                 |
| Depreciation (expense)                   | (306,170)                 | (9,227)                                | (80,932)   | (2,433)                                      | (398,762)               |
| <b>Carrying amount at 30 June 2019</b>   | 18,766,069                | 111,491                                | 5,510,966  | 82,277                                       | 24,470,803              |
| <b>Comprises:</b>                        |                           |  |  |  |                         |
| Gross carrying amount at 30 June 2019    | 21,611,498                | 184,525                                | 7,004,042  | 355,625                                      | 29,155,690              |
| Accumulated depreciation at 30 June 2019 | (2,845,429)               | (73,034)                               | (1,493,076)  | (273,348)                                    | (4,684,887)             |
| <b>Carrying amount at 30 June 2019</b>   | 18,766,069                | 111,491                                | 5,510,966  | 82,277                                       | 24,470,803              |
| Additions                                | 814,692                   | 19,271                                 | 10,681   | 0  | 844,644                 |
| Depreciation (expense)                   | (306,169)                 | (9,226)                                | (87,551)   | (2,433)                                      | (405,379)               |
| <b>Carrying amount at 30 June 2020</b>   | 19,274,592                | 121,536                                | 5,434,096  | 79,844                                       | 24,910,068              |
| <b>Comprises:</b>                        |                           |  |  |  |                         |
| Gross carrying amount at 30 June 2020    | 22,426,190                | 203,796                                | 7,014,723  | 355,625                                      | 30,000,334              |
| Accumulated depreciation at 30 June 2020 | (3,151,598)               | (82,260)                               | (1,580,627)  | (275,781)                                    | (5,090,266)             |
| <b>Carrying amount at 30 June 2020</b>   | 19,274,592                | 121,536                                | 5,434,096  | 79,844                                       | 24,910,068              |

## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 10. INFRASTRUCTURE (Continued)

#### (b) Fair Value Measurements

| Asset Class                                 | Fair Value Hierarchy | Valuation Technique                              | Basis of Valuation    | Date of Last Valuation | Inputs Used   |
|---|----------------------|--|-----------------------|------------------------|---|
| Infrastructure - roads                      | 3                    | Cost approach using depreciated replacement cost | Independent valuation | June 2018              | Construction costs and current condition, residual values and remaining useful life assessments |
| Other infrastructure - footpaths            | 3                    | Cost approach using depreciated replacement cost | Independent valuation | June 2018              | Construction costs and current condition, residual values and remaining useful life assessments |
| Other infrastructure - bridges and drainage | 3                    | Cost approach using depreciated replacement cost | Independent valuation | June 2018              | Construction costs and current condition, residual values and remaining useful life assessments |
| Other infrastructure - parks and ovals      | 3                    | Cost approach using depreciated replacement cost | Management valuation  | June 2016              | Construction costs and current condition, residual values and remaining useful life assessments |

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

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

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 11. FIXED ASSETS

### SIGNIFICANT ACCOUNTING POLICIES

#### Fixed assets

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

#### Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

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

#### Revaluation

The fair value of land, buildings and infrastructure is determined every five years in accordance with the regulatory framework.

This includes buildings and infrastructure items which were pre-existing improvements (ie vested improvements) on vested land acquired by the Shire. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with the *Local Government (Financial Management) Regulation 17A(2)* which requires land, buildings, infrastructure and vested improvements to be shown at fair value.

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

### AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

#### Land under control

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

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

#### Land under roads

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

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

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

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

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

#### Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as ROU assets, measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The Shire has accounted for the removal of vested land values associated with vested land by removing the land value and associated revaluation reserve as at 1 July 2019. The comparatives have not been restated.

# SHIRE OF WOODANILLING

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 11. FIXED ASSETS

#### (a) Disposals of Assets

|                         | 2020<br>Actual<br>Net Book<br>Value | 2020<br>Actual<br>Sale<br>Proceeds | 2020<br>Actual<br>Profit | 2020<br>Actual<br>Loss | 2020<br>Budget<br>Net Book<br>Value | 2020<br>Budget<br>Sale<br>Proceeds | 2020<br>Budget<br>Profit | 2020<br>Budget<br>Loss | 2019<br>Actual<br>Net Book<br>Value | 2019<br>Actual<br>Sale<br>Proceeds | 2019<br>Actual<br>Profit | 2019<br>Actual<br>Loss |
|-------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|
| Furniture and equipment | \$ 0                                | \$ 0                               | \$ 0                     | \$ 0                   | \$ 0                                | \$ 0                               | \$ 0                     | \$ 0                   | \$ 580                              | \$ 0                               | \$ 0                     | \$ (580)               |
| Plant and equipment     | 25,388                              | 30,378                             | 7,609                    | (2,619)                | 16,875                              | 16,000                             | 0                        | (875)                  | 42,304                              | 36,591                             | 5,091                    | (10,804)               |
|                         | 25,388                              | 30,378                             | 7,609                    | (2,619)                | 16,875                              | 16,000                             | 0                        | (875)                  | 42,884                              | 36,591                             | 5,091                    | (11,384)               |

The following assets were disposed of during the year.

|                               | 2020<br>Actual<br>Net Book<br>Value | 2020<br>Actual<br>Sale<br>Proceeds | 2020<br>Actual<br>Profit | 2020<br>Actual<br>Loss |
|-------------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|
| <b>Plant and Equipment</b>    |                                     |                                    |                          |                        |
| <b>Transport</b>              |                                     |                                    |                          |                        |
| Bartco Portable Solar Traffic | 9,587                               | 17,196                             | 7,609                    | 0                      |
| Toyota Camry (DCEO)           | 15,801                              | 13,182                             | 0                        | (2,619)                |
|                               | 25,388                              | 30,378                             | 7,609                    | (2,619)                |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

## 11. FIXED ASSETS

### (b) Depreciation

|   | 2020<br>Actual | 2020<br>Budget | 2019<br>Actual |
|---|----------------|----------------|----------------|
|   | \$             | \$             | \$             |
| Buildings                                   | 109,814        | 65,574         | 108,361        |
| Furniture and equipment                     | 26,529         | 11,953         | 14,900         |
| Plant and equipment                         | 327,755        | 244,637        | 316,875        |
| Infrastructure - roads                      | 306,169        | 644,432        | 306,170        |
| Other infrastructure - footpaths            | 9,226          | 9,291          | 9,227          |
| Other infrastructure - bridges and drainage | 87,551         | 0              | 80,932         |
| Other infrastructure - parks and ovals      | 2,433          | 2,450          | 2,433          |
|   | 869,477        | 978,337        | 838,898        |

### SIGNIFICANT ACCOUNTING POLICIES

#### Depreciation

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

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

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

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

#### Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

| Asset Class                              | Useful life     |
|--|-----------------|
| Buildings                                | 30 to 50 years  |
| Furniture and equipment                  | 4 to 10 years   |
| Plant and equipment                      | 5 to 15 years   |
| Sealed roads and streets formation       | not depreciated |
| pavement seal                            | 50 years        |
| - bituminous seals                       | 20 years        |
| - asphalt surfaces                       | 25 years        |
| Gravel roads formation                   | not depreciated |
| pavement                                 | 50 years        |
| Footpaths - slab                         | 20 years        |
| Sewerage piping                          | 100 years       |
| Water supply piping and drainage systems | 75 years        |

#### Depreciation on revaluation

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

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

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 12. REVALUATION SURPLUS

|   | 2020<br>Opening<br>Balance<br>\$ | 2020<br>Change in<br>Accounting Policy<br>\$ | 2020<br>Revaluation<br>Increment<br>\$ | 2020<br>Revaluation<br>(Decrement)<br>\$ | Total<br>Movement on<br>Revaluation<br>\$ | 2020<br>Closing<br>Balance<br>\$ | 2019<br>Opening<br>Balance<br>\$ | 2019<br>Revaluation<br>Increment<br>\$ | 2019<br>Revaluation<br>(Decrement)<br>\$ | Total<br>Movement on<br>Revaluation<br>\$ | 2019<br>Closing<br>Balance<br>\$ |
|---|----------------------------------|--|--|--|---|----------------------------------|----------------------------------|--|--|---|----------------------------------|
| Revaluation surplus - Land and Buildings                          | 2,177,676                        | (25,000)                                     | 0                                      | 0  | 0   | 2,152,676                        | 2,177,676                        | 0                                      | 0  | 0   | 2,177,676                        |
| Revaluation surplus - Plant and equipment                         | 439,679                          | 0  | 0                                      | 0  | 0   | 439,679                          | 439,679                          | 0                                      | 0  | 0   | 439,679                          |
| Revaluation surplus - Infrastructure - roads                      | 10,491,652                       | 0  | 0                                      | 0  | 0   | 10,491,652                       | 10,491,652                       | 0                                      | 0  | 0   | 10,491,652                       |
| Revaluation surplus - Other infrastructure - footpaths            | 103,307                          | 0  | 0                                      | 0  | 0   | 103,307                          | 103,307                          | 0                                      | 0  | 0   | 103,307                          |
| Revaluation surplus - Other infrastructure - bridges and drainage | 5,804,149                        | 0  | 0                                      | 0  | 0   | 5,804,149                        | 5,804,149                        | 0                                      | 0  | 0   | 5,804,149                        |
|   | 19,016,463                       | (25,000)                                     | 0                                      | 0  | 0   | 18,991,463                       | 19,016,463                       | 0                                      | 0  | 0   | 19,016,463                       |

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**SHIRE OF WOODANILLING**  
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### 13. TRADE AND OTHER PAYABLES

#### Current

|                            |
|----------------------------|
| Sundry creditors           |
| Accrued salaries and wages |
| ATO liabilities            |
| Bonds and deposits held    |
| Income received in advance |

|  | 2020           | 2019           |
|--|----------------|----------------|
|  | \$             | \$             |
|  | 129,790        | 160,124        |
|  | 11,488         | 5,785          |
|  | 28,967         | 0              |
|  | 42,136         | 42,436         |
|  | 13,685         | 10,122         |
|  | <b>226,066</b> | <b>218,467</b> |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Trade and other payables

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

##### Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.



**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 14. CONTRACT LIABILITIES

### Current

Contract liabilities from contracts with customers

| 2020          | 2019     |
|---------------|----------|
| \$            | \$       |
| 69,286        | 0        |
| <u>69,286</u> | <u>0</u> |

Performance obligations from contracts with customers are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year

|               |
|---------------|
| <u>69,286</u> |
| 69,286        |

### SIGNIFICANT ACCOUNTING POLICIES

#### Contract Liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 15. INFORMATION ON BORROWINGS (Continued)

|   | 2020         | 2019         |
|---|--------------|--------------|
|   | \$           | \$           |
| <b>(a) Undrawn Borrowing Facilities</b> |              |              |
| <b>Credit Standby Arrangements</b>      |              |              |
| Bank overdraft limit                    | 0            | 0            |
| Bank overdraft at balance date          | 0            | 0            |
| Credit card limit                       | 2,000        | 4,000        |
| Credit card balance at balance date     | (828)        | (84)         |
| <b>Total amount of credit unused</b>    | <b>1,172</b> | <b>3,916</b> |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Financial liabilities

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

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

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

##### Borrowing costs

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

##### Risk

Information regarding exposure to risk can be found at Note 22.

**SHIRE OF WOODANILLING**  
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**FOR THE YEAR ENDED 30 JUNE 2020**

## 16. EMPLOYEE RELATED PROVISIONS

### (a) Employee Related Provisions

|                                       | Provision for<br>Annual<br>Leave<br>\$ | Provision for<br>Long Service<br>Leave<br>\$ | Total<br>\$ |
|---------------------------------------|--|--|-------------|
| <b>Opening balance at 1 July 2019</b> |  |  |             |
| Current provisions                    | 82,574                                 | 59,475                                       | 142,049     |
| Non-current provisions                | 0                                      | 58,397                                       | 58,397      |
|                                       | 82,574                                 | 117,872                                      | 200,446     |
| Additional provision                  | 80,820                                 | 22,494                                       | 103,314     |
| Amounts used                          | (78,274)                               | (29,627)                                     | (107,901)   |
| <b>Balance at 30 June 2020</b>        | 85,120                                 | 110,739                                      | 195,859     |
| <b>Comprises</b>                      |  |  |             |
| Current                               | 85,120                                 | 62,411                                       | 147,531     |
| Non-current                           | 0                                      | 48,328                                       | 48,328      |
|                                       | 85,120                                 | 110,739                                      | 195,859     |

### Amounts are expected to be settled on the following basis:

|  | 2020<br>\$ | 2019<br>\$ |
|--|------------|------------|
| Less than 12 months after the reporting date | 114,235    | 114,133    |
| More than 12 months from reporting date      | 81,624     | 86,313     |
|  | 195,859    | 200,446    |

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

### SIGNIFICANT ACCOUNTING POLICIES

#### Employee benefits

##### Short-term employee benefits

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

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

##### Other long-term employee benefits

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

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

##### Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### Provisions

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

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

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

**17. NOTES TO THE STATEMENT OF CASH FLOWS**

**Reconciliation of Cash**

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

|   | <b>2020<br/>Actual</b> | <b>2020<br/>Budget</b> | <b>2019<br/>Actual</b> |
|---|------------------------|------------------------|------------------------|
|   | \$                     | \$                     | \$                     |
| Cash and cash equivalents   | 1,248,273              | 956,660                | 1,151,176              |
| <b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>    |                        |                        |                        |
| Net result  | 195,134                | (571,829)              | (916,344)              |
| Non-cash flows in Net result:   |                        |                        |                        |
| Adjustments to fair value of financial assets at fair value through profit and loss | (4,677)                | 0                      | 0                      |
| Depreciation on non-current assets  | 869,477                | 978,337                | 838,898                |
| (Profit)/loss on sale of asset  | (4,990)                | 875                    | 6,293                  |
| Changes in assets and liabilities:  |                        |                        |                        |
| (Increase)/decrease in receivables  | (62,355)               | 0                      | 820,221                |
| (Increase)/decrease in inventories  | 10,383                 | 0                      | (2,694)                |
| Increase/(decrease) in payables   | 7,599                  | 200,751                | (138,732)              |
| Increase/(decrease) in provisions   | (4,587)                | 0                      | (1,143)                |
| Increase/(decrease) in contract liabilities   | (10,114)               | 0                      | 0                      |
| Non-operating grants, subsidies and contributions                                   | (606,651)              | (556,333)              | (75,200)               |
| Net cash from operating activities  | <u>389,219</u>         | <u>51,801</u>          | <u>531,299</u>         |

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

**18. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

|                             | 2020              | 2019              |
|-----------------------------|-------------------|-------------------|
|                             | \$                | \$                |
| Governance                  | 35,703            | 46,902            |
| General purpose funding     | 754,354           | 113,606           |
| Law, order, public safety   | 306,797           | 336,135           |
| Health                      | 1,028             | 0                 |
| Education and welfare       | 1,317,163         | 1,343,207         |
| Housing                     | 1,024,934         | 937,600           |
| Community amenities         | 138,250           | 155,986           |
| Recreation and culture      | 2,855,551         | 2,925,063         |
| Transport                   | 25,417,244        | 24,715,950        |
| Economic services           | 9,520             | 0                 |
| Other property and services | 953,895           | 1,162,033         |
| Unallocated                 | 267,276           | 1,182,201         |
|                             | <u>33,081,715</u> | <u>32,918,683</u> |

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020

## 19. RELATED PARTY TRANSACTIONS

### Elected Members Remuneration

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

|                              | 2020<br>Actual | 2020<br>Budget | 2019<br>Actual |
|------------------------------|----------------|----------------|----------------|
|                              | \$             | \$             | \$             |
| Meeting fees                 | 21,748         | 3,500          | 21,000         |
| President's allowance        | 5,925          | 11,850         | 5,925          |
| Deputy President's allowance | 3,703          | 9,875          | 4,938          |
| Travelling expenses          | 283            | 1,050          | 495            |
| Telecommunications allowance | 5,474          | 0              | 6,300          |
|                              | <u>37,133</u>  | <u>26,275</u>  | <u>38,658</u>  |

### Key Management Personnel (KMP) Compensation Disclosure

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

|                              | 2020<br>Actual | 2019<br>Actual |
|------------------------------|----------------|----------------|
|                              | \$             | \$             |
| Short-term employee benefits | 218,407        | 280,819        |
| Post-employment benefits     | 25,463         | 21,825         |
| Other long-term benefits     | 3,739          | 1,873          |
|                              | <u>247,609</u> | <u>304,517</u> |

#### *Short-term employee benefits*

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

#### *Post-employment benefits*

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

#### *Other long-term benefits*

These amounts represent long service benefits accruing during the year.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020**

## 19. RELATED PARTY TRANSACTIONS (Continued)

### Transactions with related parties

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

| The following transactions occurred with related parties: | 2020<br>Actual | 2019<br>Actual |
|---|----------------|----------------|
|   | \$             | \$             |
| Purchase of goods and services                            | 5,351          | 20,400         |
| Short term employee benefits -other related parties       | 70,651         | 42,391         |

### Related Parties

#### The Shire's main related parties are as follows:

*i. Key management personnel*

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

*ii. Other Related Parties*

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

*iii. Entities subject to significant influence by the Shire*

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.



## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 20. RATING INFORMATION

#### (a) Rates

| RATE TYPE                                    | Rate in<br>\$ | Number<br>of<br>Properties | 2019/20<br>Actual<br>Rateable<br>Value<br>\$ | 2019/20<br>Actual<br>Rate<br>Revenue<br>\$ | 2019/20<br>Actual<br>Interim<br>Rates<br>\$ | 2019/20<br>Actual<br>Back<br>Rates<br>\$ | 2019/20<br>Actual<br>Total<br>Revenue<br>\$ | 2019/20<br>Budget<br>Rate<br>Revenue<br>\$ | 2019/20<br>Budget<br>Interim<br>Rate<br>\$ | 2019/20<br>Budget<br>Back<br>Rate<br>\$ | 2019/20<br>Budget<br>Total<br>Revenue<br>\$ | 2018/19<br>Actual<br>Total<br>Revenue<br>\$ |
|--|---------------|----------------------------|--|--|---|--|---|--|--|---|---|---|
| <b>Gross rental valuations</b>               |               |                            |  |  |   |  |   |  |  |   |   |   |
| GRV  | 0.114403      | 99                         | 880,800                                      | 100,766                                    | (292)                                       | 0  | 100,474                                     | 100,623                                    | 0  | 0                                       | 100,623                                     | 89,517                                      |
| Urban Farm                                   | 0             | 0                          | 0  | 0  | 0   | 0  | 0   | 0  | 0  | 0                                       | 0   | 7,425                                       |
| <b>Unimproved valuations</b>                 |               |                            |  |  |   |  |   |  |  |   |   |   |
| UV   | 0.005787      | 196                        | 117,049,396                                  | 677,716                                    | (334)                                       |  | 677,382                                     | 677,837                                    | 0  | 0                                       | 677,837                                     | 646,929                                     |
| <b>Sub-Total</b>                             |               | 295                        | 117,930,196                                  | 778,482                                    | (626)                                       | 0  | 777,856                                     | 778,460                                    | 0  | 0                                       | 778,460                                     | 743,871                                     |
| <b>Minimum payment</b>                       |               |                            |  |  |   |  |   |  |  |   |   |   |
|  |               |                            | Minimum<br>\$                                |  |   |  |   |  |  |   |   |   |
| <b>Gross rental valuations</b>               |               |                            |  |  |   |  |   |  |  |   |   |   |
| GRV  | 390           | 66                         | 99,595                                       | 25,740                                     | 0   | 0  | 25,740                                      | 25,740                                     | 0  | 0                                       | 25,740                                      | 19,500                                      |
| <b>Unimproved valuations</b>                 |               |                            |  |  |   |  |   |  |  |   |   |   |
| UV   | 390           | 19                         | 770,959                                      | 7,410                                      | 0   | 0  | 7,410                                       | 7,020                                      | 0  | 0                                       | 7,020                                       | 5,625                                       |
| <b>Sub-Total</b>                             |               | 85                         | 870,554                                      | 33,150                                     | 0   | 0  | 33,150                                      | 32,760                                     | 0  | 0                                       | 32,760                                      | 25,125                                      |
|  |               | 380                        | 118,800,750                                  | 811,632                                    | (626)                                       | 0  | 811,006                                     | 811,220                                    | 0  | 0                                       | 811,220                                     | 768,996                                     |
| Discounts (Note 20(b))                       |               |                            |  |  |   |  | (39,512)                                    |  |  |   | (36,742)                                    | (32,417)                                    |
| <b>Total amount raised from general rate</b> |               |                            |  |  |   |  | 771,494                                     |  |  |   | 774,478                                     | 736,579                                     |
| Concessions (Note 20(b))                     |               |                            |  |  |   |  | 0   |  |  |   | (7,425)                                     | 0   |
| Ex-gratia rates                              |               |                            |  |  |   |  | 0   |  |  |   | 1,446                                       | 0   |
| <b>Totals</b>                                |               |                            |  |  |   |  | 771,494                                     |  |  |   | 768,499                                     | 736,579                                     |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 20. RATING INFORMATION (Continued)

#### (b) Discounts, Incentives, Concessions, & Write-offs

##### Rates Discounts

| Rate or Fee<br>Discount Granted | Discount<br>% | Discount<br>\$ | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ | Circumstances in which Discount is Granted  |
|---------------------------------|---------------|----------------|----------------------|----------------------|----------------------|---|
| General rates                   | 5.00%         |                | 39,512               | 36,742               | 32,417               | All rates and charges paid in full within 35 days of issue. In addition Council provides a 50% discount on general rates only to Lots 32, 33, 34, 35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling, and Lots 2, 3 & 4 DP 227523 Albany Highway due to Planning restrictions on these lots. |
|                                 |               |                | 39,512               | 36,742               | 32,417               |   |

##### Waivers or Concessions

| Rate or Fee and<br>Charge to which<br>the Waiver or<br>Concession is Granted | Type       | Discount<br>% | Discount<br>\$ | 2020<br>Actual<br>\$ | 2020<br>Budget<br>\$ | 2019<br>Actual<br>\$ |
|--|------------|---------------|----------------|----------------------|----------------------|----------------------|
| GRV - Urban Farm   | Concession | 50.00%        |                | 0                    | 7,425                | 0                    |
|  |            |               |                | 0                    | 7,425                | 0                    |
| Total discounts/concessions (Note 20(a))                                     |            |               |                | 39,512               | 44,167               | 32,417               |

| Rate or Fee and<br>Charge to which<br>the Waiver or<br>Concession is Granted | Circumstances in which<br>the Waiver or Concession is<br>Granted and to whom it was<br>available | Objects of the Waiver<br>or Concession | Reasons for the Waiver<br>or Concession |
|--|--|--|---|
| GRV - Urban Farm   | Assessments being land zoned "local rural" adjacent  | In moving from differential rates      | In moving from differential rates       |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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## 20. RATING INFORMATION (Continued)

### (c) Interest Charges & Instalments

| <b>Instalment Options</b> | <b>Date Due</b> | <b>Instalment Plan Admin Charge</b><br>\$ | <b>Instalment Plan Interest Rate</b><br>% | <b>Unpaid Rates Interest Rate</b><br>% |
|---------------------------|-----------------|---|---|--|
| <b>Option One</b>         |                 |   |   |  |
| 35 days from notice       | 3/10/2019       | 0   | 0.00%                                     | 11.00%                                 |
| <b>Option Two</b>         |                 |   |   |  |
| Instalment one            | 3/10/2019       | 0   | 0.00%                                     | 11.00%                                 |
| Instalment two            | 7/02/2020       | 5   | 5.50%                                     | 11.00%                                 |
| <b>Option Three</b>       |                 |   |   |  |
| Instalment one            | 3/10/2019       | 0   | 0.00%                                     | 11.00%                                 |
| Instalment two            | 6/12/2019       | 5   | 5.50%                                     | 11.00%                                 |
| Instalment three          | 7/02/2020       | 5   | 5.50%                                     | 11.00%                                 |
| Instalment four           | 16/04/2020      | 5   | 5.50%                                     | 11.00%                                 |

|                             | <b>2020 Actual</b><br>\$ | <b>2020 Budget</b><br>\$ | <b>2019 Actual</b><br>\$ |
|-----------------------------|--------------------------|--------------------------|--------------------------|
| Interest on unpaid rates    | 3,936                    | 7,203                    | 3,079                    |
| Interest on instalment plan | 1,082                    | 926                      | 854                      |
| Charges on instalment plan  | 500                      | 500                      | 645                      |
|                             | <b>5,518</b>             | <b>8,629</b>             | <b>4,578</b>             |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**21. RATE SETTING STATEMENT INFORMATION**

|  |   | 2019/20<br>Budget                    | 2019/20                             | 2018/19                              |
|--|---|--------------------------------------|-------------------------------------|--------------------------------------|
|  | 2019/20<br>(30 June 2020<br>Carried<br>Forward) | (30 June 2020<br>Carried<br>Forward) | (1 July 2019<br>Brought<br>Forward) | (30 June 2019<br>Carried<br>Forward) |
| Note   | \$  | \$                                   | \$                                  | \$                                   |
| <b>(a) Non-cash amounts excluded from operating activities</b>   |   |                                      |                                     |                                      |
| The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .   |   |                                      |                                     |                                      |
| <b>Adjustments to operating activities</b>   |   |                                      |                                     |                                      |
| Less: Profit on asset disposals  | 11(a)   | (7,609)                              | 0                                   | (5,091)                              |
| Less: Fair value adjustments to financial assets at fair value through profit and loss   |   | (4,677)                              | 0                                   | 0                                    |
| Movement in employee benefit provisions (non-current)  |   | (10,069)                             | 0                                   | (1,565)                              |
| Add: Loss on disposal of assets  | 11(a)   | 2,619                                | 875                                 | 11,384                               |
| Add: Depreciation on non-current assets  | 11(b)   | 869,477                              | 978,337                             | 838,898                              |
| <b>Non cash amounts excluded from operating activities</b>   |   | <b>849,741</b>                       | <b>979,212</b>                      | <b>843,626</b>                       |
| <b>(b) Surplus/(deficit) after imposition of general rates</b>   |   |                                      |                                     |                                      |
| The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates. |   |                                      |                                     |                                      |
| <b>Adjustments to net current assets</b>   |   |                                      |                                     |                                      |
| Less: Reserves - cash backed   | 4   | (628,751)                            | (628,216)                           | (628,198)                            |
| <b>Total adjustments to net current assets</b>   |   | <b>(628,751)</b>                     | <b>(628,216)</b>                    | <b>(628,198)</b>                     |
| <b>Net current assets used in the Rate Setting Statement</b>   |   |                                      |                                     |                                      |
| Total current assets   |   | 1,432,755                            | 1,226,511                           | 1,283,686                            |
| Less: Total current liabilities  |   | (442,883)                            | (598,295)                           | (439,916)                            |
| Less: Total adjustments to net current assets  |   | (628,751)                            | (628,216)                           | (628,198)                            |
| <b>Net current assets used in the Rate Setting Statement</b>   |   | <b>361,121</b>                       | <b>0</b>                            | <b>294,972</b>                       |
| <b>(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards</b>   |   |                                      |                                     |                                      |
| <b>Total current liabilities at 30 June 2019</b>   |   |                                      |                                     | (360,516)                            |
| - Contract liabilities from contracts with customers   | 23(a)   |                                      |                                     | (79,400)                             |
| <b>Total current liabilities at 1 July 2019</b>  |   |                                      |                                     | <b>(439,916)</b>                     |

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020

## 22. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

| Risk                               | Exposure arising from  | Measurement                       | Management   |
|------------------------------------|--|-----------------------------------|--|
| <b>Market risk - interest rate</b> | Long term borrowings at variable rates                             | Sensitivity analysis              | Utilise fixed interest rate borrowings                             |
| <b>Credit risk</b>                 | Cash and cash equivalents, trade receivables, financial assets and | Aging analysis<br>Credit analysis | Diversification of bank deposits, credit limits. Investment policy |
| <b>Liquidity risk</b>              | Borrowings and other liabilities                                   | Rolling cash flow forecasts       | Availability of committed credit lines and borrowing facilities    |

### (a) Interest rate risk

#### Cash and cash equivalents

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

|                           | Weighted<br>Average<br>Interest Rate<br>% | Carrying<br>Amounts<br>\$ | Fixed<br>Interest Rate<br>\$ | Variable<br>Interest Rate<br>\$ | Non Interest<br>Bearing<br>\$ |
|---------------------------|---|---------------------------|------------------------------|---------------------------------|-------------------------------|
| <b>2020</b>               |   |                           |                              |                                 |                               |
| Cash and cash equivalents | 0.05%                                     | 1,248,273                 | 0                            | 1,247,823                       | 450                           |
| <b>2019</b>               |   |                           |                              |                                 |                               |
| Cash and cash equivalents | 1.82%                                     | 1,151,176                 | 0                            | 1,150,726                       | 450                           |

#### Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

Impact of a 1% movement in interest rates on profit and loss and equity\*

|  | 2020<br>\$ | 2019<br>\$ |
|--|------------|------------|
|  | 12,483     | 11,512     |

\* Holding all other variables constant

#### Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 14(b).

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2020

## 22. FINANCIAL RISK MANAGEMENT (Continued)

### (c) Liquidity risk

#### Payables

The contractual undiscounted cash flows of the Shire's Payables are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

|                    | Due<br>within<br>1 year | Due<br>between<br>1 & 5 years | Due<br>after<br>5 years | Total<br>contractual<br>cash flows | Carrying<br>values |
|--------------------|-------------------------|-------------------------------|-------------------------|------------------------------------|--------------------|
|                    | \$                      | \$                            | \$                      | \$                                 | \$                 |
| <b><u>2020</u></b> |                         |                               |                         |                                    |                    |
| Payables           | 226,066                 | 0                             | 0                       | 226,066                            | 226,066            |
|                    | 226,066                 | 0                             | 0                       | 226,066                            | 226,066            |
| <b><u>2019</u></b> |                         |                               |                         |                                    |                    |
| Payables           | 176,516                 | 0                             | 0                       | 176,516                            | 218,467            |
|                    | 176,516                 | 0                             | 0                       | 176,516                            | 218,467            |

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### 23. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

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

#### (a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

|   | Note  | AASB 118<br>carrying amount<br>30 June 2019<br>\$ | Reclassification<br>\$ | AASB 15<br>carrying amount<br>01 July 2019<br>\$ |
|---|-------|---|------------------------|--|
| <b>Contract liabilities - current</b>                   |       |   |                        |  |
| Contract liabilities from contracts with customers      | 14    | 0   | (79,400)               | (79,400)   |
| Adjustment to retained surplus from adoption of AASB 15 | 24(b) |   | (79,400)               |  |

#### (b) AASB 1058: Income For Not-For-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In accordance with the Shire's accounting policies, prepaid rates were recognised as a liability at 30 June 2019. Therefore the initial application of AASB 1058 at 1 July 2019 did not have an impact on the recognition and classification of prepaid rates.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.



**SHIRE OF WOODANILLING**  
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**FOR THE YEAR ENDED 30 JUNE 2020**

**23. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)**

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

|   |      | 2020<br>\$                                    |   | 2020<br>\$                               |
|---|------|---|---|--|
|   | Note | As reported<br>under AASB 15<br>and AASB 1058 | Adjustment due<br>to application of<br>AASB 15 and<br>AASB 1058 | Compared to<br>AASB 118 and<br>AASB 1004 |
| <b>Statement of Comprehensive Income</b>      |      |   |   |  |
| <b>Revenue</b>                                |      |   |   |  |
| Operating grants, subsidies and contributions | 2(a) | 1,176,260                                     | 69,286  | 1,245,546                                |
| Net result                                    |      | 195,134                                       | 69,286  | 264,420                                  |
| <b>Statement of Financial Position</b>        |      |   |   |  |
| Contract liabilities                          | 14   | 69,286  | (69,286)  | 0  |
| Net assets                                    |      | 32,590,504                                    | 69,286  | 32,659,790                               |
| <b>Statement of Changes in Equity</b>         |      |   |   |  |
| Net result                                    |      | 195,134                                       | 69,286  | 264,420                                  |
| Retained surplus                              |      | 12,970,290                                    | 69,286  | 13,039,576                               |

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

**(c) AASB 16: Leases**

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

The initial application of AASB 1058 at 1 July 2019 did not have an impact, as the Shire did not have any operating leases at 30 June 2019.

## 24. CHANGE IN ACCOUNTING POLICIES

### (a) Change in Accounting Policies due to regulation changes

Effective 6 November 2020, *Local Government (Financial Management) Regulation 16* was deleted and *Local Government (Financial Management) Regulation 17A* was amended with retrospective application. The changes were effective for financial years ending on or after 30 June 2020 so are required to be applied retrospectively with cumulative effect applied initially on 1 July 2019.

In accordance with the changes, the Shire was required to remove the values attributable to certain crown land assets previously required to be recognised, as well as the associated revaluation surplus at 1 July 2019. These assets have been measured as concessionary lease right-of-use assets at zero cost in accordance with AASB 16. For further details relating to these changes, refer to Note 11.

In summary the following adjustments were made to the amounts recognised in the statement of financial position at the date of initial application (1 July 2019):

|                               | Note | Carrying amount<br>30 June 2019<br>\$ | Reclassification<br>\$ | Carrying amount<br>01 July 2019<br>\$ |
|-------------------------------|------|---------------------------------------|------------------------|---------------------------------------|
| Property, plant and equipment | 3    | 7,133,168                             | (25,000)               | 7,108,168                             |
| Revaluation surplus           | 5    | 19,016,463                            | (25,000)               | 18,991,463                            |

Also, following changes to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously or during the year were not reversed as it was deemed fair value approximates cost at the date of the change.

### (b) Changes in equity due to change in accounting policies

The impact on the Shire's opening retained surplus due to the adoption of AASB 15 and AASB 1058 as at 1 July 2019 was as follows:

|   | Note  | Adjustments | 2019<br>\$ |
|---|-------|-------------|------------|
| Retained surplus - 30 June 2019                         |       |             | 12,855,109 |
| Adjustment to retained surplus from adoption of AASB 15 | 23(a) | (79,400)    | (79,400)   |
| Retained surplus - 1 July 2019                          |       |             | 12,775,709 |

The impact on the Shire's opening revaluation surplus resulting from *Local Government (Financial Management) Regulation 16* being deleted and the amendments to *Local Government (Financial Management) Regulation 17A* as at 1 July 2019 was as follows:

|  | Note  | Adjustments | 2019<br>\$ |
|--|-------|-------------|------------|
| Revaluation surplus - 30 June 2019                             |       |             | 19,016,463 |
| Adjustment to revaluation surplus from amendment to FM Reg 17A | 24(a) | (25,000)    | (25,000)   |
| Revaluation surplus - 1 July 2019                              |       |             | 18,991,463 |

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020

### 25. OTHER SIGNIFICANT ACCOUNTING POLICIES

#### a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### b) Current and non-current classification

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

#### c) Rounding off figures

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

#### d) Comparative figures

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

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

#### e) Budget comparative figures

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

#### f) Superannuation

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

#### g) Fair value of assets and liabilities

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

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

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

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

#### h) Fair value hierarchy

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

##### Level 1

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

##### Level 2

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

##### Level 3

Measurements based on unobservable inputs for the asset or liability.

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

#### Valuation techniques

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

##### Market approach

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

##### Income approach

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

##### Cost approach

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

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

#### i) Impairment of assets

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

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

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

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

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## 26. ACTIVITIES/PROGRAMS

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

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

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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## 27. FINANCIAL RATIOS

|                                   | 2020<br>Actual | 2019<br>Actual | 2018<br>Actual |
|-----------------------------------|----------------|----------------|----------------|
| Current ratio                     | 1.97           | 1.68           | 3.52           |
| Asset consumption ratio           | 0.80           | 0.82           | 0.77           |
| Asset renewal funding ratio       | N/A            | 1.00           | 1.00           |
| Asset sustainability ratio        | 1.03           | 0.50           | 0.83           |
| Debt service cover ratio          | N/A            | N/A            | N/A            |
| Operating surplus ratio           | (0.35)         | (0.86)         | (0.42)         |
| Own source revenue coverage ratio | 0.42           | 0.30           | 0.25           |

The above ratios are calculated as follows:

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



| INDEX OF FINDINGS                | RATING      |          |       |
|----------------------------------|-------------|----------|-------|
|                                  | Significant | Moderate | Minor |
| 1. Asset Renewal Funding Ratio   | ✓           |          |       |
| 2. Bonds and Deposits Held       |             |          | ✓     |
| 3. Municipal Bank Reconciliation |             |          | ✓     |

### KEY TO RATINGS

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

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

## 1. Asset Renewal Funding Ratio

### Finding

The Shire has not reported the Asset Renewal Funding Ratio for 2020 in the annual financial report, as required by Regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996. This is because the Asset Management Plan and Long Term Financial Plan have not been recently updated, as a result of which the ratios would not be current and accurate.

We note that the Shire has commenced a review of these plans.

### Rating: Significant

### Implication

The financial report does not comply with Regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996.

### Recommendation

We recommend that the Shire prepares, reviews and updates the Asset Management Plan and the Long Term Financial Plan annually, to ensure that 10 year projections are available as required by the regulations, in order for the asset renewal funding ratio to be calculated based on verifiable information and reasonable assumptions.

### Management Comment

*Noted and Accepted. Will be completed by 30 June 2021.*

**Responsible Person:** Chief Executive Officer

**Completion Date:** 30 June 2021



## 2. Bonds and Deposits Held

### Finding

Audit testing determined that “Bond and Deposit” accounts had numerous minor outstanding entries dating back many years. Given the historical nature of these entries, it is difficult to determine whether these entries are in fact liabilities of the Shire or are now Municipal revenue. Outstanding bonds and deposits totalled \$42,136 at 30 June 2020.

### Rating: Minor

### Implication

There is a possibility that the liability may require refund, recognition as revenue or transfer to the Receiver of Public Monies.

### Recommendation

The Shire undertake a full investigation of all outstanding bonds and deposits and implement actions to resolve or correct as required.

### Management Comment

*Will be addressed in March 2021 budget review to be completed by 30 April 2021. Most relate to previous items held in trust but transferred out during the previous regulation change. These will now be reflected in reserve accounts if they were for a specific purpose.*

**Responsible Person:** Chief Executive Officer

**Completion Date:** 30 April 2021

### 3. Municipal Bank Reconciliation

**Finding**

The Municipal bank reconciliation at 30 June 2020 was not supported by a complete and detailed listing of reconciling items.

**Rating: Minor****Implication**

Whilst the list of reconciling items was able to be regenerated for audit purposes, it indicates a weakness in the review and approval process. This increases the risk of errors, omissions or fraud remaining undetected.

**Recommendation**

The responsible officers should ensure that a complete review is undertaken, which includes ensuring that the bank reconciliation is supported by a detailed listing of all reconciling items.

**Management Comment**

*A complete listing of reconciling items will be produced to support the figures in the bank reconciliation.*

**Responsible Person:** Chief Executive Officer

**Completion Date:** 30 April 2021

### 13.5. ANNUAL REPORT FOR THE 2020/2021 FINANCIAL YEAR

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0017  |
| <b>Date of Report</b>             | 7 July 2022  |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Kellie Bartley, Chief Executive Officer  |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Absolute Majority  |
| <b>Attachments</b>                | <b>Attachment No. 13.5.1</b> – Annual Report 2020/2021<br><b>Attachment No. 13.5.2</b> – Management Letter for year ending 30 June 2021                      |

#### BRIEF SUMMARY

The 2020/2021 Annual Report provides a summary of the Shire's performance in relation to the finance and governance responsibilities for the 2020/2021 financial year.

The Officer's recommendation is that the Audit Committee make a recommendation for Council to approval the 2020/2021 Annual Report, inclusive of the audited financials and set a date for the annual general meeting of electors as required by the *Local Government Act 1995*.

The Annual Report is contained within **Attachment 13.5.1**

#### BACKGROUND/COMMENT

The Office of Auditor General (OAG) and Lincolns have conducted the Shire of Woodanilling's financial management functions.

In accordance with the *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996*, an Audit Committee is to examine the Annual Financial Statements, review any significant matters raised by the auditor and ensure that appropriate action is taken in respect to those matters raised.

The Audit Committee held an exit meeting with the OAG and Lincolns on 21 June 2022 via zoom. The auditors reviewed their findings along with the forward plan for the 2021/2022 financial year.

For the 2020/2021 financial year this involved an onsite presence in, plus follow up communications with the Shire's preceding and current Chief Executive Officer's and the Accountant.

The Auditor has identified management issues during the auditor for the Shire of Woodanilling to address. Each finding is classified as Significant, Moderate or Minor and staff have provided the auditor with a response to each issue.

Base on the Auditor's opinion the Shire's financial report complies with the *Local Government Act 1995* together with the *Local Government (Financial Management) Regulations 1996*, and further:

- c) is based on property accounts and records;
- d) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the Local Government Act 1885 and to the extent that they are not inconsistent with the Act, Australia Accounting Standards.

However, it is noted and accepted that the Auditors findings require further improvement in various operational areas, particularly to governance requirements, including:

#### 4. Operating Surplus Ratio

The Operating Surplus Ratio as reported on Note 28 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries standard of 0.01 for the last three financial years.

#### Officers Comments

The Operating surplus is a measure of a local government's ability to cover its operational costs and have money left for capital projects and other purposes.

The Shire always seeks to identify opportunities to increase revenue or reduce expenditure to sustainable levels. Without a significant expansion of revenue of the Shire, like most rural local governments, is likely to remain below the DLGSC's ratio standard.

#### **5. Asset Renewal Funding Ratio**

The Asset Renewal Funding Ratio for 2021 in the Annual financial report as required by the *Local Government (Financial Management) Regulations 1996*, as required information for planned capital renewals in the long term financial plan was not available as required by the *Local Government (Financial Management) Regulations 1996*.

##### **Officers Comments**

The Asset Renewal Funding Ratio is a measure of a local government's to have the financial capacity to fund asset renewal as required and can continue to provide existing levels of service in the future, without additional operating income, or reduction in operating expenses. The ratio is calculated from the information includes in the Long Term Financial Plan and the Asset Management Plan.

The Shire will be reviewing both plans in the 2022/2023 financial year to be able to provide an updated ratio to report on for the shire.

#### **6. Month End Reconciliation Review**

It was identified that no evidence that the bank, creditors or receivables reconciliations for July 2020 to May 2021 had been reviewed by an authorised officer.

##### **Officers Comment**

The finding has been acknowledged and accepted. The CEO and relevant offices will be responsible to perform the review of the month end reconciliation with a procedure and month end checklist to be activated and utilised by all responsible officers. This includes responsible officers and Management to be fully aware of the month end reconciliation process and procedure.

#### **7. Bonds and Deposits held**

This item has been an outstanding matter since the initial finding in 2020. Audit testing determined that "Bond and Deposit "accounts had numerous minor outstanding entries dating back many years. Given the historical nature of these entries, it is difficult to determine whether these entries were in fact liabilities of the Shire or now Municipal revenue. Outstanding bonds and deposits totalling \$42,136 at 30 June 2020.

##### **Officers Comment**

The Shire accepts the findings and the current staff are new to this item identified and will address and finalise the corrections of monies held in trust/bond accounts held by the Shire. The timing will be aligned with the forthcoming budget and end of year processes therefore enabling the completion and correction of these items.

#### **8. Municipal Bank Reconciliation**

This item has been outstanding since the initial finding in 2020. The municipal bank reconciliation at 30 June 2020 was not supported by a complete and detailed listing of reconciling items.

##### **Officers Comments**

The Shire accepts the findings and the CEO and Accountant will review the process and procedure. A more financial review approach along with approval process will be implemented and updated. Review against SynergySoft system and bank statements will be more independently reviewed along with maintaining this on an end month process. Processes and procedures will be updated and maintained accordingly by the CEO and staff.

The Audit Committee considered an exit meeting and a copy of the draft management letter in June 2022. The current Management Letter with the issues identified with action plans is contained in **ATTACHMENT 13.5.2**.

With Council adoption of the 2020/2021 Annual Report, a local public notice will advise of the availability of the Audit Committee with the date set for the Annual Electors Meeting as determined by Council.

### **STATUTORY/LEGAL IMPLICATIONS**

#### ***Local Government Act 1995***

##### **5.27. *Electors' general meetings***

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

##### **5.53. *Annual reports***

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
  - (a) *a report from the mayor or president; and*
  - (b) *a report from the CEO; and*
  - [(c), (d) deleted]*
  - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
  - (f) *the financial report for the financial year; and*
  - (g) *such information as may be prescribed in relation to the payments made to employees; and*
  - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
  - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
  - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
    - (i) *the number of complaints recorded in the register of complaints; and*
    - (ii) *how the recorded complaints were dealt with; and*
    - (iii) *any other details that the regulations may require; and*
    - (i) *such other information as may be prescribed.*

##### **5.54. *Acceptance of annual reports***

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

*\* Absolute majority required.*

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

### **7.2. Audit**

*The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.*

### **7.9. Audit to be conducted**

- (1) *An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
  - (a) *the mayor or president; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*
- (2) *Without limiting the generality of subsection (1), where the auditor considers that —*
  - (a) *there is any error or deficiency in an account or financial report submitted for audit; or*
  - (b) *any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*
  - (c) *there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.*
- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
  - (a) *prepare a report thereon; and*
  - (b) *forward a copy of that report to the Minister,**and that direction has effect according to its terms.*
- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government.*

#### **7.12AB. Conducting a financial audit**

*The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.*

#### **7.12AD. Reporting on a financial audit**

- (1) *The auditor must prepare and sign a report on a financial audit.*
- (2) *The auditor must give the report to —*
  - (a) *the mayor, president or chairperson of the local government; and*
  - (b) *the CEO of the local government; and*
  - (c) *the Minister.*

#### **7.12A. Duties of local government with respect to audits**

- (1) *A local government is to do everything in its power to —*
  - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
  - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
  - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

- (b) give a copy of that report to the Minister within 3 months after the audit report is received by the local government.
- (5) Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.

### **Local Government (Audit) Regulations 1996**

#### **9. Performance of audit**

(1) In this regulation —

*Australian Accounting Standards* means the standards made and amended from time to time by the Australian Accounting Standards Board continued under the Australian Securities and Investments Commission Act 2001 (Commonwealth) section 261.

- (2) An auditor must carry out an audit in accordance with the Australian Auditing Standards made or formulated and amended from time to time by the Auditing and Assurance Standards Board established by the Australian Securities and Investments Commission Act 2001 (Commonwealth) section 227A.
- (3) An auditor must carry out the work necessary to form an opinion whether the annual financial report —
- (a) is based on proper accounts and records; and
  - (b) fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with —
    - (i) the Act; and
    - (ii) the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).

#### **POLICY IMPLICATIONS**

There is no policy associated with this item.

#### **FINANCIAL IMPLICATIONS**

Provision is made in the annual budget to undertake the audit function.

The Annual Financial Report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

#### **STRATEGIC IMPLICATIONS**

##### **THEME 3**

##### **Governance**

##### **OBJECTIVES**

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

##### **STRATEGIES**

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

##### **CONSULTATION/COMMUNICATION**

Consultation has been undertaken with the Chief Executive Officer, Accountant, OAG and Lincolns in regards to the management letter and audit requirements for this report. The Exit Meeting occurred with the Audit Committee on 21 June 2022.

##### **RISK MANAGEMENT**

There is a risk that should the Annual Report not be adopted within the timeframes outlined, Council may be in breach of the *Local Government Act 1995*, and applicable subsidiary legislation. Accordingly, the risk associated with this matter is assessed as "High".

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

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

## VOTING REQUIREMENTS

Absolute Majority

### AUDIT COMMITTEE RECOMMENDATION

That Council:

1. Pursuant to sections 5.53 and 5.54 of the Local Government Act 1995, endorses and accepts the Shire of Woodanilling 2020/2021 Annual Report as contained in **ATTACHMENT 13.5.1**;
2. Authorise the Chief Executive Officer to give public notice of the availability of the 2020/2021 Annual Report in accordance with Section 5.55 of the Local Government Act 1995;
3. Receives the Management Report from the Office of the Auditor General for the year ended 30<sup>th</sup> June 2021 as contained in **ATTACHMENT 13.5.2**; and
4. Authorises the Chief Executive Officer to advertise the Annual General Meeting of Electors to be held on **23 August 2022** commencing at **6pm** at the Shire Administration Officer, 3316 Robinson Road, Woodanilling in the Council Chambers.

### **COUNCIL RESOLUTION OCM75/07/2022**

**Moved Cr Douglas                      Seconded Cr Morrell**

That Council:

- 1) Pursuant to sections 5.53 and 5.54 of the Local Government Act 1995, endorses and accepts the Shire of Woodanilling 2020/2021 Annual Report as contained in **amended ATTACHMENT 13.5.1**;
- 2) Authorise the Chief Executive Officer to give public notice of the availability of the 2020/2021 Annual Report in accordance with Section 5.55 of the Local Government Act 1995;
- 3) Receives the Management Report from the Office of the Auditor General for the year ended 30<sup>th</sup> June 2021 as contained in **ATTACHMENT 13.5.2**; and
- 4) Authorises the Chief Executive Officer to advertise the Annual General Meeting of Electors to be held on **23 August 2022** commencing at **6pm** at the Shire Administration Officer, 3316 Robinson Road, Woodanilling in the Council Chambers.

**CARRIED 6/0**

**REASON FOR AMENDMENT: CORRECTION OF DATES IN ANNUAL REPORT FOR COUNCILLORS**





**AMENDED ATTACHMENT 13.5.1**

# **Annual Report**

## **For the year ending 30 June 2021**



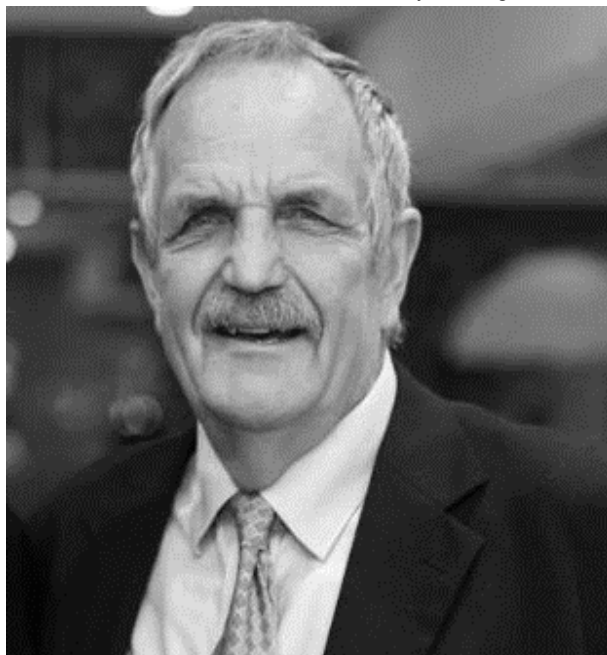
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# OUR STATISTICS

# 2020-2021

|   |   |  |
|---|---|--|
|  <p><b>409</b><br/>Total number of residents*<br/><i>*Based on 2016 Census</i></p> |  <p><b>465</b><br/>Total number of rateable properties</p>   |  <p><b>\$772,376</b><br/>Rates levied</p>               |
|  <p><b>\$390</b><br/>Minimum general residential rate</p>                          |  <p><b>\$390</b><br/>Minimum general rural rate</p>          |  <p><b>0</b><br/>Debt servicing ratio</p>               |
|  <p><b>\$2,233,218</b><br/>Operating revenue</p>                                   |  <p><b>\$32,465,661</b><br/>Net assets</p>                   |  <p><b>\$1,107,657</b><br/>Operating grants revenue</p> |
|  <p><b>\$358,825</b><br/>Specific purpose grants revenue</p>                     |  <p><b>76.4 km</b><br/>Length of sealed roads</p>          |  <p><b>455.1 km</b><br/>Length of gravel roads</p>    |
|   |  <p><b>145</b><br/>Number of garbage services provided</p> |  |



## PRESIDENTS REPORT

I am pleased to present the 2020/2021 Woodanilling Annual Report.

The Shire has been progressing with the roads and the infrastructure during what the current times of COVID 19 has presented worldwide, which in effect has taken our state into some uncharted waters for us all.

The Katanning Bushfires presented challenges along with the heavy rains to the regions. The Shire was successful in Local Roads and Community Infrastructure Grants program. This has given the opportunity to upgrade Youngs Road, and the balance of funds spent within the townsite of Woodanilling by enhancing the Town Enhancement.

The Councillors and I would like to continue to support our residents and ratepayers in the coming year.

A handwritten signature in black ink, appearing to read 'Russel Thomson'.

**Cr H R (Russel) THOMSON, JP**  
President

# COUNCILLORS

**CR. H R (RUSSEL) THOMSON JP**  
(Term expires Oct 2021)

**SHIRE PRESIDENT**  
818 Robinson Road  
Woodanilling WA 316  
Mobile: 0419 950 217  
Email: kunmallup@bigpond.com

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**CR DS (DALE) DOUGLAS**  
(Term expires Oct 2021)

**DEPUTY PRESIDENT**  
PO Box 105  
Woodanilling WA 6316  
Phone: 08 9823 1586      Mobile: 0429 231 586  
Email: adadalefarm@bigpond.com

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**CR M W (MORRIS) TRIMMING**  
(Term expires Oct 2021)

1408 Onslow Road  
Westwood WA 6316  
Phone: 08 9821 1827      Mobile: 0407 774 624  
Email: lesleytrimming@bigpond.com

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**CR P G (PETER) MORRELL**  
(Term expires Oct 2023)

457 Ways Road  
Beaufort River WA 6394  
Phone: 08 9862 5015      Mobile: 0429 625 054  
Email: pjmorrell@bigpond.com

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**CR TJ (TIMOTHY) BROWN**  
(Term expires Oct 2023)

PO Box 76  
Woodanilling WA 6316  
Phone: 08 9823 1115      Mobile: 0418 470 920

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**CR SJ (STEPHEN) JEFFERIES**  
(Term expires Oct 2023)

PO Box 40  
Woodanilling WA 6316  
Mobile: 0427 479 423  
Freoboy61@gmail.com

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## COMPLAINTS

No complaints were made against Councillors under Section 5.121 of the *Local Government Act 1995* during the reporting period.

## PUBLIC INTEREST DISCLOSURES (PIDS)

*The Public Interest Disclosure Act 2003* facilitates the disclosure of public interest information, and provides protection for those making such disclosure and those who are the subject of disclosures. The Act provides a system for the matters disclosed to be investigated and for appropriate action to be taken. Council has complied with all obligations under the Act including:

- a. Appointing the Chief Executive Officer as the PID Officer for the organisation and publishing an internal procedure relating to the Shire's obligations.
- b. Providing protection from detrimental action or the threat of detrimental action for any employee of the Shire who makes an appropriate disclosure of public interest information.

The Shire of Woodanilling did not receive any public interest disclosures during 2018/2019.

## EMPLOYEES REMUNERATION

Set out below, in bands of \$10,000, is the number of employees of the Shire of Woodanilling

Entitled to an annual salary of \$100,000 or more:

| Salary Range          | 2019/20 | 2020/21 |
|-----------------------|---------|---------|
| \$100,000 - \$110,000 | 1       | 1       |
| \$110,000 - \$120,000 | 0       | 0       |
| \$120,000 - \$130,000 | 0       | 0       |
| \$130,000 - \$140,000 | 0       | 0       |
| \$140,000 - \$150,000 | 1       | 1       |

# CEO'S OVERVIEW

## THE YEAR AT A GLANCE

### July 2020

- BFAC AGM
- Street Tree Planting Carlton Street

### August 2020

- CEO Performance Review

### September 2020

- Cool Burn southern side Golf Course

### October 2020

- 2020/21 Annual Budget Review
- BFAC Meeting
- Community BBQ

### November 2020

- Initiation of Review of Town Planning Scheme No. 1 Part 3 – Local Planning Strategies

### December 2020

- Nil to report

### January 2021

- Council hosted the Australia Day breakfast and Community Awards for our community.

### February 2021

- Great Southern Treasures Strategic Plan Adopted

### March 2021

- Annual Compliance Return.
- Adopted Code of Conduct for Council Members, Committee Members and Candidates.

### April 2021

- Nil to report

### May 2021

- Local Emergency Management Arrangements endorsed

### June 2021

- New Policies – Attendance at Events Elected Members and CEO
- New Policy – CEO Standards – Recruitment, Performance and Termination
- New Policy – Elected Members Continuing Professional Development
- New Policy – Significant Accounting Policies – Material Variance Reporting
- Review Policy 54 – Purchasing
- BFAC AGM appointment of Bushfire Office Bearers

### **Stephen Gash**

Chief Executive Officer







## INTEGRATED PLANNING

The *Local Government (Administration) Regulations 1996* has been amended to require each local government to adopt a Strategic Community Plan and a Corporate Business Plan.

This Integrated Strategic Planning Framework provides the basis for improving the practice of strategic planning in local government. It addresses the minimum requirements to meet the intent of the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.

There are three major parties to the development of an integrated strategic plan:

1. The Community – participates in a community planning process to determine major vision or intended big picture directions and also participates in regular reviews of those directions.
2. The Council – signs off the Strategic Community Plan resulting from the community planning process, the four year reviews updating that plan, and the annual budget.
3. The Local Government Administration – supports delivery of the Strategic Community Plan, the 4-yearly reviews, and annual budget through its corporate business planning.
4. Shire activities contained within the Corporate Business Plan for each year are noted within the Budget papers, and are reviewed within the Annual Report for that year.
5. The following is a snapshot of identified projects from the Corporate Business Plan including their progress for 2019/20 and proposed course of action for 2020/21.



# COMMUNITY STRATEGIC PLAN

## Community

### Townsite

Reforming of Woodanilling Town Enhancement Group – reviewing existing Woodanilling Town Centre Enhancement plans, entry statements and town signage.

### Trails

With the development of GSCORE Trails Master Plan project for the Great Southern, it has been undertaking advocacy and development activities to develop and attract funding as required to enhance a drive trail through Woodanilling.

### Sports

Holding annual community barbeques at the Sports Precinct encouraging sporting activities and community engagement.

### Historical Buildings

Ensure significant heritage buildings and places under Council's care are preserved and where possible restored.

### Waste Management

The Tip Shop and recycling is in place, comply with single use plastic bags and support the progress of the Container Deposit Scheme through a donation point in the town.

### Cemetery

Develop and implement an upgrade plan for the Woodanilling Cemetery that is sensitive to denominational and indigenous groups.

## Environment

Maintain the natural environment and landscape, weed control on roadsides and reserves. Continue working towards a bush fire compliant town through mitigation works and burn studies on Casuarina Obesa with DFES and UWA.

### Water

Protecting the built environment and resources by reducing water and non-water threats – Standpipe charges increased but meter sizes remain after consultation by Water Corp with Local Governments.

### Drainage

Review town site water drainage management – prepare drainage plan for town site by redesigning drainage to more effectively move stormwater from the town.



## Civic Leadership – Law and Order

### Town site Fire Management

Stage 1 Town Mitigation work completed and stage 2 started around the town to safeguard from bushfires. Further works will be undertaken during the unrestricted fire period.

### Emergency Management

A local door knock and R U Prepared Project was undertaken to gather information from community members so that the Shire has a better understanding of its residents and their needs when emergency incidents occur and to also upskill the community in preparedness.

### Customer Service

Streamlining of staff and refinement of roles and work hours has enabled the office to operate effectively and offer the community good service and timely response to requests. Staff training takes place as required and the Shire looks to implement innovations that have direct benefit to the Shire and the Community.

### Community Emergency Services Manager

Sharing with Katanning and Broomehill-Tambellup the Shire has secured the services of a CESM. The CESM manages the delivery and implementation of preparedness, prevention, response and recovery services and has developed effective partnerships that adopt a best practice approach to emergency management delivery between Local Governments, DFES, Volunteer Bushfire Brigades and the community.

### 4WDL & Voluntary Regional Organisation of Councils

The 4WDL VROC consists of the Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace. This group works together to ensure quality decision making is supported by good policies, procedures and legislation, regular meetings are held to benchmark targets.

### Fire Management Plan

In 2018 a Fire Management Plan was implemented. The strategy behind this project was to support the Bush Fire Advisory Committee and local Brigades and also an annual review of the Woodanilling Town site Fire Management Plan.

## Civil Leadership

### Governance

Policy 84 was developed to implement a community consultation process that links the Council and the community to ensure open and accountable governance.

## Economic – Roads & Transport

The budget proposed \$791,800 in infrastructure capital projects and renewal with:

- Approximately \$630,000 on roads
- \$60,000 Culvert replacement
- \$20,000 Footpath renewal
- \$80,000 Town centre enhancement

\$233,000 of the above is funded by Federal Stimulus Funding grant in response to COVID 19.



## FREEDOM OF INFORMATION

This information statement is published in accordance with the *Freedom of Information Act 1992*.

### STRUCTURE AND FUNCTIONS OF COUNCIL

The Shire of Woodanilling is established under the *Local Government Act 1995*, and has the responsibility for the administration of this Act within the municipality. Other major legislation, which creates a duty or an authority for Council to act, includes but is not limited to

- *Health Act 1911*
- *Cat Act 2011*
- *Town Planning and Development Act 2005*
- *Bush Fires Act 1954*
- *Dog Act 1976*
- *Cemeteries Act 1986*

### COUNCIL

Council's affairs are managed by six people elected from the community who act in a voluntary capacity. The Council acts as a community board, establishing policies and making decisions within the requirements of the Local Government Act on a wide range of issues affecting the community, and in keeping with the legislative requirements to:

- Determine policies to be applied by Council in exercising its discretionary powers
- Determine the type, range and scope of projects to be undertaken by Council
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.
- The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.
- Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.
- Ordinary meetings of Council are held on the second last Tuesday of each month except January and commence at 4.00pm. All members of the public are welcome to attend.



# SERVICES TO THE COMMUNITY

Council provides an extensive variety of services for the community under a wide range of legislation. Services provided include:

- Building control
- Bush fire control
- Cemeteries
- Citizenship ceremonies
- Crossovers
- Demolition permits
- Dog control
- Cat control
- Drainage
- Environmental health
- Fire prevention
- Library services
- Street bins
- Media releases
- Parks and reserves
- Planning controls
- Playground equipment
- Public health services
- Public buildings for hire
- Public toilets
- Recreation/sporting facilities
- Roads, footpaths and kerbs
- Rubbish collection
- Storm water drainage
- Street lighting
- Traffic control works
- Playgroup
- LEMAC (Local Emergency Management Advisory Committee)
- Weed control on reserves
- Natural Resource Management/ Landcare
- Mosquito Management Plan

## COUNCIL COMMITTEES

Shire Committees have been formed to manage specific areas of council. They include:

### AUDIT COMMITTEE

The Audit Committee is the only compulsory committee of Council. It has specific functions including assisting with the annual audit of the financial statements, review of the Compliance Audit Return and assisting the CEO with various functions and reporting.

## COMMUNITY DEVELOPMENT COMMITTEE

Consider matters relevant to public halls, recreation and sport, library, heritage (other than natural heritage), other cultural issues, housing, town planning, protection of the environment (natural heritage), sanitation and refuse, public conveniences, cemetery, rural services, tourism, building control, other economic services, governance issues, financial matters, health services, education, fire protection, animal control, other law order and public safety issues including local laws.

## TOWN ENHANCEMENT GROUP

Objectives of the TEG are to enhance the streetscape of the Woodanilling town site to improve its useability for visitors and residents, including those in the other areas of the Shire. With the Ultimate goal of strengthening the town's sustainable future both socially as a community and physically as a place in the landscape as outlined in the Strategic Community Plan.

## TRANSPORT PLANT AND WORKS COMMITTEE

Consider matters relative to transport issues, road works, plant replacement and repair.



## EQUAL OPPORTUNITY STATEMENT

This Council recognises its legal obligations under the *Equal Opportunities Act, 1984* and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, and disability, religious or political convictions.

All employment training with this Council will be directed towards providing equal opportunity to all employees providing their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within this Council will be directed towards providing equal opportunity to

prospective employees provided their relevant experience, skills and ability meet the minimum requirements for engagement.

This Council will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The Equal Employment Opportunity goals of this Council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

# OCCUPATIONAL HEALTH & SAFETY REPORT

The Shire of Woodanilling is committed to providing a safe and healthy work environment for all employees, contractors and visitors. To achieve this, the Council has allocated responsibilities and accountabilities to all employees to ensure the maintenance of the Occupational Safety and Health program is optimal.

Continuous improvement incentives have been incorporated into the Occupational Safety and Health Management Plan aimed at achieving the Shire of Woodanilling' safety objectives and targets.

The employer acknowledges a duty of care to:

- Provide and maintaining a safe working environment.
- Providing adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to identify and control the cause to reduce the level of risk in the workplace
- Compliance with current *Occupational Safety and Health Act 1984*, and the Occupational Safety and Health Regulations 1996, relevant Australian Standards including AS/NZS ISO 31000, 2009 and relevant Approved Codes of Practice
- Engage and consult stakeholders and representatives (including Volunteers and contracted Service Providers) in matters regarding occupational safety and health in the workplace.

Employees have a duty of care to:

- Working with care for their own safety and that of other employees, contractors, volunteers and public who may be affected by their acts or omissions.
- Reporting hazards, accidents, incidents and near misses to their Line Manager
- Co-operating positively in the fulfillment of the obligations placed on their employer.
- Assisting in the reporting and investigation of any accidents with the objective of introducing and reviewing controls to prevent re-occurrence.

At the Shire of Woodanilling, a safe and efficient place of work is our goal and we must all be committed by working together to reach this outcome.





# DISABILITY ACCESS & INCLUSION PLAN

## **OUTCOME 1 - Existing functions, facilities and services are adapted to meet the needs of people with disability.**

- The annual Australia Day Breakfast is held at the Woodanilling Recreation Facility which provides easy wheelchair access. A public address system is always used to ensure all participants can hear speeches including people with hearing impairment.
- A priority bin service was developed to assist people who are unable to move their bin to and from the kerbside, upon request.
- Provide large print books for vision impaired community members in our Library.
- The Bloom Festival Bush Dance held in the Woodanilling Town Hall is becoming an annual event over the duration of the Hidden Treasures month of celebration (Sept to Oct). This event is an all-inclusive affair offering accessible entry and egress at the facility.

## **OUTCOME 2 - Access to buildings and facilities has been improved.**

- The Woodanilling Recreation Centre building provides accessible toilet facilities and entrance doors are at ground level to enable easy wheelchair access.
- Improved access was provided to Council's administration building, including a paved and ramped entry path and relocation of easy access parking bays.
- Unisex accessible public toilets were built at the town's Centenary Park.
- Footpaths in the main street are continuing to be upgraded with the levelling of footpaths in areas that are effected by tree roots.

## **OUTCOME 3 - Information about functions, facilities and services is provided in formats which meet the communication needs of people with disability.**

- Information is available in alternative formats by request through the shire website or over the counter.

## **OUTCOME 4 - Employee awareness of the needs of people with disability and skills in delivering services is improved.**

- Administration and Works Crew staff underwent training through LGIS called "At the

Coalface". This training provided staff with the basic skills to communicate with people who may have mental Health issues, also providing training around safety and security in the work place. Which gave practical advice on providing good customer service to people with a variety of disabilities.

## **OUTCOME 5 & 6 - Opportunities are provided for people with disability to participate in public consultations, grievance mechanisms and decision-making processes.**

- Information on consultations was simplified and made available in alternative formats upon request.
- Municipal election voting was held in accessible buildings and some voting booths were modified to suit people using wheelchairs, and postal voting was accepted.

## **OUTCOME 7 - People with disability have the same opportunity as other people to obtain and maintain employment with the Shire of Woodanilling.**

- Introduction of recruitment practices to ensure equal employment opportunities.
- The Shire office layout has been modified so that it is wheelchair accessible.



## NATIONAL COMPETITION POLICY (NCP)

The Shire is required to report its progress in implementing the National Competition Policy in their annual report. There are a number of specific requirements placed on local government in the areas of competitive neutrality, legislation review and structural reform.

### COMPETITIVE NEUTRALITY

The principle of competitive neutrality is that government business should not enjoy a competitive advantage or disadvantage, simply as a result of their public sector ownership. For local government this relates to user-pays income of over \$200,000.

In accordance with the Shire's responsibilities under Clause 7 of the statement relating to competitive neutrality, the Shire of Woodanilling has reviewed its

activities in line with advice from the Department of Local Government Circular No 806 and has found that none of its activities are "Significant Business Activity" for competitive neutrality requirements.

The Shire of Woodanilling did not privatise any activities in 2020/2021 consequently there were no obligations to report in this area.

### LEGISLATIVE REVIEW

The Shire is required to assess which of its local laws might impact on competition and conduct a review to determine how restrictive practices might be overcome.

No new local laws were created or reviewed in 2020/2021.

# RECORD KEEPING PLAN

Council's revised Record Keeping Plan was adopted by Council on 17 May 2016.

## RECORD KEEPING POLICY

### POLICY STATEMENT

The Shire of Woodanilling is committed to making and keeping full and accurate records of its business transactions and its official activities. Records created and received by Shire personnel and contractors, irrespective of format, are to be managed in accordance with the Shire's Recordkeeping Plan and this Records Management Policy and Procedures Manual. Records will not be destroyed except by reference to the General Disposal Authority for Local Government Records and the General Disposal Authority for Source Records.

### RATIONALE

A systematic approach to records management within any organisation is vital to protect and preserve the information contained within the organisation's records. These policies and guidelines support recordkeeping in the Shire of Woodanilling by:

- Providing support for effective decision making, business efficiency, litigation protection, managed information flows and retention of the corporate memory;
- Managing the risks that may result from inadequate records practices;
- Providing uniform protection and controlled access for records in all formats;
- Ensuring that all employees and contractors understand and can comply with the legislative and business requirements of recordkeeping; and
- Ensuring that Shire of Woodanilling personnel understand that the records of the Shire are corporate assets and government records and do not belong to individuals.

### GUIDELINES

The Shire of Woodanilling has implemented systematic records management policies, procedures and practices to ensure the capture and management of all its records, irrespective of format. All elected members and staff will ensure that full and accurate records are created to reflect business transactions and decisions.

The Shire uses a standard method to identify and retrieve the records it holds, through the use of a File Listing. The Shire currently uses the filing system within LOGIS Synergy Soft Central Records as its formal records management system.

Synergy Soft Central Records is an eDRMS. The Shire of Woodanilling has set up standards in accordance with the General Disposal Authority for Source Records which will be applied to all incoming and outgoing hard copies of records. All hard copy source records will undergo a digitisation process.

Source Records will only be disposed of in accordance with the State Records Office's General Disposal for Source Records.

Corporate records will only be disposed of in accordance with the State Records Office's General Disposal Authority for Local Government Records. The objectives of the Shire of Woodanilling RKP are to ensure:

- Compliance with Section 28 of the State Records Act 2000;
- Recordkeeping within the Local Government is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cheaply when required; and the
- Protection and preservation of the Local Government's records.

## STATE RECORDS COMMISSION

### STANDARD 2: PRINCIPLE 6 COMPLIANCE

Government organizations ensure their employees comply with the record keeping plan.

## 6.1 STAFF TRAINING, INFORMATION SESSIONS

The Shire of Woodanilling has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

| Activities to ensure staff awareness and compliance   | YES | NO |
|---|-----|----|
| Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.  | ✓   |    |
| In-house recordkeeping training sessions for staff are conducted.   | ✓   |    |
| From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organization whenever practicable. | ✓   |    |
| Staff information sessions are conducted on a regular basis for staff as required.  | ✓   |    |
| The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.                                  |     |    |
| The Local Government's Intranet is used to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.   | ✓   |    |
| The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.      | ✓   |    |

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

Please refer to Appendix 8 for samples of training and induction information.

## 6.2 PERFORMANCE INDICATORS IN PLACE

The following performance indicators are being set in place to measure the efficiency and effectiveness of the Shire of Woodanilling's recordkeeping systems:

- IT Vision system upgrades are implemented annually
- Staff survey eliciting feedback on use, effectiveness or recordkeeping system/training annually; and
- Number of new staff attending Records induction

The Shire of Woodanilling aims to review these performance indicators and determine if further performance indicators should be put in place at the end of the 2018/19 financial year.

## 6.3 AGENCY'S EVALUATION

There is a need for some reviews of the Shire of Woodanilling's recordkeeping systems in the following areas records digitization. The Shire has continued to seek areas of improvement and based on consultation with staff a digitization program was undertaken in 2016.

## 6.4 ANNUAL REPORT

An excerpt from the Shire of Woodanilling's latest Annual Report is attached, demonstrating the organization's compliance with the State Records Act 2000, its Recordkeeping Plan and the training provided for staff. Please refer to Appendix 9.

## 6.5 IDENTIFIED AREAS FOR IMPROVEMENT

Whilst the Shire of Woodanilling's staff training and information sessions are adequate, further development of the staff induction procedure is ongoing.

# ANNUAL FINANCIAL REPORT 2020/2021

**SHIRE OF WOODANILLING**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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**COMMUNITY VISION**

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

Principal place of business:  
3316 Robinson Road  
Woodanilling WA 6316



**SHIRE OF WOODANILLING  
FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

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

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the Shire of Woodanilling for the financial year ended 30 June 2021 is based on proper accounts and records to present fairly the financial position of the Shire of Woodanilling at 30 June 2021 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the

28<sup>th</sup>

day of

June

2022



Chief Executive Officer

Kellie Bartley

Name of Chief Executive Officer



**SHIRE OF WOODANILLING**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

|   | NOTE  | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|---|-------|----------------------|----------------------|----------------------|
| <b>Revenue</b>  |       |                      |                      |                      |
| Rates   | 21(a) | 769,940              | 772,376              | 771,494              |
| Operating grants, subsidies and contributions                                   | 2(a)  | 1,107,657            | 590,443              | 1,177,683            |
| Fees and charges  | 2(a)  | 351,347              | 390,030              | 389,536              |
| Interest earnings   | 2(a)  | 4,932                | 5,200                | 5,939                |
| Other revenue   | 2(a)  | (659)                | 600                  | 525                  |
|   |       | <b>2,233,218</b>     | <b>1,758,649</b>     | <b>2,345,168</b>     |
| <b>Expenses</b>   |       |                      |                      |                      |
| Employee costs  |       | (1,053,023)          | (1,078,324)          | (1,021,216)          |
| Materials and contracts   |       | (501,809)            | (263,000)            | (367,824)            |
| Utility charges   |       | (95,040)             | (95,912)             | (145,916)            |
| Depreciation on non-current assets  | 11(b) | (856,073)            | (878,305)            | (869,477)            |
| Insurance expenses  |       | (81,174)             | (91,366)             | (81,178)             |
| Other expenditure   |       | (132,473)            | (75,000)             | (279,327)            |
|   |       | <b>(2,719,592)</b>   | <b>(2,481,907)</b>   | <b>(2,764,938)</b>   |
|   |       | <b>(486,374)</b>     | <b>(723,258)</b>     | <b>(419,770)</b>     |
| Non-operating grants, subsidies and contributions                               | 2(a)  | 358,825              | 576,353              | 606,651              |
| Profit on asset disposals   | 11(a) | 0                    | 60,960               | 7,609                |
| (Loss) on asset disposals   | 11(a) | 0                    | 0                    | (2,619)              |
| Fair value adjustments to financial assets at fair value through profit or loss |       | 1,292                | 0                    | 4,677                |
|   |       | <b>360,117</b>       | <b>637,313</b>       | <b>616,318</b>       |
| <b>Net result for the period</b>  |       | <b>(126,257)</b>     | <b>(85,945)</b>      | <b>196,548</b>       |
| <b>Total other comprehensive income for the period</b>                          |       | <b>0</b>             | <b>0</b>             | <b>0</b>             |
| <b>Total comprehensive income for the period</b>                                |       | <b>(126,257)</b>     | <b>(85,945)</b>      | <b>196,548</b>       |

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





**SHIRE OF WOODANILLING**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30 JUNE 2021**

|   | NOTE  | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|---|-------|----------------------|----------------------|----------------------|
| <b>Revenue</b>  |       |                      |                      |                      |
| Governance  | 2(a)  | 48                   | 7,300                | 745                  |
| General purpose funding   |       | 1,629,184            | 1,170,845            | 1,611,346            |
| Law, order, public safety   |       | 41,813               | 58,309               | 107,696              |
| Health  |       | 0                    | 800                  | 758                  |
| Education and welfare   |       | 129,986              | 92,500               | 95,410               |
| Housing   |       | 23,551               | 17,200               | 16,026               |
| Community amenities   |       | 31,046               | 36,800               | 37,234               |
| Recreation and culture  |       | 4,141                | 1,800                | 1,613                |
| Transport   |       | 248,373              | 262,002              | 372,757              |
| Economic services   |       | 49,931               | 53,500               | 29,533               |
| Other property and services   |       | 75,144               | 57,593               | 72,050               |
|   |       | 2,233,217            | 1,758,649            | 2,345,168            |
| <b>Expenses</b>   |       |                      |                      |                      |
| Governance  | 2(b)  | (210,741)            | (136,313)            | (226,829)            |
| General purpose funding   |       | (19,228)             | (4,820)              | (17,191)             |
| Law, order, public safety   |       | (139,920)            | (92,000)             | (226,007)            |
| Health  |       | (37,904)             | (38,737)             | (36,281)             |
| Education and welfare   |       | (41,062)             | (44,100)             | (45,231)             |
| Housing   |       | (51,954)             | (68,000)             | (84,120)             |
| Community amenities   |       | (148,856)            | (93,526)             | (130,761)            |
| Recreation and culture  |       | (201,691)            | (155,000)            | (235,129)            |
| Transport   |       | (1,579,679)          | (1,762,711)          | (1,369,554)          |
| Economic services   |       | (98,404)             | (65,000)             | (127,063)            |
| Other property and services   |       | (190,154)            | (21,700)             | (266,772)            |
|   |       | (2,719,593)          | (2,481,907)          | (2,764,938)          |
|   |       | (486,376)            | (723,258)            | (419,770)            |
| Non-operating grants, subsidies and contributions                               | 2(a)  | 358,825              | 576,353              | 606,651              |
| Profit on disposal of assets  | 11(a) | 0                    | 60,960               | 7,609                |
| (Loss) on disposal of assets  | 11(a) | 0                    | 0                    | (2,619)              |
| Fair value adjustments to financial assets at fair value through profit or loss |       | 1,292                | 0                    | 4,677                |
|   |       | 360,117              | 637,313              | 616,318              |
| <b>Net result for the period</b>  |       | <b>(126,257)</b>     | <b>(85,945)</b>      | <b>196,548</b>       |
| <b>Total other comprehensive income for the period</b>                          |       | <b>0</b>             | <b>0</b>             | <b>0</b>             |
| <b>Total comprehensive income for the period</b>                                |       | <b>(126,257)</b>     | <b>(85,945)</b>      | <b>196,548</b>       |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2021**

|                                      | NOTE | 2021              | 2020              |
|--------------------------------------|------|-------------------|-------------------|
|                                      |      | \$                | \$                |
| <b>CURRENT ASSETS</b>                |      |                   |                   |
| Cash and cash equivalents            | 3    | 1,663,683         | 1,248,273         |
| Trade and other receivables          | 6    | 106,284           | 174,911           |
| Inventories                          | 7    | 22,098            | 8,521             |
| Other assets                         | 8    | 1,050             | 1,050             |
| <b>TOTAL CURRENT ASSETS</b>          |      | <b>1,793,115</b>  | <b>1,432,755</b>  |
| <b>NON-CURRENT ASSETS</b>            |      |                   |                   |
| Other financial assets               | 5    | 36,995            | 35,703            |
| Property, plant and equipment        | 9    | 6,382,559         | 6,703,189         |
| Infrastructure                       | 10   | 24,758,204        | 24,910,068        |
| <b>TOTAL NON-CURRENT ASSETS</b>      |      | <b>31,177,758</b> | <b>31,648,960</b> |
| <b>TOTAL ASSETS</b>                  |      | <b>32,970,873</b> | <b>33,081,715</b> |
| <b>CURRENT LIABILITIES</b>           |      |                   |                   |
| Trade and other payables             | 13   | 219,528           | 224,652           |
| Other liabilities                    | 14   | 106,341           | 69,286            |
| Employee related provisions          | 15   | 131,500           | 147,531           |
| <b>TOTAL CURRENT LIABILITIES</b>     |      | <b>457,369</b>    | <b>441,469</b>    |
| <b>NON-CURRENT LIABILITIES</b>       |      |                   |                   |
| Employee related provisions          | 15   | 47,842            | 48,328            |
| <b>TOTAL NON-CURRENT LIABILITIES</b> |      | <b>47,842</b>     | <b>48,328</b>     |
| <b>TOTAL LIABILITIES</b>             |      | <b>505,212</b>    | <b>489,797</b>    |
| <b>NET ASSETS</b>                    |      | <b>32,465,661</b> | <b>32,591,918</b> |
| <b>EQUITY</b>                        |      |                   |                   |
| Retained surplus                     |      | 12,625,287        | 12,971,704        |
| Reserves - cash backed               | 4    | 848,911           | 628,751           |
| Revaluation surplus                  | 12   | 18,991,463        | 18,991,463        |
| <b>TOTAL EQUITY</b>                  |      | <b>32,465,661</b> | <b>32,591,918</b> |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 30 JUNE 2021**

|                                   | NOTE | RETAINED<br>SURPLUS<br>\$ | RESERVES<br>CASH<br>BACKED<br>\$ | REVALUATION<br>SURPLUS<br>\$ | TOTAL<br>EQUITY<br>\$ |
|-----------------------------------|------|---------------------------|----------------------------------|------------------------------|-----------------------|
| <b>Balance as at 1 July 2019</b>  |      | <b>12,775,709</b>         | <b>628,198</b>                   | <b>18,991,463</b>            | <b>32,395,370</b>     |
| Comprehensive income              |      |                           |                                  |                              |                       |
| Net result for the period         |      | 196,548                   | 0                                | 0                            | 196,548               |
| Other comprehensive income        | 12   | 0                         | 0                                | 0                            | 0                     |
| Total comprehensive income        |      | 196,548                   | 0                                | 0                            | 196,548               |
| Transfers from reserves           | 4    | 0                         | 0                                | 0                            | 0                     |
| Transfers to reserves             | 4    | (553)                     | 553                              | 0                            | 0                     |
| <b>Balance as at 30 June 2020</b> |      | <b>12,971,704</b>         | <b>628,751</b>                   | <b>18,991,463</b>            | <b>32,591,918</b>     |
| Comprehensive income              |      |                           |                                  |                              |                       |
| Net result for the period         |      | (126,257)                 | 0                                | 0                            | (126,257)             |
| Other comprehensive income        | 12   | 0                         | 0                                | 0                            | 0                     |
| Total comprehensive income        |      | (126,257)                 | 0                                | 0                            | (126,257)             |
| Transfers from reserves           | 4    | 0                         | 0                                | 0                            | 0                     |
| Transfers to reserves             | 4    | (220,160)                 | 220,160                          | 0                            | 0                     |
| <b>Balance as at 30 June 2021</b> |      | <b>12,625,287</b>         | <b>848,911</b>                   | <b>18,991,463</b>            | <b>32,465,661</b>     |

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



**SHIRE OF WOODANILLING**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

|   | NOTE  | 2021<br>Actual<br>\$    | 2021<br>Budget<br>\$  | 2020<br>Actual<br>\$    |
|---|-------|-------------------------|-----------------------|-------------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>                 |       |                         |                       |                         |
| <b>Receipts</b>   |       |                         |                       |                         |
| Rates   |       | 756,240                 | 787,376               | 761,579                 |
| Operating grants, subsidies and contributions               |       | 1,227,042               | 521,157               | 1,113,706               |
| Fees and charges  |       | 351,347                 | 390,030               | 389,536                 |
| Interest received   |       | 4,932                   | 5,200                 | 5,939                   |
| Goods and services tax received                             |       | (1,237)                 | 0                     | 50,456                  |
| Other revenue   |       | (659)                   | 600                   | 525                     |
|   |       | <u>2,337,665</u>        | <u>1,704,363</u>      | <u>2,321,741</u>        |
| <b>Payments</b>   |       |                         |                       |                         |
| Employee costs  |       | (1,110,257)             | (1,117,324)           | (991,133)               |
| Materials and contracts                                     |       | (478,557)               | (316,488)             | (188,029)               |
| Utility charges   |       | (95,040)                | (95,912)              | (145,916)               |
| Insurance paid  |       | (81,174)                | (91,366)              | (81,178)                |
| Goods and services tax paid                                 |       | 0                       | 0                     | (246,939)               |
| Other expenditure   |       | (132,473)               | (75,000)              | (279,327)               |
|   |       | <u>(1,897,501)</u>      | <u>(1,696,090)</u>    | <u>(1,932,522)</u>      |
| <b>Net cash provided by (used in) operating activities</b>  | 16    | <u>440,164</u>          | <u>8,273</u>          | <u>389,219</u>          |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>                 |       |                         |                       |                         |
| Payments for purchase of property, plant & equipment        | 9(a)  | (110,611)               | (569,000)             | (84,507)                |
| Payments for construction of infrastructure                 | 10(a) | (272,968)               | (791,800)             | (844,644)               |
| Non-operating grants, subsidies and contributions           | 2(a)  | 358,825                 | 576,353               | 606,651                 |
| Proceeds from sale of property, plant & equipment           | 11(a) | 0                       | 100,000               | 30,378                  |
| <b>Net cash provided by (used in) investment activities</b> |       | <u>(24,754)</u>         | <u>(684,447)</u>      | <u>(292,122)</u>        |
| <b>Net increase (decrease) in cash held</b>                 |       | <u>415,410</u>          | <u>(676,174)</u>      | <u>97,097</u>           |
| Cash at beginning of year                                   |       | 1,248,273               | 1,248,273             | 1,151,176               |
| <b>Cash and cash equivalents at the end of the year</b>     | 16    | <u><u>1,663,683</u></u> | <u><u>572,099</u></u> | <u><u>1,248,273</u></u> |

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



|  | NOTE   | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|--|--------|----------------------|----------------------|----------------------|
| <b>OPERATING ACTIVITIES</b>  |        |                      |                      |                      |
| <b>Net current assets at start of financial year - surplus/(deficit)</b> | 22 (b) | 361,121              | 361,122              | 215,572              |
|  |        | 361,121              | 361,122              | 215,572              |
| <b>Revenue from operating activities (excluding rates)</b>               |        |                      |                      |                      |
| Governance   |        | 1,340                | 7,300                | 5,422                |
| General purpose funding  |        | 859,244              | 398,469              | 839,852              |
| Law, order, public safety  |        | 41,813               | 58,309               | 107,696              |
| Health   |        | 0                    | 800                  | 758                  |
| Education and welfare  |        | 129,986              | 92,500               | 95,410               |
| Housing  |        | 23,551               | 17,200               | 16,026               |
| Community amenities  |        | 31,046               | 36,800               | 37,234               |
| Recreation and culture   |        | 4,141                | 1,800                | 1,613                |
| Transport  |        | 248,373              | 322,962              | 380,366              |
| Economic services  |        | 49,931               | 53,500               | 29,533               |
| Other property and services  |        | 75,144               | 57,593               | 70,636               |
|  |        | 1,464,569            | 1,047,233            | 1,584,546            |
| <b>Expenditure from operating activities</b>                             |        |                      |                      |                      |
| Governance   |        | (210,741)            | (136,313)            | (226,829)            |
| General purpose funding  |        | (19,228)             | (4,820)              | (17,191)             |
| Law, order, public safety  |        | (139,920)            | (92,000)             | (226,007)            |
| Health   |        | (37,904)             | (38,737)             | (36,281)             |
| Education and welfare  |        | (41,062)             | (44,100)             | (45,231)             |
| Housing  |        | (51,954)             | (68,000)             | (84,120)             |
| Community amenities  |        | (148,856)            | (93,526)             | (130,761)            |
| Recreation and culture   |        | (201,691)            | (155,000)            | (235,129)            |
| Transport  |        | (1,579,679)          | (1,762,711)          | (1,372,173)          |
| Economic services  |        | (98,404)             | (65,000)             | (127,063)            |
| Other property and services  |        | (190,154)            | (21,700)             | (266,772)            |
|  |        | (2,719,593)          | (2,481,907)          | (2,767,557)          |
| Non-cash amounts excluded from operating activities                      | 22(a)  | 854,295              | 817,345              | 849,741              |
| <b>Amount attributable to operating activities</b>                       |        | (39,608)             | (256,207)            | (117,698)            |
| <b>INVESTING ACTIVITIES</b>  |        |                      |                      |                      |
| Non-operating grants, subsidies and contributions                        | 2(a)   | 358,825              | 576,353              | 606,651              |
| Proceeds from disposal of assets   | 11(a)  | 0                    | 100,000              | 30,378               |
| Purchase of property, plant and equipment                                | 9(a)   | (110,611)            | (569,000)            | (84,507)             |
| Purchase and construction of infrastructure                              | 10(a)  | (272,968)            | (791,800)            | (844,644)            |
|  |        | (24,754)             | (684,447)            | (292,122)            |
| <b>Amount attributable to investing activities</b>                       |        | (24,754)             | (684,447)            | (292,122)            |
| <b>FINANCING ACTIVITIES</b>  |        |                      |                      |                      |
| Transfers to reserves (restricted assets)                                | 4      | (220,160)            | (220,000)            | (553)                |
| Transfers from reserves (restricted assets)                              | 4      | 0                    | 389,000              | 0                    |
| <b>Amount attributable to financing activities</b>                       |        | (220,160)            | 169,000              | (553)                |
| <b>Surplus/(deficit) before imposition of general rates</b>              |        | (284,522)            | (771,654)            | (410,373)            |
| <b>Total amount raised from general rates</b>                            | 21(a)  | 769,940              | 772,376              | 771,494              |
| <b>Surplus/(deficit) after imposition of general rates</b>               | 22(b)  | <b>485,418</b>       | <b>721</b>           | <b>361,121</b>       |

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



**SHIRE OF WOODANILLING**  
**INDEX OF NOTES TO THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 1. BASIS OF PREPARATION

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

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

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 financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the at fair value of selected non-current assets, financial assets and liabilities.

#### 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 26 to these financial statements.

#### INITIAL APPLICATION OF ACCOUNTING STANDARDS

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

These were:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

#### NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

#### 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.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**(a) Grant revenue**

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

|  | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| <b>Operating grants, subsidies and contributions</b>     |                      |                      |                      |
| Governance   |                      | 1,000                | 520                  |
| General purpose funding                                  | 852,562              | 397,869              | 832,773              |
| Law, order, public safety                                | 27,823               | 31,279               | 47,000               |
| Education and welfare                                    | 76,904               | 40,000               | 42,969               |
| Housing  | 583                  | 1,200                | 329                  |
| Transport  | 76,543               | 75,002               | 186,283              |
| Other property and services                              | 73,242               | 44,093               | 67,809               |
|  | 1,107,657            | 590,443              | 1,177,683            |
| <b>Non-operating grants, subsidies and contributions</b> |                      |                      |                      |
| General purpose funding                                  | 119,154              | 0                    | 0                    |
| Recreation and culture                                   | 0                    | 0                    | 52,551               |
| Transport  | 239,671              | 576,353              | 554,100              |
|  | 358,825              | 576,353              | 606,651              |
| <b>Total grants, subsidies and contributions</b>         | <b>1,466,482</b>     | <b>1,166,796</b>     | <b>1,784,334</b>     |
| <b>Fees and charges</b>                                  |                      |                      |                      |
| Governance   | 200                  | 500                  | 340                  |
| General purpose funding                                  | 1,500                | 600                  | 500                  |
| Law, order, public safety                                | 14,746               | 27,030               | 60,697               |
| Health   | 0                    | 800                  | 758                  |
| Education and welfare                                    | 53,082               | 52,500               | 52,442               |
| Housing  | 22,968               | 16,000               | 15,696               |
| Community amenities                                      | 31,046               | 36,800               | 37,234               |
| Recreation and culture                                   | 4,141                | 1,800                | 1,613                |
| Transport  | 171,831              | 187,000              | 186,473              |
| Economic services  | 49,932               | 53,500               | 29,533               |
| Other property and services                              | 1,901                | 13,500               | 4,250                |
|  | 351,347              | 390,030              | 389,536              |

**SIGNIFICANT ACCOUNTING POLICIES**

**Grants, subsidies and contributions**

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

**Fees and Charges**

Revenue (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.



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 2. REVENUE AND EXPENSES (Continued)

#### (a) Revenue (Continued)

##### Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

|   | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|---|----------------------|----------------------|----------------------|
| Operating grants, subsidies and contributions     | 1,069,162            |                      | 1,176,260            |
| Fees and charges                                  | 351,347              | 390,030              | 389,536              |
| Non-operating grants, subsidies and contributions | 358,825              | 576,353              | 606,651              |
|   | 1,779,334            | 966,383              | 2,172,447            |

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:

|  |           |         |           |
|--|-----------|---------|-----------|
| Revenue from contracts with customers included as a contract liability at the start of the period  | 69,286    |         | 79,400    |
| Revenue recognised from contracts with customers during the year   | 1,351,221 | 390,030 | 1,565,796 |
| Revenue from transfers intended for acquiring or constructing recognisable non-financial assets held as a liability at the start of the period | 0         |         | 0         |
| Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year                                | 358,825   | 576,353 | 527,251   |
|  | 1,779,332 | 966,383 | 2,172,447 |

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

|   |           |  |          |
|---|-----------|--|----------|
| Trade and other receivables from contracts with customers | 31,870    |  | 112,786  |
| Contract liabilities from contracts with customers        | (106,341) |  | (69,286) |

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

**Revenue from statutory requirements**

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

**General rates**

**Other revenue**

Other

**Interest earnings**

Interest on reserve funds

Rates instalment and penalty interest (refer Note 21(c))

Other interest earnings

|  | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| General rates  | 769,940              | 772,376              | 771,494              |
|  | 769,940              | 772,376              | 771,494              |
| Other revenue  |                      |                      |                      |
| Other  | 659                  | 600                  | 525                  |
|  | 659                  | 600                  | 525                  |
| Interest earnings  |                      |                      |                      |
| Interest on reserve funds                                | 160                  |                      | 71                   |
| Rates instalment and penalty interest (refer Note 21(c)) | 4,754                | 3,390                | 5,018                |
| Other interest earnings                                  | 18                   | 1,810                | 850                  |
|  | 4,932                | 5,200                | 5,939                |

**SIGNIFICANT ACCOUNTING POLICIES**

**Interest earnings**

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

**Interest earnings (continued)**

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

**2. REVENUE AND EXPENSES (Continued)**

**(b) Expenses**

**Auditors remuneration**

Audit of the Annual Financial Report

**Other expenditure**

Sundry expenses

| Note                  | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|-----------------------|----------------------|----------------------|----------------------|
| Auditors remuneration | 29,600               | 29,900               | 29,900               |
|                       | 29,600               | 29,900               | 29,900               |
| Other expenditure     |                      |                      |                      |
| Sundry expenses       | 132,473              | 75,000               | 279,327              |
|                       | 132,473              | 75,000               | 279,327              |

# SHIRE OF WOODANILLING

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 2. REVENUE AND EXPENSES

#### REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

| Revenue Category  | Nature of goods and services  | When obligations typically satisfied | Payment terms  | Returns/Refunds/Warranties                  | Determination of transaction price  | Allocating transaction price                                    | Measuring obligations for returns                                   | Timing of revenue recognition  |
|---|---|--------------------------------------|--|---|---|---|---|--|
| Rates   | General Rates   |                                      | Payment dates adopted by Council during the year.                      | None  | Adopted by council annually   | When taxable event occurs                                       | Not applicable  | When rates notice is issued  |
| Grant contracts with customers  | Community events, minor facilities, research, design, planning evaluation and services                          | Over time                            | Fixed terms transfer of funds based on agreed milestones and reporting | Contract obligation if project not complete | Set by mutual agreement with the customer                                   | Based on the progress of works to match performance obligations | Returns limited to repayment of transaction price of terms breached | Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared |
| Grants, Subsidies or contributions for the construction of non-financial assets | Construction or acquisition of recognisable non-financial assets to be controlled by the local government       | Over time                            | Fixed terms transfer of funds based on agreed milestones and reporting | Contract obligation if project not complete | Set by mutual agreement with the customer                                   | Based on the progress of works to match performance obligations | Returns limited to repayment of transaction price of terms breached | Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared |
| Grants with no contract commitments.  | General appropriations and contributions with no reciprocal commitment  | No obligations                       | Not applicable   | Not applicable                              | Cash received   | On receipt of funds   | Not applicable  | When assets are controlled   |
| Licences/Registrations/Approvals  | Building, planning, development and animal management, having the same nature as a licence regardless of naming | Single point in time                 | Full payment prior to issue  | None  | Set by State Legislation or limited by legislation to the cost of provision | Based on timing of issue or the associated rights               | No refunds  | On payment and issue of the licence, registration or approval  |
| Pool Inspections  | Compliance safety check   | Single point in time                 | Equal proportion based on an equal annual fee                          | None  | Set by State Legislation  | Apportioned equally across the inspection cycle                 | No refunds  | After inspection complete based on a 4 year cycle  |
| Other inspections   | Regulatory food, health and safety  | Single point in time                 | Full payment prior to inspection                                       | None  | Set by State Legislation or limited by legislation to the cost of provision | Applied fully on timing of inspection                           | Not applicable  | Revenue recognised after inspection event occurs   |
| Property Hire and entry   | Use of halls and facilities   | Single point in time                 | In full in advance   | Refund if event cancelled withing 7 days    | Adopted by council annually   | Based on timing of entry to facility                            | Returns limited to repayment of transaction price                   | On entry or at conclusion of hire  |
| Fees and charges for other goods and services                                   | Cemetery services, library fees, reinstatements and private works   | Single point in time                 | Payment in full in advance   | None  | Adopted by council annually   | Applied fully based on timing of provision                      | Not applicable  | Output method based on provision of service or completion of works   |
| Sale of stock   | Aviation fuel, kiosk and visitor centre stock   | Single point in time                 | In full in advance, on 15 day credit                                   | Refund for faulty goods                     | Adopted by council annually, set by mutual agreement                        | Applied fully based on timing of provision                      | Returns limited to repayment of transaction price                   | Output method based on goods   |
| Commissions   | Commissions on licencing and ticket sales   | Over time                            | Payment in full on sale  | None  | Set by mutual agreement with the customer                                   | On receipt of funds   | Not applicable  | When assets are controlled   |
| Reimbursements  | Insurance Claims  | Single point in time                 | Payment in arrears for claimable event                                 | None  | Set by mutual agreement with the customer                                   | When claim is agreed  | Not applicable  | When claim is agreed   |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

### 3. CASH AND CASH EQUIVALENTS

| NOTE                                   | 2021             | 2020             |
|--|------------------|------------------|
|  | \$               | \$               |
| Cash at bank and on hand               | 1,663,683        | 1,248,273        |
| <b>Total cash and cash equivalents</b> | <b>1,663,683</b> | <b>1,248,273</b> |

#### Restrictions

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

|                             |                |                |
|-----------------------------|----------------|----------------|
| - Cash and cash equivalents | 955,252        | 698,038        |
|                             | <b>955,252</b> | <b>698,038</b> |

The restricted assets are a result of the following specific purposes to which the assets may be used:

|  |    |                |                |
|--|----|----------------|----------------|
| Reserves - cash backed                             | 4  | 848,911        | 628,752        |
| Contract liabilities from contracts with customers | 14 | 106,341        | 69,286         |
| <b>Total restricted assets</b>                     |    | <b>955,252</b> | <b>698,038</b> |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

##### Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**4. RESERVES - CASH BACKED**

|                                | 2021<br>Actual<br>Opening<br>Balance | 2021<br>Actual<br>Transfer to | 2021<br>Actual<br>Transfer<br>(from) | 2021<br>Actual<br>Closing<br>Balance | 2021<br>Budget<br>Opening<br>Balance | 2021<br>Budget<br>Transfer to | 2021<br>Transfer<br>(from) | 2021<br>Budget<br>Closing<br>Balance | 2020<br>Actual<br>Opening<br>Balance | 2020<br>Actual<br>Transfer to | 2020<br>Actual<br>Transfer<br>(from) | 2020<br>Actual<br>Closing<br>Balance |
|--------------------------------|--------------------------------------|-------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|-------------------------------|----------------------------|--------------------------------------|--------------------------------------|-------------------------------|--------------------------------------|--------------------------------------|
|                                | \$                                   | \$                            | \$                                   | \$                                   | \$                                   | \$                            | \$                         | \$                                   | \$                                   | \$                            | \$                                   | \$                                   |
| (a) Plant Replacement Reserve  | 448,772                              | 220,115                       | 0                                    | 668,887                              | 448,772                              | 220,000                       | (389,000)                  | 279,772                              | 448,377                              | 395                           | 0                                    | 448,772                              |
| (b) Building Reserve           | 42,073                               | 10                            | 0                                    | 42,083                               | 42,073                               | 0                             | 0                          | 42,073                               | 42,037                               | 37                            | 0                                    | 42,073                               |
| (c) Office Equipment Reserve   | 14,024                               | 4                             | 0                                    | 14,028                               | 14,024                               | 0                             | 0                          | 14,024                               | 14,012                               | 12                            | 0                                    | 14,024                               |
| (d) Road Construction Reserve  | 21,618                               | 5                             | 0                                    | 21,623                               | 21,618                               | 0                             | 0                          | 21,618                               | 21,599                               | 19                            | 0                                    | 21,618                               |
| (e) Affordable Housing Reserve | 102,264                              | 26                            | 0                                    | 102,290                              | 102,264                              | 0                             | 0                          | 102,264                              | 102,174                              | 90                            | 0                                    | 102,264                              |
|                                | 628,751                              | 220,160                       | 0                                    | 848,911                              | 628,751                              | 220,000                       | (389,000)                  | 459,751                              | 628,199                              | 553                           | 0                                    | 628,751                              |

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

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

| Name of Reserve                | Anticipated date of use          | Purpose of the reserve   |
|--------------------------------|----------------------------------|--|
| (a) Plant Replacement Reserve  | As per Plant Replacement Program | To be used to fund the net cost of plant and equipment purchases as determined in the 10 Year Plant Replacement Program  |
| (b) Building Reserve           | As per Building Plan             | To be used to meet requirements for providing new buildings for Council purposes, other than affordable housing or recreational facilities, or for major maintenance |
| (c) Office Equipment Reserve   | As required                      | To be used for the purchase of office equipment and future computer upgrades   |
| (d) Road Construction Reserve  | As required                      | To be used to fund road construction projects within the Woodanilling Shire, or to levy additional funding   |
| (e) Affordable Housing Reserve | As per Building Plan             | To be used to meet requirements for affordable housing, either new or major upgrades into the future   |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 5 OTHER FINANCIAL ASSETS

### Non-current assets

Financial assets at fair value through profit and loss

### Financial assets at fair value through profit and loss

Units in Local Government House Trust

BWK Co-op Shares

|  | 2021   | 2020   |
|--|--------|--------|
|  | \$     | \$     |
|  | 36,995 | 35,703 |
|  | 36,995 | 35,703 |
|  | 36,903 | 35,611 |
|  | 92     | 92     |
|  | 36,995 | 35,703 |

## SIGNIFICANT ACCOUNTING POLICIES

### Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

### Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 23.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 6. TRADE AND OTHER RECEIVABLES

#### Current

|                             |
|-----------------------------|
| Rates receivable            |
| Trade and other receivables |
| GST receivable              |

| 2021    | 2020    |
|---------|---------|
| \$      | \$      |
| 73,177  | 62,125  |
| 31,870  | 112,786 |
| 1,237   | 0       |
| 106,284 | 174,911 |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Trade and other receivables

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

##### Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 23.

#### SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### Classification and subsequent measurement

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.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 7. INVENTORIES

### Current

Fuel and materials

|  | 2021          | 2020         |
|--|---------------|--------------|
|  | \$            | \$           |
|  | 22,098        | 8,521        |
|  | <u>22,098</u> | <u>8,521</u> |
|  | 8,521         | 18,904       |
|  | (70,099)      | (107,642)    |
|  | 83,676        | 97,259       |
|  | <u>22,098</u> | <u>8,521</u> |

The following movements in inventories occurred during the year:

### Balance at beginning of year

Inventories expensed during the year

Additions to inventory

Balance at end of year

### SIGNIFICANT ACCOUNTING POLICIES

#### General

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

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



**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 8. OTHER ASSETS

|                               | 2021  | 2020  |
|-------------------------------|-------|-------|
|                               | \$    | \$    |
| <b>Other assets - current</b> |       |       |
| Prepayments                   | 1,050 | 1,050 |
|                               | 1,050 | 1,050 |

### SIGNIFICANT ACCOUNTING POLICIES

#### Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 9. PROPERTY, PLANT AND EQUIPMENT

### (a) Movements in Balances

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

|  | Freehold<br>Land | Buildings | Total land<br>and<br>buildings | Furniture<br>and<br>equipment | Plant and<br>equipment | Total<br>property,<br>plant and<br>equipment |
|--|------------------|-----------|--------------------------------|-------------------------------|------------------------|--|
|  | \$               | \$        | \$                             | \$                            | \$                     | \$   |
| <b>Balance at 1 July 2019</b>            | 498,000          | 5,259,347 | 5,757,347                      | 73,484                        | 1,277,337              | 7,108,168                                    |
| Additions                                | 0                | 0         | 0                              | 0                             | 84,507                 | 84,507                                       |
| (Disposals)                              | 0                | 0         | 0                              | 0                             | (25,388)               | (25,388)                                     |
| Depreciation (expense)                   | 0                | (109,814) | (109,814)                      | (26,529)                      | (327,755)              | (464,098)                                    |
| <b>Balance at 30 June 2020</b>           | 498,000          | 5,149,533 | 5,647,533                      | 46,955                        | 1,008,701              | 6,703,189                                    |
| <b>Comprises:</b>                        |                  |           |                                |                               |                        |  |
| Gross balance amount at 30 June 2020     | 498,000          | 5,506,266 | 6,004,266                      | 166,932                       | 3,177,957              | 9,349,155                                    |
| Accumulated depreciation at 30 June 2020 | 0                | (356,733) | (356,733)                      | (119,977)                     | (2,169,256)            | (2,645,966)                                  |
| <b>Balance at 30 June 2020</b>           | 498,000          | 5,149,533 | 5,647,533                      | 46,955                        | 1,008,701              | 6,703,189                                    |
| Additions                                | 0                | 0         | 0                              | 110,611                       | 0                      | 110,611                                      |
| (Disposals)                              | 0                | 0         | 0                              | 0                             | 0                      | 0  |
| Depreciation (expense)                   | 0                | (109,814) | (109,814)                      | (21,864)                      | (299,563)              | (431,241)                                    |
| <b>Balance at 30 June 2021</b>           | 498,000          | 5,039,719 | 5,537,719                      | 135,702                       | 709,138                | 6,382,559                                    |
| <b>Comprises:</b>                        |                  |           |                                |                               |                        |  |
| Gross balance amount at 30 June 2021     | 498,000          | 5,506,266 | 6,004,266                      | 277,543                       | 3,177,957              | 9,459,766                                    |
| Accumulated depreciation at 30 June 2021 | 0                | (466,547) | (466,547)                      | (141,841)                     | (2,468,819)            | (3,077,207)                                  |
| <b>Balance at 30 June 2021</b>           | 498,000          | 5,039,719 | 5,537,719                      | 135,702                       | 709,138                | 6,382,559                                    |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**9. PROPERTY, PLANT AND EQUIPMENT (Continued)**

**(b) Carrying Value Measurements**

| <b>Asset Class</b>             | <b>Fair Value Hierarchy</b> | <b>Valuation Technique</b>   | <b>Basis of Valuation</b>      | <b>Date of Last Valuation</b> | <b>Inputs Used</b>  |
|--------------------------------|-----------------------------|--|--------------------------------|-------------------------------|---|
| <b>(i) Fair Value</b>          |                             |  |                                |                               |   |
| <b>Land and buildings</b>      |                             |  |                                |                               |   |
| Freehold Land                  | 2                           | Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology | Independent registered valuers | June 2017                     | Price per hectare / market borrowing rate   |
| Buildings                      | 2                           | Market approach using recent observable market data for similar properties/income approach using discounted cashflow methodology | Independent registered valuers | June 2017                     | Improvements to buildings, using construction costs and current conditions, residual values and remaining useful life assessments |
| <b>(ii) Cost</b>               |                             |  |                                |                               |   |
| <b>Furniture and equipment</b> | 3                           | Cost approach using depreciated replacement cost   | Management valuation           | June 2016                     | Purchase costs and current conditions, residual values and remaining useful life assessments                                      |
| <b>Plant and equipment</b>     | 3                           | Cost approach using depreciated replacement cost   | Independent registered valuers | June 2016                     | Purchase costs and current conditions, residual values and remaining useful life assessments                                      |

Following a change to Local Government (Financial Management) Regulation 17A, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change was effective from 1 July 2019 and represented a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximated cost at the date of change.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 10. INFRASTRUCTURE

### (a) Movements in Balances

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

|  | Infrastructure -<br>roads | Infrastructure -<br>Footpaths | Infrastructure -<br>Bridges and<br>Drainage | Infrastructure -<br>Parks and Ovals | Total<br>Infrastructure |
|--|---------------------------|-------------------------------|---|-------------------------------------|-------------------------|
|  | \$                        | \$                            | \$  | \$                                  | \$                      |
| <b>Balance at 1 July 2019</b>            | 18,766,069                | 111,491                       | 5,510,966                                   | 82,277                              | 24,470,803              |
| Additions                                | 814,692                   | 19,271                        | 10,681                                      | 0                                   | 844,644                 |
| (Disposals)                              | 0                         | 0                             | 0   | 0                                   | 0                       |
| Depreciation (expense)                   | (306,169)                 | (9,226)                       | (87,551)                                    | (2,433)                             | (405,379)               |
| <b>Balance at 30 June 2020</b>           | 19,274,592                | 121,536                       | 5,434,096                                   | 79,844                              | 24,910,068              |
| <b>Comprises:</b>                        |                           |                               |   |                                     |                         |
| Gross balance at 30 June 2020            | 22,426,190                | 203,796                       | 7,014,723                                   | 355,625                             | 30,000,334              |
| Accumulated depreciation at 30 June 2020 | (3,151,598)               | (82,260)                      | (1,580,627)                                 | (275,781)                           | (5,090,266)             |
| <b>Balance at 30 June 2020</b>           | 19,274,592                | 121,536                       | 5,434,096                                   | 79,844                              | 24,910,068              |
| Additions                                | 266,588                   | 0                             | 6,380                                       | 0                                   | 272,968                 |
| (Disposals)                              | 0                         | 0                             | 0   | 0                                   | 0                       |
| Depreciation (expense)                   | (325,097)                 | (9,674)                       | (87,628)                                    | (2,433)                             | (424,832)               |
| <b>Balance at 30 June 2021</b>           | 19,216,083                | 111,862                       | 5,352,848                                   | 77,411                              | 24,758,204              |
| <b>Comprises:</b>                        |                           |                               |   |                                     |                         |
| Gross balance at 30 June 2021            | 22,692,777                | 203,796                       | 7,021,103                                   | 355,625                             | 30,273,301              |
| Accumulated depreciation at 30 June 2021 | (3,476,694)               | (91,934)                      | (1,668,255)                                 | (278,214)                           | (5,515,097)             |
| <b>Balance at 30 June 2021</b>           | 19,216,083                | 111,862                       | 5,352,848                                   | 77,411                              | 24,758,204              |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**10. INFRASTRUCTURE (Continued)**

**(b) Carrying Value Measurements**

| <b>(i) Fair Value</b> | <b>Asset Class</b>                           | <b>Fair Value Hierarchy</b> | <b>Valuation Technique</b>                       | <b>Basis of Valuation</b> | <b>Date of Last Valuation</b> | <b>Inputs Used</b>  |
|-----------------------|--|-----------------------------|--|---------------------------|-------------------------------|---|
|                       | <b>Infrastructure - roads</b>                | 3                           | Cost approach using depreciated replacement cost | Independent valuation     | June 2018                     | Construction costs and current condition, residual values and remaining useful life assessments |
|                       | <b>Infrastructure - Footpaths</b>            | 3                           | Cost approach using depreciated replacement cost | Independent valuation     | June 2018                     | Construction costs and current condition, residual values and remaining useful life assessments |
|                       | <b>Infrastructure - Bridges and Drainage</b> | 3                           | Cost approach using depreciated replacement cost | Independent valuation     | June 2018                     | Construction costs and current condition, residual values and remaining useful life assessments |
|                       | <b>Infrastructure - Parks and Ovals</b>      | 3                           | Cost approach using depreciated replacement cost | Independent valuation     | June 2018                     | Construction costs and current condition, residual values and remaining useful life assessments |

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

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

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 11. FIXED ASSETS

### SIGNIFICANT ACCOUNTING POLICIES

#### Fixed assets

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

#### Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

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

#### Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

### AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY Revaluation (Continued)

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

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

#### Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

#### Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 11 that details the significant accounting policies applying to leases (including right-of-use assets).

**SHIRE OF WOODANILLING****NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021****11. FIXED ASSETS****(a) Disposals of Assets**

|                     | 2021<br>Actual<br>Net Book<br>Value | 2021<br>Actual<br>Sale<br>Proceeds | 2021<br>Actual<br>Profit | 2021<br>Actual<br>Loss | 2021<br>Budget<br>Net Book<br>Value | 2021<br>Budget<br>Sale<br>Proceeds | 2021<br>Budget<br>Profit | 2021<br>Budget<br>Loss | 2020<br>Actual<br>Net Book<br>Value | 2020<br>Actual<br>Sale<br>Proceeds | 2020<br>Actual<br>Profit | 2020<br>Actual<br>Loss |
|---------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|-------------------------------------|------------------------------------|--------------------------|------------------------|
|                     | \$                                  | \$                                 | \$                       | \$                     | \$                                  | \$                                 | \$                       | \$                     | \$                                  | \$                                 | \$                       | \$                     |
| Plant and equipment | 0                                   | 0                                  | 0                        | 0                      | 39,040                              | 100,000                            | 60,960                   | 0                      | 25,388                              | 30,378                             | 7,609                    | (2,619)                |
|                     | 0                                   | 0                                  | 0                        | 0                      | 39,040                              | 100,000                            | 60,960                   | 0                      | 25,388                              | 30,378                             | 7,609                    | (2,619)                |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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## 11. FIXED ASSETS

### (b) Depreciation

|                                       | 2021<br>Actual | 2021<br>Budget | 2020<br>Actual |
|---------------------------------------|----------------|----------------|----------------|
|                                       | \$             | \$             | \$             |
| Buildings                             | 109,814        | 109,850        | 109,814        |
| Furniture and equipment               | 21,864         | 28,211         | 26,529         |
| Plant and equipment                   | 299,563        | 328,908        | 327,755        |
| Infrastructure - roads                | 325,097        | 311,280        | 306,169        |
| Infrastructure - Footpaths            | 9,674          | 9,318          | 9,226          |
| Infrastructure - Bridges and Drainage | 87,628         | 88,288         | 87,551         |
| Infrastructure - Parks and Ovals      | 2,433          | 2,450          | 2,433          |
|                                       | <u>856,073</u> | <u>878,305</u> | <u>869,477</u> |

### SIGNIFICANT ACCOUNTING POLICIES

#### Depreciation

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

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

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

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

#### Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

| Asset Class                              | Useful life     |
|--|-----------------|
| Buildings                                | 30 to 50 years  |
| Furniture and equipment                  | 4 to 10 years   |
| Plant and equipment                      | 5 to 15 years   |
| Sealed roads and street formation        | not depreciated |
| Pavement                                 | 50 years        |
| Seal                                     |                 |
| bituminous seals                         | 20 years        |
| asphalt surfaces                         | 25 years        |
| Gravel roads formation                   | not depreciated |
| Footpaths - slab                         | 20 years        |
| Sewerage piping                          | 100 years       |
| Water supply piping and drainage systems | 75 years        |

#### Depreciation on revaluation

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

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



**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**12. REVALUATION SURPLUS**

|   | <b>2021<br/>Opening<br/>Balance</b> | <b>2021<br/>Closing<br/>Balance</b> | <b>2020<br/>Opening<br/>Balance</b> | <b>2020<br/>Change in<br/>Accounting Policy</b> | <b>2020<br/>Closing<br/>Balance</b> |
|---|-------------------------------------|-------------------------------------|-------------------------------------|---|-------------------------------------|
|   | \$                                  | \$                                  | \$                                  |   | \$                                  |
| Revaluation surplus - Buildings                             | 2,152,676                           | 2,152,676                           | 2,177,676                           | (25,000)  | 2,152,676                           |
| Revaluation surplus - Plant and equipment                   | 439,679                             | 439,679                             | 439,679                             | 0   | 439,679                             |
| Revaluation surplus - Infrastructure - roads                | 10,491,652                          | 10,491,652                          | 10,491,652                          | 0   | 10,491,652                          |
| Revaluation surplus - Infrastructure - Footpaths            | 103,307                             | 103,307                             | 103,307                             | 0   | 103,307                             |
| Revaluation surplus - Infrastructure - Bridges and Drainage | 5,804,149                           | 5,804,149                           | 5,804,149                           | 0   | 5,804,149                           |
|   | <b>18,991,463</b>                   | <b>18,991,463</b>                   | <b>19,016,463</b>                   | <b>(25,000)</b>                                 | <b>18,991,463</b>                   |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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### 13. TRADE AND OTHER PAYABLES

#### Current

|                            |
|----------------------------|
| Sundry creditors           |
| Prepaid rates              |
| Accrued salaries and wages |
| ATO liabilities            |
| Bonds and deposits held    |

| 2021           | 2020           |
|----------------|----------------|
| \$             | \$             |
| 165,698        | 129,790        |
| 11,037         | 13,685         |
| (263)          | 11,488         |
| 0              | 27,553         |
| 43,056         | 42,136         |
| <u>219,528</u> | <u>224,652</u> |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Trade and other payables

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

##### Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

**SHIRE OF WOODANILLING**  
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**FOR THE YEAR ENDED 30 JUNE 2021**

## 14. OTHER LIABILITIES

### Current

#### Contract liabilities

| 2021    | 2020   |
|---------|--------|
| \$      | \$     |
| 106,341 | 69,286 |
| 106,341 | 69,286 |
| 106,341 | 69,286 |

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year

| Contract liabilities | Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity |
|----------------------|---|
| \$                   | \$  |
| 106,341              | 0   |
| 106,341              | 0   |

### SIGNIFICANT ACCOUNTING POLICIES

#### Contract liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

#### Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

Grant liabilities represent the the Shire's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

#### Service concession liabilities

Service concession liabilities relate to the grant of right to an operator in respect of an asset controlled by the Shire. They represent the unearned revenue related to the grant of right, and is recognised as revenue according to the economic substance of the service concession arrangement.

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 14 INFORMATION ON BORROWINGS

|                                      | 2021       | 2020         |
|--------------------------------------|------------|--------------|
| (a) Undrawn Borrowing Facilities     | \$         | \$           |
| <b>Credit Standby Arrangements</b>   |            |              |
| Bank overdraft limit                 |            |              |
| Bank overdraft at balance date       |            |              |
| Credit card limit                    | 2,000      | 2,000        |
| Credit card balance at balance date  | (1,007)    | (828)        |
| <b>Total amount of credit unused</b> | <b>993</b> | <b>1,172</b> |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Financial liabilities

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

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

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

##### Borrowing costs

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

##### Risk

Information regarding exposure to risk can be found at Note 23.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 15. EMPLOYEE RELATED PROVISIONS

### (a) Employee Related Provisions

#### Opening balance at 1 July 2020

Current provisions

Non-current provisions

Additional provision

Amounts used

#### Balance at 30 June 2021

#### Comprises

Current

Non-current

|                                | Provision for<br>Annual<br>Leave | Provision for<br>Long Service<br>Leave | Total    |
|--------------------------------|----------------------------------|--|----------|
|                                | \$                               | \$                                     | \$       |
| Opening balance at 1 July 2020 |                                  |  |          |
| Current provisions             | 85,120                           | 62,411                                 | 147,531  |
| Non-current provisions         | 0                                | 48,328                                 | 48,328   |
|                                | 85,120                           | 110,739                                | 195,859  |
| Additional provision           | 75,151                           | 6,663                                  | 81,814   |
| Amounts used                   | (75,340)                         | (22,991)                               | (98,331) |
| Balance at 30 June 2021        | 84,931                           | 94,411                                 | 179,342  |
| Comprises                      |                                  |  |          |
| Current                        | 84,931                           | 46,569                                 | 131,500  |
| Non-current                    | 0                                | 47,842                                 | 47,842   |
|                                | 84,931                           | 94,411                                 | 179,342  |

#### Amounts are expected to be settled on the following basis

Less than 12 months after the reporting date

More than 12 months from reporting date

|  | 2021    | 2020    |
|--|---------|---------|
|  | \$      | \$      |
| Less than 12 months after the reporting date | 131,500 | 114,235 |
| More than 12 months from reporting date      | 47,842  | 81,624  |
|  | 179,342 | 195,859 |

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

### SIGNIFICANT ACCOUNTING POLICIES

#### 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.

#### Short-term employee benefits

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

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

#### Other long-term employee benefits

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

#### Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

#### Provisions

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

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

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 16. NOTES TO THE STATEMENT OF CASH FLOWS

### Reconciliation of Cash

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

|   | 2021<br>Actual | 2021<br>Budget | 2020<br>Actual |
|---|----------------|----------------|----------------|
|   | \$             | \$             | \$             |
| Cash and cash equivalents   | 1,663,683      | 572,099        | 1,248,273      |
| <b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>    |                |                |                |
| Net result  | (126,257)      | (85,945)       | 196,548        |
| Non-cash flows in Net result:   |                |                |                |
| Adjustments to fair value of financial assets at fair value through profit and loss | (1,292)        | 0              | (4,677)        |
| Depreciation on non-current assets  | 856,073        | 878,305        | 869,477        |
| (Profit)/loss on sale of asset  | 0              | (60,960)       | (4,990)        |
| Changes in assets and liabilities:  |                |                |                |
| (Increase)/decrease in receivables  | 68,628         | 15,000         | (62,355)       |
| (Increase)/decrease in inventories  | (13,577)       |                | 10,383         |
| Increase/(decrease) in payables   | (5,123)        | (68,488)       | 6,185          |
| Increase/(decrease) in employee provisions  | (16,517)       | (24,000)       | (4,587)        |
| Increase/(decrease) in other liabilities  | 37,055         | (69,286)       | (10,114)       |
| Non-operating grants, subsidies and contributions                                   | (358,825)      | (576,353)      | (606,651)      |
| Net cash from operating activities  | 440,164        | 8,273          | 389,219        |

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021****17. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

|                             | 2021              | 2020              |
|-----------------------------|-------------------|-------------------|
|                             | \$                | \$                |
| Governance                  | 38,386            | 35,703            |
| General purpose funding     | 895,600           | 754,354           |
| Law, order, public safety   | 243,418           | 306,797           |
| Health                      | 1,050             | 1,028             |
| Education and welfare       | 1,393,080         | 1,317,163         |
| Housing                     | 949,948           | 1,024,934         |
| Community amenities         | 134,369           | 138,250           |
| Recreation and culture      | 2,755,871         | 2,855,551         |
| Transport                   | 25,429,175        | 25,417,244        |
| Economic services           | 17,594            | 9,520             |
| Other property and services | 732,855           | 953,895           |
| Unallocated                 | 379,527           | 267,276           |
|                             | <b>32,970,873</b> | <b>33,081,715</b> |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## **18. CONTINGENT LIABILITIES**

The Shire is not aware of any reportable contingent liabilities as at the reporting date.



**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**19. ELECTED MEMBERS REMUNERATION**

|  | 2021<br>Actual | 2021<br>Budget | 2020<br>Actual |
|--|----------------|----------------|----------------|
|  | \$             | \$             | \$             |
| <b>Mr Russell Thompson</b>   |                |                |                |
| President's annual allowance   | 5,925          | 7,000          | 5,925          |
| Meeting attendance fees  | 3,500          | 4,550          | 3,500          |
| Annual allowance for ICT expenses  | 1,050          | 917            | 1,050          |
|  | 10,475         | 12,467         | 10,475         |
| <b>Mr Dale Douglas</b>   |                |                |                |
| Deputy President's annual allowance  | 4,938          | 4,000          | 3,703          |
| Meeting attendance fees  | 3,500          | 4,550          | 3,574          |
| Annual allowance for ICT expenses  | 1,050          | 917            | 1,073          |
|  | 9,488          | 9,467          | 8,350          |
| <b>Mr Peter Morrell</b>  |                |                |                |
| Meeting attendance fees  | 3,500          | 4,550          | 3,500          |
| Annual allowance for ICT expenses  | 1,050          | 917            | 1,050          |
| Travel and accommodation expenses  | 1,038          |                | 283            |
|  | 5,588          | 5,467          | 4,833          |
| <b>Mr Morris Trimming</b>  |                |                |                |
| Meeting attendance fees  | 3,500          | 4,550          | 3,500          |
| Annual allowance for ICT expenses  | 1,050          | 917            | 1,050          |
|  | 4,550          | 5,467          | 4,550          |
| <b>Mr Timothy Brown</b>  |                |                |                |
| Meeting attendance fees  | 3,500          | 4,550          | 3,500          |
| Annual allowance for ICT expenses  | 1,050          | 916            | 1,050          |
|  | 4,550          | 5,466          | 4,550          |
| <b>Mr Stephen Jefferies</b>  |                |                |                |
| Meeting attendance fees  | 3,500          | 4,550          | 4,173          |
| Annual allowance for ICT expenses  | 1,050          | 916            | 202            |
|  | 4,550          | 5,466          | 4,375          |
|  | 39,201         | 43,800         | 37,133         |
| Fees, expenses and allowances to be paid or reimbursed to elected council members. |                |                |                |
| President's allowance  | 5,925          | 7,000          | 5,925          |
| Deputy President's allowance   | 4,938          | 4,000          | 3,703          |
| Meeting attendance fees  | 21,000         | 27,300         | 21,747         |
| Annual allowance for ICT expenses  | 6,300          | 5,500          | 5,474          |
| Travel and accommodation expenses  | 1,038          | 0              | 283            |
|  | 39,201         | 43,800         | 37,132         |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**20. RELATED PARTY TRANSACTIONS**

**Key Management Personnel (KMP) Compensation Disclosure**

|  | <b>2021<br/>Actual</b> | <b>2020<br/>Actual</b> |
|--|------------------------|------------------------|
|  | <b>\$</b>              | <b>\$</b>              |
| The total of remuneration paid to KMP of the Shire during the year are as follows: |                        |                        |
| Short-term employee benefits   | 239,197                | 218,407                |
| Post-employment benefits   | 27,581                 | 25,463                 |
| Other long-term benefits   | 5,726                  | 3,739                  |
|  | <u>272,504</u>         | <u>247,609</u>         |

*Short-term employee benefits*

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

*Post-employment benefits*

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

*Other long-term benefits*

These amounts represent long service benefits accruing during the year.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 20. RELATED PARTY TRANSACTIONS (Continued)

### Transactions with related parties

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

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

The following transactions occurred with related parties:

|   | 2021<br>Actual | 2020<br>Actual |
|---|----------------|----------------|
|   | \$             | \$             |
| Sale of goods and services                          | 14,287         | 0              |
| Purchase of goods and services                      | 2,158          | 5,351          |
| Short term employee benefits -other related parties | 71,971         | 70,651         |
| <b>Amounts outstanding from related parties:</b>    |                |                |
| Trade and other receivables                         | 6,767          | 0              |

### Related Parties

The Shire's main related parties are as follows:

*i. Key management personnel*

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

*ii. Other Related Parties*

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 21. RATING INFORMATION

#### (a) Rates

| RATE TYPE                                       | Rate in \$ | Number of Properties | 2020/21 Actual Rateable Value \$ | 2020/21 Actual Rate Revenue \$ | 2020/21 Actual Interim Rates \$ | 2020/21 Actual Back Rates \$ | 2020/21 Actual Total Revenue \$ | 2020/21 Budget Rate Revenue \$ | 2020/21 Budget Interim Rate \$ | 2020/21 Budget Back Rate \$ | 2020/21 Budget Total Revenue \$ | 2019/20 Actual Total Revenue \$ |
|---|------------|----------------------|----------------------------------|--------------------------------|---------------------------------|------------------------------|---------------------------------|--------------------------------|--------------------------------|-----------------------------|---------------------------------|---------------------------------|
| <b>Differential general rate / general rate</b> |            |                      |                                  |                                |                                 |                              |                                 |                                |                                |                             |                                 |                                 |
| <b>Gross rental valuations</b>                  |            |                      |                                  |                                |                                 |                              |                                 |                                |                                |                             |                                 |                                 |
| GRV   | 0.114403   | 165                  | 880,800                          | 100,766                        | 292                             | 0                            | 101,058                         | 100,438                        |                                |                             | 100,438                         | 100,474                         |
| <b>Unimproved valuations</b>                    |            |                      |                                  |                                |                                 |                              |                                 |                                |                                |                             |                                 |                                 |
| UV  | 0.005392   | 215                  | 125,612,000                      | 677,300                        | 76                              | 0                            | 677,376                         | 677,300                        |                                |                             | 677,300                         | 677,382                         |
| <b>Sub-Total</b>                                |            | 380                  | 126,492,800                      | 778,066                        | 368                             | 0                            | 778,434                         | 777,738                        | 0                              | 0                           | 777,738                         | 777,856                         |
| <b>Minimum payment</b>                          |            |                      |                                  |                                |                                 |                              |                                 |                                |                                |                             |                                 |                                 |
| <b>Gross rental valuations</b>                  |            |                      |                                  |                                |                                 |                              |                                 |                                |                                |                             |                                 |                                 |
| GRV   | 390        | 65                   | 98,695                           | 25,350                         | 0                               | 0                            | 25,350                          | 25,350                         |                                |                             | 25,350                          | 25,740                          |
| <b>Unimproved valuations</b>                    |            |                      |                                  |                                |                                 |                              |                                 |                                |                                |                             |                                 |                                 |
| UV  | 390        | 20                   | 772,338                          | 7,800                          | 0                               | 0                            | 7,800                           | 7,800                          |                                |                             | 7,800                           | 7,410                           |
| <b>Sub-Total</b>                                |            | 85                   | 871,033                          | 33,150                         | 0                               | 0                            | 33,150                          | 33,150                         | 0                              | 0                           | 33,150                          | 33,150                          |
|   |            | 465                  | 127,363,833                      | 811,216                        | 368                             | 0                            | 811,584                         | 810,888                        | 0                              | 0                           | 810,888                         | 811,006                         |
| Discounts/concessions (Note 21(b))              |            |                      |                                  |                                |                                 |                              | (41,644)                        |                                |                                |                             | (38,512)                        | (39,512)                        |
| <b>Total amount raised from general rate</b>    |            |                      |                                  |                                |                                 |                              | 769,940                         |                                |                                |                             | 772,376                         | 771,494                         |

#### SIGNIFICANT ACCOUNTING POLICIES

##### Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 21. RATING INFORMATION (Continued)

#### (b) Discounts, Incentives, Concessions, & Write-offs

##### Rates Discounts

| Rate or Fee<br>Discount Granted | Discount<br>% | Discount<br>\$ | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ | Circumstances in which Discount is Granted   |
|---------------------------------|---------------|----------------|----------------------|----------------------|----------------------|--|
| General Rates                   | 5.00%         |                | 41,644               | 31,087               | 39,512               | All rates and charges paid in full within 35 days of issue. In addition Council provides a 50% discount on general rates only to Lots 32,33,34,35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling and Lots 2,3 & 4 DP 227523 Albany Highway due to planning restrictions on these lots. |
|                                 |               |                | 41,644               | 31,087               | 39,512               |  |

##### Waivers or Concessions

| Rate or Fee and<br>Charge to which<br>the Waiver or<br>Concession is Granted | Type       | Discount<br>% | Discount<br>\$ | 2021<br>Actual<br>\$ | 2021<br>Budget<br>\$ | 2020<br>Actual<br>\$ |
|--|------------|---------------|----------------|----------------------|----------------------|----------------------|
| GRV - Urban Farm   | Concession | 50.00%        |                | 0                    | 7,425                | 0                    |
|  |            |               |                | 0                    | 7,425                | 0                    |
| Total discounts/concessions (Note 21(a))                                     |            |               |                | 41,644               | 38,512               | 39,512               |

| Rate or Fee and<br>Charge to which<br>the Waiver or<br>Concession is Granted | Circumstances in which<br>the Waiver or Concession is<br>Granted and to whom it was<br>available | Objects of the Waiver<br>or Concession | Reasons for the Waiver<br>or Concession |
|--|--|--|---|
| GRV - Urban Farm   | Assessments being land zoned "local rural" adjacent  | In moving from differential rates      | In moving from differential rates       |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 21. RATING INFORMATION (Continued)

### (c) Interest Charges & Instalments

| Instalment Options  | Date Due   | Instalment Plan Admin Charge<br>\$ | Instalment Plan Interest Rate<br>% | Unpaid Rates Interest Rate<br>% |
|---------------------|------------|------------------------------------|------------------------------------|---------------------------------|
| <b>Option One</b>   |            |                                    |                                    |                                 |
| Single full payment | 11/11/2020 | 0.00                               | 0.00%                              | 8.00%                           |
| <b>Option Two</b>   |            |                                    |                                    |                                 |
| First instalment    | 11/11/2020 | 0.00                               | 0.00%                              | 8.00%                           |
| Second instalment   | 17/03/2021 | 5.00                               | 5.50%                              | 8.00%                           |
| <b>Option Three</b> |            |                                    |                                    |                                 |
| First instalment    | 11/11/2020 | 0.00                               | 0.00%                              | 8.00%                           |
| Second instalment   | 13/01/2021 | 5.00                               | 5.50%                              | 8.00%                           |
| Third instalment    | 17/03/2021 | 5.00                               | 5.50%                              | 8.00%                           |
| Fourth instalment   | 12/05/2021 | 5.00                               | 5.50%                              | 8.00%                           |

|                             | 2021 Actual<br>\$ | 2021 Budget<br>\$ | 2020 Actual<br>\$ |
|-----------------------------|-------------------|-------------------|-------------------|
| Interest on unpaid rates    | 4,593             | 2,800             | 3,936             |
| Interest on instalment plan | 161               | 590               | 1,082             |
| Charges on instalment plan  | 250               | 500               | 500               |
|                             | 5,004             | 3,890             | 5,518             |

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

**22. RATE SETTING STATEMENT INFORMATION**

| Note   | 2020/21                           | 2020/21                                     | 2020/21                          | 2019/20                           |
|--|-----------------------------------|---|----------------------------------|-----------------------------------|
|  | (30 June 2021<br>Carried Forward) | Budget<br>(30 June 2021<br>Carried Forward) | (1 July 2020<br>Brought Forward) | (30 June 2020<br>Carried Forward) |
|  | \$                                | \$  | \$                               | \$                                |
| <b>(a) Non-cash amounts excluded from operating activities</b>   |                                   |   |                                  |                                   |
| The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .   |                                   |   |                                  |                                   |
| <b>Adjustments to operating activities</b>   |                                   |   |                                  |                                   |
| Less: Profit on asset disposals  | 11(a)                             | 0   | (60,960)                         | (7,609)                           |
| Less: Fair value adjustments to financial assets at fair value through profit and loss   |                                   | (1,292)                                     | 0                                | (4,677)                           |
| Movement in employee benefit provisions (non-current)  |                                   | (486)                                       | 0                                | (10,069)                          |
| Add: Loss on disposal of assets  | 11(a)                             | 0   | 0                                | 2,619                             |
| Add: Depreciation on non-current assets  | 11(b)                             | 856,073                                     | 878,305                          | 869,477                           |
| <b>Non cash amounts excluded from operating activities</b>   |                                   | <b>854,295</b>                              | <b>817,345</b>                   | <b>849,741</b>                    |
| <b>(b) Surplus/(deficit) after imposition of general rates</b>   |                                   |   |                                  |                                   |
| The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates. |                                   |   |                                  |                                   |
| <b>Adjustments to net current assets</b>   |                                   |   |                                  |                                   |
| Less: Reserves - cash backed   | 4                                 | (848,911)                                   | (459,751)                        | (628,750)                         |
| Less: Trade & Other Payables   |                                   | (1,414)                                     | 0                                | 0                                 |
| <b>Total adjustments to net current assets</b>   |                                   | <b>(850,325)</b>                            | <b>(459,751)</b>                 | <b>(628,750)</b>                  |
| <b>Net current assets used in the Rate Setting Statement</b>   |                                   |   |                                  |                                   |
| Total current assets   |                                   | 1,793,115                                   | 741,581                          | 1,432,755                         |
| Less: Total current liabilities  |                                   | (457,369)                                   | (281,109)                        | (442,883)                         |
| Less: Total adjustments to net current assets  |                                   | (850,325)                                   | (459,751)                        | (628,750)                         |
| <b>Net current assets used in the Rate Setting Statement</b>   |                                   | <b>485,418</b>                              | <b>721</b>                       | <b>361,122</b>                    |

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 23. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

| Risk                        | Exposure arising from  | Measurement                       | Management   |
|-----------------------------|--|-----------------------------------|--|
| Market risk - interest rate | Long term borrowings at variable rates                             | Sensitivity analysis              | Utilise fixed interest rate borrowings                             |
| Credit risk                 | Cash and cash equivalents, trade receivables, financial assets and | Aging analysis<br>Credit analysis | Diversification of bank deposits, credit limits. Investment policy |
| Liquidity risk              | Borrowings and other liabilities                                   | Rolling cash flow forecasts       | Availability of committed credit lines and borrowing facilities    |

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

#### (a) Interest rate risk

##### Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

|                           | Weighted<br>Average<br>Interest Rate | Carrying<br>Amounts | Fixed<br>Interest Rate | Variable<br>Interest Rate | Non Interest<br>Bearing |
|---------------------------|--------------------------------------|---------------------|------------------------|---------------------------|-------------------------|
|                           | %                                    | \$                  | \$                     | \$                        | \$                      |
| <b>2021</b>               |                                      |                     |                        |                           |                         |
| Cash and cash equivalents | 0.02%                                | 1,663,683           | 0                      | 1,663,233                 | 450                     |
| <b>2020</b>               |                                      |                     |                        |                           |                         |
| Cash and cash equivalents | 0.05%                                | 1,248,273           | 0                      | 1,247,823                 | 450                     |

##### Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

|  | 2021   | 2020   |
|--|--------|--------|
|  | \$     | \$     |
| Impact of a 1% movement in interest rates on profit and loss and equity* | 16,637 | 12,483 |

\* Holding all other variables constant

#### (b) Credit risk

##### Trade and Other Receivables

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

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

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

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.



## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2020 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2021 for rates receivable was determined as follows:

|                       | Current | More than 1<br>year past due | More than 2<br>years past due | More than 3<br>years past due | Total  |
|-----------------------|---------|------------------------------|-------------------------------|-------------------------------|--------|
| <b>30 June 2021</b>   |         |                              |                               |                               |        |
| Rates receivable      |         |                              |                               |                               |        |
| Expected credit loss  | 0.00%   | 0.00%                        | 0.00%                         | 0.00%                         |        |
| Gross carrying amount | 1,800   | 28,326                       | 12,848                        | 30,203                        | 73,177 |
| Loss allowance        | 0       | 0                            | 0                             | 0                             | 0      |
| <b>30 June 2022</b>   |         |                              |                               |                               |        |
| Rates receivable      |         |                              |                               |                               |        |
| Expected credit loss  | 0.00%   | 0.00%                        | 0.00%                         | 0.00%                         |        |
| Gross carrying amount | 28,310  | 9,749                        | 5,064                         | 19,002                        | 62,125 |
| Loss allowance        | 0       | 0                            | 0                             | 0                             | 0      |

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

|                             | Current | More than 30<br>days past due | More than 60<br>days past due | More than 90<br>days past due | Total   |
|-----------------------------|---------|-------------------------------|-------------------------------|-------------------------------|---------|
| <b>30 June 2021</b>         |         |                               |                               |                               |         |
| Trade and other receivables |         |                               |                               |                               |         |
| Expected credit loss        | 0.00%   | 0.00%                         | 0.00%                         | 0.00%                         |         |
| Gross carrying amount       | 30,197  | 0                             | 547                           | 1,125                         | 31,870  |
| Loss allowance              | 0       | 0                             | 0                             | 0                             | 0       |
| <b>30 June 2020</b>         |         |                               |                               |                               |         |
| Trade and other receivables |         |                               |                               |                               |         |
| Expected credit loss        | 0.00%   | 0.00%                         | 0.00%                         | 0.00%                         |         |
| Gross carrying amount       | 98,273  | 116                           | 2,255                         | 12,142                        | 112,786 |
| Loss allowance              | 0       | 0                             | 0                             | 0                             | 0       |

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

**23. FINANCIAL RISK MANAGEMENT (Continued)**

**(c) Liquidity risk**

**Payables**

Payables are subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 14(a).

The contractual undiscounted cash flows of the Shire's Payables are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

|                    | Due<br>within<br>1 year | Due<br>between<br>1 & 5 years | Due<br>after<br>5 years | Total<br>contractual<br>cash flows | Carrying<br>values |
|--------------------|-------------------------|-------------------------------|-------------------------|------------------------------------|--------------------|
|                    | \$                      | \$                            | \$                      | \$                                 | \$                 |
| <b><u>2021</u></b> |                         |                               |                         |                                    |                    |
| Payables           | 219,528                 | 0                             | 0                       | 219,528                            | 219,528            |
|                    | 219,528                 | 0                             | 0                       | 219,528                            | 325,869            |
| <b><u>2020</u></b> |                         |                               |                         |                                    |                    |
| Payables           | 226,066                 | 0                             | 0                       | 226,066                            | 226,066            |
|                    | 226,066                 | 0                             | 0                       | 226,066                            | 226,066            |

## **24. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

The Shire of Woodanilling did not have any events occurring after the reporting date that have a significant effect on the financial statements.

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 25. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

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

### (a) AASB 1059 Service Concession Arrangements: Grantors

Service concession assets are those assets where a third-party operator constructs assets for the Shire, upgrades existing assets of the Shire or uses existing assets of the Shire to operate and maintain the assets to provide a public service, for a specified period of time. Where, in these circumstances, the third-party operator provides a public service on behalf of the Shire and is deemed to manage at least some of the services under its own discretion, the assets are classified as service concession assets. Newly constructed or upgraded assets are measured at current replacement cost in accordance with the cost approach to fair value in AASB 13 *Fair Value Measurement*. In the case of existing assets, these are reclassified and treated in the same manner with any difference at the date of reclassification between the carrying amount of the assets and their fair value (current replacement cost) being treated as if it is a revaluation of the asset.

Subsequent to initial recognition or reclassification, service concession assets are accounted for by depreciating or amortising in accordance with AASB 116 *Property, Plant and Equipment* or AASB 138 *Intangible Assets*. Where appropriate, any impairment is recognised in accordance with AASB 136 *Impairment of Assets*. At the end of the term of any service concession arrangement, the Shire will reclassify the service concession asset based on its nature or function, and account for it in accordance with accounting standards and policies applicable to the relevant asset classification.

Where the Shire recognises a service concession asset in relation to a newly constructed or upgraded asset, it also recognises a liability. This liability is initially measured at the same amount as the service concession asset, adjusted by the amount of any other consideration provided by the Shire to the third-party operator or from the third-party operator to the Shire. The Shire does not recognise a liability in the circumstances where an existing asset of the Shire is reclassified as a service concession asset except in circumstances where additional consideration is provided by the third-party operator.

Subsequent to initial recognition, the Shire accounts for liability as an unearned portion of the revenue arising from the exchange of assets with the third-party operator and reduces the liability in accordance to the economic substance of the service concession arrangement.

The Shire adopted AASB 1059 *Service Concession Arrangements: Grantors* on 1 July 2020 and confirms that the Shire does not have any existing or new arrangements that fall within the scope of the standard.

## SHIRE OF WOODANILLING

### NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

#### 26. OTHER SIGNIFICANT ACCOUNTING POLICIES

##### a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

##### b) Current and non-current classification

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

##### c) Rounding off figures

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

##### d) Comparative figures

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

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

##### e) Budget comparative figures

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

##### f) Superannuation

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

##### g) Fair value of assets and liabilities

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

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

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

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

##### h) Fair value hierarchy

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

###### Level 1

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

###### Level 2

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

###### Level 3

Measurements based on unobservable inputs for the asset or liability.

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

##### Valuation techniques

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

##### Market approach

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

##### Income approach

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

##### Cost approach

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

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

##### i) Impairment of assets

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

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

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

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

## SHIRE OF WOODANILLING NOTES TO AND FORMING PART OF THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2021

### 27. ACTIVITIES/PROGRAMS

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

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

**SHIRE OF WOODANILLING**  
**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

## 28. FINANCIAL RATIOS

|                                   | 2021<br>Actual | 2020<br>Actual | 2019<br>Actual |
|-----------------------------------|----------------|----------------|----------------|
| Current ratio                     | 2.39           | 1.97           | 1.68           |
| Asset consumption ratio           | 0.78           | 0.80           | 0.82           |
| Asset renewal funding ratio       | N/A            | N/A            | 1.00           |
| Asset sustainability ratio        | 0.45           | 1.03           | 0.50           |
| Debt service cover ratio          | N/A            | N/A            | N/A            |
| Operating surplus ratio           | (0.43)         | (0.35)         | (0.86)         |
| Own source revenue coverage ratio | 0.41           | 0.42           | 0.30           |

The above ratios are calculated as follows:

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





| INDEX OF FINDINGS                                 | RATING      |          |       |
|---|-------------|----------|-------|
|   | Significant | Moderate | Minor |
| <b>Matters identified during the current year</b> |             |          |       |
| 1. Month End Reconciliation Review                | ✓           |          |       |
| <b>Matters outstanding from the previous year</b> |             |          |       |
| 2. Asset Renewal Funding Ratio                    | ✓           |          |       |
| 3. Bonds and Deposits Held                        |             | ✓        |       |
| 4. Municipal Bank Reconciliation                  |             | ✓        |       |

### KEY TO RATINGS

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

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

## **Matters identified during the current year**

### **1. Month End reconciliation Review**

#### **Finding**

During our review of reconciliations, we noted there was no evidence that the bank, creditors or receivables reconciliations for July 2020 to May 2021 had been reviewed by an authorised officer.

#### **Rating: Significant**

#### **Implication**

Reconciliations are a key control for ensuring financial data is completely and accurately reflected in the general ledger from which financial statements are derived. There is a risk that internal controls are not being fully applied and that unreconciled or unauthorised transactions may go undetected and/or unresolved.

#### **Recommendation**

We recommend reconciliations should be reviewed by an independent senior officer and evidence of this review is to be retained.

#### **Management Comment**

*The recommendation is acknowledged and accepted. The Chief Executive Officer, Deputy Chief Executive Officer or the Accountant will be responsible to perform the review of the month end reconciliation with a procedure and month end checklist to be activated and utilised by all responsible officers. This includes responsible officers and Management to be fully aware of the month end reconciliation process and procedure.*

**Responsible Person:** Chief Executive Officer/Accountant

**Completion Date:** July 2022

## Matters outstanding from the previous year

### 2. Asset Renewal Funding Ratio

#### Initial Finding - 2020

The Shire has not reported the Asset Renewal Funding Ratio for 2020 or 2021 in the annual financial report, as required by Regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996. This is because the Asset Management Plan and Long-Term Financial Plan have not been recently updated, as a result of which the ratios would not be current and accurate.

We note that the Shire has commenced a review of these plans, although this has not yet been finalised and endorsed by Council.

#### Finding status - 2021

The Asset Management Plan and the Long-Term Financial Plan have not been updated. We understand that the Shire intends to engage a consultant to complete these plans in the 2021-22 financial period.

**2021 Rating: Significant** (2020 Rating: Significant)

#### Implication

The financial report does not comply with Regulation 50(1)(c) of the Local Government (Financial Management) Regulations 1996.

#### Recommendation

We recommend that the Shire prepares, reviews and updates the Asset Management Plan and the Long-Term Financial Plan annually, to ensure that 10-year projections are available as required by the regulations, in order for the asset renewal funding ratio to be calculated based on verifiable information and reasonable assumptions.

#### Management Comment - 2020

*Noted and Accepted. Will be completed by 30 June 2021.*

**Responsible Person:** Chief Executive Officer

**Completion Date:** 30 June 2021

#### Management Comment - 2021

*The non-compliance is noted and accepted. There is a desire to complete the Asset Management through a structured and meaningful approach that reflects the condition, required maintenance and retention of each asset that can be then accurately inform the Long-Term Financial Plan. This process will commence in the 2022/2023 financial year with current road conditions and input into RAMM to commence the process.*

**Responsible Person:** Chief Executive Officer/Works Supervisor

**Completion Date:** June 2023

### 3. Bonds and Deposits Held

#### Initial Finding - 2020

Audit testing determined that "Bond and Deposit" accounts had numerous minor outstanding entries dating back many years. Given the historical nature of these entries, it is difficult to determine whether these entries were in fact liabilities of the Shire or are now Municipal revenue. Outstanding bonds and deposits totalled \$42,136 at 30 June 2020.

#### Finding status - 2021

The accounts remain largely inactive. Investigation has been commenced and discussed with Council with the intention of resolving in the current year.

**Rating: Moderate** (2020 Rating: Minor)

#### Implication

There is a possibility that the liability may require refund, recognition as revenue or transfer to the Receiver of Public Monies.

#### Recommendation

The Shire undertake a full investigation of all outstanding bonds and deposits and implement actions to resolve or correct as required.

#### Management Comment - 2020

*Will be addressed in March 2021 budget review to be completed by 30 April 2021. Most relate to previous items held in trust but transferred out during the previous regulation change. These will now be reflected in reserve accounts if they were for a specific purpose.*

**Responsible Person:** Chief Executive Officer  
**Completion Date:** 30 April 2021

#### Management Comment - 2021

*The recommendation is accepted. Current staff are new to this item identified and will address and finalise the corrections of monies held in trust/bond accounts held by the Shire. The timing will be aligned with the forthcoming budget and end of year processes therefore enabling the completion and correction of these items.*

**Responsible Person:** Chief Executive Officer/Accountant  
**Completion Date:** September 2022

#### 4. Municipal Bank Reconciliation

##### Initial Finding - 2020

The Municipal bank reconciliation at 30 June 2020 was not supported by a complete and detailed listing of reconciling items.

##### Finding status - 2021

The Municipal bank reconciliation at 30 June 2021 was not supported by a complete and detailed listing of reconciling items.

**Rating: Moderate** (2020 Rating: Minor)

##### Implication

Whilst the list of reconciling items was able to be regenerated for audit purposes, it indicates a weakness in the review and approval process. This increases the risk of errors, omissions or fraud remaining undetected.

##### Recommendation

The responsible officers should ensure that a complete review is undertaken, which includes ensuring that the bank reconciliation is supported by a detailed listing of all reconciling items.

##### Management Comment - 2020

*A complete listing of reconciling items will be produced to support the figures in the bank reconciliation.*

**Responsible Person:** Chief Executive Officer

**Completion Date:** 30 April 2021

##### Management Comment - 2021

*The recommendation is acknowledged and accepted. The Chief Executive Officer and Accountant will review process and procedure. A more financial review approach along with approval process will be implemented and updated. Review against Synergysoft system and bank statements will be more independently reviewed along with maintaining this on an end month process. Processes and procedures will be updated and maintained accordingly by Chief Executive Officer.*

**Responsible Person:** Chief Executive Officer/Accountant

**Completion Date:** September 2022

## 14. COMMUNITY SERVICES

### 14.1. NEW COUNCIL POLICY 106 – SPECIAL LOCAL AUTHORITY VEHICLE NUMBER PLATES

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0063  |
| <b>Date of Report</b>             | 13 June 2022   |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Sue Dowson, Deputy Chief Executive Officer<br>Kellie Bartley, Chief Executive Officer  |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <b>Attachment 14.1.1</b> – New Council Policy 106 – Special Local Authority Vehicle Number Plates  |

#### BRIEF SUMMARY

The purpose of this report is to request Council authorise the Chief Executive Officer to endorse the payment of \$75 from the purchase of Local Authority Special Series number Plates to the Woodanilling Sport and Recreation (WSRA) and to endorse the New Council Policy 106 - Special Local Authority Vehicle Number Plates.

#### BACKGROUND/COMMENT

The Local Authority Special Series Plate sales were implemented in the early 1990's, an incentive devised by the Department of Transport. The idea behind the Special Series Plate was to raise funds to assist with funding across the organisation or groups.

The Shire had historically nominated the funds to go towards Sport and Recreation within the Shire of Woodanilling for Sport and Recreational clubs by contributing the nominated amount to be utilised for assisting sports purposes. The money was requested to be placed in trust for the purpose of the use for fostering of sport and recreation pursuits within the Shire of Woodanilling.

Past contributions were provided towards the ducted air conditioning at the new Pavilion and assisting junior/senior carnivals in assisting for sporting ventures.

With reference to the funds that are derived from the sale the Department of Transport (DOT) Vehicle Licence Plates, DOT retains the cost to make the plates of \$200.00 with the balance of \$75.00 has been retained over a number of years with the Shire and held in trust historically.

Legislation changes to the Shire's holding these types of funds held in trust were recommended by the Office of Auditor General to move them into the municipal fund account. The total amount currently in held is \$1,340.00.

To capture the process and to identify these funds, Shire Officers in collaboration with Elected Members, are now recommending a policy to help identify these funds and the process to undertake to acquire these funds held by Council.

The new Council Policy – 106 – Special Local Authority Vehicle Number Plates is contained in **ATTACHMENT 14.1.1**.

#### STATUTORY/LEGAL IMPLICATIONS

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

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

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

(b) *determine the local government's policies.*

### **POLICY IMPLICATIONS**

There is currently no policy implications as it is a new policy associated with this item.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this item. However will support the funds that have already been accepted and held for the purpose of this policy.

### **STRATEGIC IMPLICATIONS**

#### **THEME 3**

#### **Governance**

#### **OBJECTIVES**

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

#### **STRATEGIES**

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

### **CONSULTATION/COMMUNICATION**

Consultation has taken place with Councillor Dale Douglas and Deputy Chief Executive Officer (DCEO) to establish the history of the plates and the distribution of funds has been discussed with the Shire Accountant. Further consultation with Elected Members was held at Council Briefing Session on 21 June 2022.

### **RISK MANAGEMENT**

The Risk in relation to this matter has been assessed as "Low" within the Risk Management Table below, the Local Authority Plates will have no financial impact on the Shire as it is maintained as an allocated amount in the Municipal Account.

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

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

### **VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council pursuant to section 2.7 of the Local Government Act 1995, adopts the Council Policy 106 – Special Local Authority Vehicle Number Plates and use of funds as contained in **ATTACHMENT 14.1.1.***

**COUNCIL RESOLUTION OCM76/07/2022**

**Moved Cr Douglas                      Seconded Cr Morrell**

*That Council pursuant to section 2.7 of the Local Government Act 1995, adopts the Council Policy 106 – Special Local Authority Vehicle Number Plates and use of funds as contained in **ATTACHMENT 14.1.1.***

**CARRIED 6/0**



## ATTACHMENT 14.1.1

| <b>POLICY TYPE:</b>                        | <b>GOVERNANCE</b>  | <b>POLICY NO:</b>          | <b>106</b> |
|--|--|----------------------------|------------|
| <b>DATE ADOPTED:</b>                       | 19/07/2022   | <b>DATE LAST REVIEWED:</b> |            |
| <b>LEGAL (PARENT):</b>                     | Local Government Act 1995  | <b>LEGAL (SUBSIDIARY):</b> |            |
| <b>DELEGATION OF AUTHORITY APPLICABLE:</b> | Nil  | <b>DELEGATION NO.</b>      | Nil        |
| ADOPTED POLICY                             |  |                            |            |
| <b>TITLE:</b>                              | Special Series Number Plate and Associated Community Sponsorship Fund  |                            |            |
| <b>OBJECTIVE:</b>                          | To provide guidance in the consideration of the use of funds that are paid via the purchase of the Shire of Woodanilling Special Series Number Plates. |                            |            |

**SCOPE OF POLICY**

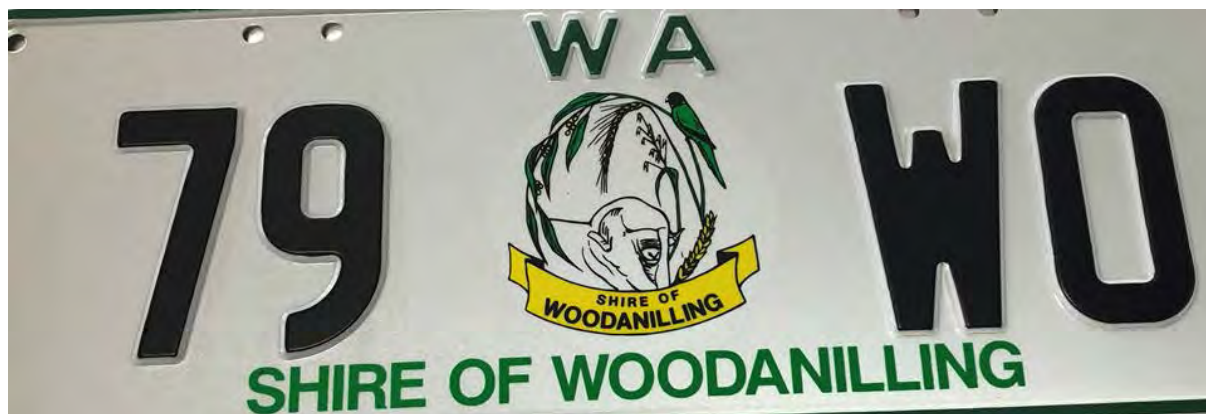
This policy applies to any persons wanting to purchase the Shire of Woodanilling Special Series Number Plates and to define the allocation of funds through a decision of Council.

**POLICY STATEMENT**

Those persons wishing to purchase the Shire of Woodanilling Special Services Number Plates are paying for the donation amount of \$75.00 per plate that is then decided by Council on the distribution of these funds at any given time.

**Special Series Number Plates**

The Shire of Woodanilling has been involved with the Department of Transport Special Series Number Plates since the early 1990's. The Plates display the Shire of Woodanilling Logo and is detailed below:

**Payment of Special Series Number Plates**

The payment of \$200.00 is to be paid direct to the Department of Transport for the make of the number plate. The additional \$75.00 is to be made payable to the Shire for the purpose of using this money to support Community Sports and Recreation associated with the Woodanilling Sports Committee.

**Additional Costs associated with sale of plates**

The additional payment of \$75.00 is made payable to the Shire's Trust Account for the purpose of the a donation/s that are to be requested from the Woodanilling Sports Committee and/or an individual who is associated with selection of state, national or international representation. The individual or groups reside in the Shire of Woodanilling.

The policy applies where the following criteria are satisfied:

- Written applications for funding assistance may be submitted at any time.

- The applications to be represented to Council for approval.
- Funding can only be sourced from the amount held within the Shire's trust account.
- The Shire will accommodate within the annual budget and will carry forward funds in financial year.

Applications can be evaluated against the following criteria:

- All individual applicants must reside within the Shire.
- In a group/team application, the majority of group/team members must reside in the Shire.
- Applications must be received prior to the event, as funding cannot be retrospective.

#### Legislative and Strategic Context

Nil.

#### Review

This policy is required to be reviewed as required.

#### Associated Documents

Nil.

|                                |     |  |             |                    |               |
|--------------------------------|-----|--|-------------|--------------------|---------------|
| <b>Division</b>                |     | Community  |             |                    |               |
| <b>Policy Number</b>           |     | New – Policy 106 – Special Local Authority Vehicle Number Plates |             |                    |               |
| <b>Related Legislation</b>     |     | Nil  |             |                    |               |
| <b>Related Shire Documents</b> |     | FORM – Special Series Number Plate Application Form              |             |                    |               |
| <b>Risk Rating</b>             | Low | <b>Review Frequency</b>  | As required | <b>Next Review</b> | When required |
| <b>Date Adopted</b>            |     |  | DATE        |                    |               |

| Amendments        |                      |           |
|-------------------|----------------------|-----------|
| Date              | Details of Amendment | Reference |
| Previous Policies |                      |           |
|                   |                      |           |

## 14.2. WOODANILLING GOLF CLUB INC. – SURRENDER OF LIQUOR LICENSE

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0027  |
| <b>Date of Report</b>             | 14 July 2022   |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Sue Dowson, Deputy Chief Executive Officer   |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .   |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <p><b>Confidential Attachment 14.2.1</b> - Lease agreement Woodanilling Golf Club Inc. Under separate cover.</p> <p><b>Attachment 14.2.2</b>– Surrender of License</p> <p><b>Attachment 14.2.3</b> – Current – Council Policy 81 - Use of Shire of Woodanilling Facilities</p> |

### BRIEF SUMMARY

The purpose of this report is for Council to receive the advice from the Director of Liquor Licensing to advise that the Woodanilling Golf Club Inc. (WGC) has relinquished its Liquor License and the process has been now fully executed.

### BACKGROUND/COMMENT

The Shire of Woodanilling entered into a Lease agreement with the Woodanilling Golf Club Inc. for the use of the Reserve 11066. This Reserve was vested on the 16<sup>th</sup> October 1957 being a reserve for the purpose of “Recreation (Golf Links)” The current Lease agreement was entered into on 1st January 2009 and expires on 31<sup>st</sup> December 2030.

On the 7<sup>th</sup> January 2022 the Woodanilling Golf Club Inc. lodged an application with the Department of Local Government, Sport and Cultural Industries Liquor Enforcement Unit to surrender the Club Restricted Liquor License. This was officially accepted by the Department on the 29<sup>th</sup> June 2022. Their reasoning was due to the lack of membership, the trustees of the Club had met and consented to surrender the Liquor License.

The copy of the surrender of license is contained within **ATTACHMENT 14.2.2**.

The current Lease agreement notes:-

*“Section 2.11 (b) Bar facilities shall be available and a liquor license obtained as arranged with and approved by the Lessor, such approval not being reasonably withheld.”*

The Woodanilling Golf Club Inc. will now be required to obtain the relevant licensing controls under an Occasional Liquor License permit under the Liquor Licensing guidelines.

There is no requirement for any variation to the current lease agreement however the WGC will be required to apply for an Occasional Liquor License. If Alcohol is to be served and sold at the venue and that the Occasional Liquor Licensing Policy be adhered too.

A copy of the current lease agreement is contained in **CONFIDENTIAL ATTACHMENT 14.2.1**.

On review of this change and the current Council Policy 81 – Use of Shire of Woodanilling Facilities (**ATTACHMENT 14.2.3**), Shire Officers will be required to review the current policy to make sure that the Council facilities are aligned to the current legislation.

This will be required to be brought back to Council for considering in the coming months.

### STATUTORY/LEGAL IMPLICATIONS

#### Local Government Act 1995

#### 3.58. Disposing of property

(1) In this section —

*dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not;

- property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
    - (a) the highest bidder at public auction; or
    - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
  - (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
    - (a) it gives local public notice of the proposed disposition —
      - (i) describing the property concerned; and
      - (ii) giving details of the proposed disposition; and
      - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
    - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
  - (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
    - (a) the names of all other parties concerned; and
    - (b) the consideration to be received by the local government for the disposition; and
    - (c) the market value of the disposition —
      - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
      - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
  - (5) This section does not apply to —
    - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
    - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
    - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
    - (d) any other disposition that is excluded by regulations from the application of this section.

Furthermore, the provisions of the liquor license is under the *Liquor Control Act 1988*.

#### **POLICY IMPLICATIONS**

The Council Policy 81 - Use of Shire of Woodanilling Facilities is associated with this report.

#### **FINANCIAL IMPLICATIONS**

There is no financial implication to the Shire on this matter.

#### **STRATEGIC IMPLICATIONS**

##### **Theme 1**

## Community Facilities

### VISION

To provide facilities and amenities that meet the communities' needs and expectations within Council's ability to fund from rates and external sources

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

### STRATEGIES

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

To ensure our facilities are maintained to a suitable functional standard

### CONSULTATION/COMMUNICATION

Consultation was held in early January 2022 with the Chief Executive Officer, Shire President and Golf Club Committee. Further advice was given to Council at a Council Briefing Session to discuss the matter.

### RISK MANAGEMENT

The risk in relation to this matter has been assessed as "Low" the basis that it is unlikely that Council will not agree to the variation of the lease.

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

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

### VOTING REQUIREMENTS

Simple Majority

### OFFICER'S RECOMMENDATION

That Council:

1. Accepts the surrender of the liquor license from the Director of Liquor Licensing as contained in **ATTACHMENT 14.2.2**;
2. Authorises the Chief Executive Officer to contact the Woodanilling Gold Club Incorporate of the outcome and advising of the conditions that will be required in the future for any functions for the permit of use for liquor to be served at the Woodanilling Golf Course; and
3. Requests the Chief Executive Officer to review the current Council Policy 81 - Use of Shire of Woodanilling Facilities with regards to the use of liquor on all shire owned or operated facilities and bring back to Council for consideration.

**COUNCIL RESOLUTION OCM77/07/2022****Moved Cr Douglas                      Seconded Cr Smith**

That Council:

- 1) Accepts the surrender of the liquor license from the Director of Liquor Licensing as contained in **ATTACHMENT 14.2.2;**
- 2) Authorises the Chief Executive Officer to contact the Woodanilling Gold Club Incorporate of the outcome and advising of the conditions that will be required in the future for any functions for the permit of use for liquor to be served at the Woodanilling Golf Course; and
- 3) Requests the Chief Executive Officer to review the current Council Policy 81 - Use of Shire of Woodanilling Facilities with regards to the use of liquor on all shire owned or operated facilities and bring back to Council for consideration.

**CARRIED 6/0**

**DECISION OF DIRECTOR OF LIQUOR LICENSING**

**LICENSEE:** WOODANILLING GOLF CLUB INC  
**PREMISES:** WOODANILLING GOLF CLUB INC  
**PREMISES ADDRESS:** YAIRIBIN STREET WOODANILLING WA 6316  
**LICENCE NUMBER:** 6190038091  
**NATURE OF MATTER:** SURRENDER OF LICENCE  
**DATE OF DETERMINATION:** 29 June 2022

---

On 07 January 2022, Woodanilling Golf Club Inc (the licensee) lodged an application to surrender the Club Restricted licence, situated at YAIRIBIN STREET WOODANILLING WA 6316 and known as Woodanilling Golf Club Inc.

I am satisfied that the relevant approvals have been sought and accordingly pursuant to s 94 of the *Liquor Control Act 1988* (the Act), licence number 6190038091 is surrendered with effect from 29 June 2022.

This matter has been determined by me under delegation pursuant to s 15 of the Act.



---

Lauren Cook  
DELEGATE OF THE DIRECTOR OF LIQUOR LICENSING

29 June 2022



Your Ref:

Our Ref: 6190038091

Enquiries: Natalie Farnsworth  
☎ (08) 6551 4993

Woodanilling Golf Club Inc  
YAIRIBIN STREET  
WOODANILLING WA 6316

Dear Sir/Madam

**SURRENDER OF LICENCE: WOODANILLING GOLF CLUB INC**

Please find enclosed a copy of the decision in respect of the above premises.

Should you have any queries regarding the above, please contact me on (08) 6551 4993.

Yours faithfully

Natalie Farnsworth  
CUSTOMER SERVICE OFFICER

29 June 2022

cc: Liquor Enforcement Unit

[Enc]



## ATTACHMENT 14.2.3

|                      |                   |
|----------------------|-------------------|
| <b>POLICY TYPE:</b>  | <b>GOVERNANCE</b> |
| <b>DATE ADOPTED:</b> | 18/02/2014        |

|                            |            |
|----------------------------|------------|
| <b>POLICY NO:</b>          | <b>81</b>  |
| <b>DATE LAST REVIEWED:</b> | 15/05/2018 |

|                        |                                  |
|------------------------|----------------------------------|
| <b>LEGAL (PARENT):</b> | <i>Local Government Act 1995</i> |
|------------------------|----------------------------------|

|                            |  |
|----------------------------|--|
| <b>LEGAL (SUBSIDIARY):</b> |  |
|----------------------------|--|

|  |     |
|--|-----|
| <b>DELEGATION OF AUTHORITY APPLICABLE:</b> | YES |
|--|-----|

|                       |        |
|-----------------------|--------|
| <b>DELEGATION No.</b> | 7 & 30 |
|-----------------------|--------|

| ADOPTED POLICY    |  |
|-------------------|--|
| <b>TITLE:</b>     | Use of Shire of Woodanilling Facilities  |
| <b>OBJECTIVE:</b> | To provide a framework for the hire and use of community facilities (hereby referred to as "facilities") and parks and reserves (hereby referred to as "reserves") across the Shire of Woodanilling. |

### **POLICY STATEMENT**

The overall objective of facilities and reserves across the Shire of Woodanilling is to provide spaces and places for a variety of functions, events, and activities for the community. In order to ensure that conditions related to the hire and use of facilities and reserves throughout the Shire are applied consistently, this policy outlines:

- Fees and charges applicable to facilities and reserves across the Shire (including bonds).
- Subsidised use of facilities and reserves.
- Measures for the storage and consumption of alcohol at facilities.
- Conditions of hire.

### **DEFINITIONS**

**Chief Executive Officer** - Where the Chief Executive Officer is mentioned in this policy it means the Chief Executive Officer of the Shire of Woodanilling.

**Casual Hirers** - Casual hirers are those users of the Shire's facilities and/or reserves that hire for a one-off specific event or intermittent and/or irregular meetings during any given year to a maximum of 5 sessions per year.

**Service Clubs, Charitable Institutions and Emergency Service Organisations** - Charitable institutions are those organisations recognised as licensed charities by the Charitable Collections Advisory Committee and officially listed by the Ministry of Fair Trading in their listing of licensed charities in Western Australia. Service Clubs are defined as those organisations where members may volunteer to perform community services and where these activities form a principal part of the organisation's objectives and goals. Funds raised by these groups, to be eligible under this Service Club definition, must be donated to a charitable cause and/or research designed to improve standards and overall quality of life.

Examples of service clubs include Rotary Clubs, Lions Clubs, and Apex Clubs. Specific emergency service organisations included in this definition are the State Emergency Service and volunteer Bushfire Brigades.

**Facilities** - Facilities are defined, for the purposes of this policy, as multipurpose community and recreation venues supplied by the Shire and available for hire.

**Reserves** - Reserves are defined as all of those areas under the Shire's control set aside for passive recreation and sporting activities. This definition includes parks, active reserves, sport grounds and other passive reserves.

**Commercial User Groups** - A commercial user group is one, which is a registered business with the Ministry of Fair Trading and results in private pecuniary gain (i.e. income generation & profit). Those user groups deemed to be of a commercial nature would be charged the commercial fee for all use of the Shire's facilities.

**Community User Groups** - A community user group is defined as a non-profit organisation and shall include, but is not limited to sporting clubs (that are incorporated under the Associations Incorporations Act), stated not-for-profit community groups, religious groups, education institutions and groups that have a focus on community needs with a social benefit. This definition also applies to private bookings such as weddings, birthday parties, christenings etc. Those groups deemed to be of a community nature would be charged the community fee for all use of the Shire's facilities.

### **SCOPE OF POLICY**

This policy applies to the hire of facilities and reserves throughout the Shire for events, activities or functions that are deemed to fall within the existing capacity of the venue involved or of a nature that falls within the normal operations of the facility or reserve. All other events, activities and functions shall be referred to the Council and may be subject to the provisions of other Shire policies.

This policy DOES NOT APPLY to:

- Administration Centre at 3316 Robinson Rd, Woodanilling.
- Lake Queerearrup
- Any facility throughout the Shire currently under a lease/licence agreement with a specific organisation/s.

### **Fees and Charges**

Fees and charges applicable to all community facilities and reserves defined in this policy will be in accordance with the Schedule of Fees and Charges adopted by Council annually as part of the budget and amended from time to time.

### **Bonds applicable to facility and reserve hire**

A refundable bond will be payable on any and all hire of facilities and reserves.

### **Subsidised use of Facilities and Reserves**

The following groups automatically qualify for a 75% discount on the scheduled hire fee for the use of facilities and reserves:

- Community User Groups;
- Service Clubs;
- Charitable Institutions; and
- Emergency Service organisations

### **Storage and consumption of alcohol at community facilities and reserves**

#### **Consumption of alcohol**

Any club/group or individual wishing to hold an event, activity or function at the Shire's facilities or reserves which involve the consumption of alcohol by attendees must apply in writing for approval prior to the activity, event or function.

#### **Sale of Alcohol**

Any club/group or individual wishing to hold an event, activity or function at the Shire's facilities or reserves which involve the sale of alcohol to attendees must apply in writing for approval prior to the activity, event or function.

Approval for the sale of alcohol will only be considered for those clubs/groups or individuals, which have been granted either an Occasional, Club or Club Restricted Liquor License from the Office of Racing and Gaming (Liquor Licensing Division).

#### **Storage of Alcohol**

The storage of alcohol is NOT PERMITTED at any of Council's facilities that are multipurpose in nature and defined in this policy.

#### **Restricted/Unrestricted Liquor Licenses**

Any club/group or individual wishing to have a regular restricted liquor licence at the Shire's facilities or reserves must apply in writing for approval.

Any club/group or individual wishing to have an unrestricted Club Licence at the Shire's facilities or reserves must apply in writing for approval.

### **CONDITIONS OF HIRE**

Conditions of Hire forms as noted in this policy shall be made available to all prospective hirers when booking enquiries are made and signed by the prospective hirer prior to the function, event or activity date.

Conditions of Hire forms outline:

- • Blocking Booking and Booking Usage
- • Bonds
- • Cancellations, refunds and tentative bookings
- • Cleaning
- • Ground Maintenance and Marking
- • Damage
- • Decorations and equipment
- • Events
- • Hired Area
- • Liability
- • Liquor
- • Noise

- • Payments
- • Security
- • Subsidised use

**SPECIFIC BOOKINGS TAKING PRIORITY**

- Hockey Finals in September and Cricket Finals in February/March are to have booking priority.
- Bookings for fixtures, including finals must be made by individual clubs prior to the commencement of their season, and must be for the current playing season only.
- All other bookings made prior to seasonal fixtures bookings take precedence and the hirer will be granted exclusive use of the facility for the hire period;

**OTHER**

In all cases, the Shire reserves the right, at its discretion, to refuse entry or subsidised use of a facility or reserve to an individual or group.

## 15. OFFICE OF CEO

### 15.1.GREAT SOUTHERN WALGA ZONE – EXPRESSION OF INTEREST AND FINANCIAL SUPPORT FOR THE GREAT SOUTHERN DESIGNATED AREA MIGRATION AGREEMENT (GSDAMA)

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | Great Southern Zone Meeting  |
| <b>Date of Report</b>             | 8 July 2022  |
| <b>Applicant</b>                  | WALGA Great Southern Country Zone  |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | CEO's, Great Southern Zone<br>Kellie Bartley, Chief Executive Officer  |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <b>Attachment No. 15.1.1</b> – DAMA Information Paper  |

#### BRIEF SUMMARY

A Designated Area Migration Agreement (DAMA) is a labour agreement allowing businesses/employers to sponsor skilled and semi-skilled overseas workers to fill labour shortages in specific areas that cannot be filled with Australian workers.

This report seeks a commitment from Council to support the establishment of a DARMA that covers all of the 11 Local Governments in the Great Southern region. Further the report seeks a financial commitment from each of the local governments to fund the business case necessary for the DARMA application.

Establishment of a Great Southern Region DAMA has both in-principle support and financial commitment from Regional Development Australia (RDA) and the Great Southern Development Commission (GSDC).

The DAMA Information Paper is contained within **Attachment 15.1.1**.

#### BACKGROUND/COMMENT

A regional Designated Area Migration Agreement (DAMA) is a formal agreement between the Australian Government and a regional, state or territory authority. Operating under an agreement-based framework, a DAMA provides access to more overseas workers than standard skilled migration programs (Temporary Skills Shortage (TSS) 482 visa or Regional 494 visa) by allowing variations to standard occupations and skills lists.

Establishing a DAMA in the region requires the support of various stakeholder groups as well as an in-depth analysis of relevant employment markets with verified evidence to support the application. Once established, a DAMA is reviewed annually and may be varied yearly.

A DAMA is a two-tier framework covering a defined regional area. The framework is:

- first tier - an overarching five-year head agreement with the region's representative (e.g. Regional Development Australia Great Southern). A region representative is called the Designated Area Representative (DAR).
- second tier - DAMA labour agreements with businesses/employers under the head agreement for the region.

Under the framework the DAR forms the first tier and negotiates a DAMA on behalf of businesses/employers within its region. Negotiations provide the most significant benefit of a DAMA and encompass standard occupations, including skill lists and any concessions that may be appropriate to a specific occupation. Examples of negotiated concessions include an extension of the age criteria, relaxation of English skills requirements or modification to the skills and experiences required. The result is flexibility for regions to respond to their unique economic and labour market conditions.

The framework's second tier formalises the individual DAMA labour agreement. A business/employer applies for a DAMA Labour Agreement to the DAR. The business/employer must first demonstrate via Labour Market Testing (LMT) that it cannot employ suitable Australian employees. (A LMT is a business

case presented to a DAR and the Department of Immigration that provides solid evidence and includes advertising on the Australian Government's Jobactive website and other search methods.)

If an application satisfies the DAMA's terms and conditions, and is supported, the DAR provides endorsement of the application through an approval letter. Once endorsed, applications are then subject to assessment by the Department of Home Affairs and Minister of Immigration, Citizenship and Multicultural Affairs.

If an occupation is unavailable under the standard visa programme, or the DAMA program, a business may negotiate its own Labour Agreement with the Minister, separate from a regional DAMA. Negotiations are based on a labour market survey that demonstrates the reason why a previously unlisted occupation has been applied for.

It is noted most regional businesses do not have the capacity to individually negotiate a Labour Agreement due to lack of capacity, expense and time constraints. A regional DAMA would provide a more attractive option to support business owners in the Great Southern.

### **Benefits of a DAMA**

A DAMA could provide a community with economic benefits through population growth and increased output. The key value opportunity is that immigrant workers cannot move from the area of their DAMA, but can move between businesses within that area. Effectively migrant workers are secured to the region.

Another benefit of a DAMA is that the semi-skilled occupations that are in shortage in the particular region, could be available under a DAMA, while they are not available under the standard visa program. Some examples of such occupations are truck drivers, wait staff, bar attendants, drillers, driller assistants, earthmoving/mobile plant operators and horticultural workers such as process and field workers.

### **DAMA concessions**

#### English Language Concession:

The English language test scores required under a DAMA can be lower than under the standard visa program making it easier for the applicant's visa to be processed. This is especially the case where a person is generally a good English communicator but perhaps not able to meet the requirements of a stringent English test for a visa.

#### Temporary Skilled Migration Income Threshold (TSMIT) Concession:

The TSMIT value is set by legislation to ensure that migrant workers can financially support themselves in Australia and acknowledges the additional costs temporary residents incur, such as health care and education costs. The current value of the TSMIT is \$53,900, excluding superannuation.

When calculating whether the salary paid by an employer meets the TSMIT, annual earnings may consist of the base salary plus guaranteed earnings such as housing, company car, and guaranteed overtime where this is an industry standard. If an employer intends to include these guaranteed earnings to meet TSMIT requirements, they must be valued and written into the agreed employment contract.

The use of concessions must not undermine relevant industrial awards, nor market salary rates for an equivalent Australian employee in the same location.

#### Skills Concession:

Every occupation requires an assessment of education, qualifications and employment experience to determine comparability against the assessment standards of a DAMA.

Permanent Residency requirements:

Upon an approval of the subclass 482 visa, there may be a pathway to permanent residency, subject to satisfying the criteria and availability, through the subclass 186 scheme Employer Nominated Scheme Visa.

#### Age Concession:

To transition into permanent residency, every applicant must meet the age criteria, being under the age of 45.

### **DAMA requirements**

Advice from the office of Rick Wilson, Federal Member for O'Connor, states that a request for a DAMA must contain, as a minimum, the following:

1. a letter of endorsement from the relevant stakeholders;
2. a Designated Area Representative (DAR), endorsed by stakeholders, who can manage the request to establish an agreement;
3. a business case if any additional concessions are being requested to the minimum requirements outlined for a company specific labour agreement; and
4. an explanation of how the DAR proposes to support employers and facilitate the integration of overseas workers in their local communities (for example – provision of information on workplace rights and sponsorship obligations; basic services in the local area such as health; emergency and educational services; community activities such as sporting groups and religious services; engagement of a multicultural officer);
5. supporting documentation, which may include:
  - a. profit and loss statements;
  - b. other applicable financial statements; and
  - c. relevant supporting information.

An example of a region in Western Australia currently covered by a DAMA, since 21 March 2019, is the Goldfields region. The City of Kalgoorlie-Boulder is the DAR and represents other regional and nearby shires.

The Goldfields region aimed to secure permanent labour so as to avoid constantly retraining employees, such as backpackers. The Pilbara region had also applied for a DAMA before the Goldfields was secured, however they were unsuccessful in their application due to not being able demonstrate eligibility.

It is important to note the Goldfields DAMA is an employer-sponsored visa programme providing the framework for employers in its designated area to sponsor skilled and semiskilled workers under visa subclasses 482, 494, and 186. This is the same model proposed by the Great Southern region.

The process of becoming a DAMA took the City of Kalgoorlie-Boulder 12 months, once the application was submitted. A financial consultancy business was engaged to undertake their business case, which can take between 3 and 6 months to establish.

From a human resource perspective, the City of Kalgoorlie-Boulder provided a 0.5 FTE (full time equivalent) staff member to liaise with the consultant throughout the formation of the Business Case.

In addition, the following on-going human resource tasks, required as the DAR, include:

1. dealing with an approximate average of 1 to 2 business applications per month. A charge of \$250 is levied for each nomination for endorsement. This includes Statutory Declarations and ensures businesses are financially viable and stable.
2. answering queries from prospective businesses, which can be very time consuming.
3. seeking guidance from a team within the Department of immigration.
4. undertaking of an Annual Report for the Department and Minister.
5. negotiation of ongoing Terms and Conditions of the DAMA.
6. surveys and analysis of the regional labour market.
7. monthly meetings with a Department of Immigration representative to discuss the DAMA programme. Note: The Department also liaises with businesses directly.

Other points of note, gained through research with external organisations, include:

1. a subclass 491 visa, for highly skilled and desired occupations, requires nomination by the State Government, or an eligible family member and doesn't require a sponsor. This type of visa cannot be included in a DAMA;
2. the City of Kalgoorlie-Boulder has a population of approximately 30,000;

3. the more local government authorities involved, the better the chance of securing a DAMA; and
4. a larger organisation, such as a Regional Development Authority is best positioned to take on the role of regional representative (DAR) and offers the application a stronger opportunity for success, indicating collaboration between communities.

Creating a DAMA is an extensive process, particularly for the lead organisation (DAR) involved in the application and consultancy phase. Furthermore, there are significant resources required to manage ongoing applications which require liaison with the Department of Immigration for the five-year term.

This type of project requires the support of many stakeholders including regional Local Governments, Chambers of Commerce, Regional Development Australia (RDA), Development Commissions, and members of parliament. All stakeholders must endorse the organisation that is capable and willing to accept the responsibility of being a Designated Area Representative.

Regional Development Australia (RDA) Great Southern have offered to act as the Designated Area Representative (DAR) which will meet this ongoing administrative requirement.

### **Alternative Visa Options to DAMA**

#### **Pacific Labour Mobility Scheme**

This Scheme enables citizens of partner countries to take up low-skilled and semi-skilled work opportunities in all sectors in rural and regional Australia for up to 3 years. Partner countries include: Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

#### **Seasonal worker Program (Agriculture and Accommodation)**

This Scheme enables citizens of partner countries to take up unskilled and low-skilled work opportunities in the Australian agriculture and accommodation sectors in selected rural and regional locations of Australia for up to 9 months. Partner Countries: Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

#### **Industry Labour Agreement**

Labour agreements enable approved businesses to sponsor skilled overseas workers when there is a demonstrated need that cannot be met in the Australian labour market and where standard temporary or permanent visa programs are not available. Industry labour agreements are for a specific industry with fixed terms and conditions. The industry is required to show ongoing labour shortage and extensive consultation within the industry. Various approved industry labour agreements include dairy, aquaculture, fishing, meat and livestock, advertising, hospitality, labour-hire and religion.

#### **Standard Business Sponsorship -482 (For highly Skilled Occupations)**

This temporary visa lets an employer sponsor a suitably skilled worker to fill a position for which they are unable to find a suitably skilled Australian. Based on the occupation, this visa is generally granted for 2-4 years.

### **STATUTORY/LEGAL IMPLICATIONS**

Statutory Dependency Migration Act 1958

### **POLICY IMPLICATIONS**

There is currently no Council Policy associated with this item.

### **FINANCIAL IMPLICATIONS**

As outlined in Table 1 below a proposed funding model identifies the relative cost proposed by all stakeholders in the development of a DAMA in the Great Southern. It is expected that between \$80,000 to \$100,000 is required to develop the business case in order to be successful. This includes the cost of a consultant to conduct a survey of regional employers, research and provide statistics, and to identify any occupations that may fit the criteria for inclusion in a DAMA application. The direct costs of the consultant are estimated to be circa \$60,000 to \$80,000, with the balance required for project contingencies.

It is noted that a designated team member resource is required to liaise with the consultant. In the case of Kalgoorlie-Boulder, it was estimated that a staff member to the value of 0.5 FTE basis was required for the purpose of establishing their DAMA. Following the successful DAMA application, a further 0.5 FTE investment with ongoing tasks has been required.

RDA Great Southern have indicated they are prepared to fund the ongoing 0.5 FTE employee costs relating to the DAR for the proposed five-year period. On this basis each local government in the Great Southern are only required to fund the upfront business case. Each employer that makes application in the Great Southern will fund the ongoing administration costs of the DAR. There may also be a proportion of the application fees over the five-year period that recoups some or all of the original local government investment. This will be determined if the Great Southern zone local governments make a commitment to the business case and DARMA application. RDA Great Southern will lead this process and report back to the zone.

Table 1. Proposed Funding Model

|    |                               | Estimated Population   | Contribution based on Population | Adjusted Contribution |
|----|-------------------------------|------------------------|----------------------------------|-----------------------|
|    | <b>Total Funds</b>            |                        | <b>\$ 111,803</b>                | <b>\$ 100,000</b>     |
|    | <b>Organisation</b>           |                        |                                  |                       |
| 1  | GSDC                          |                        | \$ 10,000                        | \$ 10,000             |
| 2  | RDA                           |                        | \$ 10,000                        | 10,000                |
|    | <b>LGA's</b>                  | <b>\$ 1.50</b>         | <b>\$ 20,000</b>                 | <b>\$ 20,000</b>      |
|    |                               | <b>Per head of pop</b> |                                  |                       |
| 3  | City of Albany                | 38,000                 | \$ 57,000                        | \$ 40,000             |
| 4  | Shire of Denmark              | 6422                   | \$ 9,633                         | \$ 8,000              |
| 5  | Shire of Plantagenet          | 5079                   | \$ 7,619                         | \$ 8,000              |
| 6  | Shire of Katanning            | 4200                   | \$ 6,300                         | \$ 7,000              |
| 7  | Shire of Kojonup              | 1985                   | \$ 2,978                         | \$ 5,000              |
| 8  | Shire of Gnowangerup          | 1215                   | \$ 1,823                         | \$ 2,500              |
| 9  | Shire of Broomehill-Tambellup | 1144                   | \$ 1,716                         | \$ 2,500              |
| 10 | Shire of Jerramungup          | 1109                   | \$ 1,664                         | \$ 2,500              |
| 11 | Shire of Cranbrook            | 1089                   | \$ 1,634                         | \$ 2,500              |
| 12 | Shire of Kent                 | 550                    | \$ 825                           | \$ 1,000              |
| 13 | Shire of Woodanilling         | 409                    | \$ 614                           | \$ 1,000              |
|    |                               |                        |                                  |                       |
|    |                               | <b>61,202</b>          | <b>\$ 91,803</b>                 | <b>\$ 80,000</b>      |

## STRATEGIC IMPLICATIONS

### THEME 1

#### Community Well-Being

#### OBJECTIVES

To support the delivery of programs and initiatives that foster community spirit and harmony

#### STRATEGIES

By supporting community projects that have direct benefit to the well-being of our community.

#### CONSULTATION/COMMUNICATION

A West Australian Local Government Association (WALGA) Great Southern Country Zone meeting was held in Jerramungup on 24 June 2022. All 11 Local Governments of the region were represented.



The Great Southern Development Commission Chief Executive Officer Natasha Monks also attended and participated in the briefing on a proposed DAMA for the region.

The meeting resolved:

*That the Great Southern Country Zone of WALGA supports the concept of the Designated Area Migration Agreement (DAMA) as follows:*

1. *The Great Southern Country Local Governments are to report back to the Zone Executive Officer by Wednesday, 17 August 2022 as to their interest in joining the DAMA.*
2. *The Great Southern Country Zone acknowledge the Regional Development Australia office will act as the Designated Area Representative (DAR), and*
3. *The Great Southern Country Zone acknowledges that funding will be required from each Local Government.*

### **RISK MANAGEMENT**

The risk has been assessed and identified as financial insignificant and if Council does not support the access to workers across the regions is considered "Medium".

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

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

### **CONCLUSION**

The level of unemployment in the region has remained relatively stable since late 2017. These low unemployment rates indicate the available pool of employees for the regional businesses is extremely low and is ultimately leading to business disruption. A number of large employers in Shire's have reduced operating hours in order to cope with lower than desired staffing levels.

On the basis of the current employment conditions the author believes the development of a Great Southern regional DAMA offers part of a solution for those businesses who are currently experiencing under-employment. While it is unlikely a regional DAMA will be the panacea for all businesses it could provide an avenue to assist larger businesses with the capacity to invest in the program.

While a DAMA could produce potential employees, it must also be understood that housing considerations must be taken into account. While housing availability is easing, it is still a significant consideration, and is

likely to continue for another 12-24 months, where employers will need to address this consideration in the development of their business case when preparing their DAMA applications.

On the basis of the relatively low cost, matched against the potential to provide businesses with increased access to new labour markets the author recommends the Shire signal its intent to participate at the next WALGA Great Southern Country Zone meeting on 26 August in Katanning.

Whilst the intent is for the entire Great Southern zone to be include in the DARMA prescribed area this can only be guaranteed if each of the 11 local governments agree both in principle and support the business case with a level of funding considered commensurate with their population and financial circumstances.

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That Council:

1. SUPPORT the development of a Great Southern Designated Area Migration Agreement; and
2. REQUEST the Chief Executive Officer to advise the West Australian Local Government Great Southern Country Zone Meeting, by 17 August 2022, of the Shire of Woodanilling intent to participate, subject to:
  - a. Regional Development Australia Great Southern undertaking the role of the Designated Area Representative, and
  - b. A contribution of up to \$1,000, be confirmed as the Shire of Woodanilling contribution with the Chief Executive Officer authorised to commit funding up to this amount.

### **COUNCIL RESOLUTION OCM78/07/2022**

**Moved Cr Douglas**

**Seconded Cr Morrell**

That Council:

- 1) SUPPORT the development of a Great Southern Designated Area Migration Agreement; and
- 2) REQUEST the Chief Executive Officer to advise the West Australian Local Government Great Southern Country Zone Meeting, by 17 August 2022, of the Shire of Woodanilling intent to participate, subject to:
  - a) Regional Development Australia Great Southern undertaking the role of the Designated Area Representative, and
  - b) A contribution of up to \$1,000, be confirmed as the Shire of Woodanilling contribution with the Chief Executive Officer authorised to commit funding up to this amount.

**CARRIED 6/0**

# Great Southern Zone of WALGA

## Designated Area Migration Agreement (DAMA)

### Information Paper

|                          |   |
|--------------------------|---|
| <b>Agenda item title</b> | 7.2 Designated Area Migration Agreements (DAMA) |
| <b>Name of Council</b>   | Shire of Kojonup                                |
| <b>Name of Author</b>    | Grant Thompson and Judy Stewart                 |
| <b>Zone meeting date</b> | 24 June 2022                                    |

#### **Background**

##### **Glossary:**

*DAMA – Designated Area Migration Agreement*

*DAR – Designated Area Representative*

*DEPARTMENT – Department of Home Affairs (Australian Federal Government)*

*EMPLOYER – businesses, sponsors, companies, third parties (identified by their Australian Business Number)*

*LMT – Labour Market Testing*

*PR – Permanent Residency*

*SPONSOR – an employer who is responsible for nominating an overseas worker*

The purpose of this report is to present information on Designated Area Migration Agreements (DAMA) to consider the establishment of a DAMA for the Great Southern region, with the vision of attracting skilled and economic migrants to fill areas of demonstrated labour shortage, increase population in the outlying towns and with a view to benefitting local economies by way of population growth (families), increased housing and businesses, and more children for schools.

#### **Comment**

##### **COMMENT**

What is a Designated Area Migration Agreement (DAMA)?

Designated Area Migration Agreements are a formal arrangement between the Commonwealth of Australia and a designated area representative (DAR). A DAR may be a state / territory government or regional body such as Great Southern Development Commission (GSDC) or local government.

A DAMA is generally a formal five year agreement between the Federal Government and a DAR (such as a local government authority acting on behalf of itself and other local governments) that allows employers to sponsor skilled and semi-skilled overseas workers to fill positions that an employer is unable to fill with Australian workers.

A DAR is responsible for the management and administration of a DAMA programme and endorses (by way of an endorsement letter) an *employer's* application for a DAMA *Labour Agreement* with the Australian Government (once the employer has satisfied the DAMA's terms and conditions – see attached).

Endorsement does not guarantee a business will have a Labour Agreement request approved by the Department of Home Affairs' Minister of Immigration, Citizenship and Multicultural Affairs. A DAMA is reviewed annually and covers an approved list of occupations that may vary from year to year. Initially, a DAR negotiates with the Minister who decides whether to establish a DAMA in the region. A DAMA requires the support of various stakeholder groups and in-depth analysis into relevant job statistics.

Under the terms of a DAMA, the designated area may be able to access a broader range of overseas workers that are not available through the standard skilled visa program by allowing variation to standard occupations and skills lists and /or negotiable concessions to visa requirements.

A DAMA is negotiated on behalf of businesses within its region; negotiations encompass the type of occupations to be included and any concessions that may be appropriate to an occupation (e.g., an extension of the age criteria, a concession on English requirements, a relaxation of skills experience required etc.) making the region as attractive as possible for prospective migrants.

Majority of DAMA agreements include occupations available under the standard TSS 482 visa or regional 494 visa program. However, the benefit of a DAMA is that concessions to the English language, TSMIT (Temporary Skilled Migration Income Threshold), Age, Skills and PR requirements may be available.

DAMA labour agreements are generally in effect for five years and use the Temporary Skills Shortage and Employer Nominated Scheme visa programs.

An employer must demonstrate (via Labour Market Testing [LMT]) that they cannot find a suitably skilled Australian worker to do a job before proceeding with an application for a DAMA Labour Agreement; there are currently 674 occupations listed on the Department's website although other occupations may be put forward for consideration (a copy of some of the employer costs is attached).

Occupations vary widely and, as an example, include agricultural, religious, restaurant (fine dining), and advertising industries. An LMT is a business case presented to a DAR and the Department that provides solid evidence of not being able to find a suitable

Australian worker and includes advertising on the Australian Government's *Jobactive* website in addition to other advertising.

A business may also enter into its own Labour Agreement with the Minister (outside of a regional DAMA) if an occupation is not available under the standard visa programme or the DAMA programme; negotiations are based on a labour market survey that demonstrates the reason why a previously unlisted occupation has been applied for.

### **BENEFITS OF DAMA**

Economic benefits to communities, such as the flow on effects of population growth, may be more accurately predicted following analysis of results from a community employer survey.

The key value opportunity is that immigrant workers cannot move from the area of their DAMA but can move between businesses within that area, so people are secured to the region.

**English Language Concession:** The English test scores required under a DAMA can be lower than under the standard visa program making it easier for the applicant's visa to be processed. This especially the case where a person is generally a good English communicator but perhaps not able to meet the requirements of a stringent English test for a visa.

**Temporary Skilled Migration Income Threshold (TSMIT) Concession:** The TSMIT concession allows the employer to pay the visa holder the same or more salary that is paid to an Australian Worker. The DAMA offers salary concessions that reflect the market, ensuring that worker terms and conditions of employment are not eroded, and businesses and consumers are not subject to inflationary costs.

**Skills Concession:** Every occupation requires the applicant to meet certain qualification and work experience criteria to be eligible to work under their occupation. So, the skills concession offer concession relating to, qualifications and experience for some occupations.

**PR requirements:** Under the DAMA agreement, the immigration has provided an opportunity to move from temporary 482 visa to permanent resident, regardless to what the occupation is. The DAMA region has its own specific pathway to PR. This will however involve applicant working in the occupation for 2-4 years being eligible to transition onto the permanent 186- Employer Nominated Scheme Visa.

**Age Concession:** To transition into Permanent residency, every applicant must meet the age criteria of being under the age of 45. The age concession under the DAMA agreement will offer concession related to the age of an applicant.

Another benefit of the DAMA is that the semi-skilled occupations that are in shortage in the particular region could be available under a DAMA, while they are not available

under the standard visa program. Some examples of such occupations are Truck driver, Waiter, Bar attendant, Driller, Driller Assistant, Earthmoving/mobile Plant Operator, Horticultural workers such as process workers and field workers.

### **NEXT STEPS**

The first step in looking into the possibility of a DAMA for the region is to establish whether organisations within the prospective region are conducive to a DAMA being formed.

If approved a Business Case must be undertaken that includes:

- Support letters from:
  - All the involved Shires
  - Any Chambers of Commerce
  - The Regional Development Authority
  - Local Federal and State Members of Parliament
  - Businesses (if possible)
  - Different Business Bodies (if possible)
- Overview of the region's economy and labour issues - can be demonstrated by:
  - Compelling operational needs
  - Economic recovery (Covid-19 economic recovery)
  - Contractual obligations for employers to meet projects, bringing food to the market etc.,
  - Competing for skilled labour
  - Many more
- Survey Results –
  - How many businesses participated in the workforce survey?
  - What are the commentaries on labour issues?
  - What type of occupations are in critical shortage in the region?
  - What type of migration concessions businesses would like to have? E.g.; lift age for PR pathway from 45 to 50 years old, English concession for most occupations, etc.

Advice from the office of Rick Wilson MP states that a request for a DAMA must contain, as a minimum, the following:

- a letter of endorsement from the relevant stakeholders;
- a Designated Area Representative (DAR), endorsed by stakeholders, who can manage the request to establish an agreement;
- a business case if any additional concessions are being requested (for example, English, skills, salary) to the minimum requirements outlined for a company specific labour agreement; and
- an explanation of how the DAR proposes to support employers and facilitate the integration of overseas workers in their local communities (for example - provision of information on workplace rights and sponsorship obligations; basic services in the local area such as health; emergency and educational

- services; community activities such as sporting groups and religious services; engagement of a multicultural officer);
- supporting documentation, which may include:
    - Profit and loss statements;
    - Other financial statements; and
    - Other relevant supporting information.

A case study of a region in Western Australia currently covered (since 21 March 2019) by a Designated Area Migration Agreement (DAMA) is the Goldfields region with the City of Kalgoorlie-Boulder (City) being the DAR and representing other regional and nearby shires.

The Goldfields Region aimed to secure permanent labour so as to avoid having to constantly retrain people such as backpackers (for example, for the community care occupation). The Pilbara region had also applied for a DAMA before the Goldfields was secured; however, was unsuccessful in their application.

By way of an example, the Goldfields DAMA is an employer-sponsored visa programme providing the framework for employers in its designated area to sponsor skilled and semi-skilled workers under visa subclasses 482, 494, and 186 (see attachments 13.3.4-6):

- TSS (482) – a 4-year visa (temporary) under the DAMA LA. The 482 can be a 2 or a 4-year visa depending on the occupation and location.
- SESR (494) – a provisional visa with a PR pathway already – an applicant can apply for PR after 3 to 4 years.
- ENS (186) – a PR pathway visa. Some people can be nominated straight onto the ENS under the Goldfields DAMA but only after they have worked under a Temporary Skills Shortage (482) or Direct Entry Scheme (457) visa within the DAMA region and in the same occupation for 3 years. After they have been nominated under the ENS, they are eligible to apply for a PR right away. Note: a skilled migrant can be nominated straight onto the ENS visa under the standard visa programs.

The opportunity to secure a permanent residency after 4 years makes working in the Goldfields DAMA region attractive for skilled migrants to relocate.

The process of becoming a DAMA took the City approximately 12 months once the application was submitted following a financial consultancy business being engaged to undertake the City's business case (which can take between 3 – 6 months to establish).

The following made up the City's questions for the survey of businesses (using Survey Monkey) referred to in the above Business Case list of requirements and was compiled and analysed by the City's consultant:

*1.1 What are the specific challenges in attracting and retaining workers in your business?*

*1.2 Do you employ or have in the past employed any temporary visa holders? If yes, select from the following: (Other, please specify)*

*1.3 What are the limitations of the standard visa programs? (Other, please specify)*

*1.4 How would being an 'endorsed' sponsor under a DAMA address these challenges: Select all that applies in order of importance:*

*2.1 Is your business currently experiencing labour shortage or anticipate a labour shortage based on business forecasts?*

*2.2 Have you considered the use of the following specific industry agreements to meet your labour shortage needs?*

*Are there any perceived barriers to the existing Labour Agreements?*

*2.3 Which of the following recruitment processes have you used to attract Australian workers since 1 July 2018? (Other)*

*2.4. How many Australian workers have you recruited since 1 July 2018?*

*3.1 For each of the positions you are seeking to fill, do you need to seek any concessions to the English language testing score requirements?*

*If yes, which test component should have lower score requirement*

*Explain why*

*3.2. What strategies are in place for your workplace to support skilled migrant workers to improve their English language proficiency? For example, on the job training, dedicated community programs etc.*



*4.1 For each of the roles you are seeking to fill, will the base salary be below the Temporary Skilled Migration Income Threshold (TSMIT), currently AUD53,900?*

*If yes, what is the market salary rate for the role you are seeking a concession from the TSMIT? - If yes, what is the market salary rate for the role you are seeking a concession from the TSMIT?*

*4.2 Are there any 'cost of living' or other benefits that would normally be offered as non-monetary benefits for Australian workers (e.g., food and board)?*

*If yes, please specify - If yes, please specify*

*5.1 Would the ability to sponsor skilled migrant workers for permanent residence benefit your business?*

*5.2 What would be the benefits for you as an employer?*

*5.3 Currently employers can sponsor workers for permanent residence if they are less than 45 years of age unless, their salary meets the high income threshold in the 3 years prior. Do the age limit or high income threshold pose a challenge for you to attract and retain skilled migrant workers?*

*If yes, what should be the age limit increased to?*

*If yes, what should be the income threshold reduce to?*

*5.4 Currently employers can sponsor workers for permanent residence who have been employed in the same position with the same sponsoring employer for at least 3 years. Does this pose a challenge for you to attract and retain skilled migrant workers?*

*If yes, what changes to the permanent residence requirements would benefit your business?*

*If yes, what changes to the permanent residence requirements would benefit your business? (Other, please specify)*

*6. Please provide any other comments or suggestions on what changes should be made to the employer sponsored visa programs that would help your business attract and retain skilled migrant workers?*

From a human resource perspective, the city provided half an FTE (full time equivalent staff member) to liaise with the consultant throughout the formation of the Business Case and, on an ongoing basis, performs the following human resource tasks:

- Dealing with an approximate average of 1 to 2 business applications per month (at a charge of \$250 for each nomination) for endorsement (including Statutory Declarations and ensuring businesses are financially viable and reliable)
- Spending a lot of time answering queries
- Seeking guidance from a queries team within the Department
- Undertaking of an Annual Report for the Department and Minister
- Negotiation of ongoing Terms and Conditions
- Surveys and analysis of the regional labour market
- Monthly meetings with a Department representative to discuss the DAMA programme (the Department also liaises with businesses)

Other points of note gained through discussions with external organisations include:

1. A subclass 491 visa (for highly skilled and desired occupations) requires nomination by the State Government or an eligible family member and doesn't require a sponsor – *this visa cannot be included in a DAMA*;
2. The City has a population of approximately 30,000;
3. The more local government authorities involved, the better the chance of securing a DAMA; and
4. A larger organisation (e.g., local government, Regional Development Authority) within a region would usually take on the role of region representative (DAR).

Creating a DAMA is an extensive process; particularly for the lead organisation (DAR) involved in the application and consultancy phase through to managing ongoing endorsements etc. and liaising with the Department for the five year term.

Such a project requires the support of many stakeholders including regional shires, Chambers of Commerce, Regional Development Australia (RDS), Development Commissions, and members of parliament all of whom must endorse the organisation that is capable and agreeable to being a Designated Area Representative. Given the scope of this project, it may fall within the scope of the GSDC or RDA?

Accordingly, the recommendation is for GS WALGA Zone to consider and support establishing DAMA in the region.

## **ALTERNATIVE VISA OPTIONS TO DAMA**

### **Pacific Labour Mobility Scheme**

The Scheme enables citizens of partner countries to take up low-skilled and semi-skilled work opportunities in all sectors in rural and regional Australia for up to 3 years. Partner Countries: Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu.

**Seasonal worker Program (Agriculture and Accommodation)**

The Scheme enables citizens of partner countries to take up unskilled and low-skilled work opportunities in the Australian agriculture and accommodation sectors in selected rural and regional locations of Australia for up to 9 months.

Partner Countries: Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, and Vanuatu.

**Industry Labour Agreement**

Labour agreements enable approved businesses to sponsor skilled overseas workers when there is a demonstrated need that cannot be met in Australian labour market and where standard temporary or permanent visa programs are not available. Industry labour agreements are for a specific industry with fixed terms and conditions. The industry is required to show ongoing labour shortage and extensive consultation within the industry. Various approved industry labour agreements are Dairy industry, Fishing industry, Meat industry, Pork industry, Advertising industry, Restaurant (Fine dining) Industry, on-hire, and Minister of Religion Industry labour agreement.

**Standard Business Sponsorship -482 (For highly Skilled Occupations)**

This temporary visa lets an employer sponsor a suitably skilled worker to fill a position for which they can't find a suitably skilled Australian. Based on the occupation, this visa is generally granted for 2-4 years.


**STATUTORY DEPENDENCY**

*Migration Act 1958*

**Financial Implications**

As outlined in the below Project Estimations the cost of a consultant to conduct a survey of regional employers, to research and provide statistics, and to identify any occupations that may fit the criteria for inclusion in a DAMA application is circa \$60,000 to \$70,000 direct costs.

A Team Member resource is required to liaise with the consultant (the City of Kalgoorlie-Boulder's staff representative was estimated to be required on a 0.5 FTE basis for the purpose of establishing the City's DAMA) and, following the successful application involvement with ongoing tasks as above.

|  |  | PROJECT ESTIMATIONS |                            |           |             |                  |
|---|--|---------------------|----------------------------|-----------|-------------|------------------|
|   |  | Project Name:       | DAMA Application & Process |           |             |                  |
| Project Owner:  | TBD  |                     |                            |           |             |                  |
| Project Manager:  | TBD  |                     |                            |           |             |                  |
| Expected Project Start Date:  | 1 May 2022   |                     |                            |           |             |                  |
| Expected Project End Date:  | 1 May 2023   |                     |                            |           |             |                  |
| Project Estimations Plan Status:  | Preliminary  |                     |                            |           |             |                  |
| High Level Description of Works - Enter Below                                     |  |                     |                            |           |             | Altus Doc Link   |
| 1   | Consultant engaged to manage external stakeholder requirements and application process         |                     |                            |           |             |                  |
| 2   | 0.5 FTE Admin Role allocated - Utilise current Shire resources to support the DAMA application |                     |                            |           |             |                  |
| 3   | Administration On Costs associated with admin support role                                     |                     |                            |           |             |                  |
| 4   | Provide DAMA services to regions as per the outlined Agenda item                               |                     |                            |           |             |                  |
| 5   | One stakeholder becomes the DAR  |                     |                            |           |             |                  |
| 6   | Costs shared between Shire Organisations   |                     |                            |           |             |                  |
| 7   | Cost recovery on applications  |                     |                            |           |             |                  |
| Budget Breakdown  |  |                     |                            |           |             |                  |
|   | Item   | Quantity            | Unit                       | Rate      | Total Price | Summary Cost     |
| <b>Internal Resources</b>   |  |                     |                            |           |             |                  |
| <b>LABOUR</b>   |  |                     |                            |           |             |                  |
| 1   | Project Sponsor  | 200                 | Hours                      | 50.00     | \$10,000    | \$60,500         |
| 2   | Project Owner  | 500                 | Hours                      | 35.00     | \$17,500    |                  |
| 3   | Team Member Admin Resource   | 1000                | Hours                      | 33.00     | \$33,000    |                  |
| <b>EQUIPMENT</b>  |  |                     |                            |           |             |                  |
| 4   | Administration On Costs  | 1                   | -                          | 10,000.00 | \$10,000    | \$10,000         |
| <b>Internal Resources Total</b>   |  |                     |                            |           |             | <b>\$70,500</b>  |
| <b>External Resources</b>   |  |                     |                            |           |             |                  |
| <b>LABOUR</b>   |  |                     |                            |           |             |                  |
| 5   | Consultant   | 700                 | Hours                      | 100.00    | \$70,000    | \$70,000         |
| <b>External Resources Total</b>   |  |                     |                            |           |             | <b>\$70,000</b>  |
| <b>Sub-total</b>  |  |                     |                            |           |             | <b>\$140,500</b> |
|   | Direct Costs (Expensed)  |                     |                            |           |             | \$70,000         |
|   | In Kind (Current Resource Allocation)  |                     |                            |           |             | \$70,500         |
|   | Project Owners Contingency   |                     | 10.0%                      |           |             | \$14,050         |
| <b>Expected Overall Cost of Project</b>   |  |                     |                            |           |             | <b>\$154,550</b> |
| <b>Special Notes / Exclusions</b>   |  |                     |                            |           |             |                  |
| a.  |  |                     |                            |           |             |                  |
| e.  |  |                     |                            |           |             |                  |

## RISK MANAGEMENT IMPLICATIONS

| RISKS                 |  |  |   |
|-----------------------|--|--|---|
| Risk Profile          | Risk Description/Cause   | Key Control  | Current Action  |
| <i>Financial Risk</i> | <i>Cost of application and external professional fees with no approval</i> | <i>Contract resources<br/><br/>Commitment to the program</i> | <i>Contract the parties to commit to financial input and support and sell the DAMA process within</i> |

|   |  |  |   |
|---|--|--|---|
|   |  |  | <i>the Shires.</i>  |
|   |  |  | <i>Diffuse the potential economic cost over more participants</i> |
| Risk rating: Moderate   |  |  |   |
| IMPLICATIONS  |  |  |   |
| <i>Opportunity Cost – loss of expenditure if not successful.<br/>If application is successful, the cost of administration with no economic value generated.</i> |  |  |   |

### **Recommendation**

**That the Great Southern Zone of WALGA:**

- 1. Support the creation of a Great Southern DAMA region and help identify a Designated Area Representative.**
- 2. Facilitate a discussion on the funding model for each of the participating organisations.**

|  |
|--|
| <b>15.2.INFORMATION BULLETIN – JULY 2022</b> |
|--|

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | ADM0105  |
| <b>Date of Report</b>             | 4 July 2022  |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Gen Harvey, Landcare WWLZ (for attached report)<br>Kellie Bartley, Chief Executive Officer   |
| <b>Disclosure of any Interest</b> | No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> . |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <b>Attachment No. 15.2.1 – WWLZ – Information Report for July 2022</b>   |

**BRIEF SUMMARY**

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

**BACKGROUND/COMMENT**

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

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

This month's Information Bulletin attachment includes:

**Reports:**

- Wagin Woodanilling Landcare Zone – July 2022 (**Attachment 15.2.1**)

**Circulars, Media Releases, Newsletters, Letters:**

- Current Staffing COVID
- Closure of Office due to COVID
- Annual Returns

**STATUTORY/LEGAL IMPLICATIONS**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

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

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

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

**STRATEGIES**

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

**CONSULTATION/COMMUNICATION**

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

**RISK MANAGEMENT**

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

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

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

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION OCM79/07/2022**

**Moved Cr Douglas**                      **Seconded Cr Smith**

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

**CARRIED 6/0**

**ATTACHMENT 15.2.1****WWLZ INFORMATION REPORT – FOR THE PERIOD – JUNE 2022– JULY 2022****GLOSSARY**

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

**MANAGEMENT COMMITTEE MEETING**

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

Next Meeting: 13<sup>th</sup> July

**LANDCARE COORDINATION FUNDING 2021 / 2022**

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

**STRATEGIC PLANNING**

- Constitution has been reviewed. Currently with committee for comments prior to AGM in August

**NON-PROJECT COMMUNITY ACTIVITIES**

- Tree planter maintenance
- Coordinating tree planter repair (new ripper needs fabricating for Kylera)
- Community advice
- Battery recycling drop off

**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**

- Nightstalk.

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

- Seedlings are available for pick up. Participants have been advised to organise pick-ups.
- Met with feds on site to discuss future funding needs and review sites.



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

- Contacted 6 local builders regarding taking on project, 3 responded that they could quote for it, 2 of which are booked up for some time so would be a wait.
- 1 quote received, awaiting further 2 – all are going to be more than funding grant due to 40% increase in building materials since original quote. (pre-covid)
- Had a discussion with State NRM regarding project – no extra funds available, but happy to extend timeline further. Alternatively we can return funds and apply again next round with correct funds to meet the full budget, there is no guarantee that we would be successful with the application however.
- Will discuss with committee at meeting on 13<sup>th</sup> July.

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

- Sourcing future sites for next season for all activities.
- Sourcing site for nightstalk to be completed later in the year.
- Seedlings are ready for pick up, participants have been advised to coordinate.
- 2 of 3 fencing programs are completed.
- Currently working on mid-year reporting.

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

- Sites have all had successful establishment of 1<sup>st</sup> year pasture. DPIRD researchers very happy with the progress.
- Initial FOO assessment has been conducted by technical officer.
- Pasture cages have been set up in all paddocks.
- Soil testing has been completed
- Fencing is currently underway.
- First grazing scheduled to begin next week – sheep weight will be measured coming in and going out after 30 day period.

**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.

## 16. CONFIDENTIAL REPORTS

### 16.1. CONFIDENTIAL ITEM – 6 MONTH PROBATION PERIOD – CHIEF EXECUTIVE OFFICER

#### COUNCIL RESOLUTION OCM81/07/2022

**Moved Cr Jefferies                      Seconded Cr Thomson**

That Council close the meeting to the public in accordance with Section 5.23 (2)(a) as this item relates to a matter, that if disclosed would reveal information of a matter affecting an employee or employees.

**CARRIED 6/0**

**At 4.51pm, the meeting went behind closed doors.**

**Shire Officers left the chambers at 4.51pm at the request of the Shire President with the request for the CEO to remain.**

**The CEO left the chambers at the request of the Shire President at 4.57pm.**

**The CEO returned to the chambers at 5.24pm.**

|                                   |  |
|-----------------------------------|--|
| <b>File Reference</b>             | EMP185   |
| <b>Date of Report</b>             | June 2022  |
| <b>Responsible Officer</b>        | Kellie Bartley, Chief Executive Officer  |
| <b>Author of Report</b>           | Kellie Bartley, Chief Executive Officer  |
| <b>Disclosure of any Interest</b> | The Officer has declared a Direct Financial Interest in the preparation of this report in accordance with the provisions of the <i>Local Government Act 1995</i> .<br>The CEO is the officer whose employment contract is being discussed. |
| <b>Voting Requirement</b>         | Simple Majority  |
| <b>Attachments</b>                | <b>ATTACHMENT 16.1.1</b> – Chief Executive Officer - Key Performance Indicators  |

#### OFFICER'S RECOMMENDATION

That Council;

1. Approves the performance of the Chief Executive Officer on her performance during her initial in the first six months of her contract is assessed as sufficiently satisfactory with a view of making Mrs Kellie Bartley employment permanent for the term of the signed contract; and
2. Considers an increase in the salary pending it falls within the SAT and identified in the 2022/2023 Annual Budget;

OR

1. Agrees that because the performance of the Chief Executive Officer during the initial probation period is assessed is not sufficiently satisfactory for the probationary period to be completed, recommend that Council extend the CEO's initial probationary period continue for a further six months.

AND

- a) Approves the provision for Executive Days off be approved, to a maximum of 10 days per year for the life of Mrs Kellie Bartley's employment contract with the Shire of Woodanilling; and
- b) Endorses the identified Key Performance Indicators with the assessment and the identified timeframes as contained in **ATTACHMENT 16.1.1**.

OR

1. Agrees that because the performance of the Chief Executive Officer during the initial probationary period is assessed as unsatisfactory and recommended that Council that should be terminated the CEO's Employment of contract with the weeks' notice as payment in lieu as detailed in the contract agreement.

**COUNCIL RESOLUTION OCM82/07/2022****Moved: Cr Douglas****Seconded: Cr Thomson**

That Council:

- 1) Approves the performance of the Chief Executive Officer on her performance during her initial in the first six months of her contract is assessed as sufficiently satisfactory with a view of making Mrs Kellie Bartley employment permanent for the term of the signed contract; and
- 2) Considers an increase in the salary pending it falls within the SAT and identified in the 2022/2023 Annual Budget;

**AND**

- a) Approves the provision for Executive Days off be approved, to a maximum of 10 days per year for the life of Mrs Kellie Bartley's employment contract with the Shire of Woodanilling; and
- b) Endorses the identified Key Performance Indicators with the assessment and the identified timeframes as contained in **ATTACHMENT 16.1.1.**

**CARRIED 6/0****COUNCIL RESOLUTION OCM83/07/2022****Moved Cr Douglas****Seconded Cr Thomson**

That the meeting to be re-opened to the public.

**CARRIED 6/0**

At 6.05pm, the doors were reopened to Members of the public.

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

Nil to report.

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

**18.1.COUNCILLORS AND /OR OFFICERS**

Nil to report.

**19. CLOSURE OF MEETING**

Meeting closed at 6.06pm.

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

.....Presiding Member – Councillor Jefferies

..... Date

Shire of Woodanilling  
Proposed 2022/2023 Plant Replacement Program

| YR OF BUILD                   | ITEM                                     | Plant No | ASSET NO | Current Kilometers | REGO    | 2022/2023 Estimate | 2023/2024 Estimate | 2024/2025 Estimate | 2025/2026 Estimate | 2026/2027 Estimate | 2027/2028 Estimate | 2028/2029 Estimate | 2029/2030 Estimate | 2030/2031 Estimate | 2031/2032 Estimate | Replacement interval          | Changeover Due |
|-------------------------------|--|----------|----------|--------------------|---------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------------------|----------------|
| <b>GRADERS</b>                |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2011                          | JOHN DEERE 670G                          | PGRD7    | 68       |                    | 005     |                    |                    |                    |                    | \$190,000          |                    |                    | \$300,000          |                    |                    | 10 years                      | 2021           |
| 2008                          | JOHN DEERE 670D                          | PGRD6    | 37       |                    | 004     | \$275,000          |                    |                    |                    |                    |                    |                    |                    |                    |                    | 10 years                      | 2018           |
| <b>TRUCKS</b>                 |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2013                          | ISUZU GIGA SIDE-TIPPER                   | PTRK20   | 109      | 153,965            | 002     |                    |                    |                    | \$160,000          |                    |                    |                    |                    |                    |                    | 8 years                       | 2021           |
| 2009                          | ISUZU FXZ 1550 / WATER CART              | PTRK17   | 42       | 214,644            | 028     |                    | \$160,000          |                    |                    |                    |                    |                    |                    |                    |                    | 8 years                       | 2017           |
| 2013                          | ISUZU SIDE-TIPPER                        | PTRK19   | 89       | 165,447            | 023     |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    | 8 years                       | 2021           |
| 2015                          | ISUZU FRR500                             | PTRK21   | 123      | 69,436             | 016     |                    |                    |                    |                    |                    | \$65,000           |                    |                    |                    |                    | 10 years                      | 2025           |
| <b>UTILITIES</b>              |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2008                          | TOYOTA HILUX Grader(4x4)                 | PUTE24   | 43       | 241,772            | 024     |                    | \$35,000           |                    |                    |                    |                    | \$32,000           |                    |                    |                    | 150,000 km<br>Approx 8 years  | 2017           |
| 2010                          | FORD RANGER Gardener (4x4 Single)        | PUTE25   | 53       | 99,354             | 029     |                    |                    |                    |                    | \$32,000           |                    |                    |                    |                    |                    | 100,000 km<br>Approx 12 years | 2022           |
| 2017                          | TOYOTA HILUX Extra Cab (Mechanic)        | PUTE30   | 139      | 80,834             | 025     |                    |                    |                    |                    |                    | \$32,000           |                    |                    |                    |                    | 150,000 km<br>Approx 12 years | 2028           |
| 2018                          | TOYOTA HILUX Leading Hand (4x4 Dual)     | PUTE32   | 151      | 92,705             | 026     |                    |                    |                    | \$32,000           |                    |                    |                    |                    | \$32,000           |                    | 150,000 km<br>Approx 4 years  | 2022           |
| 2009                          | FORD RANGER General Use (4x2 Single)     | PUTE29   | 124      | 163,560            | 003     |                    | (\$12,000)         |                    |                    |                    |                    |                    |                    |                    |                    | 150,000 km<br>Approx 12 years | 2021           |
| 2017                          | TOYOTA HILUX Works Supervisor (4x4 Dual) | PUTE31   | 118      | 148,403            | 00      |                    |                    | \$30,000           |                    |                    |                    | \$32,000           |                    |                    |                    | 100,000 km<br>Approx 3 years  | 2020           |
| 2019                          | MIHINDRA - UTE (GARDNERS UTE)            | PUTE33   | 154      | 57,852             | 244     |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| <b>LIGHT VEHICLES</b>         |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2017                          | TOYOTA PRADO CEO                         | PLCV15   | 122      | 216,083            | 0       | \$30,000           |                    |                    |                    | \$30,000           |                    |                    |                    | \$30,000           |                    | 100,000 km<br>Approx 2 years  | 2019           |
| 2020                          | Isuzu D-Max 4x4 Crew Ute (DCEO)          | PLCV16   | 158      | 76,176             | 011     |                    |                    |                    | \$20,000           |                    |                    |                    |                    |                    | \$20,000           | 80,000 km<br>Approx 3 years   | 2019           |
| <b>ROLLERS</b>                |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2010                          | VIBRATING ROLLER                         | PRLR6    | 52       |                    | 020     |                    |                    | \$90,000           |                    |                    |                    |                    |                    |                    |                    | 10 years                      | 2020           |
|                               | EASI ROLLER                              | PEZR1    |          |                    | NP      |                    |                    |                    |                    |                    |                    | \$25,000           |                    |                    |                    |                               |                |
| NEW                           | MULTI TYRE ROLLER                        |          |          |                    |         | \$150,000          |                    |                    |                    |                    |                    |                    |                    |                    |                    | \$150,000                     | 10 Years       |
| <b>LOADERS</b>                |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2013                          | CASE 721F LOADER                         | PLDR8    | 110      |                    | 007     |                    |                    |                    |                    | \$170,000          |                    |                    |                    |                    |                    | 10 years                      | 2023           |
| 2006                          | CASE BACKHOE                             | PIDR6    | 31       |                    | 027     |                    |                    |                    |                    |                    | \$150,000          |                    |                    |                    |                    | 10 years                      | 2016           |
|                               | TRACK LOADER & PROFILER (SKID STEER)     | PLDR10   | 120      |                    | 010     |                    | \$80,000           |                    |                    |                    |                    |                    |                    | \$80,000           |                    | 10 years                      | 2024           |
| 1999                          | TREE SAW                                 | PSAW1    | 1        | 0                  |         |                    |                    |                    |                    |                    |                    | \$30,000           |                    |                    |                    |                               |                |
| <b>OTHER</b>                  |  |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2014                          | RD BROOM ATTACHMENT (SKID STEER)         | PRBM3    | 415      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 1993                          | ROAD BROOM (LOADER - 007)                | PRBM1    |          |                    |         |                    |                    |                    |                    | \$15,000           |                    |                    |                    |                    |                    |                               |                |
| 2012                          | RIDE ON MOWER                            | PMWR3    | 83       |                    | 021     |                    |                    | \$35,000           |                    |                    |                    |                    |                    |                    |                    | 10 years                      | 2022           |
|                               | WACKER DPU VIBE PLATE                    |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | SPRAY TRAILER                            | PTRL5    |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | VARIOUS TRAILERS                         |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | TREE PLANTER TRAILERS X 2                | PTRL1    |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 1980                          | SIGN TRAILER                             | PRTL2    |          |                    | 017     |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2003                          | BOX TOP TRAILER 6 X 4                    | PTRL12   |          |                    | 1TET584 |                    |                    |                    |                    |                    |                    |                    | \$2,500            |                    |                    |                               |                |
|                               | BOX TOP TRAILER 7 X 5                    | PTRL3    |          |                    | 1TCL400 |                    |                    |                    | \$2,500            |                    |                    |                    |                    |                    |                    |                               |                |
|                               | FLOAT                                    |          |          |                    | 1643    |                    | \$50,000           |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2006                          | SIDE TIPPING TRAILER                     | PTRL11   | 27       | 152,000            | 1683    |                    |                    |                    |                    |                    |                    | \$50,000           |                    |                    |                    |                               |                |
| 2006                          | DOLLY                                    | PTRL11   | 27       | 143,000            | 1682    |                    |                    |                    |                    |                    |                    | \$30,000           |                    |                    |                    |                               |                |
| 2011                          | WHACKER PACKER                           |          | 71       |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2011                          | HONDA GENERATOR 20E/S                    |          | 73       |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2015                          | CBH WATER PUMP                           |          | 127      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2014                          | DIGGA RAKE (REFER TO 329E SKID STEER)    | PTR2     | 120      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | DIGGA BROOM (REFER TO 329E SKID STEER)   | PTR1     | 120      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | DIGGA FORKS (REFER TO 329E SKID STEER)   | PTR1     | 120      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | DIGGA SLASHER (REFER TO 329E SKID STEER) |          | 120      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | EMULSION TANK                            |          | 128      |                    |         |                    | (\$2,000)          |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | TREE RAKE (LOADER)                       |          | 129      |                    |         |                    |                    | \$15,000           |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | WATER TANK                               | PTANK1   | 130      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
|                               | FUEL TRAILER (GREAT SOUTHERN FUELS)      | PTRL4    |          |                    | 1633    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2001                          | PLANT TRAILER (CULVERTS)                 | PTRL6    | 4        | 0                  | 1643    |                    |                    |                    |                    |                    | \$5,000            |                    |                    |                    |                    |                               |                |
| 2010                          | MESSAGE BOARD (BARTO)                    | PTRL13   |          |                    | 1777    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2012                          | FOGGER                                   |          | 133      |                    |         |                    |                    |                    |                    | \$2,500            |                    |                    |                    |                    |                    |                               |                |
| 2015                          | PROFILER (REFER TO 329E SKID STEER)      |          | 120      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2015                          | HOWARD PORTER ROAD BROOM                 |          | 134      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 1993                          | FREE ROLLER                              | PRLR7    | 135      |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| 2003                          | DRAINAGE CREW TRAILER                    | PTRL8    |          |                    | 1667    |                    |                    |                    |                    |                    |                    |                    | \$2,500            |                    |                    |                               |                |
| 2014                          | PORTABLE TRAFFIC LIGHTS (BARTCO)         | PTRL16   | 119      |                    | 1786    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| NEW                           | PLANT TRAILER FOR 5T TRUCK               |          |          |                    |         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                               |                |
| NEW                           | ROAD STABILIZER                          |          |          |                    |         |                    |                    |                    |                    |                    |                    | \$50,000           |                    |                    |                    |                               |                |
| <b>TOTAL NET EXPENSES</b>     |  |          |          |                    |         | \$455,000          | \$311,000          | \$345,000          | \$229,500          | \$249,500          | \$252,000          | \$492,000          | \$62,000           | \$142,000          | \$470,000          |                               |                |
| Opening Plant Reserve Balance |  |          |          |                    |         | \$668,887          | \$414,547          | \$359,765          | \$270,162          | \$294,714          | \$299,635          | \$302,129          | \$64,661           | \$253,631          | \$365,436          |                               |                |
| Plant Reserve Outgoing        |  |          |          |                    |         | (\$455,000)        | (\$311,000)        | (\$345,000)        | (\$229,500)        | (\$249,500)        | (\$252,000)        | (\$492,000)        | (\$62,000)         | (\$142,000)        | (\$470,000)        |                               |                |
| Plant Reserve Incoming        |  |          |          |                    |         | \$200,000          | \$250,000          | \$250,000          | \$250,000          | \$250,000          | \$250,000          | \$250,000          | \$250,000          | \$250,000          | \$250,000          |                               |                |
| RESERVE INTEREST              |  |          |          |                    |         | \$660              | \$6,218            | \$5,396            | \$4,052            | \$4,421            | \$4,495            | \$4,532            | \$970              | \$3,804            | \$5,482            |                               |                |
| RESERVE BAL'S @ JUN 30        |  |          |          |                    |         | \$414,547          | \$359,765          | \$270,162          | \$294,714          | \$299,635          | \$302,129          | \$64,661           | \$253,631          | \$365,436          | \$150,917          |                               |                |

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

| Transaction ID               | Date       | Name  | Description   | Amount           |
|------------------------------|------------|---|---|------------------|
| <b>Municipal Account</b>     |            |   |   |                  |
| <b>EFT Payments</b>          |            |   |   |                  |
| EFT6250                      | 22/07/2022 | Hall Electrical & Data Services                   | Emergency Repairs for Oven- Unit 2 Wattleville  | -241.45          |
| EFT6251                      | 22/07/2022 | thinkproject Australia Pty Ltd                    | RAMMS Transport Asset Annual Support and Maintenance Fee for 1/7/2022 to 30/6/2023  | -7540.46         |
| EFT6252                      | 22/07/2022 | Dallywater Consulting                             | EHO Services- Onsite Hours 46hrs- April 2021 @ \$70.00 p/h & June 2021 @\$130 p/h Total Travel Chittering and return (7.2hrs x 676km) x 2 | -8903.84         |
| EFT6253                      | 22/07/2022 | Geoff John Williamson T/A Katanning Districts     | Weekly Cleaning- Pavillion 29/6/2022 Shire Office- 3/7/2022   | -945.00          |
| EFT6254                      | 22/07/2022 | Dolphin Settlements                               | Rates refund for assessment A527 LOT 142 MCDONALD ROAD WOODANILLING WA 6316   | -536.24          |
| EFT6255                      | 22/07/2022 | Conplant Pty Ltd                                  | Hire of Multi Tyre Roller- 1/6/2022 to 30/06/2022   | -4224.00         |
| EFT6256                      | 22/07/2022 | Synergy   | Synergy- Street Lighting 25/5/2022 to 24/6/2022   | -944.70          |
| EFT6257                      | 22/07/2022 | Great Southern Fuel Supplies                      | Bulk Diesel- 4700litres @ \$2.2332 p/l  | -12285.37        |
| EFT6258                      | 22/07/2022 | Shire of Katanning                                | CESM Contribution Costs- Salary, Superannuation, ITC Costs, Vehicle Costs   | -4307.70         |
| EFT6259                      | 22/07/2022 | Department of Mines, Industry Regulation & Safety | Annual Remittance of BSL  | -4531.47         |
| EFT6260                      | 22/07/2022 | Hanson Construction Material Pty Ltd              | 7MM Blue Metal for Oxley Road- 22.88 Tonne  | -1057.06         |
| EFT6261                      | 22/07/2022 | Katanning Glass Supplies                          | Supply Only of Clear Laminated Safety Glass- Rec Centre Broken Door   | -132.00          |
| EFT6262                      | 22/07/2022 | Staff Christmas Club                              | Payroll deductions  | -1108.00         |
| EFT6263                      | 22/07/2022 | Ambrose Electrical Contracting                    | Check Genset- Remove Link to Enable Pump to be Powered by RCD Proctected Genset OCM61/06/22   | -80.00           |
| EFT6264                      | 29/07/2022 | Geoff John Williamson T/A Katanning Districts     | Weekly Cleanbing- Pavillion 20/7/2022 Shire Office- 24/7/2022   | -315.00          |
| EFT6265                      | 29/07/2022 | One Music Australia                               | OneMusic Subscription 1/7/2022 to 30/06/2023  | -350.00          |
| EFT6266                      | 29/07/2022 | Wal's Welding Fabrication & Repairs               | Repair Water Tank Frame after tag out has occurred  | -1443.42         |
| EFT6267                      | 29/07/2022 | PCS   | ITC Services and Charges for 23/6/2022 to 7/7/2022. Monthly Monitoring- June 2022   | -977.50          |
| EFT6268                      | 29/07/2022 | Local Government Professionals Australia WA       | Local Government Professionals 2022/2023 Full Membership CEO  | -1062.00         |
| EFT6269                      | 29/07/2022 | BTW Rural Supplies                                | Oil for Chainshaw- Tree Pruning   | -120.00          |
| EFT6270                      | 29/07/2022 | Staff Christmas Club                              | Payroll deductions  | -227.00          |
| <b>EFT Total Payments</b>    |            |   |   | <b>51,332.21</b> |
| <b>Cheque Payments</b>       |            |   |   |                  |
| 15359                        | 29/07/2022 | Petty Cash Recoup                                 | Petty Cash Reimbursement- July 2022   | -203.30          |
| 15360                        | 29/07/2022 | Department of Transport                           | 12 month Vehcile registration- Shire of Woodanilling  | -7261.85         |
| <b>Total Cheque Payments</b> |            |   |   | <b>7,465.15</b>  |
| <b>Direct Debit Payments</b> |            |   |   |                  |
| DD4221.1                     | 04/07/2022 | Water Corporation                                 | Water Charges and Usage- Baptist Church 11/4/2022 to 10/6/2022  | -144.63          |
| DD4221.4                     | 05/07/2022 | Water Corporation                                 | Water Charges and Usage- Centenary Park 12/4/2022 to 13/6/2022  | -481.68          |

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

|          |            |                                 |  |          |
|----------|------------|---------------------------------|--|----------|
| DD4251.1 | 11/07/2022 | Water Corporation               | Water Service Charge & Usage- Standpipe Burt Road April to June 2022 | -6145.52 |
| DD4258.1 | 14/07/2022 | Telstra                         | Telstra Mobile Distribution- 25/6/2022 to 24/7/2022                  | -321.94  |
| DD4281.1 | 04/07/2022 | NAB - Credit Card               | Credit Card Fee- June 2022   | -709.11  |
| DD4283.1 | 06/07/2022 | Aware Super                     | Payroll deductions   | -1064.91 |
| DD4283.2 | 06/07/2022 | Australian Superannuation       | Superannuation contributions   | -401.90  |
| DD4283.3 | 06/07/2022 | QSuper - Payclear               | Superannuation contributions   | -156.49  |
| DD4283.4 | 06/07/2022 | Hesta                           | Payroll deductions   | -433.95  |
| DD4283.5 | 06/07/2022 | Colonial Select Personnel Super | Superannuation contributions   | -102.63  |
| DD4283.6 | 06/07/2022 | REST                            | Superannuation contributions   | -188.09  |
| DD4283.7 | 06/07/2022 | OnePath Custodians              | Superannuation contributions   | -157.85  |
| DD4287.1 | 13/07/2022 | Aware Super                     | Payroll deductions   | -1277.44 |
| DD4287.2 | 13/07/2022 | Australian Superannuation       | Superannuation contributions   | -289.32  |
| DD4287.3 | 13/07/2022 | QSuper - Payclear               | Superannuation contributions   | -166.04  |
| DD4287.4 | 13/07/2022 | Hesta                           | Payroll deductions   | -451.28  |
| DD4287.5 | 13/07/2022 | Colonial Select Personnel Super | Superannuation contributions   | -112.79  |
| DD4287.6 | 13/07/2022 | REST                            | Superannuation contributions   | -206.67  |
| DD4287.7 | 13/07/2022 | OnePath Custodians              | Superannuation contributions   | -131.41  |
| DD4295.1 | 15/07/2022 | 3E Advantage Pty Limited        | Photocopier Rental- July 2022  | -165.00  |
| DD4298.1 | 20/07/2022 | Aware Super                     | Payroll deductions   | -1161.87 |
| DD4298.2 | 20/07/2022 | Australian Superannuation       | Superannuation contributions   | -255.87  |
| DD4298.3 | 20/07/2022 | QSuper - Payclear               | Superannuation contributions   | -206.04  |
| DD4298.4 | 20/07/2022 | Hesta                           | Payroll deductions   | -453.00  |
| DD4298.5 | 20/07/2022 | Colonial Select Personnel Super | Superannuation contributions   | -112.79  |
| DD4298.6 | 20/07/2022 | REST                            | Superannuation contributions   | -192.28  |
| DD4298.7 | 20/07/2022 | OnePath Custodians              | Superannuation contributions   | -136.15  |
| DD4302.2 | 28/07/2022 | ClickSuper                      | Transaction and Facility Fee- June 2022                              | -18.81   |
| DD4306.1 | 20/07/2022 | SkyMesh                         | Internet Contract- 20/7/2022 to 19/8/2022                            | -125.00  |
| DD4311.1 | 27/07/2022 | Aware Super                     | Payroll deductions   | -1165.89 |
| DD4311.2 | 27/07/2022 | Australian Superannuation       | Superannuation contributions   | -255.87  |
| DD4311.3 | 27/07/2022 | QSuper - Payclear               | Superannuation contributions   | -206.04  |
| DD4311.4 | 27/07/2022 | Hesta                           | Payroll deductions   | -451.28  |
| DD4311.5 | 27/07/2022 | Colonial Select Personnel Super | Superannuation contributions   | -112.79  |
| DD4311.6 | 27/07/2022 | REST                            | Superannuation contributions   | -200.87  |
| DD4311.7 | 27/07/2022 | OnePath Custodians              | Superannuation contributions   | -89.97   |

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|                                    |  |  |  |                  |
|------------------------------------|--|--|--|------------------|
| <b>Total Direct Debit Payments</b> |  |  |  | <b>18,253.17</b> |
|------------------------------------|--|--|--|------------------|

|  |  |  |  |                         |
|--|--|--|--|-------------------------|
| Municipal Account List of Payments Total |  |  |  | <u><b>77,050.53</b></u> |
|--|--|--|--|-------------------------|

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

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

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**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2022**

**STATUTORY REPORTING PROGRAMS**

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

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

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

|   | Ref<br>Note | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) |
|---|-------------|----------------------|----------------------|
|   |             | \$                   | \$                   |
| <b>Opening funding surplus / (deficit)</b>                    | 1(c)        | 0                    | 796,641              |
| <b>Revenue from operating activities</b>                      |             |                      |                      |
| Governance  |             |                      | 0                    |
| General purpose funding - general rates                       | 5           |                      | 0                    |
| General purpose funding - other                               |             |                      | 942                  |
| Law, order and public safety                                  |             |                      | 0                    |
| Health  |             |                      | 0                    |
| Education and welfare   |             |                      | 4,365                |
| Housing   |             |                      | 2,689                |
| Community amenities   |             |                      | 4,752                |
| Recreation and culture  |             |                      | 473                  |
| Transport   |             |                      | 102,983              |
| Economic services   |             |                      | 2,566                |
| Other property and services                                   |             |                      | 0                    |
|   |             | 0                    | 118,770              |
| <b>Expenditure from operating activities</b>                  |             |                      |                      |
| Governance  |             |                      | (13,982)             |
| General purpose funding                                       |             |                      | (2,129)              |
| Law, order and public safety                                  |             |                      | (6,264)              |
| Health  |             |                      | (3,932)              |
| Education and welfare   |             |                      | (314)                |
| Housing   |             |                      | (1,684)              |
| Community amenities   |             |                      | (14,297)             |
| Recreation and culture  |             |                      | (9,794)              |
| Transport   |             |                      | (91,383)             |
| Economic services   |             |                      | (2,384)              |
| Other property and services                                   |             |                      | 8,801                |
|   |             | 0                    | (137,361)            |
| Non-cash amounts excluded from operating activities           | 1(a)        |                      | 0                    |
| <b>Amount attributable to operating activities</b>            |             | 0                    | (18,592)             |
| <b>Investing Activities</b>                                   |             |                      |                      |
| Payments for property, plant and equipment and infrastructure | 6           |                      | (33,881)             |
| <b>Amount attributable to investing activities</b>            |             | 0                    | (33,881)             |
| <b>Financing Activities</b>                                   |             |                      |                      |
| Transfer to reserves  | 7           |                      | (170)                |
| <b>Amount attributable to financing activities</b>            |             | 0                    | (170)                |
| <b>Closing funding surplus / (deficit)</b>                    | 1(c)        | 0                    | 743,998              |

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted threshold. Refer to Note 14 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 JULY 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 JULY 2022**

|   | Ref<br>Note | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) |
|---|-------------|----------------------|----------------------|
|   |             | \$                   | \$                   |
| <b>Opening funding surplus / (deficit)</b>                    | 1(c)        | 0                    | 796,641              |
| <b>Revenue from operating activities</b>                      |             |                      |                      |
| Rates   | 5           |                      | 0                    |
| Specified area rates  | 5           |                      | 0                    |
| Operating grants, subsidies and contributions                 | 9           |                      | 88,282               |
| Fees and charges  |             |                      | 30,045               |
| Service charges   |             |                      | 0                    |
| Interest earnings   |             |                      | 442                  |
| Other revenue   |             |                      | 0                    |
| Profit on disposal of assets                                  | 6           | 0                    | 0                    |
|   |             | <b>0</b>             | <b>118,769</b>       |
| <b>Expenditure from operating activities</b>                  |             |                      |                      |
| Employee costs  |             |                      | (79,751)             |
| Materials and contracts                                       |             |                      | (69,108)             |
| Utility charges   |             |                      | (1,483)              |
| Depreciation on non-current assets                            |             |                      | 0                    |
| Interest expenses   |             |                      | 0                    |
| Insurance expenses  |             |                      | 0                    |
| Other expenditure   |             |                      | 12,981               |
| Loss on disposal of assets                                    | 6           |                      | 0                    |
|   |             | <b>0</b>             | <b>(137,361)</b>     |
| Non-cash amounts excluded from operating activities           | 1(a)        | 0                    | 0                    |
| <b>Amount attributable to operating activities</b>            |             | <b>0</b>             | <b>(18,592)</b>      |
| <b>Investing activities</b>                                   |             |                      |                      |
| Payments for property, plant and equipment and infrastructure | 6           | 0                    | (33,881)             |
| <b>Amount attributable to investing activities</b>            |             | <b>0</b>             | <b>(33,881)</b>      |
| <b>Financing Activities</b>                                   |             |                      |                      |
| Transfer to reserves  | 7           |                      | (170)                |
| <b>Amount attributable to financing activities</b>            |             | <b>0</b>             | <b>(170)</b>         |
| <b>Closing funding surplus / (deficit)</b>                    | 1(c)        | <b>0</b>             | <b>743,998</b>       |

**KEY INFORMATION**

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

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

## **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 17 August 2022

## **SIGNIFICANT ACCOUNTING POLICES**

### **CRITICAL ACCOUNTING ESTIMATES**

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

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 11 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.

(a) Non-cash items excluded from operating activities

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

|  | Notes | Amended Budget | YTD Budget (a) | YTD Actual (b) |
|--|-------|----------------|----------------|----------------|
|  |       | \$             | \$             | \$             |
| <b>Non-cash items excluded from operating activities</b>       |       |                |                |                |
| Adjustments to operating activities                            |       | 0              | 0              | 0              |
| <b>Total non-cash items excluded from operating activities</b> |       | <b>0</b>       | <b>0</b>       | <b>0</b>       |

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

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

|  |   | Last Year Closing<br>30 June 2022 | This Time Last Year<br>31 July 2021 | Year to Date<br>31 July 2022 |
|--|---|-----------------------------------|-------------------------------------|------------------------------|
| <b>Adjustments to net current assets</b>       |   |                                   |                                     |                              |
| Less: Reserves - restricted cash               | 7 | (869,087)                         | (849,912)                           | (869,257)                    |
| <b>Total adjustments to net current assets</b> |   | <b>(869,087)</b>                  | <b>(849,912)</b>                    | <b>(869,257)</b>             |

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

|  |      |                  |                  |                  |
|--|------|------------------|------------------|------------------|
| <b>Current assets</b>                                |      |                  |                  |                  |
| Cash and cash equivalents                            | 2    | 1,865,278        | 1,346,960        | 1,859,638        |
| Rates receivables                                    | 3    | 78,123           | 70,604           | 73,348           |
| Receivables  | 3    | 17,328           | 49,367           | 24,263           |
| Other current assets                                 | 4    | 28,371           | 9,571            | 28,371           |
| <b>Less: Current liabilities</b>                     |      |                  |                  |                  |
| Payables   | 5    | (111,891)        | (172,651)        | (163,106)        |
| Prior Year Adjustment (per audited financials)       |      | (1,416)          |                  |                  |
| Contract liabilities                                 | 8    | (92,836)         | (122,289)        | (98,070)         |
| Provisions   | 8    | (117,229)        | (128,010)        | (117,229)        |
| <b>Less: Total adjustments to net current assets</b> | 1(b) | <b>(869,087)</b> | <b>(848,912)</b> | <b>(869,257)</b> |
| <b>Closing funding surplus / (deficit)</b>           |      | <b>796,641</b>   | <b>204,640</b>   | <b>743,998</b>   |

CURRENT AND NON-CURRENT CLASSIFICATION

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

| Description                          | Classification            | Unrestricted<br>\$ | Restricted<br>\$ | Total<br>Cash<br>\$ | Trust<br>\$ | Institution | Interest<br>Rate | Maturity<br>Date |
|--------------------------------------|---------------------------|--------------------|------------------|---------------------|-------------|-------------|------------------|------------------|
| <b>Cash on hand</b>                  |                           |                    |                  |                     |             |             |                  |                  |
| Municipal - Cash at Bank             | Cash and cash equivalents | 989,931            | 0                | 989,931             |             | 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                  | 869,257          | 869,257             |             | NAB         | 0.10%            | NA               |
| Trust - Cash at Bank                 | Cash and cash equivalents | 0                  | 0                | 0                   | 0           | NAB         | 0.00%            | NA               |
| <b>Total</b>                         |                           | <b>990,381</b>     | <b>869,257</b>   | <b>1,859,638</b>    | <b>0</b>    |             |                  |                  |
| <b>Comprising</b>                    |                           |                    |                  |                     |             |             |                  |                  |
| Cash and cash equivalents            |                           | 990,381            | 869,257          | 1,859,638           | 0           |             |                  |                  |
|                                      |                           | <b>990,381</b>     | <b>869,257</b>   | <b>1,859,638</b>    | <b>0</b>    |             |                  |                  |

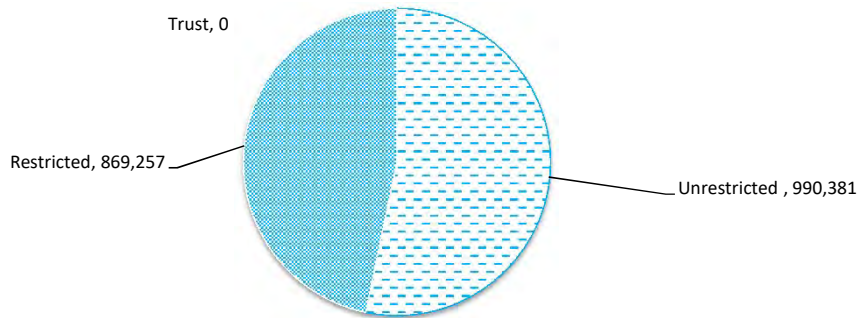
**KEY INFORMATION**

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

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

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

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



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

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

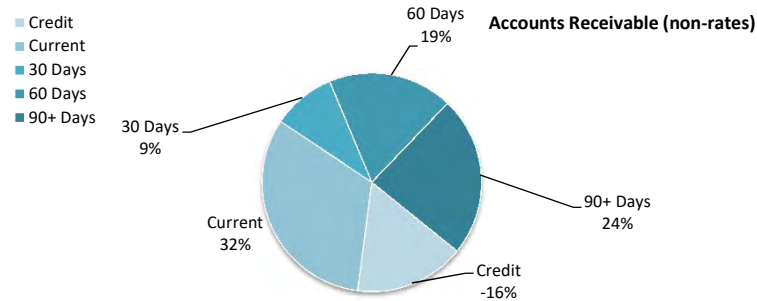
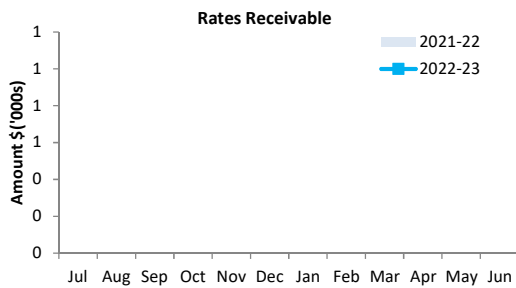
| Rates receivable               | 30 Jun 2022   | 31 Jul 2022   |
|--------------------------------|---------------|---------------|
|                                | \$            | \$            |
| Opening arrears previous years | 62,125        | 78,123        |
| Levied this year               | 770,057       | 0             |
| Less - collections to date     | (754,059)     | (4,775)       |
| Equals current outstanding     | <b>78,123</b> | <b>73,348</b> |
| <b>Net rates collectable</b>   | <b>78,123</b> | <b>73,348</b> |
| % Collected                    | 90.6%         | 6.1%          |

| Receivables - general                        | Credit  | Current | 30 Days | 60 Days | 90+ Days | Total         |
|--|---------|---------|---------|---------|----------|---------------|
|  | \$      | \$      | \$      | \$      | \$       | \$            |
| Receivables - general                        | (900)   | 1,793   | 516     | 1,020   | 1,314    | 3,744         |
| Percentage                                   | (24.0%) | 47.9%   | 13.8%   | 27.3%   | 35.1%    |               |
| <b>Balance per trial balance</b>             |         |         |         |         |          |               |
| GST receivable                               |         |         |         |         |          | 20,519        |
| <b>Total receivables general outstanding</b> |         |         |         |         |          | <b>24,263</b> |

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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





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

**KEY INFORMATION**

**Inventory**

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

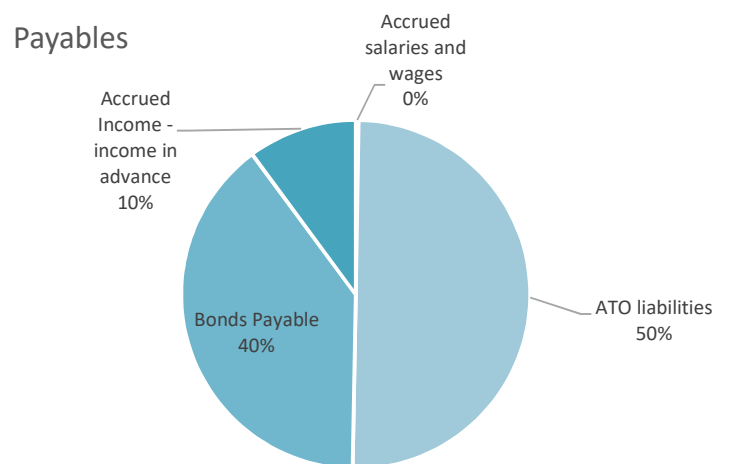
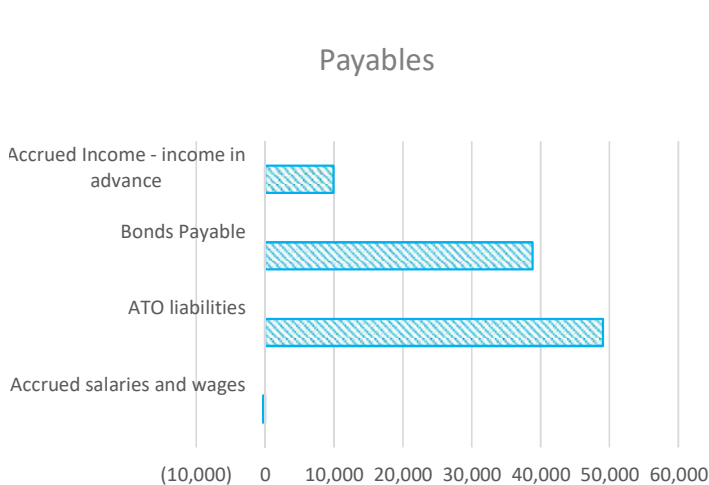
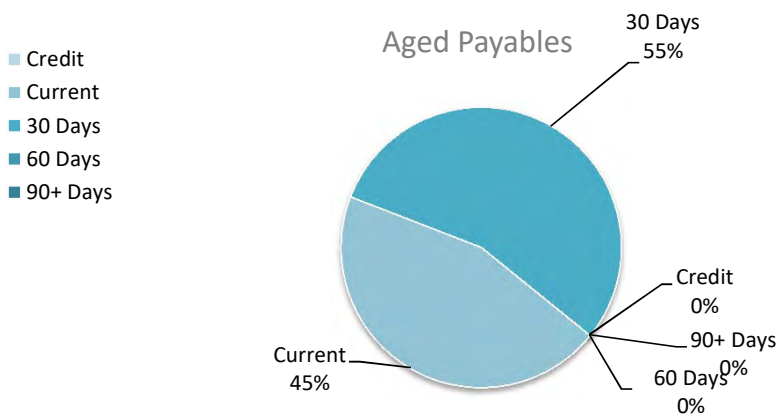
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

| Payables - general                        | Credit | Current | 30 Days | 60 Days | 90+ Days | Total          |
|---|--------|---------|---------|---------|----------|----------------|
|   | \$     | \$      | \$      | \$      | \$       | \$             |
| Payables - general                        | 0      | 29,528  | 36,019  | 0       | 0        | 65,547         |
| Percentage                                | 0%     | 45%     | 55%     | 0%      | 0%       |                |
| <b>Balance per trial balance</b>          |        |         |         |         |          |                |
| Accrued salaries and wages                |        |         |         |         |          | (263)          |
| ATO liabilities                           |        |         |         |         |          | 49,062         |
| Bonds Payable                             |        |         |         |         |          | 38,833         |
| Accrued Income - income in advance        |        |         |         |         |          | 9,927          |
| <b>Total payables general outstanding</b> |        |         |         |         |          | <b>163,106</b> |

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



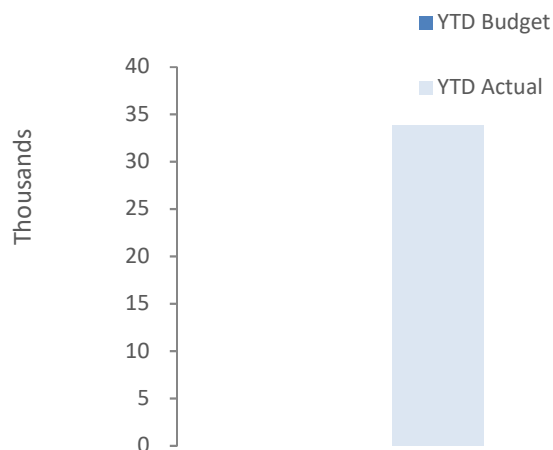
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2022**

**INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS**

| Capital acquisitions                     | Budget   | YTD Budget | YTD Actual    | YTD Actual<br>Variance |
|--|----------|------------|---------------|------------------------|
|  | \$       | \$         | \$            | \$                     |
| Infrastructure - roads                   |          |            | 33,881        | 33,881                 |
| <b>Payments for Capital Acquisitions</b> | <b>0</b> | <b>0</b>   | <b>33,881</b> | <b>33,881</b>          |
| <b>Capital Acquisitions Funded By:</b>   |          |            |               |                        |
|  | \$       | \$         | \$            | \$                     |
| Contribution - operations                | 0        | 0          | 33,881        | 33,881                 |
| <b>Capital funding total</b>             | <b>0</b> | <b>0</b>   | <b>33,881</b> | <b>33,881</b>          |

**SIGNIFICANT ACCOUNTING POLICIES**

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



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

**OPERATING ACTIVITIES  
NOTE 7  
CASH RESERVES**

**Cash backed reserve**

| Reserve name               | Opening Balance | Actual Transfers       |        | Actual Transfers Out (-) | Actual YTD Closing Balance |
|----------------------------|-----------------|------------------------|--------|--------------------------|----------------------------|
|                            |                 | Actual Interest Earned | In (+) |                          |                            |
|                            | \$              | \$                     | \$     | \$                       | \$                         |
| Plant replacement reserve  | 669,024         | 132                    | 0      | 0                        | 669,156                    |
| Building reserve           | 42,092          | 7                      | 0      | 0                        | 42,100                     |
| Affordable housing reserve | 102,311         | 20                     | 0      | 0                        | 102,331                    |
| Office equipment reserve   | 14,031          | 2                      | 0      | 0                        | 14,033                     |
| Road construction reserve  | 21,628          | 4                      | 0      | 0                        | 21,632                     |
| Staff leave Reserve        | 20,000          | 5                      |        |                          | 20,005                     |
|                            | <b>869,087</b>  | <b>170</b>             |        |                          | <b>869,257</b>             |

| Other current liabilities                                     | Note | Opening<br>Balance<br>1 July 2022 | Liability<br>Increase | Liability<br>Reduction | Closing<br>Balance<br>31 July 2022 |
|---|------|-----------------------------------|-----------------------|------------------------|------------------------------------|
|   |      | \$                                | \$                    | \$                     | \$                                 |
| <b>Contract liabilities</b>                                   |      |                                   |                       |                        |                                    |
| Unspent grants, contributions and reimbursements              |      |                                   |                       |                        |                                    |
| - operating   | 9    | 7,461                             | 5,233                 | 0                      | 12,694                             |
| - non-operating   | 10   | 85,375                            | 0                     | 0                      | 85,375                             |
| <b>Total unspent grants, contributions and reimbursements</b> |      | 92,836                            | 5,233                 | 0                      | 98,069                             |
| <b>Provisions</b>   |      |                                   |                       |                        |                                    |
| Annual leave  |      | 84,931                            | 0                     | 0                      | 84,931                             |
| Long service leave  |      | 32,298                            | 0                     | 0                      | 32,298                             |
| <b>Total Provisions</b>                                       |      | 117,229                           | 0                     | 0                      | 117,229                            |
| <b>Total other current liabilities</b>                        |      | <b>210,065</b>                    | <b>5,233</b>          | <b>0</b>               | <b>215,298</b>                     |
| <b>Amounts shown above include GST (where applicable)</b>     |      |                                   |                       |                        |                                    |

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 9 and 10

#### 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 JULY 2022

NOTE 9

OPERATING GRANTS AND CONTRIBUTIONS

| Provider                              | Unspent operating grant, subsidies and contributions liability |                             |  |                          |                                     | YTD Revenue<br>Actual |
|---------------------------------------|--|-----------------------------|--|--------------------------|-------------------------------------|-----------------------|
|                                       | Liability<br>1 July 2022                                       | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>31 Jul 2022 | Current<br>Liability<br>31 Jul 2022 |                       |
|                                       | \$   | \$                          | \$                                     | \$                       | \$                                  | \$                    |
| <b>Operating grants and subsidies</b> |  |                             |  |                          |                                     |                       |
| <b>General purpose funding</b>        |  |                             |  |                          |                                     |                       |
| Grants Commission - General           |  |                             |  | 0                        | 0                                   |                       |
| Grants Commission - Roads             |  |                             |  | 0                        | 0                                   |                       |
| <b>Law, order, public safety</b>      |  |                             |  |                          |                                     |                       |
| DFES - Bushfire Brigade               | 7,461  | 5,233                       | 0                                      | 12,694                   | 12,694                              |                       |
| ESL Grant                             |  |                             |  | 0                        | 0                                   | 0                     |
| <b>Education and welfare</b>          |  |                             |  |                          |                                     |                       |
| Well Aged Housing Grants              |  |                             |  | 0                        |                                     |                       |
| <b>Transport</b>                      |  |                             |  |                          |                                     |                       |
| RRG Direct Funding Grant              |  |                             |  | 0                        |                                     | 87,416                |
| <b>Other property and services</b>    |  |                             |  |                          |                                     |                       |
|                                       |  |                             |  | 0                        |                                     |                       |
|                                       | <b>7,461</b>   | <b>5,233</b>                | <b>0</b>                               | <b>12,694</b>            | <b>12,694</b>                       | <b>87,416</b>         |
| <b>Operating contributions</b>        |  |                             |  |                          |                                     |                       |
| <b>Governance</b>                     |  |                             |  |                          |                                     |                       |
| Traineeship Incentives                |  |                             |  |                          |                                     |                       |
| <b>General purpose funding</b>        |  |                             |  |                          |                                     |                       |
| Legal Fees Recovered                  |  |                             |  |                          |                                     |                       |
| <b>Education and welfare</b>          |  |                             |  |                          |                                     |                       |
| Income relating to Well Aged Housing  |  |                             |  |                          |                                     | 46                    |
| <b>Housing</b>                        |  |                             |  |                          |                                     |                       |
| Staff Housing Reimbursements          |  |                             |  |                          |                                     | 820                   |
| <b>Recreation and culture</b>         |  |                             |  |                          |                                     |                       |
| Insurance Recoveries                  |  |                             |  |                          |                                     |                       |
| <b>Other property and services</b>    |  |                             |  |                          |                                     |                       |
| FBT Reimbursements                    |  |                             |  |                          |                                     |                       |
| Income Relating to OHS                |  |                             |  |                          |                                     |                       |
| Diesel Fuel Rebates                   |  |                             |  |                          |                                     |                       |
| Reimbursement of LSL                  |  |                             |  | 0                        |                                     |                       |
|                                       | <b>0</b>   | <b>0</b>                    | <b>0</b>                               | <b>0</b>                 | <b>0</b>                            | <b>866</b>            |
| <b>TOTALS</b>                         | <b>7,461</b>   | <b>5,233</b>                | <b>0</b>                               | <b>12,694</b>            | <b>12,694</b>                       | <b>88,283</b>         |

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

NOTE 10  
NON-OPERATING GRANTS AND CONTRIBUTIONS

| Provider                                  | Unspent non operating grants, subsidies and contributions liability |                             |  |                          |                                     | YTD Revenue<br>Actual<br>(b)<br>\$ |
|---|---|-----------------------------|--|--------------------------|-------------------------------------|------------------------------------|
|   | Liability<br>1 July 2022  | Increase<br>in<br>Liability | Liability<br>Reduction<br>(As revenue) | Liability<br>31 Jul 2022 | Current<br>Liability<br>31 Jul 2022 |                                    |
|   | \$  | \$                          | \$                                     | \$                       | \$                                  |                                    |
| <b>Non-operating grants and subsidies</b> |   |                             |  |                          |                                     |                                    |
| <b>Law, order, public safety</b>          |   |                             |  |                          |                                     |                                    |
| Grant - Water Tanks                       | 0   | 0                           | 0                                      | 0                        | 0                                   |                                    |
| <b>Community amenities</b>                |   |                             |  |                          |                                     |                                    |
| LRCIP (P1) Townscape Enhancement          | (23,350)  | 0                           | 0                                      | (23,350)                 | (23,350)                            |                                    |
| LRCIP (P2)                                |   |                             |  | 0                        |                                     |                                    |
| <b>Transport</b>                          |   |                             |  |                          |                                     |                                    |
| Regional Road Group - Project Funding     | 58,667  | 0                           | 0                                      | 58,667                   | 58,667                              |                                    |
| LCRI Phase 2                              | 44,089  | 0                           | 0                                      | 44,089                   | 44,089                              |                                    |
| R2R Grant                                 | 5,969   | 0                           | 0                                      | 5,969                    | 5,969                               |                                    |
|   | <b>85,375</b>   | <b>0</b>                    | <b>0</b>                               | <b>85,375</b>            | <b>85,375</b>                       | <b>0</b>                           |
|   | <b>0</b>  | <b>0</b>                    | <b>0</b>                               | <b>0</b>                 | <b>0</b>                            | <b>0</b>                           |

| Description          | Opening Balance | Amount   | Amount   | Closing Balance |
|----------------------|-----------------|----------|----------|-----------------|
|                      | 1 July 2022     | Received | Paid     | 31 Jul 2022     |
|                      | \$              | \$       | \$       | \$              |
| Landcare Receipts    | 8,608           |          |          | 8,608           |
| Unclaimed Monies     | 280             |          |          | 280             |
| WSRA                 | 1,340           |          |          | 1,340           |
| 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           |
|                      | <b>38,833</b>   | <b>0</b> | <b>0</b> | <b>38,833</b>   |





## APPLICATION FOR FLORA TAKING (COMMERCIAL) LICENCE- CROWN LAND

(Pursuant to Regulation 60 of the *Biodiversity Conservation Regulations 2018*)

**NOTE TO ALL APPLICANTS:**

- Please complete ALL sections, and all relevant forms. Further information may be obtained from the Wildlife Licensing Section, **9219 9836** or [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au).

**Application should be forwarded to:** Wildlife Licensing Section  
Department of Biodiversity, Conservation and Attractions (DBCA)  
Locked Bag 30, Bentley Delivery Centre, WA 6983.

Email to [wildlifelicensing@dbca.wa.gov.au](mailto:wildlifelicensing@dbca.wa.gov.au), faxed to (08) 9219 8242

|   |  |                                    |                                     |                                     |  |
|---|--|------------------------------------|-------------------------------------|-------------------------------------|--|
| <b>1. Applicant details</b>   |  |                                    |                                     |                                     |  |
| Mr / Mrs / Ms / Dr<br>(circle)  | First Name   | Wendy                              |                                     |                                     |  |
|   | Other names (middle)   | Joan                               |                                     |                                     |  |
|   | Surname  | Hayward                            |                                     |                                     |  |
| Residential Address   | 24 Richardson Street   |                                    |                                     |                                     |  |
| Suburb  | KATANNING  | Postcode                           | 6317                                | State                               | WA                                     |
| Postal Address  | PO BOX 37  |                                    |                                     |                                     |  |
| Suburb  | KATANNING  | Postcode                           | 6317                                | State                               | WA                                     |
| Email:  | <a href="mailto:wendy.hayward@iinet.net.au">wendy.hayward@iinet.net.au</a> |                                    |                                     |                                     |  |
| Phone Contact No.   | 0414321718   | Date of Birth                      | 18/07 / 1962                        |                                     |  |
| Previous Licence No.  | Nil  | Previous Licence expiry            | / /                                 |                                     |  |
| <b>Proof of identification</b> (photo identification required, eg, <u>driver's licence</u> , passport)                            |  |                                    |                                     | <input checked="" type="checkbox"/> | <b>Attached</b>                        |
| <b>2. Prior Convictions</b>   |  |                                    |                                     |                                     |  |
| Have you been convicted of any wildlife or plant related offence in the past 5 years?   |  |                                    |                                     | <input type="checkbox"/> Yes        | <input checked="" type="checkbox"/> No |
| If Yes, please provide details (offence, date)  |  |                                    |                                     |                                     |  |
| <b>3. Locations to which application applies</b> (detail all that you propose to collect on)                                      |  |                                    |                                     |                                     |  |
| <b>Tenure</b>   | Select that which applies or write details                                 |                                    |                                     |                                     |  |
| <b>State Forest</b><br><small>(permission granted by the relevant DBCA district/region via a 'Location Lawful Authority')</small> | <input type="checkbox"/> Swan Coastal                                      | <input type="checkbox"/> Donnelly  | <input type="checkbox"/> Wellington |                                     |  |
|   | <input type="checkbox"/> Perth Hills                                       | <input type="checkbox"/> Frankland | <input type="checkbox"/> Blackwood  |                                     |  |
| <b>Please provide a list of the Forest blocks you intend to collect from per District</b>   |  |                                    |                                     | <input type="checkbox"/>            | <b>Attached</b>                        |

|   |                                    |                                     |                                    |
|---|------------------------------------|-------------------------------------|------------------------------------|
| <b>Unallocated Crown land (UCL)</b><br>(permission granted by the relevant DBCA district/region via an 'Access to land' permission) | <input type="checkbox"/> Moora     | <input type="checkbox"/> Goldfields | <input type="checkbox"/> Wheatbelt |
|   | <input type="checkbox"/> Geraldton | <input type="checkbox"/> Pilbara    | <input type="checkbox"/> Kimberley |

Please provide a list of the UCL you intend to collect from per District  Attached

**Crown land not managed by DBCA**

(written permission must be obtained from the relevant Crown land manager eg. LGA/Department/etc)

Crown land manager/s: Woodanilling Shire  
Shenton Road

**4. Flora to be taken**

- Seed** of all flora, other than threatened or priority species – attach a list of species if collecting in State Forest or UCL
- Stems** of all flora, other than threatened or priority species – attach a list of species if collecting in State Forest or UCL
- Targeted species (attach list if more space is required)

| Scientific name                            | Common name         | Part to be taken (eg. Flowering stems, cones, seeds, whole plant, etc) | Quantity    | Location                      |
|--|---------------------|--|-------------|-------------------------------|
| <i>(EXAMPLE)</i><br><i>Banksia grandis</i> | <i>Bull banksia</i> | <i>cones</i>   | <i>100</i>  | <i>State Forest Blackwood</i> |
| Santalum Acuminatum                        | Quandong            | seed   | 100 - 200kg |                               |
|  |                     |  |             |                               |

**5. Other information**

Please attach any other documentation or comments relevant to your application (eg. Proof of salvage/clearing permit documents if whole plants are to be taken)

**6. Duration of licence and fees (tick one)**

Payment details on last page

|  | Duration                                    | Fee   |
|--|---|-------|
| <b>Renewal application fee</b><br><i>Note: A renewal is only granted when an application is received prior to a current licence expiring. Please ensure your returns are up to date or attached.</i> | <input type="checkbox"/> 1 year             | \$120 |
|  | <input type="checkbox"/> 3 years            | \$230 |
| <b>New application fee</b>   | <input type="checkbox"/> 1 year             | \$145 |
|  | <input checked="" type="checkbox"/> 3 years | \$255 |

**7. Use and disclosure of information**

Information that you provide will be used and disclosed in accordance with sections 274 and 275 of the Biodiversity Conservation Act 2016 (WA). This may include use for licence monitoring and compliance, to inform you of any licence of legislative requirements or changes, to seek your feedback on wildlife related licensing and legislation, and disclosure to other State and Commonwealth agencies for administration or enforcement purposes. You also consent to the release of information concerning the grant of the licence, and of any conditions of the licence, in response to inquiries made to the Department.



**8. Declaration by applicant**

|                                     |     |   |
|-------------------------------------|-----|---|
| <input checked="" type="checkbox"/> | Yes | I understand that there are penalties for making false or misleading statements in or in connection with a licence application and that making false or misleading statements may lead to the cancellation of my licence and may affect my ability to hold licences in the future. All details provided by me to DBCA in relation to this application are true and correct, and I consent to the use and disclosure of information for the purposes described in the 'Use and disclosure of information' section above. |
| Signed: <i>Mindy Hayward</i>        |     | Date: <u>22 / 07 / 2022</u>   |

**PAYMENT METHODS**

|                          |   |  |   |
|--------------------------|---|--|---|
| <input type="checkbox"/> | CASH (enclosed)                                   |  |   |
| <input type="checkbox"/> | CHEQUE /<br>MONEY ORDER (enclosed)                | Payable to Department of Biodiversity, Conservation and Attractions ("DBCA") to be attached to completed application form. |   |
| <input type="checkbox"/> | EFT TRANSFER                                      | Acct Name: DBCA<br>BSB: 066-040<br>Account No.: 11300006   | Ref: "60 Surname, Initial"<br>(max 18 characters) |
| <input type="checkbox"/> | CREDIT CARD (details below)                       |  |   |
| <input type="checkbox"/> | Payment received at DBCA district/regional office | Date:  |   |
|                          |   | Name of officer:   |   |
|                          |   | <input type="checkbox"/> Copy of receipt attached  |   |

**\*Any details below will be detached and destroyed once payment is processed. Please print clearly**

**VISA / MASTERCARD (Please circle)**

Name of Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ACCESS TO LAND FOR A DESIGNATED ACTIVITY

(Pursuant to Regulation 101 of the *Biodiversity Conservation Regulations 2018*)

A person who is authorised to carry out a designated activity under a licence must not, for the purposes of the designated activity, enter land that is not in the possession or under the control of the holder of the licence without written authorisation of an owner or occupier of the land to enter the land and to carry out the designated activity.

**Written approval from the land owner or occupier must be attached to the licence during licensed activities.**

|   |   |  |    |
|---|---|--|----|
| <b>1. Designated Activity</b>   | Taking flora in accordance with a Biodiversity Conservation Regulations 2018 Reg 60 Flora taking (commercial purposes) licence.                         |  |    |
| <b>2. Land Owner / Occupier Information</b>   |   |  |    |
| <input type="checkbox"/> Land Owner / Land Owner representative   |   | <input type="checkbox"/> Land Occupier |    |
| First name  |   |  |    |
| Surname   |   |  |    |
| Job Title   |   |  |    |
| Phone contact No.   |   |  |    |
| Location details  |   |  |    |
| <b>3. Person authorised to take flora</b>   |   |  |    |
| First name  |   |  |    |
| Surname   |   |  |    |
| Residential address   |   |  |    |
| Phone contact No.   |   | Licence No. (reg 60)                   |    |
| <b>4. Approval</b>  |   |  |    |
| Approval is valid   | <input type="checkbox"/> Until r. 60 licence expiry of listed person  |  |    |
|   | <input type="checkbox"/> From   |  | to |
| <input type="checkbox"/>  | <b>I give approval for the person listed on this authorisation to take flora according to their BC Reg 60 licence, on the above-mentioned property.</b> |  |    |
| Signature   | Date signed   | ____ / ____ / ____                     |    |
| <b>5. Additional Information</b> (information relevant to access to the specified land for this designated purpose) |   |  |    |
|   |   |  |    |

**NOTE**

*This is not a prescribed form. Written authorisation to access land for this designated activity may be provided by a land owner/occupier in any format providing it details location (including lot or location number, street/road, suburb and local government authority where relevant), land owner or occupier name and contact phone number, the time period that the authorisation is valid for, and is signed and dated.*

*A land owner/occupier may revoke an access to land permission if the person licensed to undertake the designated activity is not acting in accordance with any information as indicated for access to the specified land.*



**DRIVER'S LICENCE**  
WESTERN AUSTRALIA



HAYWARD,  
WENDY JOAN  
24 RICHARDSON ST  
KATANNING WA 6317

EXPIRY DATE  
**4 Jun 2023**

DATE OF BIRTH  
**18 Jul 1962**

CLASS  
**C**

*Wendy J Hayward*

Department of  
Transport

LICENCE NUMBER  
**3101305**



**18071862**



# EMAIL BACK

## Voting Delegate Registration 2022 WALGA Annual General Meeting



All Member Councils are entitled to be represented by two voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Monday, 3 October 2022 at Crown Perth.

In the event one or both of the registered Voting Delegates is unable to attend, provision is made for two Proxy Voting Delegates to be registered.

Only registered Voting Delegates or Proxies will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please complete, sign and return this form before **5:00pm Friday, 23 September**.

| VOTING DELEGATES                                   | PROXY VOTING DELEGATES          |
|--|---------------------------------|
| Name of Voting Delegates:                          | Name of Proxy Voting Delegates: |
| Delegate 1: .....                                  | Proxy 1: .....                  |
| Delegate 2: .....                                  | Proxy 2: .....                  |
| <b>Local Government:</b> Shire/Town/City of .....  |                                 |
| <b>Signature of Chief Executive Officer:</b> ..... |                                 |
| <b>Date:</b> .....                                 |                                 |

ON COMPLETION, PLEASE EMAIL TO: [krobertson@walga.asn.au](mailto:krobertson@walga.asn.au)

Attention: Kathy Robertson, Executive Officer Governance

### **Please Note:**

- All Voting Delegates must present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) and identification tag to gain entry to the AGM.
- Observers (non-voting) are also welcome to attend the AGM, however registration is essential.
- Registration as a Voting Delegate is separate to any registration as a Convention Delegate.
- For further information or to register as an AGM Observer or Convention Delegate, please visit our website at [www.walga.asn.au](http://www.walga.asn.au) or contact Kathy Robertson on (08) 9213 2036.

**GLOSSARY**

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

**MANAGEMENT COMMITTEE MEETING**

Last Meeting: July 13<sup>th</sup>

Next Meeting: AGM 10<sup>th</sup> August

**LANDCARE COORDINATION FUNDING 2021 / 2022**

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

**STRATEGIC PLANNING**

- Constitution review has been completed. Has been to the committee for review and is to be adopted at the AGM scheduled for the 10<sup>th</sup> Aug

**NON-PROJECT COMMUNITY ACTIVITIES**

- Tree planter hire

**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**

- Nightstalk.

**CURRENT/ONGOING PROJECTS:**

**SWCC – POLLINATOR PROJECT STAGE 2 \$218,000 (OVER 4 YEARS)**

- Traditional ecological knowledge event to take place early august on Wagin farm. Indigenous land use field walk outlining how the land was used traditionally.

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

- After committee meeting discussion, looking at sourcing more funding to make up some of the difference in the costing post covid vs funding obtained.
- Spoken to lotterywest regarding potential funding, they could assist with this potentially, so have suggested we put in an application. There is a 4 month turn around time for grants to be

assessed however, so this will mean an extension will be required regardless and no guarantee it would be successful.

- May be challenging to source funds from other small environmental grants as they prefer not to fund retrospectively. (the project has already commenced, despite no actual work breaking ground yet) This will still be explored however when we can find a relevant grant.

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

- Planting is underway for most sites.
- 4 locations lined up for fauna surveys to be completed in Spring. This will be 8 of required 15 surveys completed.
- 12.3ha of required 15ha has been allocated.
- 4km of required 10km of fencing has been completed.
- Collaborating with the Wagin CRC to coordinate the spring nightstalk and to offer fauna trapping to interested community members.

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

- Fencing completed.
- Sheep average weights have been determined for each mob going into each paddock.
- Sheep moved into allocated paddocks. Will graze for approximately 4 week period coming out being weighed again to determine growth rate on different pasture types.

#### **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**

- Lotterywest grant to meet shortfall in boardwalk funding.