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Shire of Goomalling



COUNCIL MEETING MINUTES

October 2020





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NYOONGAR ACKNOWLEDGEMENT

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

NOTICE OF MEETING

Meeting No. 8 of 2020 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 21 October 2020 beginning at 4.32pm.

1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

2.1. Attendance

Council	President & Chairperson	Cr Barry Haywood
	Councillor	Cr Christine Barratt
	Councillor	Cr Julie Chester
	Councillor	Cr Rodney Sheen
	Councillor	Cr Roland Van Gelderen
	Councillor	Cr Brendon Wilkes
Administration	Chief Executive Officer	Mr Peter Bentley
	Finance Manager	Miss Natalie Bird
	Works Manager	Mr David Long

2.2. Apologies

Apologies were received Councillor Casey Butt for non-attendance at today's meeting.

2.3. Approved Leave of Absence

Nil

3. DECLARATION OF:

- FINANCIAL INTEREST
- MEMBERS IMPARTIALITY INTEREST
- PROXIMITY INTEREST

4. PUBLIC QUESTION TIME

Nil

5. APPLICATION FROM MEMBERS FOR LEAVE OF ABSENCE

Nil



6. CONFIRMATION AND RECEIVING OF MINUTES & BUSINESS ARISING

6.1 Ordinary Meeting of Council held Wednesday 16 September 2020

264. RESOLUTION

Moved Cr Van Gelderen, seconded Cr Wilkes

that the minutes of the Ordinary Meeting of Council held on Wednesday 19 August 2020, be confirmed as a true and correct record of proceedings.

CARRIED 6/0
By Simple Majority

6.2 Goomalling Medical Surgery Advisory Committee Meeting, Tuesday 6 October 2020

265. RESOLUTION

Moved Cr Chester, seconded Cr Barratt

that the minutes of the Goomalling Medical Surgery Advisory Committee Meeting held Tuesday 6 October 2020, be received.

CARRIED 6/0
By Simple Majority

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

- Cr Haywood, Cr Chester attended Goomalling Medical Surgery Advisory Committee Meeting on 6/10/2020
- Cr Haywood, Cr Van Gelderen attended AGM of WALGA in Perth 25/09/2020
- Cr Haywood attended Local Government Freight Network Meeting in Perth 5/10/2020
- Cr Haywood attended Secondary Freight Network Meeting 16/10/20
- Cr Haywood, Cr Sheen & Cr Chester attended the Bush Fire Brigades meeting 15/10/20
- Cr Chester carried out the Drummuster 24/09/20
- Cr Chester attended the AGM of the Mortlock Sports Council 14/10/20

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil



9. OFFICERS' REPORTS

9.1 SCHEDULE OF ACCOUNTS PAID 1 SEPTEMBER TO 30 SEPTEMBER 2020

DATE:	8 October 2020
SUBJECT:	Schedule of Accounts Paid
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Christine Schorer – Accounts Payable
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

FUND VOUCHERS AMOUNT

EFT 2465-2505, 2507-2539	\$230,313.04
Direct Debits 8423-8427	\$128,356.32
Cheques 7271-7286	\$64,467.46
Payroll 6369, 6373	\$93,712.00
Super DD12766, DD12781	\$17,226.94
TOTAL	\$534,075.76

ATTACHMENTS (internal only)

- Schedule of Accounts Paid September 2020
- Corporate Credit Card Statements August 2020

VOTING REQUIREMENT

Simple Majority

OFFICER COMMENTS

Nil

RECOMMENDATION

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

EFT 2465-2505, 2507-2539	\$230,313.04
Direct Debits 8423-8427	\$128,356.32
Cheques 7271-7286	\$64,467.46
Payroll 6369, 6373	\$93,712.00
Super DD12766, DD12781	\$17,226.94
TOTAL	\$534,075.76



266. RESOLUTION (Officer Recommendation)

Moved Cr Chester, seconded Cr Van Gelderen

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

EFT 2465-2505, 2507-2539	\$230,313.04
Direct Debits 8423-8427	\$128,356.32
Cheques 7271-7286	\$64,467.46
Payroll 6369, 6373	\$93,712.00
Super DD12766, DD12781	\$17,226.94
TOTAL	\$534,075.76

CARRIED 6/0
By Simple Majority

9.2 FINANCIAL REPORT FOR SEPTEMBER 2020

DATE:	14 October 2020
SUBJECT:	Monthly Financial Report
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Natalie Bird – Finance Manager
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

PURPOSE

In accordance with the Local Government (Financial Management) Regulations 1996, to follow is the presentation of the Monthly Financial Reports to Council.

BACKGROUND

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4
 Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

POLICY IMPLICATIONS

No specific policy regarding this matter.



FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

4.1.4 Provide reporting processes in transparent, accountable and timely manner.

ATTACHMENTS

Monthly Financial Report to 30 September 2020

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Monthly Financial Report to 30 September 2020 be received by Council.

267. RESOLUTION (Officer Recommendation)

Moved Cr Van Gelderen, seconded Cr Barratt

That the Monthly Financial Report to 30 September 2020 be received by Council.

**CARRIED 6/0
By Simple Majority**

SHIRE OF GOOMALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 September 20

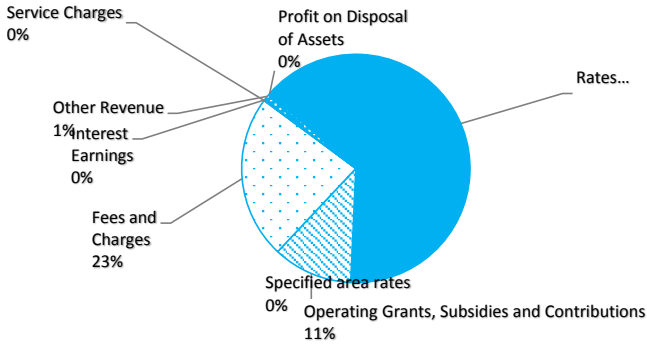
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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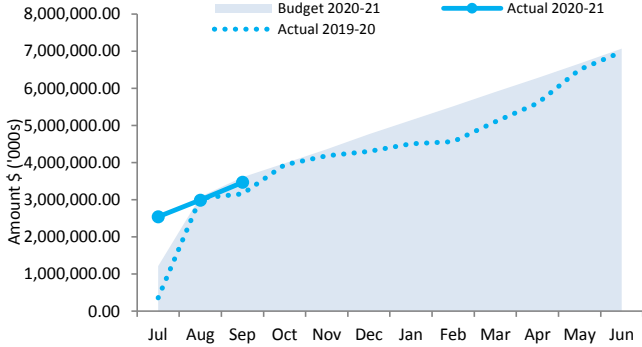
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OPERATING ACTIVITIES

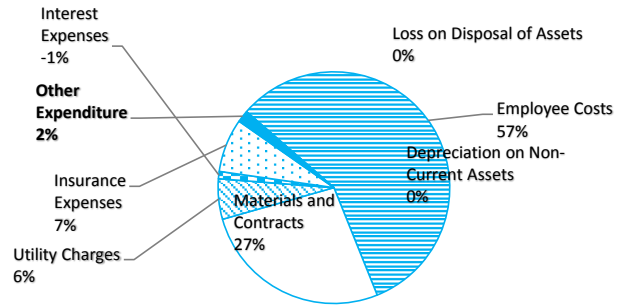
OPERATING REVENUE



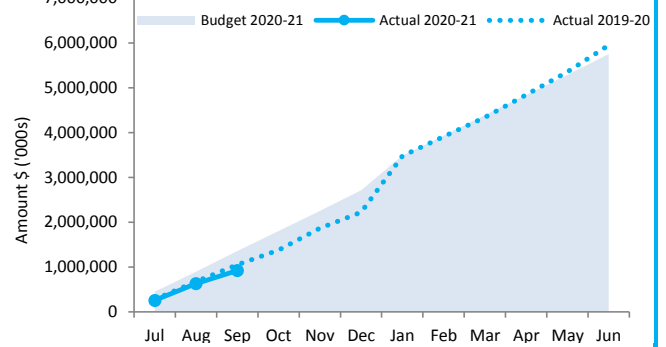
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



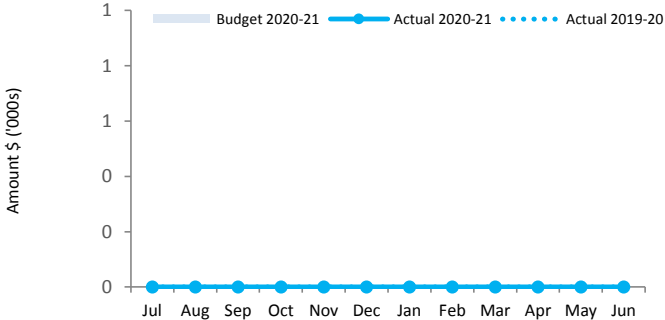
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

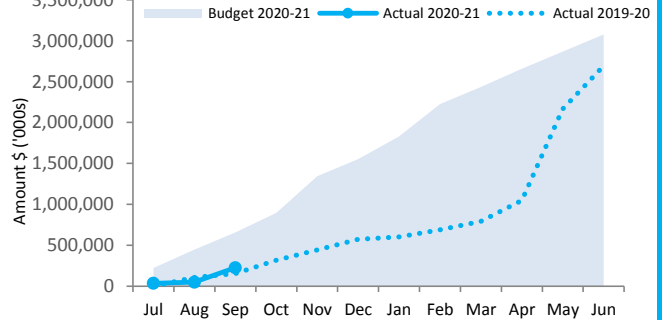
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

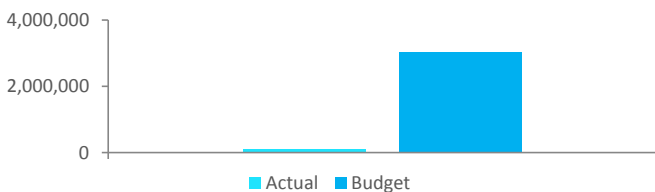
Budget Capital Expenses -v- Actual



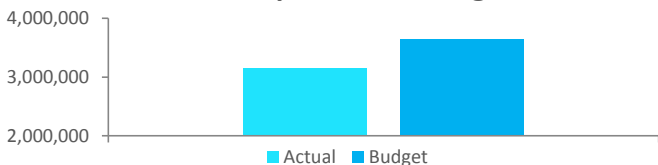
FINANCING ACTIVITIES

BORROWINGS

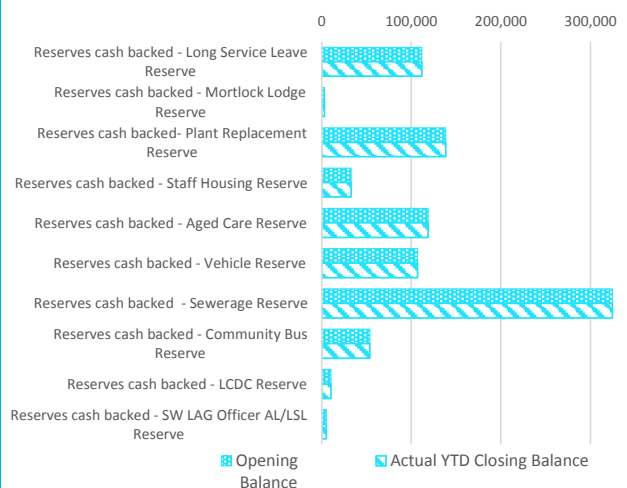
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	(\$0.16 M)	(\$0.16 M)	(\$0.29 M)	(\$0.13 M)
Closing	\$0.00 M	\$1.71 M	\$1.69 M	(\$0.02 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$2.44 M	% of total
Unrestricted Cash	\$1.39 M	56.9%
Restricted Cash	\$1.05 M	43.1%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$0.08 M
	% Outstanding
Trade Payables	\$0.00 M
Over 30 Days	0.0%
Over 90 Days	0%

Refer to Note 5 - Payables

Receivables		
	\$0.34 M	% Collected
Rates Receivable	\$0.67 M	72.4%
Trade Receivable	\$0.34 M	
Over 30 Days		24.2%
Over 90 Days		19.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.39 M	\$2.02 M	\$2.17 M	\$0.15 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.19 M	% Variance
YTD Budget	\$1.97 M	11.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.35 M	% Variance
YTD Budget	\$0.30 M	15.0%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.71 M	% Variance
YTD Budget	\$0.46 M	53.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.60 M)	(\$0.05 M)	(\$0.09 M)	(\$0.05 M)

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.00 M	

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.23 M	% Spent
Adopted Budget	\$3.08 M	(92.6%)

Refer to Note 7 - Capital Acquisition

Capital Grants		
YTD Actual	\$0.38 M	% Received
Adopted Budget	\$2.44 M	(84.5%)

Refer to Note 7 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.37 M	(\$0.10 M)	(\$0.10 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.10 M
Interest expense	\$0.02 M
Principal due	\$3.14 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.91 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2020

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control. Provision of Medical Surgery and Doctor. Also noise control and waste disposal compliance

EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance of child minding centre, playgroup centre, senior citizens centre. Provision and maintenance of youth services.

HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Staff housing, provision of general rental accommodation to the public when not required by staff.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Shire Townsite Sewerage Scheme. Administration of the Shire of Goomalling Town Planning Scheme. Administration, maintenance & operation of the Goomalling public cemeteries, public toilets & the Goomalling Community Bus.

RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, swimming pool, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens. Contribution to the operation of the Goomalling Public Library, museums and cultural facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Goomalling Caravan Park facilities and Motel Units. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Maintenance costs associated with the Goomalling Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Housing and Engineering operations costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
Opening funding surplus / (deficit)	1(c)	\$ (160,439)	\$ (160,439)	\$ (286,328)	\$ (125,889)	78.47%	
Revenue from operating activities							
Governance		19,500	4,872	4,488	(384)	(7.88%)	
General purpose funding		2,416,807	2,106,406	2,104,063	(2,343)	(0.11%)	
Law, order and public safety		115,950	28,977	59,260	30,283	104.51%	▲
Health		662,000	159,249	181,314	22,065	13.86%	▲
Education and welfare		600	150	0	(150)	(100.00%)	
Housing		276,500	69,120	64,746	(4,374)	(6.33%)	
Community amenities		495,294	473,916	461,470	(12,446)	(2.63%)	
Recreation and culture		56,400	7,704	17,536	9,832	127.62%	
Transport		112,500	28,122	97,011	68,889	244.96%	▲
Economic services		408,563	102,111	69,334	(32,777)	(32.10%)	▼
Other property and services		62,920	15,723	33,311	17,588	111.86%	▲
		4,627,034	2,996,350	3,092,533	96,183		
Expenditure from operating activities							
Governance		(214,387)	(53,535)	(49,017)	4,518	8.44%	
General purpose funding		(98,582)	(24,636)	(24,514)	122	0.50%	
Law, order and public safety		(301,532)	(75,349)	(37,401)	37,948	50.36%	▲
Health		(706,306)	(176,553)	(156,878)	19,675	11.14%	▲
Education and welfare		(17,516)	(4,374)	(4,061)	313	7.16%	
Housing		(386,746)	(96,273)	(64,957)	31,316	32.53%	▲
Community amenities		(680,171)	(169,953)	(147,695)	22,258	13.10%	▲
Recreation and culture		(905,589)	(226,218)	(114,645)	111,573	49.32%	▲
Transport		(1,403,610)	(350,814)	(196,482)	154,332	43.99%	▲
Economic services		(982,905)	(164,481)	(117,989)	46,492	28.27%	▲
Other property and services		(55,178)	(13,743)	(6,566)	7,177	52.22%	
		(5,752,522)	(1,355,929)	(920,205)	435,724		
Non-cash amounts excluded from operating activities	1(a)	1,517,099	378,864	0	(378,864)	(100.00%)	▼
Movement in liabilities associated with restricted cash		0	0	0	0	0.00%	
Amount attributable to operating activities		391,611	2,019,285	2,172,328	153,043		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,441,769	610,437	379,184	(231,253)	(37.88%)	▼
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(246,667)			
Net Revenue from Non-Operating Grants	13	2,441,769	610,437	132,517			
Proceeds from financial assets at amortised cost - self supporting loans	8	36,791	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,075,836)	(656,762)	(227,050)	429,712	65.43%	▲
Amount attributable to investing activities		(597,276)	(46,325)	(94,533)	(48,208)		
Financing Activities							
Proceeds from new debentures	8	3,450,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities	9	(2,088)	(2,088)	(2,088)	0	0.00%	
Repayment of debentures	8	(3,048,956)	(102,146)	(102,146)	0	0.00%	
Transfer to reserves	10	(32,851)	0	0	0	0.00%	
Amount attributable to financing activities		366,104	(104,234)	(104,234)	0		
Closing funding surplus / (deficit)	1(c)	0	1,708,287	1,687,233	(21,054)		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 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 SEPTEMBER 2020

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
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	(160,439)	(160,439)	(286,328)	(125,889)	78.47%	
Revenue from operating activities							
Rates	6	1,967,805	1,967,805	1,966,799	(1,006)	(0.05%)	
Other rates	6	223,937	223,937	35,143	(188,794)	(84.31%)	▼
Operating grants, subsidies and contributions	12	890,722	315,291	345,080	29,789	9.45%	
Fees and charges		1,419,770	459,893	707,495	247,602	53.84%	▲
Interest earnings		29,700	5,670	5,411	(259)	(4.57%)	
Other revenue		95,100	23,754	32,605	8,851	37.26%	
		4,627,034	2,996,350	3,092,533	96,183		
Expenditure from operating activities							
Employee costs		(2,188,284)	(546,915)	(540,237)	6,678	1.22%	
Materials and contracts		(1,119,447)	(279,300)	(250,679)	28,621	10.25%	▲
Utility charges		(253,805)	(63,300)	(52,964)	10,336	16.33%	▲
Depreciation on non-current assets		(1,515,599)	(378,864)	0	378,864	100.00%	▲
Interest expenses		(395,405)	(17,772)	9,527	27,299	153.61%	▲
Insurance expenses		(163,480)	(40,773)	(70,217)	(29,444)	(72.21%)	▼
Other expenditure		(116,504)	(29,005)	(15,636)	13,369	46.09%	▲
		(5,752,524)	(1,355,929)	(920,206)	435,723		
Non-cash amounts excluded from operating activities	1(a)	1,517,099	378,864	0	(378,864)	(100.00%)	▼
Movement in liabilities associated with restricted cash			0	0	0	0.00%	
Amount attributable to operating activities		391,609	2,019,285	2,172,327	153,042		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,441,769	610,437	379,184	(231,253)	(37.88%)	▼
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(246,667)			
Net Revenue from Non-Operating Grants	13	2,441,769	0	610,437	132,517		
Proceeds from financial assets at amortised cost - self supporting loans	8	36,791	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,075,836)	(656,762)	(227,050)	429,712	65.43%	▲
Amount attributable to investing activities		(597,276)	0	(46,325)	(94,533)	(48,208)	
Financing Activities							
Proceeds from new debentures	8	3,450,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(2,088)	(2,088)	(2,088)	0	0.00%	
Repayment of debentures	8	(3,048,956)	(102,146)	(102,146)	0	0.00%	
Transfer to reserves	10	(32,851)	0	0	0	0.00%	
Amount attributable to financing activities		366,105	(104,234)	(104,234)	0		
Closing funding surplus / (deficit)	1(c)	0	1,708,287	1,687,233	(21,054)		

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.

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		1,500	0	0
Add: Depreciation on assets		1,515,599	378,864	0
Total non-cash items excluded from operating activities		1,517,099	378,864	0

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

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

		Last Year Closing 30 June 2020	This Time Last Year 30 September 2019	Year to Date 30 September 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(906,175)	(929,953)	(906,175)
Less: - Financial assets at amortised cost - self supporting loans	4	(36,791)	(34,340)	(36,791)
Add: Borrowings	8	342,378	3,001,210	236,056
Add: Provisions funded by Reserve	11	111,813	109,813	111,813
Add: Lease liabilities	9	2,088	0	0
Total adjustments to net current assets		(486,687)	2,146,730	(595,097)

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

Current assets				
Cash and cash equivalents	2	1,025,391	1,307,145	2,388,379
Rates receivables	3	216,986	2,032,970	665,483
Receivables	3	173,201	124,766	336,490
Stock on Hand	4	34,106	28,523	22,406
Total Current Assets		1,449,684	3,493,404	3,412,758
Less: Current liabilities				
Payables	5	(324,243)	(23,770)	(75,455)
Borrowings	8	(342,378)	(3,001,210)	(236,056)
Contract liabilities	11	(79,868)	0	(318,170)
Lease liabilities	9	(2,088)	0	0
Provisions	11	(500,748)	(391,543)	(500,748)
Total Current Liabilities		(1,249,325)	(3,416,523)	(1,130,429)
		200,359	76,881	2,282,329
Less: Total adjustments to net current assets	1(b)	(486,687)	2,146,730	(595,097)
Closing funding surplus / (deficit)		(286,328)	2,223,609	1,687,233

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Floats	Cash and cash equivalents	650		650	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,390,292		1,390,292	0	Bendigo	0.00%	At Call
Trust Bank Account	Cash and cash equivalents		60,080	60,080	0	Bendigo	0.00%	
Medical Surgery Bank Account	Cash and cash equivalents		91,263	91,263				
Term Deposits								
Term Deposits - Reserve	Financial assets at amortised cost	0	900,974	900,974	0	Bendigo	0.80%	30.11.20
Total		1,390,942	1,052,316	2,443,258	0			
Comprising								
Cash and cash equivalents		1,390,942	151,342	1,542,284	0			
Financial assets at amortised cost		0	900,974	900,974	0			
		1,390,942	1,052,316	2,443,258	0			

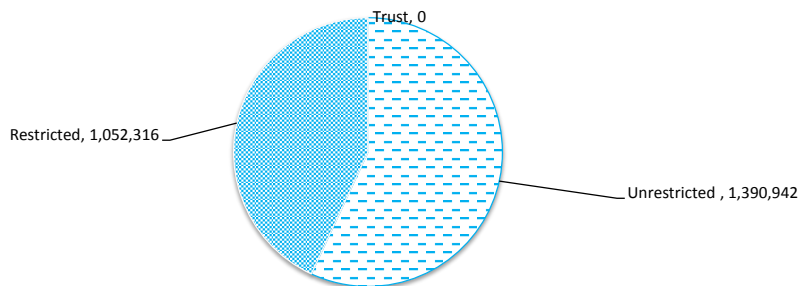
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

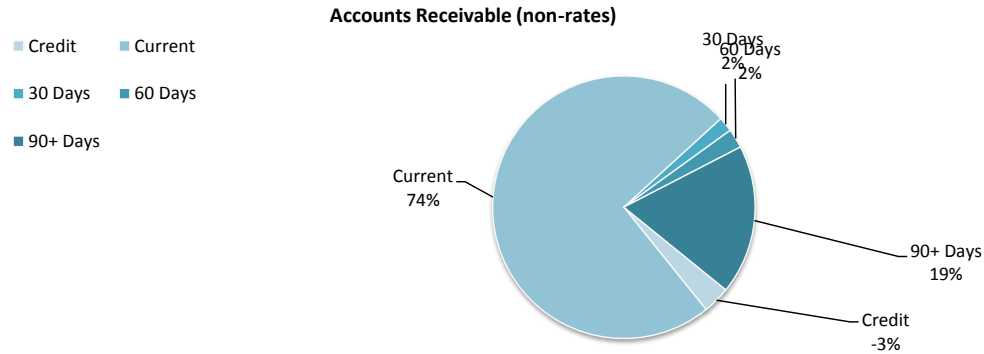
Rates receivable	30 Jun 2020	30 Sep 2020
	\$	\$
Opening arrears previous years	(24,355)	216,986
Levied this year	2,118,671	2,190,736
Less - collections to date	(1,877,330)	(1,742,239)
Equals current outstanding	216,986	665,483
Net rates collectable	216,986	665,483
% Collected	89.6%	72.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(10,002)	218,244	5,347	7,009	54,310	274,908
Percentage	(3.6%)	79.4%	1.9%	2.5%	19.8%	
Balance per trial balance						
Sundry receivable	0	274,908	0	0	0	274,908
GST receivable	0	24,791		0	0	24,791
Loans Club/Institutions - Current	0	36,791	0	0	0	36,791
Total receivables general outstanding						336,490

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 uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 September 2020
	\$	\$	\$	\$
Inventory				
Stock On Hand	34,106	(11,700)	0	22,406
Total other current assets	34,106	(11,700)	0	22,406

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	75,455	0	0	0	75,455
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	0	0	0	0	0
ATO liabilities		24,560				24,560
Gst Payable		39,118				39,118
Bonds & Deposits Held - CI		11,777				11,777
Total payables general outstanding						75,455

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 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10959	119	1,316,466	144,265	0	0	144,265	144,265	0	0	144,265
GRV Commercial	0.12322	17	321,640	39,632	0	0	39,632	39,632	0	0	39,632
GRV Industrial	0.11817	11	80,636	9,529	0	0	9,529	9,529	0	0	9,529
GRV Urban Farmland	0.10555	17	211,120	22,283	0	0	22,283	22,283	0	0	22,283
Unimproved value											
UV Rural Zone 2	0.0064	39	19,520,000	124,206	0	0	124,206	124,206	0	0	124,206
UV Special Rural	0.0126	10	1,002,500	12,657	0	0	12,657	12,657	0	0	12,657
UV General Zone 3	0.0069	214	195,846,000	1,354,863			1,354,863	1,354,863	0	0	1,354,863
Sub-Total		427	218,298,362	1,707,434	0	0	1,707,435	1,707,435	0	0	1,707,435
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	950	101	588,962	95,950	0	0	95,950	95,950	0	0	95,950
GRV Commercial	900	12	36,412	10,800	0	0	10,800	10,800	0	0	10,800
GRV Industrial	550	7	12,675	3,850	0	0	3,850	3,850	0	0	3,850
GRV Urban Farmland	715	7	23,741	5,005	0	0	5,005	5,005	0	0	5,005
Unimproved value											
UV Rural Zone 2	1,000	32	4,082,000	32,000	0	0	32,000	32,000	0	0	32,000
UV Special Rural	1,100	8	609,500	8,800	0	0	8,800	8,800	0	0	8,800
UV General Zone 3	1,195	87	7,863,192	103,965	0	0	103,965	103,965	(1,006)	0	102,959
Sub-total		254	13,216,482	260,370	0	0	260,370	260,370	(1,006)	0	259,364
Amount from general rates							1,967,805				1,966,799
Ex-gratia rates							35,143				35,143
Total general rates							2,002,948				2,001,942
Specified area rates	Rate in \$ (cents)										
Sewerage Residential	8.033		23,309	187,234	0	0	187,234	187,234	0	0	187,234
Sewerage Religious Church	4.00		390	1,560	0	0	1,560	1,560	0	0	1,560
Total specified area rates			23,699	188,794	0	0	188,794	188,794	0	0	188,794
Total							2,191,742				2,190,736

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 SEPTEMBER 2020**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	48,500	19,251	4,364	(14,887)
Furniture and equipment	0	0	8,182	8,182
Plant and equipment	16,000	0	0	0
Infrastructure - roads	2,969,336	637,511	214,504	(423,007)
Infrastructure - footpaths	42,000	0	0	0
Payments for Capital Acquisitions	3,075,836	656,762	227,050	(429,712)
Total Capital Acquisitions	3,075,836	656,762	227,050	(429,712)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	2,441,769	610,437	379,184	(231,253)
Borrowings	3,450,000	0	0	0
Cash backed reserves	906,175			
Reserves cash backed - Long Service Leave Reserve	1,500	0	0	0
Contribution - operations	(3,723,608)	46,325	(152,134)	(198,459)
Capital funding total	3,075,836	656,762	227,050	(429,712)

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.

30/06/2021

30/09/2020

		Adopted			
Account Description		Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Land and Buildings					
48002	Archive Shelving - Admin Building storage	15,000	15,000	4,364	10,636
98001	Capital housing Up grades	17,000	4,251	0	4,251
138001	Public Buildings - Capital upgrade projects	16,500	0	0	0
	Total	48,500	19,251	4,364	14,887
Plant & Equipment					
118003	Oval Reirculation filtration	16,000	0	0	0
	Total	16,000	0	0	0
Infrastructure - Roads					
129904	EXPENSE - Regional Road Group Construction	811,431	202,859	34,227	168,632
129901	EXPENSE - R 2 R Construction	234,520	0	4,408	(4,408)
129912	Black Spot Funding	184,800	0	0	0
129910	Local Road and Community Infrastructure Program	245,740	61,440	43,789	17,651
129908	EXPENSE - Wheatbelt Secondary Freight Network	1,492,845	373,212	132,080	241,132
	Total	2,969,336	637,511	214,504	423,007
Furniture & Equipment					
78001	Replacement Server (Medical Surgery)	0	0	8,182	(8,182)
	Total	0	0	8,182	(8,182)
Infrastructure - Footpaths					
129911	Local Road and Community Infrastructure Program (footpaths)	42,000	0	0	0
	Total	42,000	0	0	0
	TOTALS	3,075,836	656,762	227,050	429,712

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Aged Housing Wollyam Street	114	176,217	0	0	8,352	176,264	167,865	-47	4,636	6,450
Recreation and culture										
New Sports Pavilion	111	1,106,776	0	0	0	1,106,776	1,106,776	0	0	30,000
Retic Football/Hockey Ovals	113	44,176	0	0	0	44,176	44,176	0	0	0
Economic services										
Community Centre	104	67,959	0	0	0	68,217	67,959	-258	0	2,857
Slater Homestead	105	20,382	0	0	0	20,466	20,382	-84	0	850
Rural Community Centre	106	359,173	0	0	0	359,173	359,173	0	0	15,643
Salmon Gum & Grange Subdivision	108	292,092	0	0	93,795	292,093	198,297	-1	11,169	0
Bank Overdraft - subdivision	112	945,000	0	0	0	945,000	945,000	0	0	324,280
Pay out old loans								0		
New Cumulative Loan				3,450,000			0	3,450,000		
B/Fwd Balance		3,011,775	0	3,450,000	102,146	3,012,165	2,909,629	3,449,610	15,804	380,080
C/Fwd Balance		3,011,775	0	3,450,000	102,146	3,012,165	2,909,629	3,449,610	15,804	380,080
Self Supporting Loan MSC		235,040	0	0	0	36,791	235,040	198,249	0	14,322
Total		3,246,815	0	3,450,000	102,146	3,048,956	3,144,669	3,647,859	15,804	394,402

All debenture repayments were financed by general purpose revenue.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	

New borrowings 2020-21

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Consolidation of existing loans (x12)	0	3,450,000	WATC	Debenture	20	0	2.90%	0	0	0
	0	3,450,000				0		0	0	0

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Photocopier		2,088			2,088	2,088	0	0	42	42
Total		2,088	0	0	2,088	2,088	0	0	42	42
Current lease liabilities		2,088					0			
		2,088					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**OPERATING ACTIVITIES
NOTE 10
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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Long Service Leave Reserve	111,813	1,500	0	0	0		0	113,313	111,813
Reserves cash backed - Mortlock Lodge Reserve	3,172	0	0	0	0		0	3,172	3,172
Reserves cash backed- Plant Replacement Reserve	138,550	22,901	0	0	0		0	161,451	138,550
Reserves cash backed - Staff Housing Reserve	32,994	500	0	0	0	0	0	33,494	32,994
Reserves cash backed - Aged Care Reserve	118,681	1,500	0	0	0		0	120,181	118,681
Reserves cash backed - Vehicle Reserve	107,115	1,300	0	0	0		0	108,415	107,115
Reserves cash backed - Sewerage Reserve	324,513	4,500	0	0	0	0	0	329,013	324,513
Reserves cash backed - Community Bus Reserve	53,776	450	0	0	0		0	54,226	53,776
Reserves cash backed - LCDC Reserve	10,361	200	0	0	0		0	10,561	10,361
Reserves cash backed - SW LAG Officer AL/LSL Reserve	5,200	0	0	0	0	0	0	5,200	5,200
	906,175	32,851	0	0	0	0	0	939,026	906,175

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 September 2020
		\$	\$	\$	\$
Contract liabilities					
- operating	12	79,868	246,667	(8,366)	318,170
Total unspent grants, contributions and reimbursements		79,868	246,667	(8,366)	318,170
Provisions					
Annual leave		242,757	0	0	242,757
Long service leave		257,991	0	0	257,991
Total Provisions		500,748	0	0	500,748
Total other current assets		580,616	246,667	(8,366)	818,918

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue		
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
GRANTS - General Purpose	206,175	51,543	51,508
GRANTS - Untied Road Grants	180,784	45,195	42,354
Law, order, public safety			
REVENUE - ESL Grant	45,000	11,250	0
Recreation & Culture			
REVENUE - Other Recreation & Sport - No GST	18,500	249	0
Community amenities			
REVENUE - Other Grant Funding	138,000	138,000	138,000
Transport			
REVENUE - Direct Grant	93,000	23,250	91,115
Other property and services			
Various Contributions	209,263	30,536	22,104
	890,722	300,023	345,080

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue

	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
General purpose funding					
Grants - Federal Government	271,061	67,764	123,210	43,789	(79,421)
Transport					
Revenue - Grants Regional Road Group	1,813,111	453,276	156,601	34,227	(122,374)
Revenue - Grant Wheatbelt Secondary Freigh	0	0	50,093	132,080	0
Revenue - Grants R 2 R	234,520	58,629	0	0	0
Revenue - Grants Black Spot	123,077	30,768	49,280	4,408	(44,872)
	2,441,769	610,437	379,184	214,504	(246,667)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

**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 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(384)	(7.88%)		Within material variance
General purpose funding - rates	(1,006)	(0.05%)		Within material variance
General purpose funding - other	(2,343)	(0.11%)		Within material variance
Law, order and public safety	30,283	104.51%	▲ Timing	Timing of receiving the funds from DFES for the ESL collection Extra funds received for the month of August at the medical surgery not budgeted for.
Health	22,065	13.86%	▲ Timing	
Education and welfare	(150)	(100.00%)		Within material variance
Housing	(4,374)	(6.33%)		Within material variance
Community amenities	(12,446)	(2.63%)		Within material variance
Recreation and culture	9,832	127.62%		Extra funds from the Goomalling Football/Cricket clubs for the leases of the properties for cropping.
Transport	68,889	244.96%	▲	Timing in the receiving of the RRG monies for roadworks on Meckering and Calingiri Goomalling Roads
Economic services	(32,777)	(32.10%)	▼	Timing of receiving the funds for the pioneer pathway works.
Other property and services	17,588	111.86%	▲	Have received extra private works monies not budgeted for the month of August BGC contribution towards the road maintenance on Sheen road
Expenditure from operating activities				
Governance	4,518	8.44%		Within material variance
General purpose funding	122	0.50%		Within material variance
Law, order and public safety	37,948	50.36%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Health	19,675	11.14%	▲	Not as much expenditure as expected for the month
Education and welfare	313	7.16%		Within material variance
Housing	31,316	32.53%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Community amenities	22,258	13.10%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Recreation and culture	111,573	49.32%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Transport	154,332	43.99%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Economic services	46,492	28.27%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Other property and services	7,177	52.22%		Within material variance
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(231,253)	(37.88%)	▼	Dependent on when the recoup are presented to MRD for payment
Proceeds from disposal of assets	0	0.00%		
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for property, plant and equipment and infrastructure	429,712	65.43%	▲	Dependent on the timing of the capital works for road works and also up grading to buildings
Financing activities				
Proceeds from new debentures	0	0.00%		
Transfer from reserves	0	0.00%		
Payments for principal portion of lease liabilities	0	0.00%		
Repayment of debentures	0	0.00%		
Transfer to reserves	0	0.00%		



9.3 INTERIM AUDIT MANAGEMENT LETTER

DATE:	10 October 2020
PROPONENT:	The Auditor General
LOCATION:	N/A
SUBJECT:	Interim Management Letter
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	5.1
ASSESSMENT NO:	N/A

PURPOSE

To receive the Auditors interim management letter.

BACKGROUND

Council's Auditors Butler Settineri, acting on behalf of the Auditor Generals (AG) Department, has completed the interim audit and has produced a management letter for the CEO. There are 4 items that have been flagged as significant within the letter and three of moderate.

These items will be revisited by the AG prior to the final audit for the 2020 financial year.

STATUTORY IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

There is no specific policy relating to the Management Letter.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

4.1.4 Provide reporting processes in a transparent, accountable and timely manner.

4.2.2 Promote a culture of continuous improvement processes and resource sharing.

ATTACHMENTS

Copy of the Interim Management Letter (internal only)

OFFICER COMMENT

I have provided comment regarding each matter raised by the AG and while I may not necessarily agree with the level of significance attached to the various items by the AG, I do agree that each item needed to be addressed. As per my responses corrective action has been taken and in others, there may be space for policy change or modification where appropriate.

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

In its capacity as the Audit Committee, note the matters raised within the interim management letter and make recommendation if required to the CEO.



268. RESOLUTION

Moved Cr Chester, seconded Cr Sheen

That the Council:

In its capacity as the Audit Committee, note the matters raised within the interim management.

**CARRIED 6/0
By Simple Majority**

9.4 POLICY REVIEW

DATE:	14 October 2020
PROPONENT:	N/A
LOCATION:	Shire of Goomalling
SUBJECT:	Review of Policy
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	122.2
ASSESSMENT NO:	N/A

PURPOSE

Council to consider several reviewed policies related to OSH, including Risk Management, Employee Recruitment & Selection, Employee Inductions, Workplace Discrimination, Bullying and Harassment, Professional Development and Training and OSH Structure and Review.

BACKGROUND

The previous policies in these areas required some review and update and are presented here accordingly.

STATUTORY IMPLICATIONS

Local Government Act (1995)
Occupational Safety and Health Act 1984 and associated Regulations
Industrial Relations Act 1979 and associated Regulations
Corruption Crime and Misconduct Act 2003 and associated Regulations
Equal Opportunity Act 1984 and associated Regulations
Sex Discrimination Act 1984 and associated Regulations
Racial Discrimination Act 1975 and associated Regulations
Code of Practice: Violence, Aggression and Bullying at Work (2006)
Workers Compensation Act 1981 and associated Regulations
Public Interest Disclosure Act 2003 and associated Regulations

POLICY IMPLICATIONS

The Council has no specific policy regarding this matter.



FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter is not dealt with directly in the Shire of Goomalling Community Strategic Plan.

COMMENT

From time to time various policies are required to be reviewed and updated. While staff are in the process of updating the entire policy manual now, Council will have an OSH audit over the next month or two and in particular these policies needed to be reviewed or updated.

ATTACHMENTS

Policies

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Adopt the attached Risk Management, Employee Recruitment & Selection, Employee Inductions, Workplace Discrimination, Bullying and Harassment, Professional Development and Training, Fitness for Work and OSH Structure and Review policies.

269. RESOLUTION

Moved Cr Barratt, seconded Cr Wilkes

That the Council:

Adopt the attached Risk Management, Employee Recruitment & Selection, Employee Inductions, Workplace Discrimination, Bullying and Harassment (now Workplace Behaviours), Professional Development and Training, Fitness for Work (Drug and Alcohol Impairment) policies.

**CARRIED 6/0
By Simple Majority**



POLICY MANUAL GOVERNANCE

1.16 RISK MANAGEMENT POLICY

Distribution	Elected Members, All employees, contractors and volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	xxx

Purpose

To set effective risk management practices across Council within a framework that can be clearly comprehended and applied by all participants in Council activity. The policy aims to mitigate adverse effect of risk associated with operation and to capitalise on any identified positive opportunities.

Objective

Establish a systematic method of developing context; identifying, analysing, evaluating, treating, monitoring and reviewing risk associated with Council's function and process to mitigate potential loss and maximise opportunities for the Shire of Goomalling.

- Council and management have a clear understanding of risks and strive for best practice (ISO 31000-Risk Management);
- Optimise the achievement of the Shire vision, mission, strategies, goals and objectives;
- Provide transparent and formal oversight of risk and control environment to enable effective decision making and planning for risk;
- Promote a positive risk culture;
- Enhance risk versus return without risk appetite;
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations;
- Ensure the ongoing health and safety of Council constituents;
- Enhance organisational resilience; and
- Identify and provide for the continuity of critical operations.

Scope

Elected members, all staff, contractors, committees and volunteers

Risk Appetite

The Council quantified its risk appetite through the development and endorsement of the Shire of Goomalling's Risk Assessment and Acceptance Criteria. The criteria are included within the risk management procedures and are subject to ongoing review in conjunction with this policy.

Standard

Risk Management will form part of the strategic, operational, project and line management responsibilities and where practicable, be incorporated within the Shire of Goomalling's Integrated Planning Framework.

- The Shire of Goomalling Management team will determine and communicate the Risk Management Policy, objectives and procedures, as well as direct and monitor implementation, practice and performance;
- Every employee within the Shire of Goomalling is recognised as having a role in risk management, from the identification of risk, to implementing risk treatments and shall be encourage to participate in the process;
- Consultants may be retained at times to advise and assist in the risk management process or management of specific risk or categories of risk;
- All organisational risk to be reported at a corporate level are to be assessed according to the Shire of Goomalling's Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as project or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment;
- Shire of Goomalling will implement and integrate a monitor and review process to report on achievement of risk management objectives, the management of individuals risks and ongoing identification of issues and trends;
- Disability must not automatically be deemed to present a risk issue;
 - Where concern of risk occurs due to disability these concern must be investigated with the employee involved. The employee, at the commencement or during this process may request that an advocate be involved to assist them in responding to concerns; and
 - In the event of an identified risk, reasonable adjustment shall be considered and if required ongoing management shall be applied.
- This policy will be kept under review by the Shire's Management Team and its employees. It will be formally reviewed biennially.

Risk assessment is application across the organisation in the following (but not limited to) broad categories:

- Misconduct
- Inadequate environmental management
- Inadequate cultural awareness
- Business and community disruption
- External theft and fraud
- Errors omission and delays
- Failure of IT and or communication systems and infrastructure
- Failure to fulfil statutory, regulatory or compliance requirements

- Inadequate document management process
- Inadequate engagement practices
- Inadequate asset sustainability practices
- Inadequate safety and security practices
- Ineffective employment practices
- Inadequate project management
- Inadequate supplier/contract management
- Ineffective management of facilities, venues and events

The level of risk associated with, and acceptable to each business are of the Council is identified in the Risk Management Procedure.

Measures of Consequence

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equipment & Bldgs)	NATURAL ENVIRONMENT	FINANCIAL IMPACT
Insignificant (1)	Near Miss	No Material Service Interruption Less than 1 hour	Unsubstantiated, Localised low impact on Community, low profile or no media item	No noticeable regulatory or statutory impact	Inconsequential Damage	Contained, reversible impact managed by onsite response	Less Than \$2,000
Minor (2)	First Aid Treatment	Short Term interruption Backlog Cleared < 1 day	Substantiated, localised impact on community trust or moderate media profile	Some temporary non compliances	Localised Damage rectified by routine internal procedures	Contained reversible impact managed by internal response	\$2,001 - \$10,000
Moderate (3)	Medical Treatment/Lost time injury <30days	Medium Term Temporary - Backlog Cleared by additional resources < 1 week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised Damage requiring external resources to rectify	Contained reversible impact managed by external agency response	\$20,000 - \$100,000
Major (4)	Lost Timer Injury >30 Days/Temporary Disability	Prolonged Interruption of Service - additional resources; performance affected < 1 month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire or Officers	Significant damage requiring internal & external resources to rectify	Uncontained reversible impact managed by a coordinated response from external agencies	\$100,000 to \$500,000
Extreme (5)	Fatality, Permanent Disability	Indeterminate Interruption of Service - additional resources; non-performance > 1 month	Substantiated, widespread public embarrassment, widespread high impact on community trust, widespread multiple media profile, third party actions	Non-compliance results in Litigation, criminal charges, or significant damages or penalties to Shire or Officers	Extensive Damage requiring prolonged period of restitution. Complete loss of plant, equipment & or building	Uncontained irreversible impact	More than \$500,000

Measures of Consequence (Project)

RATING	RATING	Project TIME	Project COST	Project SCOPE / QUALITY
1	Insignificant (1)	Exceeds deadline by > 5% of project timeline	Exceeds Project Budget by 2% or more	Minor variations to project scope or quality
2	Minor (2)	Exceeds deadline by > 10% of project timeline	Exceeds Project Budget by 5% or more	Scope creep requiring additional work, time and resources. Reduced perception of Quality by stakeholders
3	Moderate (3)	Exceeds deadline by > 15% of project timeline	Exceeds Project Budget by 7.5% or more	Scope creep requiring additional work, time and resources or shortcuts being taken. Stakeholder Concerns
4	Major (4)	Exceeds deadline by > 20% of project timeline	Exceeds Project Budget by 15% or more	Project Goals, deliverables, costs and/or deadline failures. Project no longer aligned with project scope Stakeholder intervention in Project
5	Extreme (5)	Exceeds deadline by > 25% of project timeline	Exceeds Project Budget by 20% or more	Failure to meet project objectives Project outcomes negatively affecting the community or the environment Public embarrassment, third party actions

MEASURES OF LIKELIHOOD

RATING	RATING	Project TIME	Project COST
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur sometime	At least once in three years
2	Unlikely	The event could occur some time	At least once in ten years
1	Rare	The event may occur in exceptional circumstances	Less than once in 15 Years

Risk Matrix

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance

Risk Rank	Description	Criteria	Responsibility
LOW (1 - 4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor/Manager
MEDIUM (5 - 9)	Monitor	Risk Acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Manager
HIGH (10 - 16)	Urgent Attention Required	Risk Acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Senior Staff / Executive Management Team
EXTREME (17 - 25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by the highest level of authority and subject to continuous monitoring	CEO/Council

Definitions

Risk

AS/NZ ISO 31000 defines risk as “the effect of uncertainties on objectives”. A risk is the potential consequence from a specific event or circumstance. An effect is a deviation from the expected – positive or negative. Objectives can have different aspect (such as health and safety, financial or environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management

Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process Systematic application of management policies, procedures and practices during consultation to establish context; identify, analyse, evaluate, treat, monitor and review potential risks.

Roles & Responsibilities

Elected members

- Have a strong understanding of effective risk management;
- Support effective risk management process throughout the organisation; and
- Be suitably informed in risk management for audit and risk management review annually.

Chief Executive Officer

- Ensure Council's Risk Management Plan is implemented;
- Ensure management team are adequately training is risk assessment; and
- Ensure employees are aware of their role in risk management.

Executive Management

- Encourage all employees to participate in managing risk within their own area;
- Promote morality, accountability and reporting of risk including escalation or changes to identified risks;
- Scrutinise programs and projects for potential risks;
- Evaluate risk associated will all department functions;
- Determine risk treatments;
- Effectively communicate risk awareness and information across the organisation; and;
- Meet regularly to review strategic risks.

All employees

- Be aware of risk and ensure they participate in risk mitigation within the workplace;
- Report risk and the escalation of identified risks immediately; and
- Actively participate in reducing risk in the workplace.

Legislation

[Local Government Act 1995](#)

[Occupational Safety & Health Act 1984](#)

AS/NZS ISO 31000:2009 Risk Management Principles and Guidelines

Document Links

Strategic Community Plan

Objective 4 – Civil leadership

Corporate Business Plan

Workforce Plan

Asset Management Plan

Risk Management Plan

Age Friendly Community Plan

Goomalling Bike Plan 2020

Our Youth, Our Future Youth Friendly Community Plan

Procedures Manual

Risk Management – Risk Assessment and Acceptance Criteria
Risk Profile Reporting Tool

Local Law

Nil

Delegation

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
1.1	March 2017	8.14 032017.OM	
1.2	21 October 2020		Formerly 4.35 Risk Management



3.0 EMPLOYEE RECRUITMENT & SELECTION POLICY

Distribution	Elected members, All Employees
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	xxx

Purpose

To ensure the most appropriate and equitable process is used for the recruitment and selection of employees for the Shire of Goomalling.

Objective

- To provide clear guidelines on the parameters for recruitment and selection; and
- To assist decision making.

Scope

Elected Members, Chief Executive Officer, Executive Management Team

Standard

- Equal Employment Opportunity will be considered in all recruitment and selection;
- Positions can be filled internally or externally;
- Appropriate advertising methods are utilised to recruit potential candidates and Council reserves the right to advertise by other means (ie by word of mouth);
- Recruitment can be coordinated in house, or can be coordinated by a recruitment specialist where the position requires it or where a decision to do so has been made by the Council;
- All recruitment / selection panels will consist of at least two interviewers. Should a designated selection panel member be unavailable, a member of the Senior Staff/Executive Management Team will fill that position.
- The Chief Executive Officer will ultimately approve any appointment.

Position Vacant	Selection Panel
Works Crew Employee	Preferably 2 – Works Manager may interview solely or with Leading Hand or other team member
Cleaners/Caretakers	2 – Any of Senior Staff can include Senior Finance Officer or Community Development Officer

Administration Position	2 – Chief Executive Officer and/or Finance Manager, Senior Finance Officer or Community Development Officer
Senior Manager	Minimum of 2 being CEO and 1 Elected Member but preferably with two elected members
Chief Executive Officer	Minimum of three elected members supported by a recruitment agency if determined by the Council. Preferably the Shire President to be a member of the panel.

Late applications will not be accepted to ensure equity;

- Managers (and in the case of the appointment of a Chief Executive Officer, the Shire President) must ensure that processes are followed and that proof of all required qualifications are provided and that medicals and other relevant assessments (eg National Police Clearance, Working with Children, reference checks etc) are undertaken prior to appointment for all employees;
- A shortlist should be created and selection criteria measured and recorded; and
- All associated recruitment paperwork is to be made a record.

Roles & Responsibilities

Elected Members

- Employ Chief Executive Officer having regard for the conditions of this policy.

Chief Executive Officer

- Ensure that this policy is adhered to.

Executive Management

- Ensure that this policy and associated procedures are followed for all recruitment and selection.

Legislation

[Equal Opportunities Act 1984](#)

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020		Formerly 1.12 Staff Selection – Senior Employees and 4.44 Recruitment and Selection



POLICY MANUAL

WORKFORCE

3.1 EMPLOYEE INDUCTION POLICY

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	xxx

Purpose

To guide the induction of new employees to the Shire of Goomalling.

Objective

To ensure all new employees of the Shire of Goomalling are inducted.

Scope

Elected members, Chief Executive Officer, Managers, all Employees.

Standard

- All new employees will be fully inducted into the Shire of Goomalling which includes;
 - General induction;
 - An induction to all relevant work areas of the Shire;
- An employee cannot commence his/her duties until the induction has been completed; and
- All employees will be required to sign and adhere to the Code of Conduct upon commencement of their duties.

***Note:** Inductions also apply to Contractors, Visitors and Volunteers and will be carried out by the appropriate manager or supervisor if appropriate.*

Roles & Responsibilities

Shire President

- Ensure that a new Chief Executive Officer is inducted as per this policy.

Chief Executive Officer

- Ensure that all employee inductions are in accordance with this policy.

Executive Management

- Ensure that all new employees are inducted; and
- Ensure that all records procedures are followed.

Employees/Contractors/Visitors/Volunteers

- Fully participate in the induction process.

Legislation

[Equal Opportunities Act 1984](#)

[Occupational Safety and Health Act 1984](#)

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

Employment Procedure Induction forms and checklists

Code of Conduct

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020		Formerly 4.45 Employee Induction



POLICY MANUAL

WORKFORCE

3.2 WORKPLACE BEHAVIOURS POLICY

Distribution	Elected members, All Employees, Contractors, Visitors & Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	xxx

Purpose

To educate all employees and Elected Members on what constitutes unacceptable behaviour in relation to workplace discrimination, bullying and harassment and the procedures that will be followed in order to rectify such incidents.

The Shire of Goomalling does not tolerate any form of workplace discrimination, bullying or harassment and is committed to its duty to foster a safe workplace for all employees, volunteers, contractors and visitors.

Objective

The objectives of this policy are to:

- Create an Equal Employment Opportunity and safe environment for all Employees, free of discrimination, harassment and bullying and where all people are treated with dignity, courtesy and respect;
- Create and increase awareness amongst employees of their rights and obligations in relation to discrimination, harassment and bullying;
- Encourage employees who are victims of, or witnesses to workplace discrimination, harassment or bullying to report all incidents, no matter how minor or severe;
- Provide effective and efficient informal and formal complaint processes based on the 'Procedural Fairness' and 'Natural Justice' principles;
- Treat all complaints in a sensitive, fair, timely and confidential (where possible) manner;
- Reduce the Shire's direct and indirect risk associated with workplace discrimination, bullying or harassment. For example:
 - Losing valued and talented employees;
 - Reduced productivity and morale;
 - Stress related worker's compensation claims lodged and
 - Reputational damage through media exposure and/or potential litigation
- Explain costs associated with counselling, mediation, compensation claims and possible legal action; and
- Identify behaviour occurring that contravenes the Shire of Goomalling Values, Code of Conduct and legal responsibilities, and negatively impacts the Organisation's reputation.

Scope

Elected Members, Employees, Volunteers, Contractors and Work Experience Students.

Standard

Procedural fairness is concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It requires a fair and proper procedure be used when making a decision. It is considered highly likely that a decision-maker who follows a fair procedure will reach a fair and correct decision.

What is equal employment opportunity?

Equal opportunity in employment means that employees are judged on their ability to do the job based on merit rather than assumptions about them based on different characteristics.

What is discrimination?

Discrimination occurs when a person is treated less favourably than another person because of certain attributes. Under Federal and State laws, it is against the law to discriminate against people or to harass them, in various areas of public life because of their:

- Race, including colour, ethno-religious background or nationality under the Racial Discrimination Act 1975;
- Sex, pregnancy, transgender or marital status under the Sex Discrimination Act 1984;
- Disability under the Disability Discrimination Act 1992;
- Carers' responsibilities under WA Equal Opportunity Act 1984;
- Sexual Orientation under WA Equal Opportunity Act 1984; or
- Age under the Age Discrimination Act 2004.

Direct discrimination is where someone is treated less favourably because of their sex, age, race, disability, pregnancy or any of the other grounds covered by anti-discrimination legislation.

Indirect discrimination occurs when a requirement (or rule) that is the same for everyone has an effect or result that is, or is likely to, disadvantage employees because of their sex, race, disability etc.

What is harassment?

Harassment is defined as behaviour that is directed at an individual or group of employees that, because of its severity and/or persistence, is likely to create a hostile or intimidating environment and detrimentally affect an individual's participation in employment. Harassment is determined by reference to the nature and consequences of the behaviour, not the intent of the initiator, and occurs in circumstances where a reasonable person would have found the behaviour to be offensive, humiliating or intimidating.

What constitutes general harassment?

- Abusing a person loudly, usually when others are present;
- Repeated threats of dismissal or other severe punishment for no reason;
- Constant ridicule or being put down;
- Leaving offensive messages on email or the telephone;

- Sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages or getting a person into trouble in other ways;
- Maliciously excluding or isolating a person from workplace activities;
- Persistent and unjustified criticisms, often about petty, irrelevant or insignificant matters;
- Humiliating a person through gestures, sarcasm, criticism and insults, often in front of management or other workers; and
- Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm.

What is not workplace discrimination or harassment?

It is important for all employees to understand that workplace discrimination or harassment does not include the Senior Staff/Executive Management Team and designated Supervisors legitimately exercising their right to direct and control the manner in which work is done, monitoring employees' performance and dealing with underperformance in an appropriate and constructive manner, as per the Organisation's procedures.

What is sexual harassment?

Sexual harassment is any behaviour of a sexual nature, which is unwanted, unwelcome or uninvited which makes a person feel humiliated, intimidated or offended.

It may involve a single incident or a series of incidents. The Commonwealth (Federal) Sex Discrimination Act 1984 and the W.A. (State) Equal Opportunity Act 1984 declare sexual harassment to be unlawful.

What behaviour(s) may constitute sexual harassment?

Sexual Harassment can take many forms, from relatively mild sexual banter to actual physical violence. Examples of behaviour that may be classed as Sexual Harassment include unwanted:

- Physical contact - e.g. touching; patting; pinching; kissing/embracing someone or sexual assault.
- Verbal comments - e.g. innuendo; smutty jokes; suggestive comments about someone's appearance or body; persistently inviting someone out; questions about a person's private life; requests for sexual favours.
- Nonverbal actions - e.g. leers; stares; displays of sexually explicit material; offensive body and hand movements; suggestive letters and drawings, including email; indecent exposure, stalking, taking unwanted photographs.

What is not workplace Sexual Harassment?

Sexual Harassment is not behaviour which is based on mutual attraction, friendship or respect. If the interaction is consensual, welcome and reciprocated it is not Sexual Harassment.

It is also important for all Employees to understand that Workplace Sexual Harassment does not include the Organisation legitimately exercising its right to direct and control the manner in which work is done, monitoring Employees' performance and dealing with underperformance in an appropriate and constructive manner, as per the Organisation's procedures.

Sexual harassment and criminal conduct

Although the Commonwealth (Federal) Sex Discrimination Act 1984 declares sexual harassment to be unlawful (deemed a civil offence), some types of sexual harassment may also be offences under criminal law.

If the Organisation suspects a criminal incident has occurred, the Organisation shall encourage the complainant to report the matter to the police as soon as possible, and will be provided with any necessary support and assistance.

What is workplace bullying?

Workplace bullying can be defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or a group of workers, that creates a risk to health and safety (Code of Practice: Violence, Aggression and Bullying at Work (2006)).

Behaviour is considered inappropriate if a worker or workers are harmed, intimidated, threatened, victimised, undermined, offended, degraded or humiliated.

While some workplace bullying may involve verbal abuse and physical violence, bullying can also be subtle intimidation with inappropriate comments about personal appearance, constant criticisms, isolation of workers from others and unrealistic, embarrassing or degrading work demands. Workplace bullying can also be carried out via letters, email and telephone text messages.

What is victimisation?

Victimisation includes threatening, harassing or punishing a person in any way because they have objected to, or made a bullying claim about the manner in which they have been treated.

Workplace victimisation can be either overt or covert behaviour.

Overt behaviour includes:

- Loud or abusive language;
- Yelling or screaming;
- Unexplained rages;
- Unjustified criticism or insults, particularly in front of others;
- Humiliating or demeaning conduct; or
- Unjustified threats of dismissal or other disciplinary action.

Covert behaviour includes:

- Sabotage by withholding information;
- Hiding documents or equipment;
- Constantly changing targets/work policies;
- Overloading an employee with work and impossible deadlines, causing physical and/or mental exhaustion;
- Withholding training or resources which is typically offered to other employees;
- Isolating or ignoring an employee on a constant basis; or
- Practical joking.

What is not workplace bullying or victimisation

It is also important to understand what isn't bullying and to provide managers with guidance on what actions they are legally allowed to conduct. This section therefore clarifies what isn't bullying.

An isolated incident of inappropriate or unreasonable behaviour may be an affront to dignity at work but as a one-off incident it is not considered to be bullying. However, since the organisation has a general duty to provide employees with a safe workplace and systems of work, single incidents of this type should not be ignored.

It is important to differentiate between a person's legitimate authority at work and bullying. The organisation has the legal right to direct and control how work is done, and managers have a responsibility to monitor workflow and give feedback on performance.

If an employee has obvious performance problems, these should be identified and dealt with in a constructive way that does not involve personal insults or derogatory remarks. In situations where an employee is dissatisfied with management practices, the problem should also be raised in a manner that does not involve personal abuse.

Definitions

Discrimination, harassment or bullying of anyone is deemed unlawful under both State (WA) and Federal (Commonwealth) legislation. Disciplinary action will be taken against any employee who discriminates, harasses or bullies a fellow colleague. Sexual harassment can also be deemed a criminal offence under criminal law leading to prosecution.

All Individuals:	Employees, volunteers, contractors and work experience students.
Assessor:	The person who officially investigates the claim.
Claimant:	The person who is lodging the claim.
Respondent:	The person who is allegedly discriminating, harassing and/or bullying.
Grievance Officers:	Any member of the Senior Staff/Executive Management Team.

Roles & Responsibilities

Elected Members

- To provide model leadership in this area and display appropriate standards of conduct.

Chief Executive Officer/Executive Management/Senior Staff

- To provide model leadership in this area and display appropriate standards of conduct;
- To provide employees with a safe and confidential reporting structure; and
- To take all claims seriously and investigate with integrity and fairness.

Supervisors

All line supervisors are required to:

- Model appropriate behaviour and monitor to ensure acceptable standards of conduct are observed at all times;
- Ensure that all employees, volunteers and contractors where applicable are working in a safe environment, free from workplace bullying and victimisation. This includes actively promoting this policy within their Team;
- Provide the resources and support to employees when incidents of workplace bullying and victimisation occur;
- Address workplace bullying and victimisation incidents immediately if they are evident within their Team;
- Refer any claims to another officer or external 3rd party if they feel they are not the best person to handle the claim (e.g. there is a conflict of interest or the claim is too complex or serious); and
- Ensure their employees are aware of their responsibilities and are trained in the Organisation workplace discrimination, harassment, bullying and victimisation procedures. This information will be made readily available to all employees of the Shire of Goomalling, in hard copy at the Shire Depot and Administration office.

Employees

All employees are required to:

- Adhere to and uphold this Policy and the Shire of Goomalling Code of Conduct;
- Advise their line supervisor of incidents as soon as possible. This also includes reporting incidents that may have been witnessed; and
- Maintain confidentiality if they are involved in any form of the investigation of a claim (e.g. either as a respondent, witness or claimant).

Legislation

[Equal Opportunities Act 1984](#) and associated Regulations

[Occupational Safety and Health Act 1984](#) and associated Regulations

[Industrial Relations Act 1979](#) and associated Regulations

[Corruption Crime and Misconduct Act 2003](#) and associated Regulations

[Code of Practice: Violence, Aggression and Bullying at Work \(2006\)](#)

[Workers' Compensation & Injury Management Act 1981](#) and associated Regulations

[Public Interest Disclosure Act 2003](#) and associated Regulations

Federal

[Sex Discrimination Act 1984](#) and associated Regulations

[Racial Discrimination Act 1975](#) and associated Regulations

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020		Formerly 2.1 OHS Bullying in the Workplace and 4.42 Workplace Behaviour



POLICY MANUAL

WORKFORCE

3.3 PROFESSIONAL DEVELOPMENT & TRAINING

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	xxx

Purpose

To ensure the ongoing professional development of employees at the Shire of Goomalling and to ensure that employees have the necessary training and qualifications to undertake the tasks they perform.

Objective

The Shire of Goomalling is committed to the provision of training and professional development to ensure that its employees have adequate skills to perform their roles, to maximise efficiency throughout the organisation, to ensure that the highest levels of safety are attained with well trained and competent employees and that employees remain committed and motivated.

- To identify training needs;
- To ensure training and professional development is budgeted for each year;
- To encourage employees to seek out and attend training or professional development opportunities;
- To ensure that such training or professional development enhances the development of the employee;
- To ensure such training or professional development is relevant to the duties of the employee and will benefit the organisation;
- To encourage the identification of professional development opportunities at Annual Reviews; and
- Ensure that all employees are consulted with and provided with the appropriate training for both employee and organisational development.

Scope

All permanent employees

Standard

- Managers will assess the training needs of the organisation at employee annual reviews. They will consult with employees to identify any skills gaps and will undertake or arrange training where there is an identified need;
- Consider training needs when constructing the annual budget, with regard to skills required for new projects;

- Maintain a training record, including training needs and training register;
- Ensure that an evaluation is completed after each training or professional development is undertaken and that those records are placed on the personnel file after review by the relevant Manager;
- Evaluations of the employees' performance after the training to ensure that adequate skill development has occurred;
- Expenses incurred whilst attending professional development that are deemed reasonable by the Chief Executive Officer will be reimbursed;
- Reasonable expenses may include:
 - Registration fees
 - Accommodation
 - Meals
 - Travel
 - Parking
 - No reimbursement is made for hotel mini bar, in house movies, alcohol, entertainment or other personal expenses; and
 - Employees will provide their relevant Senior Manager with feedback on the value and outcomes of attending the professional development/training.

Definitions

Professional development Any activity that contributes to the relevant professional development of an employee and may include training, conferences, seminars, workshops.

Training Specific activities related to the improvement in skills for an employee relevant to their position

Roles & Responsibilities

Elected Members

- Authorise any professional development required by the Chief Executive Officer.

Chief Executive Officer

- Authorise professional development for Senior Employees;
- Ensure that there is adequate budget provision; and
Ensure that the professional development chosen benefits the employee and the organisation

Executive Management

- Authorise professional development for employees;
- Ensure that there is adequate budget provision;
- Arrange for a shire vehicle to be available for travel to and from training where possible; and
- Ensure that the professional development chosen benefits the employee and the organisation.

Employees

- Undertake training with interest and integrity; and
- Provide feedback.

Legislation

[Local Government Act 1995](#) (s5.41 and S5.42)

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

Employment Procedure Induction forms and checklists

Code of Conduct

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020		



POLICY MANUAL

WORKFORCE

3.4 FITNESS FOR WORK (IMPAIRMENT, DRUGS & ALCHOL) POLICY

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	xxx

Purpose

The Shire of Goomalling is committed to providing a safe, healthy and productive workplace for all. An employee's fitness for work may be adversely affected by the effects of fatigue, stress, injury/illness, alcohol or drugs. These factors may cause impairment or deficiencies in the employee's work performance and can be a contributing factor in workplace accidents or incidents.

The Shire of Goomalling will not tolerate attending work under the influence or in possession of alcohol or drugs and will take action where this occurs.

Objective

This policy aims to:

- Provide a safe work environment and a safe system of work for employees, contractors and visitors.
- Minimise the risk of injury to employees, contractors or visitors in the workplace.
- Minimise the risk of damage to the employer's property or that of its customers.
- Minimise risk of disruption to operations and productivity as a result of illness, injury or damage to property caused by consumption of drugs or alcohol.
- Provide a framework for dealing with the issue of fitness for work.

Scope

This policy applies to

- a) All employees, directors, contractors performing work at the Shire of Goomalling workplaces or where work is performed (eg a customer's premises).
- b) All visitors to the Shire of Goomalling workplaces
- c) All Shire of Goomalling workplace sponsored functions.

Standard

All employees engaged by the Shire of Goomalling are required to be “fit for work” at all times. Any employee who the Shire of Goomalling reasonably considers is unfit for work will not be permitted to commence or continue work and will be required to leave the premises.

The Shire of Goomalling will take reasonable steps to ensure employees are in a fit state to work safely and to minimise risks to both themselves and others in the workplace

This policy is part of a broader Health and Wellbeing Program provided by the Shire to its employees.

The situations in which the Shire of Goomalling may reasonably consider that an employee is unfit for work include, but are not limited to:

1. Exhibiting a physical, mental or emotional state that potentially compromises a safe work environment.
2. Presenting for work with a level of alcohol and/or drugs (prescription or otherwise) in their system which is in excess of the cut off prescribed in this policy or in excess of that allowed by law.
 - a. Employees need to have a Blood Alcohol Concentration (BAC) level of 0.00 whilst in the workplace.
 - b. Employees are prohibited from having any other illegal drugs detected in their system; eg Cannabis, methamphetamines (“speed” or “Ice”) or MDMA (“Ecstasy”) or any other illicit drug.
 - c. Employees are prohibited from attending the workplace whilst taking prescription drugs at excessive levels or where adversely affected by prescription drugs.

Definitions

Alcohol	Alcohol means ethyl alcohol or ethanol.
Drug	Any substance that may result in psychological or behavioural changes that cause impaired work performance. In this context, the term ‘substance’ includes, but is not limited to, alcohol, intoxicating products, Prescription Drugs, Non-Prescription Drugs, legal and illegal/illicit Drugs, whether naturally occurring or synthetic.
Duty of Care	a responsibility owed to another person because of a relationship between the two people.
Fit for work	refers to an individual’s functional capacity (physically, mentally and behaviourally) to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others.
Illicit or illegal Drugs	Illegal / Illicit Drugs includes all drugs identified as such by AS/NZS 4308 or drugs which have been synthetically designed to be outside the detection limits of AS/NZS 4308 and are not considered Prescription Drugs or Non-Prescription Drugs.

Impairment	The alteration of an individual's normal physical and/or mental function which results in diminished ability to safely undertake tasks at the normal level of concentration and performance.
Prescription Drugs	Prescription Drugs includes medications and other substances, both naturally occurring and synthetic, that cannot be legally purchased without a prescription from a registered medical practitioner.
Non-prescription Drugs Or Over the Counter(OTC)	Non Prescription Drugs include medications and other substances, both naturally occurring and synthetic, as sold legally over the counter, by a registered medical practitioner (ie pharmacist) without a physician's prescription.

Roles & Responsibilities

- The Shire of Goomalling has a duty of care to provide a safe workplace to its employees, as per safety and health legislation and common law.
- The employer/direct manager is responsible for making the decision as to whether an employee is fit for work and removing any impaired employee from possible harm.
- The employer and direct manager are responsible for ensuring the privacy of any drug/alcohol suspected incidents.
- All employees have a corresponding duty of care to take reasonable care so as not to expose themselves or their fellow employees to unnecessary risks. This duty extends to notifying their immediate supervisor if they reasonably suspect that another employee may be a risk because they are unfit to work.
- The employee is responsible for advising of any drug use, adhering to this policy and following directions with regard to drug/alcohol testing procedures as outlined.

Legislation

[Occupational Safety and Health Act 1984](#)

[Occupational Safety and Health Regulations 1996](#)

Australian Standards

AS4760; Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

AS/NZS 4308; Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

[3.0 Fitness for Work \(Drug, Alcohol & Impairment\) Procedure](#)

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2			Formerly 4.38 Alcohol & Other Drugs
2.1	21 October 2020		Formerly 2.4 Goomalling Fitness for Work (Drugs, Alcohol & Impairment) Policy 2019 Rev 1



10.0 OCCUPATIONAL SAFETY & HEALTH POLICY

Distribution	Elected members, All Employees, volunteers and contractors
Responsible Officer	Chief Executive Officer
Date adopted	xx XXX 2020
File Reference	xxx

Purpose

To ensure all elected members, employees, volunteers and contractors understand the organisations objectives in regards to Occupational Safety and Health matters and their role in achieving a safe working environment.

Objective

We at the Shire of Goomalling believe that the safety, health and well-being of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace;
- provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively;
- involve employees and subcontractors in the decision-making process through regular communication and consultation;
- ensure employees and subcontractors identify and control risk in the workplace;
- consider OSH in project planning and work activities.

Scope

Elected members, all employees, volunteers and contractors

Standard

Occupational Health and Safety is at the forefront of all business carried out by, or on behalf of Shire of Goomalling, the success of our OSH performance demands the following minimum requirements:

- the commitment of all persons
- allocation of resources to achieving the policy objectives
- planning work activities with due consideration given to OSH
- undertaking the risk management process in an effective manner
- communicating and consulting with our works and contractors

Roles & Responsibilities

Elected Members

- Provide adequate resourcing for OSH management objectives.

Chief Executive Officer

- Responsible for the overall management and implementation of OSH.

Managers

- Responsible for the day to day management and planning of OSH matters and to keep Council and all employees aware of pertinent OSH issues.

OSH Committee

- Principal aim is to discuss local safety and health issues as they arise in order to gain prompt resolution, set goals and objectives, assist management in the achievement of agreed objectives and monitor the performance of the safety and health program.

All Employees/Volunteers and contractors

- Responsible for their own safety and that of those around them;
- Report all hazards, incidents and accidents;
- Encouraged to participate in all OSH discussions and forums available to them;
- All employees are responsible for the safe performance of their duties and to wear all Personal Protective Equipment provided and necessary to undertake any job.

Legislation

[Occupational Safety and Health Act 1984](#)

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	XXx 2020		



9.5 GM CANOLA RELEASE

DATE:	15 October 2020
PROPONENT:	Australian Department of Health
LOCATION:	Australia Wide
SUBJECT:	GM Canola Release
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	76
ASSESSMENT NO:	N/A

PURPOSE

To consider a request for comment by the Australian Department of Health regarding a licence application, DIR 175, from BASF Australia Ltd for the commercial release of canola genetically modified for herbicide tolerance and a hybrid breeding system

BACKGROUND

The Office of the Gene Technology Regulator has received a licence application (DIR 175) from BASF Australia Ltd for commercial cultivation of genetically modified (GM) canola. The Office is seeking advice from jurisdictions and organisations on matters relevant to the preparation of a Risk Assessment and Risk Management Plan (RARMP), in accordance with the *Gene Technology Act 2000* (the Act).

Councils do not usually have specialist scientific advice available to them. The purpose in consulting with Council is to make it aware of the application and to seek comment from people who are familiar with the areas where the proposed release could take place.

The object of the Act is to protect human health and safety and the environment from risks posed by gene technology. Therefore, the regulator is seeking comment on any potential risks to people or the environment that may be posed by the proposed commercial release.

Council should note that issues such as food safety and labelling, agricultural chemical use and marketability and trade implications do **not** fall within the scope of the evaluations conducted under the Act as these are the responsibility of other agencies and authorities.

STATUTORY IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

There is no specific policy relating to this matter.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

This matter is not directly dealt with within the Community Strategic Plan.

ATTACHMENTS

Application Summary and Q&A



OFFICER COMMENT

The Application

Licence application DIR 175 is for commercial release of GM canola modified for herbicide tolerance and a hybrid breeding system.

BASF Australia Ltd is seeking approval to commercially grow the GM canola Australia-wide, subject to restrictions in some Australian States and Territories for marketing reasons. The GM canola and its products would enter general commerce, including use in human food and animal feed.

A summary of the application is attached along with a set of 'Questions and Answers' that provide an overview of the application and an outline of the assessment process. A copy of the application is available from the Office upon request.

Consultation process for this licence application

As this application is for commercial purposes, the Act specifies two rounds of consultation. Before a RARMP is prepared in accordance with the Act, the Regulator is required to seek advice from prescribed experts, agencies and authorities, including any local council that it considers appropriate, which in this case, the Regulator has considered to be all local councils in Australia.

Public consultation is not required at this stage. The second round of consultation required by the Act will occur after a consultation version of the RARMP has been prepared. The Regulator must seek advice on the RARMP from the same prescribed experts, agencies and authorities consulted initially. In addition, it must seek public comment on the RARMP.

Timeframe for comments

In order to comply with the legislative timeframe for this application, the Regulator requires Councils advice on matters related to risks to human health and safety and the environment that it should consider in preparing the RARMP by **17 November 2020**.

Please note that if the Regulator does not receive advice by this date, it will be required to proceed with the evaluation. However, Council will have a further opportunity to comment on the RARMP once it has been prepared.

The Regulator's office is happy to discuss any issues or concerns relating to the application or the preparation of the RARMP. If Councillors have any questions please contact the OGTR by email to ogtr@health.gov.au or by telephone on 1800 181 030 and quote application number DIR 175.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That the Council:

Advise the CEO what, if any, comment it wishes to make with regard to this matter.



270. RESOLUTION

Moved Cr Wilkes, seconded Cr Barratt

That the Council:

Do not submit any comments at this stage to the Australian Department of Health regarding licence application DIR 175 from BASF Australia Ltd for the commercial release of canola.

**CARRIED 6/0
By Simple Majority**



13 October 2020

Summary of Licence Application DIR 175

BASF Australia Ltd (BASF) has made an application under the *Gene Technology Act 2000* (the Act) for Dealings involving the Intentional Release (DIR) of genetically modified organisms (GMOs) into the Australian environment.

Project Title	Commercial release of canola (<i>Brassica napus</i>) genetically modified for herbicide tolerance and a hybrid breeding system (MS11) ¹
Parent organism	Canola (<i>Brassica napus</i>)
Genetic modifications	
Introduced genes	<ul style="list-style-type: none">• <i>barnase</i> gene from <i>Bacillus amyloliquefaciens</i> for male sterility• <i>barstar</i> gene from <i>Bacillus amyloliquefaciens</i> for fertility restoration• <i>bar</i> gene from <i>Streptomyces hygroscopicus</i> for glufosinate tolerance
Genetic modification method	<i>Agrobacterium</i> -mediated transformation
Principal purpose	Commercial release as a parent line for canola production
Previous releases	MS11 canola has been previously approved for field trials in Australia ² MS11 canola has also been approved for commercial cultivation in the United States and Canada.
Proposed locations	Australia-wide
Proposed period of release	From issue of licence

Next steps

The Gene Technology legislation sets out what the Gene Technology Regulator (the Regulator) must do, as well as what the Regulator can or must consider, before deciding whether or not to issue a licence for this application.

After consultation with the prescribed experts, agencies and authorities, the Regulator's staff will prepare a consultation version of the Risk Assessment and Risk Management Plan (RARMP) considering aspects of the application in accordance with the legislation.

The Regulator will seek comment on the consultation RARMP from the public, as well as a wide range of experts, agencies and authorities. The public and experts will be invited to provide submissions on the risks to human health and safety, and on risks to the environment from the proposed release.

At this stage, the consultation RARMP is expected to be released for comment in **December 2020**.

After consultation, the Regulator's staff will finalise the RARMP, taking into account advice on relevant matters. The finalised RARMP will form the basis of the Regulator's decision whether or not to issue a

¹ The title of the application submitted by BASF is "Commercial release of canola (*Brassica napus*) genetically modified for herbicide tolerance and a hybrid breeding system".

² Details regarding previous approvals have been declared as Confidential Commercial Information (CCI) under section 185 of the Act. This information will be made available to the prescribed experts and agencies that will be consulted on this application. CCI is not available to the public.

licence. The consultation and final versions of the RARMP and associated documents will be available on the [OGTR website](#) when they are released.

Other information available from the [OGTR website](#):

- 'Questions and Answers' document for this application
- a document on genetic modification methods
- information on Australia's national scheme for regulation of gene technology and
- information on the DIR application process.

Please use the contact details below, if you

- would like a copy of the application. Please include the identifier DIR 175.
- have any questions about the application or the legislated evaluation process or
- wish to register on the mailing list.

The Office of the Gene Technology Regulator, MDP 54, GPO Box 9848, Canberra ACT 2601
Telephone: 1800 181 030
Email: ogtr@health.gov.au

Questions & Answers on licence application DIR 175 – commercial release of genetically modified canola

What is this application for?

BASF Australia Ltd (BASF) is seeking approval for commercial cultivation of the genetically modified (GM) canola line MS11. The GM canola contains introduced genes for herbicide tolerance and a hybrid breeding system.

The GM canola is intended for use as a parental line for breeding and seed multiplication. The GM canola and its products would enter general commerce, including use in human food and animal feed.

Where will this GM canola be grown?

The purpose of the proposed release is to allow commercial production of this GM canola in all canola growing areas in Australia, subject to restrictions in some Australian States and Territories for marketing reasons. Commercial canola production occurs mainly in Western Australia, New South Wales, Victoria and South Australia, with sporadic plantings in Queensland and Tasmania. Currently, the commercial cultivation of GM is prohibited by State law in Tasmania and parts of South Australia.

How has the GM canola been modified?

The GM canola contains three introduced genes derived from common bacteria. Two genes confer male sterility and fertility restoration, which form a hybrid breeding system. The third gene confers tolerance to the herbicide glufosinate. This enables the GM canola plants to grow in the presence of this herbicide, which can be used to control weeds in the GM canola crop.

What is the process for considering this application?

The licence application will be subject to comprehensive, science-based risk analysis. The process includes two rounds of stakeholder consultation. In the first round, the Regulator will seek advice from prescribed experts, agencies and authorities prior to preparing a draft Risk Assessment and Risk Management Plan (RARMP). The RARMP focuses on identifying risks to people and to the environment that may be posed by the commercial release. Following public release of the draft RARMP, submissions will again be sought from stakeholders, this time including the public. The RARMP will then be finalised taking into account submissions received, and inform the Regulator's decision whether or not to issue a licence.

How can I comment on this application?

The RARMP for this application is expected to be released for public comment in **December 2020**. Its release will be advertised in newspapers, and it will be available on the OGTR website along with a range of supporting information. While comment is not being sought from the public at this stage, you can obtain a copy of the full application by contacting the OGTR. Please quote the application number DIR 175. A summary of the application is available on the OGTR website (under '[What's New](#)') or by contacting the OGTR.

The Office of the Gene Technology Regulator

Tel: 1800 181 030 E-mail: ogtr@health.gov.au

[OGTR website](#)



9.6 COMMENT – WATER SERVICES DOMESTIC VIOLENCE POLICY

DATE:	15 October 2020
PROPONENT:	Department of Water & Environmental Regulation
LOCATION:	Whole of the Shire
SUBJECT:	Comment – Domestic Violence Training and Policy
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	N/A
ASSESSMENT NO:	N/A

PURPOSE

To consider a request for comment on the proposed Water Services Code of Practice (Family Violence) by the Department of Water and Environmental Regulation.

BACKGROUND

Since providing the “Proposed contents of the water services code of practice for addressing family and domestic violence” to Council for comment in July this year, The Department has considered the feedback received, received the Minister’s approval to draft, and worked with the Parliamentary Counsel’s Office to prepare the Water Services Code of Practice (Family Violence) 2020 - which it intends to gazette in November 2020.

There is no requirement for exempted water service providers to develop a family and domestic violence policy. However, Council Officers are still invited to attend the briefing and submit comments.

STATUTORY IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

There is no specific policy relating to this matter.

FINANCIAL IMPLICATIONS

The compliance with the code will result in increased training requirements for staff

STRATEGIC IMPLICATIONS

This matter is not directly dealt with directly within the Community Strategic Plan.

ATTACHMENTS

- Water Services Code of Practice (Family Violence) 2020;
- Draft guidance to assist stakeholders in developing their approach to addressing family violence, including complying with the minimum requirements of the code. This will be made available on DWER’s website once the code has been gazetted.

OFFICER COMMENT

Key changes following stakeholder and Parliamentary Counsel’s Office feedback:



- Use of the term “family violence” (rather than “family and domestic violence”) – for consistency with the terminology in the *Restraining Orders Act 1997*. It is noted in the guidance that intimate partner violence is the most common form of family violence.
- Removal of requirements around staff support (experiencing FV) as this is outside of the power of the code to address.
- Clarification that the code applies to a licensee that provides a water service to a residential customer.
- Clarification around reporting requirements for Government organizations.
- Inclusion of a requirement that a water service provider must review their family and domestic violence policy if requested to do so by the Minister for Water.

The code is drafted so as to allow water service providers flexibility to tailor their approach to family violence to their circumstances. The draft guidance is intended to assist water service providers in developing their approach and includes an example family violence policy that water service providers may use as a template.

Briefing on the code:

The Department of Water and Environmental Regulation will hold an online briefing in the week commencing 19 October to discuss any feedback or concerns you may have in relation to the code. Please register your interest and availability through [this Doodle Poll](#) by COB 16 October 2020.

Formal submissions:

If individuals wish to make a formal submission, the Department requests that you email it to tracy.marshall@dwer.wa.gov.au by COB on 11 November 2020. To ensure the Department is able to gazette the code in November, it requests you raise any significant concerns with it as early as possible.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That the Council:

Determine what, if any, comment it wishes to make regarding the proposed Code of Practice.

271. RESOLUTION

Moved Cr Chester, seconded Cr Wilkes

That the Council:

Do not submit any comments on the proposed Water Services Code of Practice (Family Violence) by the Department of Water and Environmental Regulation.

**CARRIED 6/0
By Simple Majority**

Water Services Code of Practice (Family Violence) 2020

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Water Services Code of Practice (Family Violence) 2020

Made by the Minister under section 26 of the Act.

Part 1 — Preliminary

1. Citation

This code is the *Water Services Code of Practice (Family Violence) 2020*.

2. Commencement

This code comes into operation as follows —

- (a) Part 1 — on the day on which this code is published in the *Gazette*;
- (b) the rest of the code — on the day after that day.

3. Terms used

- (1) In this code —

bill means a bill for a water service charge;

family violence has the meaning given in the *Restraining Orders Act 1997* section 5A;

family violence policy has the meaning given in clause 5(1);

financial hardship means being in an ongoing state of financial disadvantage in which the ability of a residential customer to meet the basic living needs of the customer or a dependant of the customer would be adversely affected if the customer were to pay an unpaid bill;

cl. 4

financial hardship policy, of a licensee, means the licensee's policy under the *Water Services Code of Conduct (Customer Service Standards) 2018* clause 29;

payment difficulties means being in a state of financial disadvantage that is not likely to be ongoing and in which the customer is unable to pay an unpaid bill;

residential customer means a customer who uses the place in respect of which a water service is provided solely or primarily as the customer's dwelling.

Note for this subclause:

Other words and expressions used in this code have the same meanings as they have in the *Water Services Act 2012*. See the *Water Services Act 2012* section 26(5) and the *Interpretation Act 1984* section 44.

- (2) A reference in this code to a customer affected by family violence is a reference to a residential customer who is directly or indirectly affected by family violence.

4. Application of code

This code applies to a licensee that provides a water service to a residential customer.

Part 2 — Family violence policies

5. Family violence policy

- (1) A licensee must have a policy (a *family violence policy*) that sets out the following matters —
 - (a) the training to be provided to employees and other persons interacting with customers on behalf of the licensee to enable them to appropriately respond to customers affected by family violence;
 - (b) the information to be provided to customers affected by family violence about external services through which they can receive support, and when that information is to be provided;
 - (c) a process by which the account of a customer affected by family violence can be identified by employees without the need for a customer to repeat details of the issues;
 - (d) how information obtained from, or relating to, customers affected by family violence is to be protected;
 - (e) in what circumstances a customer affected by family violence will, as a result, be taken to be experiencing —
 - (i) payment difficulties for the purposes of the *Water Services Code of Conduct (Customer Service Standards) 2018*; or
 - (ii) financial hardship for the purposes of the licensee's financial hardship policy;
 - (f) how the licensee is to deal with debt management and recovery in relation to the accounts of customers affected by family violence;
 - (g) that the licensee must not request written evidence of family violence from a customer unless the evidence is reasonably necessary to enable the licensee to assess appropriate measures that it may take in relation to debt management and recovery.

cl. 6

- (2) A licensee must have a family violence policy before the end of the 6-month period starting on —
- (a) unless paragraph (b) applies — the day on which this clause comes into operation; or
 - (b) if the day of the grant of the licensee’s licence is after the day on which this clause comes into operation — the day of the grant of the licensee’s licence.

6. Family violence policy must be made available

A licensee must —

- (a) publish its family violence policy on its website; and
- (b) provide a hard copy of the policy to a customer on request and at no charge.

7. Review of family violence policy

A licensee must review its family violence policy —

- (a) at least once in every 5-year period; and
- (b) in addition to any review under paragraph (a) — if directed to do so by the Minister.

Part 3 — General

8. Record keeping

- (1) A licensee must maintain adequate records in relation to compliance with this code or any policy made under the code —
 - (a) if the licensee is a government organization as defined in the *State Records Act 2000* section 3(1) — in accordance with its obligations under that Act; or
 - (b) otherwise — in accordance with subclause (2).
- (2) For the purposes of subclause (1)(b), the licensee must retain each record —
 - (a) if the record relates to a customer — for at least 7 years after the last communication between the licensee and the customer or water services ombudsman in relation to the matter the subject of the record; or
 - (b) otherwise — for at least 7 years after the record is made.

9. Customers must be informed about complaints procedure

When a customer affected by family violence first contacts a licensee about a particular matter relating to the family violence, the licensee must inform the customer of the existence and operation of the licensee's complaints procedure under the *Water Services Code of Conduct (Customer Service Standards) 2018* clause 46.

10. Code must be made available

A licensee must ensure that its website contains a link that provides access to the current version of this code as it appears on the website that is maintained by or on behalf of the Western Australian Government and that provides public access to electronic versions of Western Australian legislation.

cl. 10

Minister for Water

Consultation Draft



Government of Western Australia
Department of Water and Environmental Regulation



Guideline

Guidance for water service providers in addressing family violence

[Insert Month Year]



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Month Year

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CATALOGUE

Acknowledgements

The Department of Water and Environmental Regulation acknowledges that this guideline has been informed by the Victorian Essential Services Commission's *Better practice in responding to family violence* (August 2019) and *Western Australia's Family and Domestic Violence Prevention Strategy to 2022 and Family and Domestic Violence Common Risk Assessment and Risk Management Framework*.

In addition, the department would like to thank the Western Australian Department of Communities' Family and Domestic Violence Unit for their contribution to developing this guideline.

Disclaimer

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This publication is available at www.dwer.wa.gov.au or for those with special needs it can be made available in alternative formats such as audio, large print, or Braille.



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1. Purpose

Addressing family violence requires a whole-of-community approach to prevention, earlier intervention, victim safety and perpetrator accountability.

This guideline has been prepared to assist water service providers develop and implement their family violence policies in accordance with the *Water Services Code of Practice (Family Violence) 2020* (code of practice).

In addition, this guideline suggests actions above the minimum requirements in the code of practice that a water service provider may consider in developing their approach to addressing family violence.

2. Scope

The considerations provided in this document are not mandatory; rather, their purpose is to assist water service providers in developing, implementing, maintaining and updating their approach to addressing family violence such that it is safe and effective.

The Department of Water and Environmental Regulation recommends water service providers consult with relevant experts in developing the best approach to address family violence.

3. Context

What is family violence?

Family violence is the intentional and systematic use of violence and abuse to control, coerce and create fear in another person within a familial relationship.

The term family violence most commonly refers to violence and abuse against an intimate partner, including same sex relationships and ex-partners, and can also include the abuse of children, older people and other family members.

Examples of behaviour that may constitute family violence include the following —

- an assault against the family member;
- a sexual assault or other sexually abusive behaviour against the family member;
- stalking or cyber-stalking the family member;
- repeated derogatory remarks against the family member;
- damaging or destroying property of the family member;
- causing death or injury to an animal that is the property of the family member;

- unreasonably denying the family member the financial autonomy that the member would otherwise have had;
- unreasonably withholding financial support needed to meet the reasonable living expenses of the family member, or a child of the member, at a time when the member is entirely or predominantly dependent on the person for financial support;
- coercing, threatening, or causing physical abuse, emotional or psychological abuse or financial abuse, in connection with demanding or receiving dowry, whether before or after any marriage;
- preventing the family member from making or keeping connections with the member's family, friends or culture;
- kidnapping, or depriving the liberty of, the family member, or any other person with whom the member has a family relationship;
- distributing an intimate image of the family member without the family member's consent, or threatening to distribute the image;
- causing any family member who is a child to be exposed to these behaviours.

Family violence and abuse is a fundamental violation of human rights and should not be tolerated in any community or culture.

Relevance to water services

Preventing family violence and abuse is the responsibility of the whole community and requires a shared understanding that it must not be tolerated under any circumstance.

Family violence issues can intersect with water services in a variety of ways. Understanding these ways will help water service providers tailor their approach to addressing family violence.

Customers

Perpetrators of family violence could capitalise on the essential nature of water services to assert control over their victims. For example, perpetrators might incur debt in the victim's name, refuse to contribute to costs, refuse to pay bills or have the service disconnected when they leave the family home.

Victims of family violence may be deterred from leaving an abusive situation if they feel that they will be faced with large debt should they leave. In addition, victims may suffer significant psychological and emotional impacts while attempting to resolve debts at the same time as ensuring their personal safety.

Furthermore, perpetrators may gain access to the victim's confidential information, such as their whereabouts, for example, through their knowledge of the personal details of the victim.

Water service are encouraged to put measures in place to ensure that their systems and processes do not enable family violence.

In Western Australia, while some water service providers may enter into agreements with tenants, water service customers are the land owners and not the tenant/s on the land. It is open to water service providers to go beyond their minimum statutory obligations provide additional support to tenants.

Staff

Staff may experience family violence themselves or may be affected by their experiences in dealing with co-workers or customers affected by family violence.

Family violence may, in some cases, pose a risk to the physical and psychological health and safety, not only of employees who are victims of the violence, but also of co-workers and other third parties.

The safety and wellbeing of those affected by family violence and abuse should be the first priority of any response.

Water Services Code of Practice (Family Violence) 2020

Western Australia's approach to addressing family violence through water service providers has been informed by the approach taken by the Victorian Essential Services Commission following the 2016 Victorian Royal Commission into Family Violence.

The Royal Commission found that essential services could be used by perpetrators of family violence to cause harm; for example, by putting a service in the name of a victim without their knowledge or consent, or intercepting mail that identifies the victim's safe location. The financial impact of family violence (including financial abuse) also means that people affected by family violence may have trouble paying bills, particularly if they have had to move multiple times.

In light of this, the Victorian Essential Services Commission amended the Victorian energy and water codes to set minimum requirements that energy and water retailers must meet when providing assistance to customers affected by family violence. In particular, energy and water retailers must:

- have a family violence policy in place; and
- meet minimum standards on staff training, account security, debt management and customer service.

In August 2019, the Commission released research on customer experiences of changes to the water customer service codes and also published the [Better practice in responding to family violence](#) guide, which explores ways energy and water retailers can provide family violence assistance that is safe and effective. The Commission has an ongoing commitment to work with the water and energy sectors to support collaboration and better practice in responding to family violence.

Western Australia has not had an inquiry into family violence. The State Government has recently released [Path to Safety: Western Australia's Strategy to Reduce Family and Domestic Violence](#) which promotes a whole-of-community approach to prevention and earlier intervention, victim safety and perpetrator accountability.

On 9 December 2019, the Minister for Water, Hon Dave Kelly MLA, the Minister for Energy, Hon Bill Johnston MLA, and the Minister for Prevention of Family and Domestic Violence, Hon Simone McGurk MLA, issued a [joint statement](#) committing to changes to the customer codes for Western Australian utility service providers to increase protection for customers experiencing family violence.

On XX December 2020, the Minister for Water made the *Water Services Code of Practice (Family Violence) 2020*. This code of practice was developed in consultation with key stakeholders including water service providers, regulators, financial counsellors and social services.

Commented [TM1]: TBC

4. Legislation

In Western Australia, water service providers are licensed under the *Water Services Act 2012* to provide water supply, sewerage, irrigation and drainage services to customers. The customers of water service providers are the owners of the land to which the service is delivered.

The *Water Services Code of Practice (Family Violence) 2020* was made under section 26 of the *Water Services Act 2012* and requires water service providers to have and implement a family violence policy.

The code of practice applies to all water licensees that provide water services to residential customers.

The code of practice is not prescriptive; rather, it allows for water service providers to tailor their approach to addressing family violence to their circumstances.

5. Outcome

This guidance has been developed to help water service providers develop their approach to addressing family violence to contribute to the following outcomes:

- Safety and support for victims – Adult and child victims are safe and kept free from harm through timely and accessible services. Ensure women and children at risk of or experiencing family violence are identified early, offered supports and protection, and are assisted to recover and thrive;
- Accountability – Perpetrators are held accountable for their actions and are actively supported to cease their violent behaviour;
- Prevention and early intervention – Individual attitudes and behaviours within the community reflect that family violence in any form is not acceptable.

6. A comprehensive and effective approach

Ensuring the approach is well-informed and continually improved

To fully understand water service providers' potential to address family violence, water service providers are encouraged to engage with:

- Specialist family violence organisations who can shed light on a variety of perspectives such as:
 - Initiatives already in place to address family violence and how these could intersect/support the water service provider's approach (e.g. [WA Department of Communities – Family and Domestic Violence Unit](#));
 - Financial impacts and difficulties experienced by victims of family violence, and potential solutions (e.g. [Financial Counsellors' Association of WA](#));
 - Appropriate ways of supporting and empowering victims of family violence (e.g. [Women's Council for Family and Domestic Violence Services](#));
 - Issues prevalent in particular communities, and how water service providers can tailor their approach to better support victims in these communities.
- All business functions within their organisation which can identify past and potential areas of concern, and opportunities to address them.
- Other water service providers and businesses who have developed and implemented strategies to address family violence, who can share their knowledge, experiences and approaches.

To promote continual improvement, the *Water Services Code of Practice (Family Violence) 2020* requires that water service providers review their family violence policy at least once in every five-year period, or if directed to do so by the Minister.

The operation and effectiveness of the code of practice itself will be reviewed at least once every five years.

Effective implementation

Organisation-wide commitment

Embedding lasting practices to address family violence requires organisation-wide commitment. Low awareness and poor responses by staff can deter customers experiencing family violence from disclosing their situation or accessing support.

Organisation-wide commitment can be achieved through:

- Communicating the **organisation's position and commitment** to addressing family violence to staff and the community.

Water service providers are encouraged to take and communicate the position that family violence and abuse is a fundamental violation of human rights and should not be tolerated in any community or culture.

The code of practice requires that water service providers ensure that their family violence policies are available on their websites and in hard copy at no charge.

Water service providers are encouraged to draw attention to the issue of family violence and commit to addressing this issue, for example, by publishing their policy and other relevant information and resources in a prominent position on their website.

- Involvement of **senior leadership** within the organisation in developing and implementing the water service provider's approach.
Commitment from senior leadership to communicate to staff and external stakeholders that family violence is an issue that the organisation takes seriously.
- **Including all business areas** in the development of the water service provider's approach to addressing family violence to help understand the organisation's direction, ensure changes are appropriate and can be fully implemented, and to build support internally.
- Providing family violence **training to all staff** and reinforcing the importance of understanding and addressing the issue in everyday life and work.

Support for staff

Staff may be directly affected by family violence, or indirectly through their interactions with victims, and are likely to all have different responses.

Water service providers are encouraged to ensure staff are aware of the support available to staff affected by family violence, including any training, leave, confidentiality and security measures, availability of flexible working arrangements, debriefing support, external referrals and counselling available.

7. Prevention and early intervention

Greater awareness of what is family violence, its prevalence, impacts and ramifications can help to prevent people from perpetrating family violence in the first place, support victims to take action safely and encourage the community to intervene early.

Attitudes and behaviours within the community that reflect that family violence in any form is not acceptable will also help to discourage this behaviour. These attitudes and behaviours are not only those of perpetrators (or potential perpetrators), but also those of victims of family violence and the community as a whole.

Water service providers can raise awareness and support attitude changes towards family violence by:

- Speaking out against the issue of family violence;
- Articulating support for victims of family violence; and
- Providing information and training to staff.

Having measures in place that provide support and assistance to victims of family violence helps to empower them to make their own choices, including whether to stay in or leave an abusive situation. If a victim is attempting or preparing to leave an abusive relationship, then water services must have measures that support this option.

Raising a voice against family violence

A water service provider can contribute to reducing family violence simply by publishing their family violence policy on their website. Water service providers can also team up with and support organisations that provide family violence services or participate in events that support addressing the issue.

Clearly articulating support for victims

Having information easily accessible to victims on the support that is available to them may help inform their responses and support safe decision-making. As some victims may look for information prior to making any decisions about addressing their circumstances, water service providers are encouraged to publish detailed information about support available on their website in a way that can be easily found, for example through online searches.

Many family violence webpages have an option for the user to close the page quickly without it appearing in their browsing history.

Providing information and training to staff

Identifying signs of family violence and knowing when and how to take appropriate action would be a daunting task for water service provider staff. Well-intended, but inappropriate responses, can have a negative impact on family violence situations.

It is important that staff dealing with victims of family violence understand that victims of family violence are best positioned to understand their circumstances and that it is the victim's responsibility to choose how they wish to address their circumstances.

Customers who choose to remain in or return to a violent home environment should be supported and their decision respected.

Water service providers are encouraged to engage with relevant experts (such as the Department of Communities Family and Domestic Violence Unit or community service providers) to provide relevant staff with the knowledge and training to:

- Identify signs and incidences of family violence;
- Know their abilities, responsibilities, what is in their control and what is not;
- Know how to handle situations, including setting appropriate boundaries, what action to take and how to safely refer clients for support;
- Know where to turn to for support and assistance in addressing family violence.

8. Safety and support

The safety and wellbeing of those affected by family violence and abuse should be the first priority of any response.

Customers

Water service providers can contribute to the safety of customers experiencing family violence by:

- Ensuring staff are equipped to handle situations where a customer's safety is at stake. For example, a water service provider's call centre may witness family violence whilst on a call with a customer. Training call centre staff to know how to handle the customer and whether, and who, to call for support could help ensure the safety of the victim.
- Having systems and processes in place to ensure information about customers experiencing family violence (who have consented to their circumstances being noted) is kept secure and confidential. For example, a water service provider could set up a system whereby, once a customer has requested family violence assistance:
 - Access to their information is locked to select staff who are involved with the case;
 - The customer is provided a specific reference code to use when liaising with the organisation (to prevent perpetrators who may know personal details about the victim's accounts from accessing information through standard controls);
 - Staff dealing with customers experiencing family violence are trained in using the water service provider's systems, maintaining confidentiality and security controls.

Water service providers can support customers affected by family violence by:

- Having measures in place so that customers (who have consented to their circumstances being noted) do not need to relive their trauma by having to repeat their circumstances each time they deal with the water service provider's staff. For example, water service providers could provide them with a reference number

to quote each time they call which would direct them to relevant case managers who have access to their account;

- Identifying an account where there may be a history of family violence equips employees to engage effectively with all customers on the account, recognising that both victims and perpetrators of abuse are entitled to fair service from their water services provider;
- Having measures in place to provide assistance to customers affected by family violence, such as access to the water service provider's financial hardship program and referrals to relevant organisations;
- Equipping staff who may come into contact with customers experiencing family violence with the knowledge and skills to understand the customer's situations, the organisation's approach and the context of their role in order to deal with customers in an empathetic and appropriate manner;
- Ensuring staff understand when it is appropriate to refer, how to refer and to whom to refer. The timing and manner of referral or the provision of information about referral may influence the customer's experience and decision to address family violence. Staff should be equipped to determine the best timing and manner of referral through their training. A list of helpful organisations is available on the [Department of Communities' website](#).

Given the covert nature of family violence and the difficulty victims have in speaking out about it, water service providers are encouraged to believe victims' experiences.

The code of practice requires that water service providers may only request written evidence of family violence from a customer if the evidence is reasonably necessary to enable the licensee to assess appropriate measures that it may take in relation to debt management and recovery.

Staff

Family violence can pose a work health and safety issue. In some cases, it may pose a risk to the physical and psychological health and safety, not only of employees who are victims of the violence, but also of co-workers and other third parties. Water service providers should consider their responsibilities under the *Occupational Safety and Health Act 1984* when developing their approach to addressing family violence with their staff.

Water service providers can contribute to their staff's safety by:

- Ensuring staff are equipped to handle situations where a colleague's safety is at stake. For example, the perpetrator could come to the victim's place of work and threaten to harm the victim or their colleagues. Staff who have been appropriately trained may be able to diffuse the situation and/ or seek assistance from authorities;

- Having systems and processes in place to ensure information about staff experiencing family violence is kept secure and confidential. For example, ensuring access to Human Resource systems is secure and that staff are trained in using the organisation's systems, maintaining confidentiality and security controls.

Water service providers can support their staff by having and making easily accessible measures to enable them to take action to address their circumstances, such as by providing:

- debriefing assistance for staff who deal with customers affected by family violence;
- an employee assistance program;
- information about where to seek specialist assistance;
- family violence leave entitlements;
- flexible working arrangements to enable staff experiencing family violence to attend to their circumstances; and
- information on confidentiality and how it will be managed in the workplace.

9. Accountability for perpetrators

Engaging directly with perpetrators of family violence is challenging and requires particular skills in order to ensure the safety of all parties involved. Water service providers are not expected to intervene in a manner other than as required by duty of care.

However, perpetrator accountability is not just about an action or consequences taken against a person who is using violence and abuse. Holding a perpetrator to account includes how water service providers engage with customers and record information. For example, it is important that records do not imply the victim is in any way to blame for the abuse.

Similarly, it is important that staff avoid colluding with perpetrators by excusing their behaviour or showing overt acceptance of any abusive behaviour. There are non-confrontational ways to support victims and hold perpetrators to account for their violence and abuse.

Water service providers are encouraged to take steps within their control that will promote perpetrator accountability, such as training relevant staff to:

- Understand their duty of care to ensure their and their colleagues' safety;
- Understand their duty of care to ensure the safety of the victim, including reporting incidences of family violence to authorities;
- Understand their limitations;
- Understand good recording practices; and

- Understand what collusion is and how to avoid it.

10. Communicating the water service provider's approach

The importance of raising a voice against family violence and making information about support available is reiterated throughout this document.

Water service providers are encouraged to make the process of seeking family violence as simple as possible for victims. It is recommended water service providers consider how to overcome potential barriers to access, such as language, cultural and accessibility difficulties.

For example, people considering leaving a family violence situation may choose to research their options prior to taking any steps. This could mean that they would search online for information about assistance available rather than contacting the water service provider directly.

Appendices

Appendix A - Sample family violence policy

The Department of Water and Environmental Regulation has prepared this Sample Policy to assist water service providers in preparing their family violence policy in accordance with the minimum requirements of the *Water Services Code of Practice (Family Violence) 2020*.
Water services providers are encouraged to do everything they can (within their control) to address family violence, and so should consider whether they are able to go above and beyond these minimum requirements.

Title:	Family violence policy		
Sub title:	Our approach to addressing family violence		
Published:	[Date of publication]		
Last reviewed:	[Date]	Next review:	[Date – max 5 years since last review]

If you wish to access a hard copy (at no charge) of this policy, please contact us via: [\[insert contact details\]](#)

b. Purpose

This policy outlines [water service provider]'s approach to addressing family violence, as required by the *Water Services Code of Practice (Family Violence) 2020*.

2. Scope

This policy applies to customers and staff of [water service provider] who have been, or are being, affected by family violence.

3. Legislation

The *Water Services Code of Practice (Family Violence) 2020* requires water service providers to have and implement a family violence policy, and stipulates the minimum requirements that the policy must address.

This policy meets [~~exceeds~~] these requirements and has been informed by the Department of Water and Environmental Regulation's *Guidance for water service providers in addressing family violence*.

4. Context

Family violence is the intentional and systematic use of violence and abuse to control, coerce and create fear. It can be physical, emotional/ psychological, sexual, financial, spiritual or social in nature. Further information on what is considered family violence is available [here](#).

Perpetrators of family violence can use control over their victims as a form of economic abuse, such as incurring debt in the victim's name, refusing to contribute to costs, refusing to pay bills or having the service disconnected when they leave the family home.

Victims of family violence may suffer significant psychological and emotional impacts while attempting to resolve debts at the same time as ensuring their personal safety.

In addition, perpetrators may gain access to the victims' confidential information such as their whereabouts, for example, through their knowledge of the personal details of the victim.

5. Our role in addressing family violence

At [water service provider], we have zero tolerance for family violence and will do everything we can (within our control) to support customers affected by family violence.

We have implemented systems and staff training so that customers who disclose to us that they have been, or are being, affected by family violence:

- Are heard and need only make this disclosure once;
- Have confidential and respectful interactions with our staff;
- Can be certain their personal information is kept confidential and safe;
- Are provided with information about financial support and assistance available, including specialised support networks;
- Are provided with time and information to help them consider their options and make informed decisions;
- Can enter into [water service provider]'s Financial Hardship program and be supported by our family violence process.

b. Support available

Customers can be referred into external support networks and resources including:

[Water service providers can access up-to-date information about support networks and resources from the [Department of Communities' website](#).]

b. Complaints procedure

Please refer to our Complaints procedure (available at: [insert link to Complaints procedure]) if you are not satisfied with how we have handled your situation.

Appendix B - Checklist against minimum requirements

This checklist contains the minimum requirements a water service provider must meet to comply with the *Water services code for addressing family violence*.

Section of code	Minimum requirements	Check
5(2)	Have a family violence policy in place before the end of the 6 month period starting on XX or the day of the grant of the licence if this is after XX .	
6	Publish the family violence policy on the water service provider's website and provide a hard copy of the policy on request at no charge.	
5(1)	The family violence must, at a minimum, address:	
5(1)(a)	<ul style="list-style-type: none"> the training to be provided to employees and other persons interacting with customers on behalf of the licensee to enable them to: <ol style="list-style-type: none"> identify customers affected by family violence; and appropriately address issues relating to the family violence. 	
5(1)(b)	<ul style="list-style-type: none"> the information to be provided to customers affected by family violence about external services through which they can receive support, and when that information is to be provided. 	
5(1)(c)	<ul style="list-style-type: none"> a process by which the account of a customer affected by family violence can be identified by employees without the need for a customer to repeat details of the issues. 	
5(1)(d)	<ul style="list-style-type: none"> how information obtained from, or relating to, customers affected by family violence is protected; 	
5(1)(e)	<ul style="list-style-type: none"> in what circumstances a customer affected by family violence will, as a result of the family violence, be taken to be experiencing — <ol style="list-style-type: none"> payment difficulties for the purposes of the <i>Water Services Code of Conduct (Customer Service Standards) 2018</i>; or financial hardship for the purposes of the licensee's financial hardship policy. 	
5(1)(f)	<ul style="list-style-type: none"> how the licensee deals with debt management and recovery in relation to the accounts of customers affected by family violence; 	
5(1)(g)	<ul style="list-style-type: none"> that the licensee may only request written evidence of family violence from a customer if the evidence is reasonably necessary to enable the licensee to assess appropriate measures that it may take in relation to debt management and recovery. 	
7	Family violence policy is reviewed at least once in every five-year period, and as directed to do so by the Minister.	
8(1)	Maintain adequate records in relation to compliance with this code or any policy made under the code — <ol style="list-style-type: none"> if the licensee is a government organisation as defined in the <i>State Records Act 2000</i> section 3(1) — in accordance with its obligations under that Act; or otherwise — for at least 7 years after the last communication between the licensee and the customer or water services ombudsman in 	

Commented [TM2]: Date the clause comes into operation

	relation to the matter the subject of the record, or for at least 7 years after the record is made.	
9	Inform the customer of the existence and operation of the licensee's complaints procedure under the <i>Water Services Code of Conduct (Customer Service Standards) 2018</i> clause 46.	
10	Ensure the water service provider's website contains a link to the current version of the code of practice .	



References

- What is family and domestic violence?*, Government of Western Australia Department of Child Protection and Family Support, 2015, Available from: <https://www.dcp.wa.gov.au/CrisisAndEmergency/FDV/Pages/Whatisfamilyanddomesticviolence.aspx>
- Western Australian Family and Domestic Violence Common Risk Assessment and Risk Management Framework (2nd ed.)*, Government of Western Australia Department of Child Protection and Family Support, 2015, Available from: https://www.dcp.wa.gov.au/CrisisAndEmergency/FDV/Documents/2015/CRAR_MFFinalPDFAug2015.pdf
- Moving towards better practice—implementing family violence policies in the Victorian water sector*, May 2017, Victorian Essential Services Commission, Available from: <https://www.esc.vic.gov.au/sites/default/files/documents/proposed-customer-service-code-changes-moving-towards-better-practice-20170706-v4.pdf>
- Practice Guidelines: Women and Children's Family and Domestic Violence Counselling and Support Programs [Adapted version of original 2008 Department of Human Services (Victorian Government) edition]*, Department for Child Protection and Family Support, Government of Western Australia, Perth.
- Consultation Paper: 10 Year Strategy for Reducing Family and Domestic Violence*, Government of Western Australia Department of Child Protection and Family Support, Available from: <https://www.communities.wa.gov.au/media/1722/fdv-10-year-strategy-consultation-paper.pdf>
- Family violence—a work health and safety issue?*, Australian Government, Australian Law Reform Commission, 2011, Available from: <https://www.alrc.gov.au/publication/family-violence-and-commonwealth-laws-improving-legal-frameworks-alrc-report-117/18-occupational-health-and-safety-law-2/family-violence-a-work-health-and-safety-issue/>
- Employer Guide to Family and Domestic Violence*, Australian Government, Fair Work Ombudsman, Available from: <https://www.fairwork.gov.au/ArticleDocuments/1414/employer-guide-to-family-and-domestic-violence.docx.aspx>
- Path to Safety: Western Australia's strategy to reduce family and domestic violence 2020-2030*; Government of Western Australia Department of Communities, 2020, Available from: <https://www.communities.wa.gov.au/media/2766/fdv-strategy.pdf>



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CATALOGUE #

For more information about this report, contact

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9.7 PLANNING CONSENT – PROPOSED MALTING FACILITY – LOT 81 NORTHAM PITHARA ROAD, KARRANADGIN

DATE:	15 October 2020
SUBJECT:	Malting Facility
PROPONENT:	R. Rowles
LOCATION:	Lot 81 Northam Pithara Rd, Karranadgin
AUTHOR:	Hugo de Vos – Contract Planner
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	176
ASSESSMENT NO:	A1228

PURPOSE

To consider a proposal to develop a malting facility at Lot 81 (No. 6013) Northam Pithara Road in Karranadgin.

BACKGROUND

The Shire of Goomalling has received an application for development approval for a proposed malting facility to be developed at Lot 81 (No. 6013) Northam Pithara Road in Karranadgin.

The facility will be comprised of two water tanks (with 200,000L capacity), four 10-metre-high grain silos, a 40mx24mx6.5m steel and zincalume shed in which the processing will occur, and will utilise existing residential housing for staff. For more details regarding this proposal – please refer to the attached plans.

Planning Framework

Lot 81 Northam Pithara Road in Karranadgin is zoned Rural 3 – General Farming under the Shire of Goomalling’s Local Planning Scheme No. 3.

The Malting Facility is consistent with the definition of ‘Industry – Rural’ which is defined in the Scheme as:

***Industry Rural:** - means an industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.*

This land use is an “AA” use for this zone which means that the Council may, at its discretion, permit the use.

This matter is being brought to Council for determination under Delegation DE35 Clause 1.1 General Exclusions which states:

Applications for development approval for development exceeding \$1M in value and/or a net increase of in excess of 1 dwelling and/or a net increase of over 300m² in building floor area may not be determined under delegated authority.

In this instance, the area of development is a net increase of over 300m².

STATUTORY IMPLICATIONS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Goomalling Local Planning Scheme No. 3

POLICY IMPLICATIONS



State Planning Policy 2.5 Rural Planning

An objective of this policy is to support existing, expanded, and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food.

5.12.1 Avoiding land use conflict

- b) *where a development is proposed for a land use that may generate off-site impacts, there should be application of the separation distances used in environmental policy and health guidance, prescribed standards, accepted industry standards and/or Codes of Practice, followed by considering –*
- i. whether the site is capable of accommodating the land use; and/or*
 - ii. whether surrounding rural land is suitable, and can be used to meet the separation distances between the nearest sensitive land use and/or zone, and would not limit future rural land uses; and*
 - iii. whether if clauses (i) and/or (ii) are met, a statutory buffer is not required.*

The Environmental Protection Authority's *Guidance for the Assessment of Environmental Factors - Separation Distance Between Industrial and Sensitive Land Uses* (2005) lists 'Malt works' under Appendix 1: Separation Distances between Industrial and Sensitive Land Uses. The document indicates the possible environmental impacts would be from dust, noise and odour and recommends a separation distance of 500m.

The proposed development comfortably meets the 500m buffer requirement with the closest sensitive land-use (dwelling) measured at 1.629km away. The existing structure onsite is exempt.

FINANCIAL IMPLICATIONS

Planning fee to be paid by applicant.

STRATEGIC IMPLICATIONS

Avon Sub-Regional Economic Strategy

Broadacre Agriculture

As expected, broadacre agriculture represents the most distributed economic opportunity in the Avon and is likely to remain the foundation industry of the sub-region in the medium and longterm. This is the case for Goomalling, which will continue to serve a primary production role given the large amount of agricultural land available, high cropping yields, and local support infrastructure (e.g. grain storage domes).

The proposed malting facility is consistent with this strategy.

Shire of Goomalling Strategic Community Plan – 2019

Outcome 2.3 Actively support and develop local and new business

2.3.4 Promote new commercial and industrial development through appropriate zoning of land and infrastructure.

The proposed malting facility is consistent with this strategy.

ATTACHMENTS

A copy of the plans and supporting material from the applicant is attached.

OFFICER COMMENT

The malting process is very water intensive. The high volume of liquor waste from the steeping process is difficult to treat, with oxidizable chemicals and biological compounds in much higher concentration than domestic sewage. Therefore, it is recommended that an additional condition be added that the



applicant supply a comprehensive wastewater management plan developed in accordance with the applicable Department of Water – Water Quality Protection Notes to the satisfaction of the Shire of Goomalling – prior to the commencement of operations.

The application is consistent with the Local Planning Scheme and with the relevant strategies and policies and should therefore be approved subject to conditions.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That the Council:

Grant development approval to Mr Rex Rowles to for an Industry-Rural land use (Malting Facility) at Lot 81 (No. 6013) Northam Pithara Road in Karranadgin. subject to the following conditions:

1. The development hereby permitted must substantially commence within two years from the date of this decision letter.
2. Prior to the commencement of operations a Wastewater Management Plan is to be developed in accordance with the applicable Department of Water – Water Quality Protection Notes to the satisfaction of the Shire of Goomalling. Once approved by the CEO, the plan is to be implemented and adhered to at all times.
3. The development hereby permitted taking place in accordance with the approved plans.

272. RESOLUTION (Officer Recommendation)

Moved Cr Sheen, seconded Cr Chester

That the Council:

Grant development approval to Mr Rex Rowles to for an Industry-Rural land use (Malting Facility) at Lot 81 (No. 6013) Northam Pithara Road in Karranadgin. subject to the following conditions:

- 1. The development hereby permitted must substantially commence within two years from the date of this decision letter.**
- 2. Prior to the commencement of operations a Wastewater Management Plan is to be developed in accordance with the applicable Department of Water – Water Quality Protection Notes to the satisfaction of the Shire of Goomalling. Once approved by the CEO, the plan is to be implemented and adhered to at all times.**
- 3. The development hereby permitted taking place in accordance with the approved plans.**

CARRIED 6/0
By Simple Majority



SHIRE OF GOOMALLING

PO Box 118, Goomalling WA 6460

Tel: 9629 1101 Fax: 9629 1017

goshire@goomalling.wa.gov.au

APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details		
Name: <u>Rex Rowles</u>	ABN (if applicable): <u>78504582650</u>	
Address: <u>PO box 251 Goomalling WA</u>		Postcode: <u>6460.</u>
Phone: (work): (home): (mobile): <u>0838082813</u>	Fax:	E-mail: <u>rex@moetlockmalt.com.au.</u>
Contact person for correspondence: <u>Rex Rowles.</u>		
Signature: <u>[Signature]</u>	Date: <u>29/9/20.</u>	
Signature:	Date:	
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2)</i>		

Applicant Details (if different from owner)		
Name:		
Address:		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for viewing in connection with the application. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:	Date:	

Property Details		
Lot No: <u>81</u>	House/Street No: <u>6013</u>	Location No: <u>437</u>
Diagram or Plan No: <u>247197</u>	Certificate of Title Vol. No: <u>2774</u>	Folio: <u>699</u>
Title encumbrances (e.g. easements, restrictive covenants):		
Street name: <u>Nathan-Pitkara Rd.</u>	Suburb: <u>Karonedgin.</u>	
Nearest street intersection: <u>Lord Rd.</u>		

Proposed Development	
Nature of development:	- Construct a 24m x 18m x 5.9m shed. - install Malting equipment. - install 5x grain silos - install 200,000L of water storage.
Is an exemption from development claimed for part of the development?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, is the exemption for:	
Description of proposed works and/or land use:	Agricultural
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	1 house of lot.
Approximate cost of proposed development:	\$750 000
Estimated time of completion:	July 2021
OFFICE USE ONLY	
Acceptance Officer's initials:	Date received:
Local government reference no:	

Mr Rex Rowles

Shire of Goomalling
P.O. Box 118
Goomalling, WA, 6460

Proposed development of a malting facility at 6013 Northam-Pithara Road, Karranadgin by Mr Rex Rowles.

To whom it may concern,

This letter is in connection with an application for planning approval for a malting facility to be built at 6013 Northam-Pithara Rd Karranadgin. The facility will be comprised of two water tanks (with 200,000L capacity), four 10-metre-high grain silos, a 40mx24mx6.5m steel and zincalume shed in which the processing will occur, and will utilise existing residential housing for staff.

The proposed site is located in the Rural 3 – General Farming zone under the Shire of Goomalling Town Planning Scheme No. 3. The most appropriate land use classification for a malting facility in the Scheme is Industry Rural which is defined as, “an industry handling, treating, processing or packing primary products grown reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.” Rural Industry is permissible subject to council discretion in Rural Zone 3. In relation to the future building approval, the development fits within the Class 8 building class. A malting facility is located on land in the Rural Zone 3 – General Farming is strongly aligned with the objectives of the Rural 3 Zone – General Farming which aims to, “Ensure that the zone contains predominantly rural uses and reserves for various purposes.”

The development is proposed to generate a nominal amount of traffic. During November and December there will be approximately 8 deliveries of malt onto the site using a heavy combination truck. Malt will be transported from the site on a weekly basis using a light utility vehicle. Traffic movements would occur between 9am to 5pm during the day.

The development is estimated to be worth \$299,000. Thus, a planning approval fee of \$956.8 (0.32% of the total cost) is attached with the application.

The development is consistent with State Government objectives of regional economic growth. It is supported through the State Government and the Wheatbelt Development Commission through the Regional Economic Development (RED) grants program. Planning for this development has been done in consultation with WDC and DPIRD to ensure proper regulatory compliance is met. Along with the application for development approval, a works approval application will also be submitted with the Department of Water and Environmental Regulation.

As the development is consistent with both the Shire of Goomalling's, and the State Government's planning framework, it is clear that the Shire of Goomalling should grant planning approval for this development.

If the Shire requires any further information in relation to the above, do not hesitate to contact Mr Rex Rowles on 0438082813 or rex@mortlockmalt.com.au.

Kind Regards



Mortlock Malt Malting Operation

Location:

The operation is located at 6013 Northam-Pithara Rd Karranadgin. The land is located in the Rural 3 – General Farming zone under the Shire of Goomalling Town Planning Scheme No. 3.

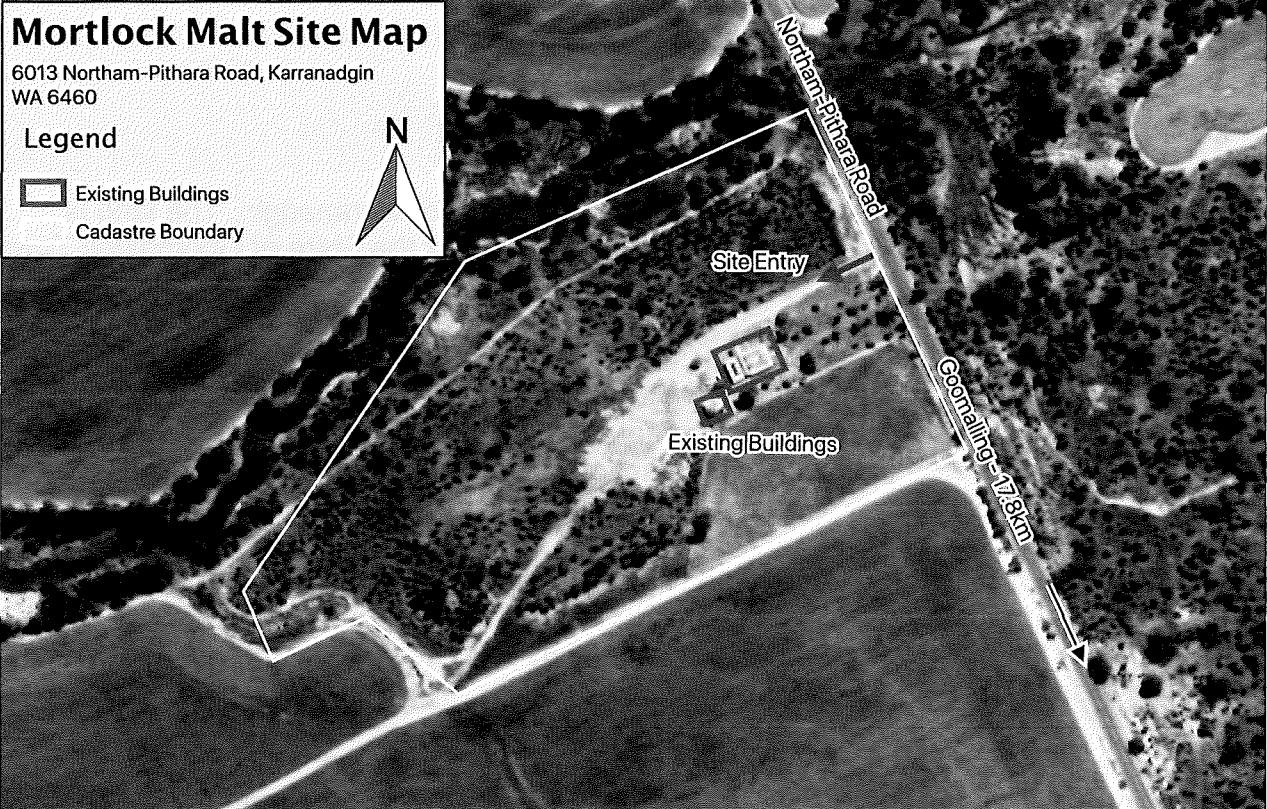
The most appropriate land use classification in the Shire of Goomalling Town Planning Scheme No. 3 is Industry Rural which is defined as, “an industry handling, treating, processing or packing primary products grown reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.” Rural Industry is permissible subject to council discretion in Rural Zone 3.

A malting facility is located on land in the Rural Zone 3 – General Farming is consistent with the objectives of the Rural 3 Zone – General Farming which aims to, “Ensure that the zone contains predominantly rural uses and reserves for various purposes.”

Once development approval has been granted, the buildings will require building approval from the Shire. It will require a 50m setback from the road frontage.

A malting facility would be classified as a Class 8 building. This is defined as, “a laboratory, or a building in which a handicraft or process for the production, assembling, altering, repairing, packing, finishing or cleaning of goods or produce is carried on for trade, sale or gain.”

Site Map:



Existing Surrounding Environment:

Climate

Being located in the Wheatbelt the site has a semi-arid, Mediterranean climate with hot dry summers and wet winters (Beecham, 2001). The Goomalling Weather Station has recorded climate data from 1887 (BOM, 2020).

The station has recorded temperature data since 1967. The station recorded an average yearly maximum temperature of 25.9°C and an average yearly minimum temperature of 11.3°C. The hottest month is January with an average maximum temperature of 34.8°. The coolest month is July which had an average maximum temperature of 17.3° (BOM, 2020).

The station recorded an average of 364.4mm of annual rainfall over 46.3 rainfall days. Rainfall is predominantly recorded in the winter months with June recording the highest average rainfall of 65.9mm. December recorded the lowest average rainfall with 10.6mm (BOM, 2020).

Local winds during the warmer months are typically characterised by easterly winds during the daytime followed by south-westerly winds in the afternoon and evening as the land cools during the evening (BOM, 2020).

Topography

The proposed operation is sited on land approximately 260m above sea level. The immediately adjacent landscape is gently undulating with higher land (270m) to the south and east of the site. There is a low point of land to the west at 250m which forms part of a creek system (DPIRD, 2020).

The site is currently cleared and levelled.

Hydrology

The premises is located within the Avon River Catchment. Water from the property drains to the Mortlock River, which discharges into the Avon River (DWER, 2017).

The Department of Primary Industry and Regional Development Interactive groundwater and salinity tool shows a number of hydrological features. There is a creek running through the property east to west. The Department of Primary Industry and Regional Development has identified this area to be affected by dryland salinity as well as be a valley hazard area. A valley hazard is an area in which water can accumulate, and is likely to have a shallow water table with the potential to result in surface salinity (DPIRD, 2020).

Hydrogeology

The premises is located within the proclaimed Karri Groundwater Area and is comprised of combined fractured rock aquifers. A review of the DWER's Water Information Network and Water Register indicated that no publicly owned groundwater bores were located on the premises. Water was measured at approximately a 6m depth using a private bore on site.

Flora and Fauna

Whilst the region has largely been cleared for dryland cropping. The Commonwealth Government Department of Environment and Energy EPBC Act shows that "Eucalypt Woodlands of the Western Australian Wheatbelt" are likely to occur in the area. Beecham (2001) categorises the area as having, "proteaceous scrub heaths, rich in endemics, on residual lateritic uplands and derived sandplains; mixed eucalypt, *Allocasuarina huegeliana* and Jam York Gum woodlands on Quaternary alluvials and eluvials."

Surrounding Land Use:

The immediate surrounding land-use is extensive agriculture, largely comprised of cropping.

Proposed Structural Modifications:

The malting operation would be comprised of two water tanks (with a 200,000L capacity), four 10-metre-high grain silos, a 40mx24mx6.5m shed where the processing will occur, and will utilise existing residential housing for staff. The layout is shown in Figure 1. The sheds and silos will be constructed of zincalume steel.



Figure 1 Map showing the malting facility site and proposed building layout.

Proposed Operations:

The planned malting operation has the capacity to operate 24 hours a day, every day of the year. However, the facility is estimated to operate at 50% capacity in the initial production phase. The operation is estimated to produce 300-400 tonnes of malt per year. This would equate to approximately one, 7 tonne batch of malt processed per week. This would use 40,000 litres of water a week. It is proposed water would be drawn from a combination of scheme water, groundwater and rainwater sources. It is likely that water will need some degree of treating to remove salinity and iron content. Malt would be sourced from 100% locally and sustainably grown barley. The operation would require 400t of barley storage and 200,000L of water storage.

Barley would be transported to the premises by trucks with access from Northam-Pithara Road (shown in Figure 1). A total of 8 barley deliveries in semi-trailer trucks would occur approximately 8 times over the months November and December. The

processed malt will be transported by light truck or utility vehicle weekly. Traffic movements would occur between 9am to 5pm during the day.

Malting Process

The malting process is comprised of three steps: steeping, germination and kilning. Steeping involves immersing grain in aerated water for five to eight hours at a time, with air rests (water is drained from grain) in between. Grain is then transferred from steeping tanks to germination boxes for root and shoot production. Humidity and temperature are controlled in the germination bed. Once the barley shoot is about three quarters the length of the grain (about four days), germination is halted by kilning. Kilning dries the grain and promotes the development of colour and flavour.

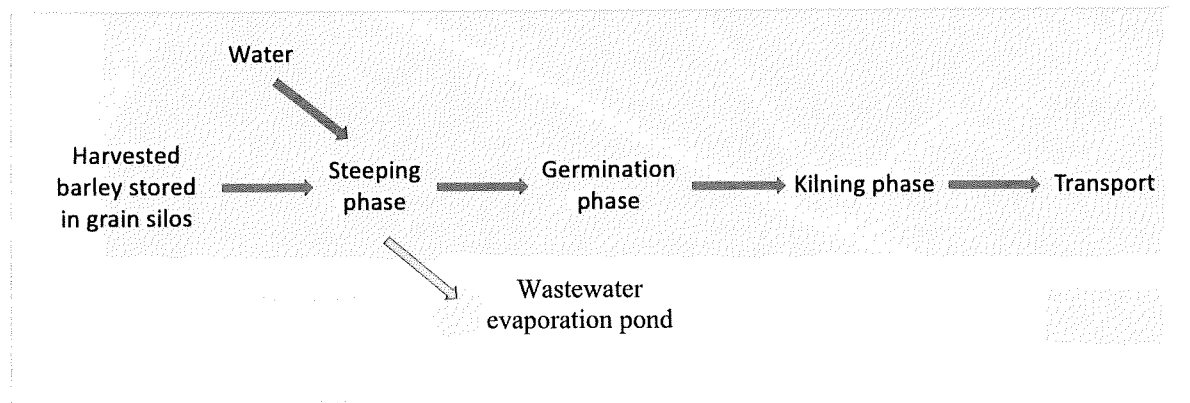


Figure 2 Malting Process flow diagram

The steeping process is the stage of the operation that has the most potential to create emissions. Water used in the steeping process would have to be managed. However, this is of relatively low risk due to the lack of harmful chemicals or pollutants in the wastewater. Wastewater would be managed through a wastewater evaporation pond. This pond will be used to collect the water used for the steeping phase. The pond will be compliant with Water Quality Protection Note 27 Liners for containing pollutant. The final permeability of the pond will be less than 10^{-9} . Accumulated dry waste will be manually collected as required, and disposed of in general rubbish, as required.

Possible Sources of Emissions

Possible emissions from the malting operation include noise, dust, and water. Dust and noise emissions would largely occur as a result of the transport of malt and barley to and from the premises. Given the distance to any sensitive receptors there is a low potential for impact of noise and dust emissions. Water emissions would come from the steeping phase of the malting operation and will be managed by a wastewater evaporation pond.

Barley would be transported to the premises by trucks with access from Northam-Pithara Road (shown in Figure 1). Barley deliveries would occur 4-8 times over November and December. The processed malt will be transported by light truck or utility vehicle fortnightly. Traffic movements would occur between 9am to 5pm during the day.

The EPA recommend a separation distance of 500m between the malting operation and sensitive receptors (EPA, 2015). There are no sensitive receptors within 500m of the proposed operation.

Proposed Waste Management:

Liquid waste: Evaporation pond for waste water- size and location.

Domestic waste water- septic?

Solid waste management- bins, their location and end destination (licences landfill)

References

Beecham, B. (2001) Avon Wheatbelt 2 (AW2 – Re-juvenated Drainage subregion). Available at:

https://www.dpaw.wa.gov.au/images/documents/about/science/projects/waaudit/avon_wheatbelt02_p36-68.pdf

Bureau of Meteorology (BOM) (2019) Climate statistics for Australian locations, available at: http://www.bom.gov.au/climate/averages/tables/cw_010111.shtml.

Department of Primary Industry and Regional Development (DPIRD (2020) Interactive groundwater and salinity map for the south-west agricultural region. Available at: <https://www.agric.wa.gov.au/resource-assessment/interactive-groundwater-and-salinity-map-south-west-agricultural-region#legendmap>

Department of Primary Industry and Regional Development (DPIRD (2017) Malt Quality Parameters for Malting Barley. Available at: <https://www.agric.wa.gov.au/barley/malt-quality-parameters-malting-barley>

Department of Water and Environmental Regulation (DWER) (2017) Water Register. Available at: <https://www.water.wa.gov.au/maps-and-data/maps/water-register>

Department of Water and Environmental Regulation (DWER) (2013) Water Quality Protection Note 27 Liners for containing pollutants, using engineered soils. Available at: https://www.water.wa.gov.au/data/assets/pdf_file/0013/4063/93695.pdf

Environmental Protection Agency (EPA) (2015) Draft Environmental Assessment Guideline
For Separation distances between industrial and sensitive land uses.

Sawkin, D.N. (2010) Landscapes and soils of the Northam District. Department of Agriculture and Food, Western Australia, Perth. Bulletin 4803.



10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

273. RESOLUTION

Moved Cr Barratt, seconded Cr Wilkes

That agree to deal with the late item.

**CARRIED 6/0
By Simple Majority**

11.1 PLANNING CONSENT – PROPOSED FARM SHED – LOC 16993 BOASE RD, UCARTY WEST

DATE:	20 October 2020
SUBJECT:	FARM SHED FOR MACHINERY STORAGE
PROPONENT:	Wheatbelt Steel/D. French
LOCATION:	Loc 16993 Boase Road, Ucarty West
AUTHOR:	Hugo de Vos – Contract Planner
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	176
ASSESSMENT NO:	A813

PURPOSE

To consider a proposal to develop a farm shed for machinery storage at Location 16993 (No. 206) Boase Road in Ucarty West.

BACKGROUND

The Shire of Goomalling has received an application for development approval for a proposed farm shed for machinery storage to be developed at Loc 16993 (No. 206) Boase Road in Ucarty West.

The proposed shed is 24m x 18m x 6.6m.

The shed will be used to store farming machinery.

Down pipes will be used to run storm water away from shed to be collected by dam with possible future installation of tanks to collect it.

Planning Framework

Loc 16993 (No. 206) Boase Road in Ucarty West is zoned Rural 3 – General Farming under the Shire of Goomalling's Local Planning Scheme No. 3.

The farm shed for machinery storage is consistent with the definition of 'Industry – Rural' which is defined in the Scheme as:



Industry Rural: - means an industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality.

This land use is an “AA” use for this zone which means that the Council may, at its discretion, permit the use.

This matter is being brought to Council for determination under Delegation DE35 Clause 1.1 General Exclusions which states:

Applications for development approval for development exceeding \$1M in value and/or a net increase of in excess of 1 dwelling and/or a net increase of over 300m² in building floor area may not be determined under delegated authority.

In this instance, the area of development is a net increase of over 300m².

STATUTORY IMPLICATIONS

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Goomalling Local Planning Scheme No. 3

POLICY IMPLICATIONS

State Planning Policy 2.5 Rural Planning

An objective of this policy is to support existing, expanded, and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food.

This proposal is consistent with this policy.

FINANCIAL IMPLICATIONS

Planning fee to be paid by applicant.

STRATEGIC IMPLICATIONS

Avon Sub-Regional Economic Strategy

Broadacre Agriculture

As expected, broadacre agriculture represents the most distributed economic opportunity in the Avon and is likely to remain the foundation industry of the sub-region in the medium and longterm. This is the case for Goomalling, which will continue to serve a primary production role given the large amount of agricultural land available, high cropping yields, and local support infrastructure (e.g. grain storage domes).

The proposed farm shed for machinery storage is consistent with this strategy.

Shire of Goomalling Strategic Community Plan – 2019

Outcome 2.3 Actively support and develop local and new business

2.3.4 Promote new commercial and industrial development through appropriate zoning of land and infrastructure.

The proposed farm shed for machinery storage is consistent with this strategy.



ATTACHMENTS

A copy of the plans and supporting material from the applicant is attached.

OFFICER COMMENT

The application is consistent with the Local Planning Scheme and with the relevant strategies and policies and should therefore be approved subject to conditions.

VOTING REQUIREMENT

Simple Majority.

RECOMMENDATION

That the Council:

Grant development approval to Wheatbelt Steel on behalf of the owner, D. French, for Industry-Rural land use (Farm shed for machinery storage) at Loc 16993 (No. 206) Boase Road in Ucarty West, subject to the following conditions:

1. The development hereby permitted must substantially commence within two years from the date of this decision letter.
2. The development hereby permitted taking place in accordance with the approved plans.

274. RESOLUTION (Officer Recommendation)

Moved Cr Chester, seconded Cr Sheen

That the Council:

Grant development approval to Wheatbelt Steel on behalf of the owner, D. French, for Industry-Rural land use (Farm shed for machinery storage) at Loc 16993 (No. 206) Boase Road in Ucarty West, subject to the following conditions:

- 1. The development hereby permitted must substantially commence within two years from the date of this decision letter.**
- 2. The development hereby permitted taking place in accordance with the approved plans.**

**CARRIED 6/0
By Simple Majority**



12. MATTERS BEHIND CLOSED DOORS

Nil

13. INFORMATION BULLETIN

275. RESOLUTION

Moved Cr Barratt, seconded Cr Chester

That the Information Bulletin for September 2020 be received.

**CARRIED 6/0
By Simple Majority**

13.9 APPLICATION OF COMMON SEAL - GRANT OF RIGHT OF BURIAL No 126

Application was received from Ms Jennifer Susan Lee Reynolds for the Grant of Right of Burial for Grave No. 9 in the General Section of the Goomalling Cemetery.

The applicable fee of \$230 was received on 7/10/2020.

The Common Seal is to be affixed to validate the Grant No 126 for Ms Reynolds.

OFFICER RECOMMENDATION

That Council:

authorise the affixing of the Common Seal to the Grant of Right of Burial, Grant No. 126 for Jennifer Reynolds.

276. RESOLUTION (Officer Recommendation)

Moved Cr Sheen, seconded Cr Wilkes

That Council:

authorise the affixing of the Common Seal to the Grant of Right of Burial No. 126 for Jennifer Reynolds.

**CARRIED 6/0
By Simple Majority**

14. MEETING CLOSURE

The Shire President thanked everyone for their attendance and declared the meeting closed at 5.30 pm