

# Shire of Goomalling



## COUNCIL MEETING AGENDA

November 2021





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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. 10 of 2021 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 17 November 2021 beginning at 3.00pm.

### **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
	Vice President	Cr Julie Chester
	Councillor	Cr Mark Ashton
	Councillor	Cr Christine Barratt
	Councillor	Cr Casey Butt
	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**

#### **2.3. Approved Leave of Absence**

### **3. DECLARATION OF:**

- FINANCIAL INTEREST
- MEMBERS IMPARTIALITY INTEREST
- PROXIMITY INTEREST

### **4. PUBLIC QUESTION TIME**

### **5. APPLICATION FROM MEMBERS FOR LEAVE OF ABSENCE**

### **6. CONFIRMATION AND RECEIVING OF MINUTES & BUSINESS ARISING**

6.1 Ordinary Meeting of Council held Wednesday 20 October 2021

### **7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

### **8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**



**9. OFFICERS' REPORTS**

**9.1 SCHEDULE OF ACCOUNTS PAID 1 OCTOBER to 31 OCTOBER 2021**

File Reference	Not applicable
Disclosure of Interest	Nil
Applicant	Not Applicable
Previous Item Numbers	No Direct
Date	8 November 2021
Author	Kylie Burling, Accounts Payable
Authorising Officer	Natalie Bird, Finance Manager
<b>Attachments</b> <ol style="list-style-type: none"> <li>1. Schedule of Payments - October 2021</li> <li>2. Corporate Credit Card Statements – September 2021</li> </ol>	

**Summary**

**FUND VOUCHERS AMOUNT**

EFT 3525 to 3611	\$478,441.43
Direct Debits 8479 to 8482	\$189,427.25
Cheques 15274 to 15285	\$30,637.28
Payroll JNL 6543 & 6547	\$93,759.00
Super DD13511 & 13546	\$15,569.20
<b>TOTAL</b>	<b>\$807,834.16</b>

**Voting Requirements**

Simple Majority

**OFFICERS' RECOMMENDATION**

That the Council:

Approve vouchers from the Municipal Fund and Trust Fund as detailed:

EFT 3525 to 3611	\$478,441.43
Direct Debits 8479 to 8482	\$189,427.25
Cheques 15274 to 15285	\$30,637.28
Payroll JNL 6543 & 6547	\$93,759.00
Super DD13511 & 13546	\$15,569.20
<b>TOTAL</b>	<b>\$807,834.16</b>



**9.2 FINANCIAL REPORT FOR OCTOBER 2021**

File Reference	Not Applicable
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	8 November 2021
Author	Natalie Bird, Finance Manager
Authorising Officer	Natalie Bird, Finance Manager
<b>Attachments</b> 1. Monthly Financial Report to 31 October 2021	

**Summary**

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 Environment**

*Local Government Act 1995* – Section 6.4 (as amended)  
*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**

<b>Shire of Goomalling Community Strategic Plan 2019-2028</b>	
4.1.4	Provide reporting processes in a transparent, accountable and timely manner

**Voting Requirements**

Simple Majority

**OFFICERS' RECOMMENDATION**

That the Council:

1. Receive the Monthly Financial Report to 31 October 2021

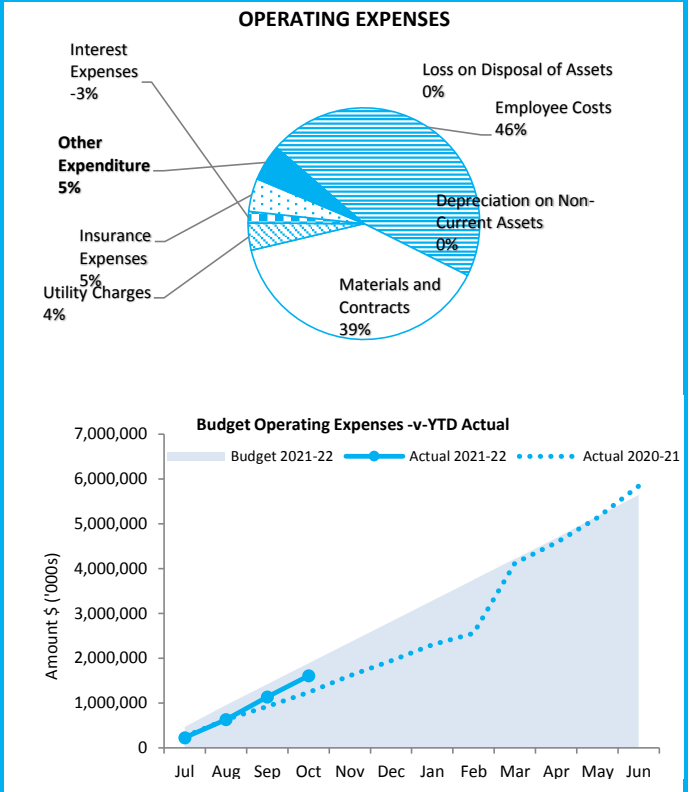
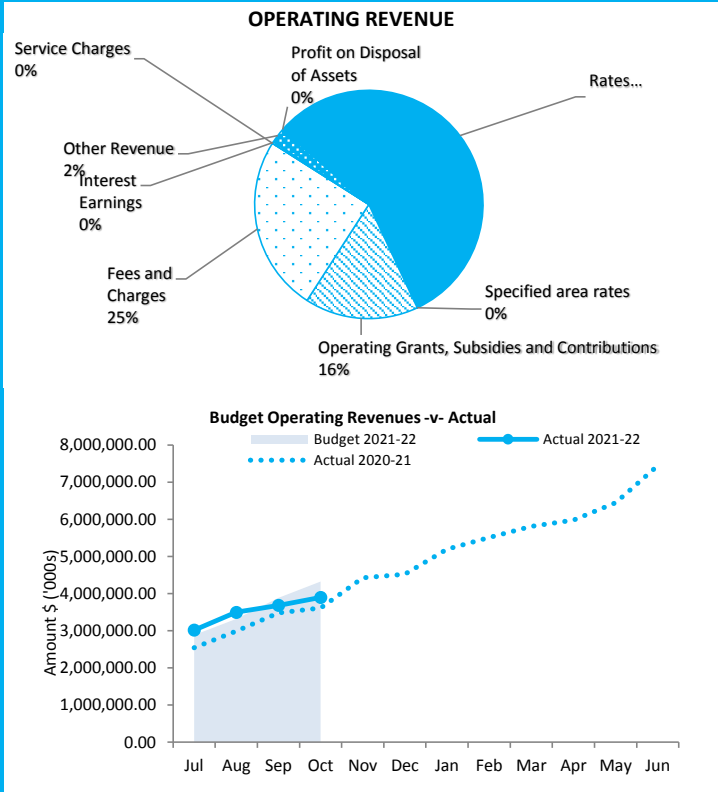
**SHIRE OF GOOMALLING**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 October 2021**

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

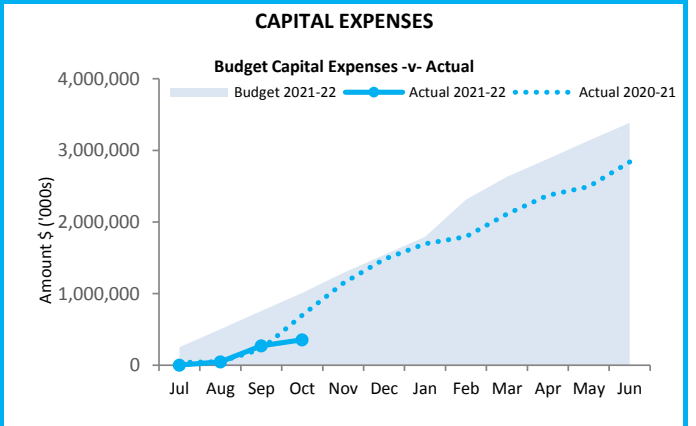
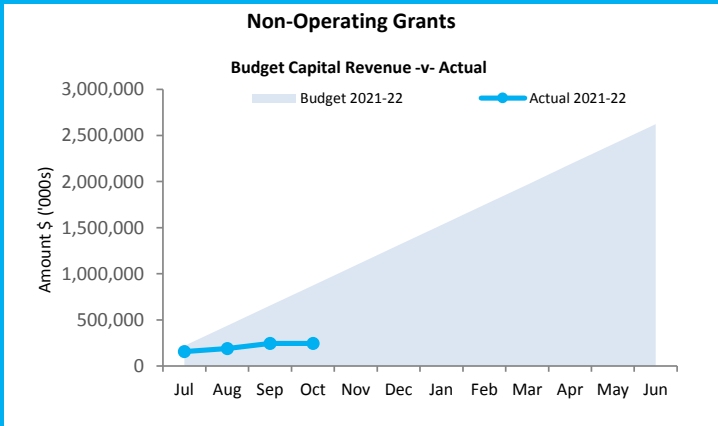
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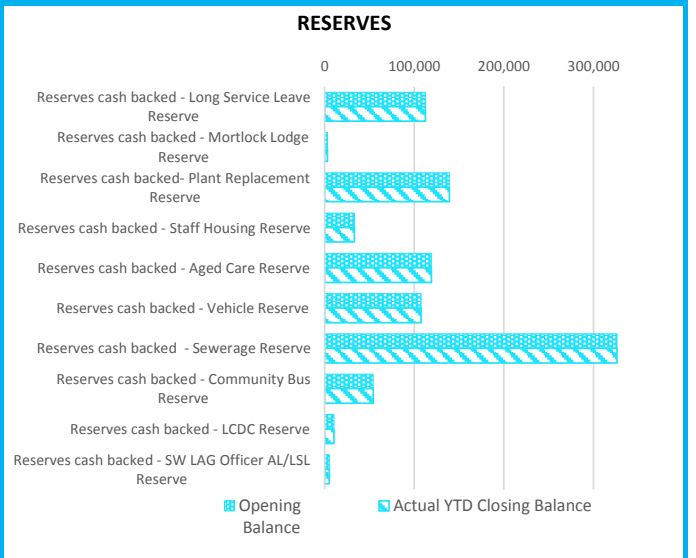
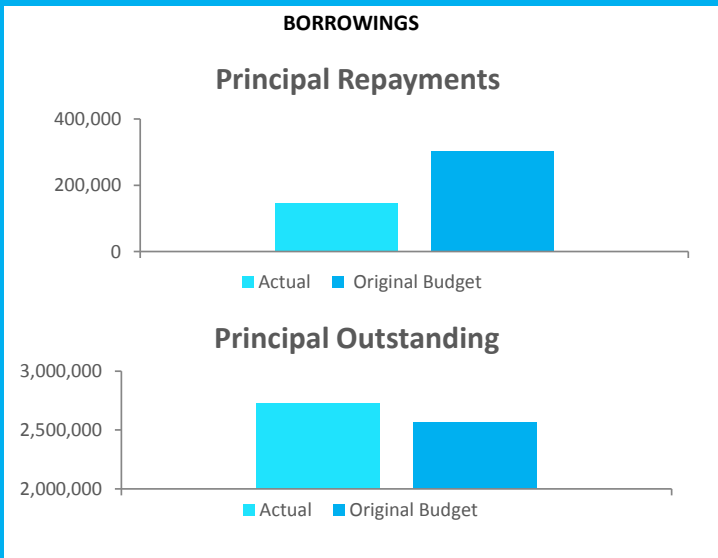
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	(\$0.27 M)	(\$0.25 M)	(\$0.25 M)	\$0.00 M
Closing	(\$0.05 M)	\$2.85 M	\$1.42 M	(\$1.43 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$2.38 M	% of total
Unrestricted Cash	\$1.45 M	60.8%
Restricted Cash	\$0.93 M	39.2%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.02 M	% Outstanding
Trade Payables	\$0.00 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$0.13 M	% Collected
Rates Receivable	\$0.68 M	72.7%
Trade Receivable	\$0.13 M	
Over 30 Days		79.9%
Over 90 Days		73.6%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.14 M	\$3.16 M	\$1.94 M	(\$1.22 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$2.30 M	% Variance
YTD Budget	\$2.06 M	11.7%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$0.53 M	% Variance
YTD Budget	\$0.34 M	54.5%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.82 M	% Variance
YTD Budget	\$0.58 M	42.2%

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)
(\$0.63 M)	(\$0.00 M)	(\$0.12 M)	(\$0.11 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.10 M	%
Adopted Budget	\$0.12 M	(12.7%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.36 M	% Spent
Adopted Budget	\$3.42 M	(89.6%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	\$0.24 M	% Received
Adopted Budget	\$2.62 M	(90.7%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.28 M)	(\$0.05 M)	(\$0.15 M)	(\$0.10 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.15 M
Interest expense	\$0.03 M
Principal due	\$2.73 M

Refer to Note 9 - Borrowings

Reserves

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

Refer to Note 11 - Cash Reserves

Lease Liability

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.03 M

Refer to Note 10 - 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 31 OCTOBER 2021

## 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 31 OCTOBER 2021**

**STATUTORY REPORTING PROGRAMS**

	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
<b>Opening funding surplus / (deficit)</b>	1(c)	\$ (273,269)	\$ (254,910)	\$ (254,910)	\$ 0	% 0.00%	
<b>Revenue from operating activities</b>							
Governance		32,000	17,328	32,597	15,269	88.12%	▲
General purpose funding		2,549,407	2,253,895	2,236,214	(17,681)	(0.78%)	
Law, order and public safety		365,800	121,924	210,712	88,788	72.82%	▲
Health		664,000	221,328	196,292	(25,036)	(11.31%)	▼
Education and welfare		600	200	159	(41)	(20.50%)	
Housing		273,310	91,088	84,671	(6,417)	(7.05%)	
Community amenities		501,600	478,260	477,873	(387)	(0.08%)	
Recreation and culture		126,656	42,180	37,136	(5,044)	(11.96%)	
Transport		328,408	109,460	105,968	(3,492)	(3.19%)	
Economic services		284,900	94,924	127,014	32,090	33.81%	▲
Other property and services		63,500	21,160	38,789	17,629	83.31%	▲
		<b>5,190,181</b>	<b>3,451,747</b>	<b>3,547,425</b>	95,678		
<b>Expenditure from operating activities</b>							
Governance		(255,183)	(99,648)	(93,523)	6,125	6.15%	
General purpose funding		(96,309)	(32,096)	(34,309)	(2,213)	(6.89%)	
Law, order and public safety		(557,992)	(185,972)	(143,641)	42,331	22.76%	▲
Health		(709,524)	(236,480)	(261,197)	(24,717)	(10.45%)	▼
Education and welfare		(16,262)	(5,416)	(5,471)	(55)	(1.02%)	
Housing		(414,582)	(137,688)	(62,168)	75,520	54.85%	▲
Community amenities		(603,391)	(201,020)	(160,125)	40,895	20.34%	▲
Recreation and culture		(958,033)	(319,136)	(192,433)	126,703	39.70%	▲
Transport		(1,449,389)	(483,032)	(461,434)	21,598	4.47%	
Economic services		(525,127)	(174,852)	(143,583)	31,269	17.88%	▲
Other property and services		(57,256)	(10,512)	(50,644)	(40,132)	(381.77%)	▼
		<b>(5,643,048)</b>	<b>(1,885,852)</b>	<b>(1,608,528)</b>	277,324		
Non-cash amounts excluded from operating activities	1(a)	1,588,999	1,589,999	0	(1,589,999)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>1,136,132</b>	<b>3,155,894</b>	<b>1,938,897</b>	(1,216,997)		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	14	2,623,045	874,340	244,815	(629,525)	(72.00%)	▼
Less Unspent Non-Operating Grants represented as Contract Liabilities	14	0	0	(111,671)			
<b>Net Revenue from Non-Operating Grants</b>	14	<b>2,623,045</b>	<b>874,340</b>	<b>133,144</b>			
Proceeds from disposal of assets	7	120,000	120,000	104,747	(15,253)	(12.71%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	39,157	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,415,700)	(997,208)	(355,469)	641,739	64.35%	▲
<b>Amount attributable to investing activities</b>		<b>(633,498)</b>	<b>(2,868)</b>	<b>(117,578)</b>	(114,710)		
<b>Financing Activities</b>							
Proceeds from new debentures	9	0	0	0	0	0.00%	
Transfer from reserves	11	50,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities	10	(21,412)	(2,088)	0	2,088	100.00%	
Repayment of debentures	9	(304,779)	(36,707)	(146,362)	(109,655)	(298.73%)	▼
Transfer to reserves	11	(7,500)	(7,500)	(0)	7,500	99.99%	
<b>Amount attributable to financing activities</b>		<b>(283,692)</b>	<b>(46,295)</b>	<b>(146,362)</b>	(100,067)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>(54,327)</b>	<b>2,851,821</b>	<b>1,420,046</b>	(1,431,775)		

**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 16 for an explanation of the reasons for the variance.

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

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2021

### 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.

## NATURE OR TYPE DESCRIPTIONS

### 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 31 OCTOBER 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	(273,269)	(273,269)	<b>(254,910)</b>	18,359	(6.72%)	
<b>Revenue from operating activities</b>							
Rates	6	2,067,708	2,060,291	<b>1,877,005</b>	(183,286)	(8.90%)	
Other rates	6	233,350	233,350	<b>233,350</b>	0	0.00%	
Operating grants, subsidies and contributions	13	1,276,758	512,216	<b>532,712</b>	20,496	4.00%	
Fees and charges		1,439,406	580,118	<b>824,888</b>	244,770	42.19%	▲
Interest earnings		41,957	15,476	<b>8,785</b>	(6,691)	(43.23%)	
Other revenue		131,000	50,296	<b>70,682</b>	20,386	40.53%	▲
		<b>5,190,179</b>	<b>3,451,747</b>	<b>3,547,420</b>	95,673		
<b>Expenditure from operating activities</b>							
Employee costs		(2,061,721)	(678,540)	<b>(764,052)</b>	(85,512)	(12.60%)	▼
Materials and contracts		(1,262,922)	(420,388)	<b>(646,710)</b>	(226,322)	(53.84%)	▼
Utility charges		(256,101)	(85,160)	<b>(63,300)</b>	21,860	25.67%	▲
Depreciation on non-current assets		(1,588,999)	(529,628)	<b>0</b>	529,628	100.00%	▲
Interest expenses		(149,526)	(49,836)	<b>26,502</b>	76,338	153.18%	▲
Insurance expenses		(172,679)	(57,440)	<b>(76,656)</b>	(19,216)	(33.45%)	▼
Other expenditure		(151,100)	(64,860)	<b>(84,311)</b>	(19,451)	(29.99%)	▼
		<b>(5,643,048)</b>	<b>(1,885,852)</b>	<b>(1,608,526)</b>	277,326		
Non-cash amounts excluded from operating activities	1(a)	1,588,999	1,589,999	<b>0</b>	(1,589,999)	(100.00%)	▼
Movement in liabilities associated with restricted cash			0	<b>0</b>	0	0.00%	
<b>Amount attributable to operating activities</b>		<b>1,136,130</b>	<b>3,155,894</b>	<b>1,938,894</b>	(1,217,000)		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	14	2,623,045	874,340	<b>244,815</b>	(629,525)	(72.00%)	▼
Less Unspent Non-Operating Grants represented as Contract Liabilities	14	0	0	<b>(111,671)</b>			
<b>Net Revenue from Non-Operating Grants</b>	14	<b>2,623,045</b>	<b>874,340</b>	<b>133,144</b>			
Proceeds from disposal of assets	7	120,000	120,000	<b>104,747</b>	(15,253)	(12.71%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	39,157	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(3,415,700)	(997,208)	<b>(355,469)</b>	641,739	64.35%	▲
<b>Amount attributable to investing activities</b>		<b>(633,498)</b>	<b>(2,868)</b>	<b>(117,578)</b>	(114,710)		
<b>Financing Activities</b>							
Transfer from reserves	11	50,000	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities		(21,412)	(2,088)	<b>0</b>	2,088	100.00%	
Repayment of debentures	9	(304,779)	(36,707)	<b>(146,362)</b>	(109,655)	(298.73%)	▼
Transfer to reserves	11	(7,500)	(7,500)	<b>(0)</b>	7,500	99.99%	
<b>Amount attributable to financing activities</b>		<b>(283,691)</b>	<b>(46,295)</b>	<b>(146,362)</b>	(100,067)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>(54,327)</b>	<b>2,833,462</b>	<b>1,420,046</b>	(1,413,416)		

KEY INFORMATION

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

Refer to Note 16 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)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Movement in liabilities associated with restricted cash		1,000	0	0
Add: Depreciation on assets		1,588,999	529,628	0
<b>Total non-cash items excluded from operating activities</b>		<b>1,589,999</b>	<b>529,628</b>	<b>0</b>

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

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

		Last Year Closing 30 June 2021	This Time Last Year 31 October 2020	Year to Date 31 October 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	11	(910,504)	(929,953)	(910,504)
Less: - Financial assets at amortised cost - self supporting loans	4	(39,157)	(39,157)	(39,157)
Add: Borrowings	9	304,779	2,273,379	158,417
Add: Provisions funded by Reserve	12	112,346	109,813	112,346
Add: Lease liabilities	10	21,412	0	21,412
<b>Total adjustments to net current assets</b>		<b>(511,124)</b>	<b>1,414,082</b>	<b>(657,486)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	1,358,851	1,307,145	2,367,384
Rates receivables	3	188,207	180,533	678,745
Receivables	3	179,731	93,402	128,973
Stock on Hand	4	30,898	54,625	3,520
<b>Total Current Assets</b>		<b>1,757,687</b>	<b>1,635,705</b>	<b>3,178,622</b>
<b>Less: Current liabilities</b>				
Payables	5	(384,158)	(274,210)	(18,465)
Borrowings	9	(304,779)	(2,273,379)	(158,417)
Contract liabilities	12	(227,081)	0	(338,752)
Lease liabilities	10	(21,412)		(21,412)
Provisions	12	(564,043)	(564,043)	(564,043)
<b>Total Current Liabilities</b>		<b>(1,501,473)</b>	<b>(3,111,632)</b>	<b>(1,101,089)</b>
		<b>256,214</b>	<b>(1,475,927)</b>	<b>2,077,533</b>
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(511,124)</b>	<b>1,414,082</b>	<b>(657,486)</b>
<b>Closing funding surplus / (deficit)</b>		<b>(254,910)</b>	<b>(61,847)</b>	<b>1,420,046</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
<b>Cash on hand</b>								
Floats	Cash and cash equivalents	650		650	0			
<b>Cash Deposits</b>								
Municipal Bank Account	Cash and cash equivalents	1,445,371		1,445,371	0	Bendigo	0.00%	At Call
Trust Bank Account	Cash and cash equivalents	0	0	0	25,368	Bendigo	0.00%	
Medical Surgery Bank Account	Cash and cash equivalents		22,665	22,665				
<b>Term Deposits</b>								
Term Deposits - Reserve	Financial assets at amortised cost	0	905,270	905,270	0	Bendigo	0.40%	28/08/2021
Term Deposits - Skeleton Weed A/L & LSI	Financial assets at amortised cost	0	5,234	5,234	0	Bendigo	0.30%	20/06/2021
<b>Total</b>		<b>1,446,021</b>	<b>933,169</b>	<b>2,379,191</b>	<b>25,368</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,446,021	22,666	1,468,687	25,368			
Financial assets at amortised cost		0	910,504	910,504	0			
		<b>1,446,021</b>	<b>933,170</b>	<b>2,379,191</b>	<b>25,368</b>			

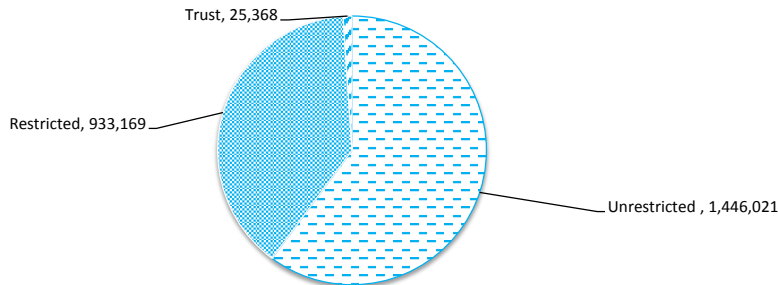
**KEY INFORMATION**

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

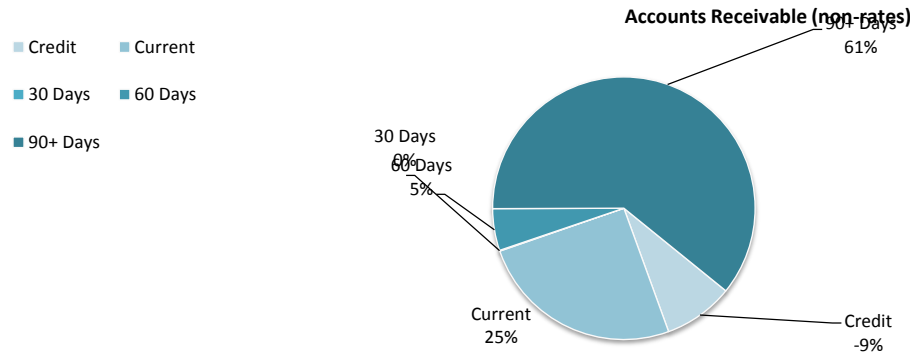
Rates receivable	30 Jun 2021	31 Oct 2021
	\$	\$
Opening arrears previous years	188,207	188,207
Levied this year	2,118,671	2,301,058
Less - collections to date	(2,118,671)	(1,810,520)
Equals current outstanding	<b>188,207</b>	<b>678,745</b>
<b>Net rates collectable</b>	<b>188,207</b>	<b>678,745</b>
% Collected	91.8%	72.7%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,752)	19,748	72	4,030	47,636	64,734
Percentage	(10.4%)	30.5%	0.1%	6.2%	73.6%	
<b>Balance per trial balance</b>						
Sundry receivable	0	64,734	0	0	0	64,734
GST receivable	0	25,082	0	0	0	25,082
Loans Club/Institutions - Current	0	39,157	0	0	0	39,157
<b>Total receivables general outstanding</b>						<b>128,973</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be 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 2021	Asset Increase	Asset Reduction	Closing Balance 31 October 2021
	\$	\$	\$	\$
<b>Inventory</b>				
Stock On Hand	30,898	(27,378)	0	3,520
<b>Total other current assets</b>	<b>30,898</b>	<b>(27,378)</b>	<b>0</b>	<b>3,520</b>

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	18,465	0	0	0	18,465
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	3,481	0	0	0	3,481
ATO liabilities		32,761				32,761
Other Payables		0				0
Payroll Creditors		0				0
Gst Payable		(30,174)				(30,174)
Accrued Loan Interest		0				0
Bonds & Deposits Held - Cl		12,397				12,397
<b>Total payables general outstanding</b>						<b>18,465</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

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
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential	0.11287	119	1,316,466	148,592	0	0	148,592	148,592	0	0	148,592
GRV Commercial	0.12692	17	321,640	40,821	0	0	40,821	40,821	0	0	40,821
GRV Industrial	0.12172	11	80,636	9,815	0	0	9,815	9,815	0	0	9,815
GRV Urban Farmland	0.10871	17	211,120	22,951	0	0	22,951	22,951	0	0	22,951
<b>Unimproved value</b>											
UV Rural Zone 2	0.0062	37	20,416,000	127,294	0	0	127,294	127,294	0	0	127,294
UV Special Rural	0.0122	9	960,500	11,762	0	0	11,762	11,762	0	0	11,762
UV General Zone 3	0.0066	215	215,416,000	1,430,578			1,430,578	1,430,578	0	0	1,430,578
<b>Sub-Total</b>		<b>425</b>	<b>238,722,362</b>	<b>1,791,813</b>	<b>0</b>	<b>0</b>	<b>1,791,813</b>	<b>1,791,813</b>	<b>0</b>	<b>0</b>	<b>1,791,813</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Residential	979	100	587,987	97,900	0	0	97,900	97,900	0	0	97,900
GRV Commercial	927	12	36,412	11,124	0	0	11,124	11,124	0	0	11,124
GRV Industrial	567	7	12,675	3,969	0	0	3,969	3,969	0	0	3,969
GRV Urban Farmland	737	7	23,951	5,159	0	0	5,159	5,159	0	0	5,159
<b>Unimproved value</b>											
UV Rural Zone 2	1,015	35	4,555,500	35,525	0	0	35,525	35,525	0	0	35,525
UV Special Rural	1,133	9	752,000	10,197	0	0	10,197	10,197	0	0	10,197
UV General Zone 3	1,231	91	7,904,157	112,021	0	0	112,021	112,021	0	0	112,021
<b>Sub-total</b>		<b>261</b>	<b>13,872,682</b>	<b>275,895</b>	<b>0</b>	<b>0</b>	<b>275,895</b>	<b>275,895</b>	<b>0</b>	<b>0</b>	<b>275,895</b>
<b>Amount from general rates</b>							<b>2,067,708</b>				<b>2,067,708</b>
Ex-gratia rates							36,199				36,199
<b>Total general rates</b>							<b>2,103,907</b>				<b>2,103,907</b>
<b>Specified area rates</b>	<b>Rate in \$ (cents)</b>										
Sewerage Residential	8.386		23,309	195,471	0	0	195,471	195,471	0	0	195,471
Sewerage Religious Church	4.00		420	1,680	0	0	1,680	1,680	0	0	1,680
<b>Total specified area rates</b>			<b>23,729</b>	<b>197,151</b>	<b>0</b>	<b>0</b>	<b>197,151</b>	<b>197,151</b>	<b>0</b>	<b>0</b>	<b>197,151</b>
<b>Total</b>							<b>2,301,058</b>				<b>2,301,058</b>

KEY INFORMATION

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

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	389,500	389,500	107,156	0	(107,156)
Plant and equipment	325,000	325,000	108,324	180,000	71,676
Infrastructure - roads	2,375,200	2,375,200	781,728	175,469	(606,259)
Infrastructure - sewerage	30,000	30,000	0	0	0
Infrastructure - footpaths	30,000	30,000	0	0	0
Infrastructure - other	266,000	266,000	0	0	0
<b>Payments for Capital Acquisitions</b>	<b>3,415,700</b>	<b>3,415,700</b>	<b>997,208</b>	<b>355,469</b>	<b>(641,739)</b>
<b>Total Capital Acquisitions</b>	<b>3,415,700</b>	<b>3,415,700</b>	<b>997,208</b>	<b>355,469</b>	<b>(641,739)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	2,623,045	2,623,045	874,340	244,815	(629,525)
Cash backed reserves	910,504	910,504		0	
Reserves cash backed - Long Service Leave Reserve	1,000	1,000	0	0	0
Contribution - operations	(288,849)	(118,849)	(13,799)	5,907	19,705
<b>Capital funding total</b>	<b>3,415,700</b>	<b>3,415,700</b>	<b>997,208</b>	<b>355,469</b>	<b>(641,739)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

30/06/2022

31/10/2021

Account Description		Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Land and Buildings</b>						
48003	Roofing Project - admin LRCIP	68,000	68,000	0	0	0
98001	Capital housing Up grades	25,000	25,000	8,332	0	8,332
118005	Town Hall Ceiling Upgrade - LRCIP	100,000	100,000	33,332	0	33,332
138001	Public Buildings - Capital upgrade projects	6,500	6,500	2,164	0	2,164
138003	Old Road Board Building - LRCIP	60,000	60,000	20,000	0	20,000
138004	Gum Toilets Upgrade - LRCIP	50,000	50,000	16,664	0	16,664
138005	Slater Homestead upgrade - LRCIP	80,000	80,000	26,664	0	26,664
<b>Total</b>		<b>389,500</b>	<b>389,500</b>	<b>107,156</b>	<b>0</b>	<b>107,156</b>
<b>Plant &amp; Equipment</b>						
123906	Plant Replacement - Grader Go 020 (secondhand)	215,000	215,000	71,664	180,000	(108,336)
123907	Plant replacement - Small Tip Truck	30,000	30,000	10,000	0	10,000
123908	Plant replacement - Utility GO 039	20,000	20,000	6,664	0	6,664
123909	Plant replacement - Go 183	20,000	20,000	6,664	0	6,664
123910	Plant replacement - Torro ride on mower	15,000	15,000	5,000	0	5,000
123911	Small Plant - Mobile Traffic lights	25,000	25,000	8,332	0	8,332
<b>Total</b>		<b>325,000</b>	<b>325,000</b>	<b>108,324</b>	<b>180,000</b>	<b>(71,676)</b>
<b>Infrastructure - Roads</b>						
129904	EXPENSE - Regional Road Group Construction	545,990	545,990	181,996	59,098	122,898
129901	EXPENSE - R 2 R Construction	320,500	320,500	106,836	48,854	57,982
129910	Local Road and Community Infrastructure (Long Forrest/Gabby Quoi)	0	0	0	22,000	(22,000)
129911	Local Road and Community Infrastructure (Footpaths)	30,000	30,000	0	0	0
129912	Black Spot Funding	175,200	175,200	58,396	6,017	52,379
129913	Bridge Upgrade LRCIP	50,000	50,000	16,668	0	16,668
129908	EXPENSE - Wheatbelt Secondary Freight Network	1,253,510	1,253,510	417,832	39,500	378,332
<b>Total</b>		<b>2,375,200</b>	<b>2,375,200</b>	<b>781,728</b>	<b>175,469</b>	<b>606,259</b>
<b>Infrastructure - Footpaths</b>						
129911	Local Road and Community Infrastructure Program (footpaths)	30,000	30,000	0	0	0
<b>Total</b>		<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Sewerage</b>						
108003	Upgrade to sewerage water pipe line LRCIP	30,000	30,000	0	0	0
<b>Total</b>		<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>						
118006	Anstey Park - Upgrade -LRCIP	185,000	185,000	0	0	0
118007	Upgrade to Playground at Rec Ground LRCIP	81,000	81,000	0	0	0
<b>Total</b>		<b>266,000</b>	<b>266,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>		<b>3,415,700</b>	<b>3,415,700</b>	<b>997,208</b>	<b>355,469</b>	<b>641,739</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
Aged Housing Wollyam Street	114	159,268	0	0	8,798	17,827	150,470	141,441	4,190	8,748
<b>Recreation and culture</b>										
New Sports Pavilion	111	1,080,058	0	0	0	28,723	1,080,058	1,051,335	0	68,155
Retic Football/Hockey Ovals	113	30,208	0	0	0	14,701	30,208	15,507	0	1,388
<b>Economic services</b>										
Community Centre	104	22,481	0	0	0	22,481	22,481	0	833	1,135
Slater Homestead	105	6,738	0	0	0	6,738	6,738	0	250	340
Rural Community Centre	106	330,576	0	0	11,409	23,050	319,167	307,526	6,776	11,378
Salmon Gum & Grange Subdivision	108	100,896	0	0	100,723	100,896	-0	0	3,887	3,855
Bank Overdraft - subdivision - new loan	115	945,000	0	0	25,432	51,206	919,568	893,794	13,571	41,271
<b>B/Fwd Balance</b>		2,675,225	0	0	146,362	265,622	2,528,690	2,409,603	29,508	136,270
<b>C/Fwd Balance</b>		2,675,225	0	0	146,362	265,622	2,528,690	2,409,603	29,508	136,270
<b>Self supporting loans</b>										
<b>Recreation and culture</b>										
Self Supporting Loan MSC	110	198,311	0	0	0	39,157	198,311	159,154	0	12,256
Self Supporting Loan MSC	110	198,311	0	0	0	39,157	198,311	159,154	0	12,256
<b>Total</b>		2,873,536	0	0	146,362	304,779	2,727,001	2,568,757	29,508	148,526
Current borrowings		304,779					(158,417)			
Non-current borrowings		2,568,757					2,885,418			
		2,873,536					2,727,001			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2021	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$

**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 31 OCTOBER 2021**

**FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
<b>Other property and services</b>										
Photocopier		0			0	0	0	0	0	0
GO015 Ford Utility Old works manager	6250532	0	0	0	0	0	0	0	0	0
GO040 Ford Escape (Blue)	6250509	5,944	0	0	0	5,835	5,944	109	0	151
GOSHIRE Ford Escape (White)	6250620	5,777	0	0	0	5,674	5,777	103	0	147
GO015 Ford Utility (WORKSMANAGER)	6463413	20,946	0	0	0	11,043	20,946	9,903	0	321
<b>Total</b>		<b>32,667</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,552</b>	<b>32,667</b>	<b>10,115</b>	<b>0</b>	<b>619</b>
Current lease liabilities		21,412					21,412			
Non-current lease liabilities		11,255					11,255			
		32,667					32,667			

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 31 OCTOBER 2021**

**OPERATING ACTIVITIES  
NOTE 11  
CASH RESERVES**

**Cash backed reserve**

<b>Reserve name</b>	<b>Opening Balance</b>	<b>Budget Interest Earned</b>	<b>Actual Interest Earned</b>	<b>Budget Transfers In (+)</b>	<b>Actual Transfers In (+)</b>	<b>Budget Transfers Out (-)</b>	<b>Actual Transfers Out (-)</b>	<b>Budget Closing Balance</b>	<b>Actual YTD Closing Balance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Reserves cash backed - Long Service Leave Reserve	112,346	1,000	0	0	0		0	113,346	112,346
Reserves cash backed - Mortlock Lodge Reserve	3,172	0	0	0	0		0	3,172	3,172
Reserves cash backed- Plant Replacement Reserve	139,211	1,000	0	0	0	(50,000)	0	90,211	139,211
Reserves cash backed - Staff Housing Reserve	33,151	300	0	0	0	0	0	33,451	33,151
Reserves cash backed - Aged Care Reserve	119,247	1,100	0	0	0		0	120,347	119,247
Reserves cash backed - Vehicle Reserve	107,626	1,000	0	0	0		0	108,626	107,626
Reserves cash backed - Sewerage Reserve	326,074	2,500	0	0	0	0	0	328,574	326,074
Reserves cash backed - Community Bus Reserve	54,033	450	0	0	0		0	54,483	54,033
Reserves cash backed - LCDC Reserve	10,410	150	0	0	0		0	10,560	10,410
Reserves cash backed - SW LAG Officer AL/LSL Reserve	5,234	0	0	0	0	0	0	5,234	5,234
	<b>910,504</b>	<b>7,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(50,000)</b>	<b>0</b>	<b>868,004</b>	<b>910,504</b>

**KEY INFORMATION**



Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 October 2021
		\$	\$	\$	\$
<b>Contract liabilities</b>					
- operating	13	227,081	111,671	0	338,752
<b>Total unspent grants, contributions and reimbursements</b>		227,081	111,671	0	338,752
<b>Provisions</b>					
Annual leave		264,915	0	0	264,915
Long service leave		299,128	0	0	299,128
<b>Total Provisions</b>		564,043	0	0	564,043
<b>Total other current assets</b>		<b>791,124</b>	<b>111,671</b>	<b>0</b>	<b>902,795</b>

#### 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 31 OCTOBER 2021

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue			
	Adopted Budget Revenue	YTD Budget	Current Budget	YTD Revenue Actual
	\$	\$	\$	\$
<b>Operating grants and subsidies</b>				
<b>General purpose funding</b>				
GRANTS - General Purpose	210,000	70,000	210,000	65,569
GRANTS - Untied Road Grants	200,000	66,664	200,000	47,226
<b>Law, order, public safety</b>				
REVENUE - ESL Grant	45,000	15,000	45,000	16,231
<b>Recreation &amp; Culture</b>				
REVENUE - Other Recreation & Sport - No GST	1,000	332	1,000	1,000
<b>Community amenities</b>				
REVENUE - Other Grant Funding	130,000	130,000	130,000	130,000
<b>Transport</b>				
REVENUE - Direct Grant	96,908	32,300	96,908	96,908
<b>Economic services</b>				
REVENUE - Other Economic Services	0	0	0	0
<b>Other property and services</b>				
Various Contributions	209,263	30,536	317,190	175,780
	<b>892,171</b>	<b>344,832</b>	<b>1,000,098</b>	<b>532,712</b>

Non operating grants, subsidies and contributions revenue

	Adopted Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$		\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>						
<b>General purpose funding</b>						
Grants - Federal Government	752,000	752,000	250,664	0	180,000	0
<b>Transport</b>						
Revenue - Grants Regional Road Group	545,590	545,590	181,864	156,136	59,098	(97,038)
Revenue - Grant Wheatbelt Secondary Freig	997,612	997,612	332,536	54,133	39,500	(14,633)
Revenue - Grants R 2 R	234,244	234,244	78,080	0	48,854	0
Revenue - Grants Black Spot	73,599	73,599	24,532	0	6,017	0
Revenue - Grants Pathways	0	0	0	0	0	0
<b>Economic services</b>						
Revenue - Pioneer Pathways	0	0	0	0	0	0
	<b>2,603,045</b>	<b>2,603,045</b>	<b>867,676</b>	<b>210,269</b>	<b>333,469</b>	<b>(111,671)</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 16  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	15,269	88.12%	▲	Received Grants Commission payment early
General purpose funding - rates	(183,286)	(8.90%)		The rates include the sewerage rates as well.
General purpose funding - other	(17,681)	(0.78%)		Within material variance
Law, order and public safety	88,788	72.82%	▲ Timing	Timing of receiving the funding from DFES for the ESL program
Health	(25,036)	(11.31%)	▼	Within material variance
Education and welfare	(41)	(20.50%)		Within material variance
Housing	(6,417)	(7.05%)		Within material variance
Community amenities	(387)	(0.08%)		Within material variance
Recreation and culture	(5,044)	(11.96%)		Within material variance
Transport	(3,492)	(3.19%)	Timing	Within material variance
Economic services	32,090	33.81%	▲	Within material variance
Other property and services	17,629	83.31%	▲	Within material variance
<b>Expenditure from operating activities</b>				
Governance	6,125	6.15%		Within material variance
General purpose funding	(2,213)	(6.89%)		Dependent on when the annual report is completed so depreciation can be ran.
Law, order and public safety	42,331	22.76%	▲	Timing of payments for the ESL program
Health	(24,717)	(10.45%)	▼	Dependent on when the annual report is completed so depreciation can be ran.
Education and welfare	(55)	(1.02%)		Within material variance
Housing	75,520	54.85%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Community amenities	40,895	20.34%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Recreation and culture	126,703	39.70%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Transport	21,598	4.47%	Timing	Within material variance
Economic services	31,269	17.88%	▲ Timing	Dependent on when the annual report is completed so depreciation can be ran.
Other property and services	(40,132)	(381.77%)	▼ Timing	Dependent on the timing of fuel and oils being ordered and paid for.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(629,525)	(72.00%)	▼	
Proceeds from disposal of assets	(15,253)	(12.71%)	▼	Sale of Bowen street sold didn't know the timing of the sale
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	641,739	64.35%	▲	Dependent on the timing of the Capital works program
<b>Financing activities</b>				
Proceeds from new debentures	0	0.00%		
Transfer from reserves	0	0.00%		
Payments for principal portion of lease liabilities	2,088	100.00%		Yet to show the year liability
Repayment of debentures	(109,655)	(298.73%)	▼	Yet to show all loan repayments
Transfer to reserves	7,500	99.99%		



**9.3 APPLICATION OF COMMON SEAL – CERTIFICATE OF APPRECIATION**

File Reference	Not Applicable
Disclosure of Interest	Nil
Applicant	Shire of Goomalling
Previous Item Numbers	No Direct
Date	8 November 2021
Author	Tahnee Bird, Community Development Officer
Authorising Officer	Peter Bentley, Chief Executive Officer
Attachments	Nil

**Summary**

The purpose of the report is to endorse affixation of the Shire of Goomalling Common Seal to the Certificate of Appreciation for Mr Nathan Beck to validate the certificate.

**Background**

Mr Nathan Beck achieve an employment milestone of 15 years' service to the Shire of Goomalling. Council acknowledges employment anniversaries for every 5 years of service with a Certificate of Appreciation, given at the annual Christmas celebrations.

The Common Seal is to be affixed to validate the Certificate of Appreciation for Mr Nathan Beck.

**Statutory Environment**

*Local Government Act 1995*

**Policy Implications**

No specific policy regarding this matter.

**Financial Implications**

Nil

**Strategic Implications**

**Shire of Goomalling Community Strategic Plan 2019-2028**

4.1.4	Provide reporting processes in a transparent, accountable and timely manner
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**Voting Requirements**

Simple Majority



## **OFFICERS' RECOMMENDATION**

That the Council:

Endorse affixation of the Shire of Goomalling Common Seal to Certificate of Appreciation for Mr Nathan Beck.



## 9.4 REVIEW OF POLICIES

<b>File Reference</b>	
<b>Disclosure of Interest</b>	Nil
<b>Applicant</b>	Shire of Goomalling
<b>Previous Item Numbers</b>	No Direct
<b>Date</b>	10 November 2021
<b>Author</b>	Peter Bentley – Chief Executive Officer
<b>Authorising Officer</b>	Peter Bentley – Chief Executive Officer
<b>Attachments</b>	
<ol style="list-style-type: none"> <li>1. Risk Management Policy</li> <li>2. Recruitment &amp; Selection Policy</li> <li>3. Induction Policy</li> <li>4. Workplace Behaviours Policy</li> <li>5. Professional Development &amp; Training Policy</li> <li>6. Fitness for Work (impairment, drugs and alcohol) Policy</li> <li>7. Work Health &amp; Safety Policy</li> </ol>	

### Summary

Council to review the attached policies.

### Background

Council has many policies, some require regular review and others less frequent review. The attached policies are related to the higher risk areas of workplace health and safety, risk and general HR policy. These are particularly important and set certain standards for behaviours for both staff and management.

### Consultation

Nil other.

### Statutory Environment

*Local Government Act 1995*  
*Work Health & Safety Act 2020*

### Policy Implications

This item is a review of policy

### Financial Implications

There are no direct financial impacts resulting from this item.

### Strategic Implications

<b>Shire of Goomalling Community Strategic Plan 2019-2028</b>	
4.2.4	Recruit and retain suitably qualified, experienced and skilled staff and Elected Members
4.2.5	Provide flexible and attractive work conditions in a supportive work environment

### Comment/Conclusion

Council should note that there will be a new *Work Health & Safety Act 2020* in place early in the new year and that these policies will likely come back for review following the release of regulations associated with the change.



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## Voting Requirements

Simple Majority

### **OFFICERS' RECOMMENDATION**

That the Council:

1. Review the attached policy documents and recommend any changes as appropriate;
2. Endorse the attached policies subject to any proposed changes.





## 1.16 RISK MANAGEMENT POLICY

Distribution	Elected Members, All employees, contractors and volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

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### 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, contractor and volunteer 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	FINACIAL IMPACT
<b>Insignificant (1)</b>	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, reversable impact managed by onsite response	Less Than \$2,000
<b>Minor (2)</b>	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
<b>Moderate (3)</b>	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
<b>Major (4)</b>	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
<b>Extreme (5)</b>	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, contractors and volunteers 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/contractors and volunteers

- 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](#)

[Work Safety & Health Act 2020](#)

*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	269. OM_211020	Formerly 4.35 Risk Management
2	17 November 2021	9.4 OM_171121	Annual Review



## 3.1 RECRUITMENT & SELECTION POLICY

Distribution	Elected members, All Employees, volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

### Purpose

To ensure the most appropriate and equitable process is used for the recruitment and selection of employees and volunteers 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, Employees and Volunteers

### 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
Volunteers	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**

Nil

## **Delegation**

Nil

## **Review History**

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



2	21 October 2020	269. OM_211020	Formerly 1.12 Staff Selection – Senior Employees and 4.44 Recruitment and Selection
3	17 November 2021	9.4 OM_171121	Annual Review



# POLICY MANUAL

## WORKFORCE

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### 3.2 INDUCTION POLICY

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

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#### **Purpose**

To guide the induction of new employees, contractors, volunteers and visitors to the Shire of Goomalling.

#### **Objective**

To ensure all new employees, contractors, volunteers and visitors of the Shire of Goomalling are inducted appropriately.

#### **Scope**

Elected members, Chief Executive Officer, Managers, all Employees, contractors and visitors.

#### **Standard**

- All new employees, contractors, volunteers and visitors 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, contractor, volunteer and visitor cannot commence his/her duties until the induction has been completed; and
- All employees, contractors, volunteers and visitors 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, contractors, volunteers and visitors 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](#)

[Work Health and Safety Act 2020](#)

## Document Links

Employment Procedure Induction forms and checklists

Policy 0.2 Code of Conduct – Employees & Contractors

## Local Law

Nil

## Delegation

Nil

## Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269 OM_211020	Formerly 4.45 Employee Induction
3	17 November 2021	9.4 OM_171121	Removed Employee from title to read "Induction Policy" Updated Work Health and Safety legislation detail



# POLICY MANUAL

## WORKFORCE

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### 3.3 WORKPLACE BEHAVIOURS POLICY

Distribution	Elected members, All Employees, Contractors, Visitors & Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

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#### **Purpose**

To educate all employees, contractors, volunteers, visitors 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, contractors, volunteers, visitors and Elected Members, free of discrimination, harassment and bullying and where all people are treated with dignity, courtesy and respect;
- Create and increase awareness amongst employees, contractors, volunteers, visitors and Elected Members of their rights and obligations in relation to discrimination, harassment and bullying;
- Encourage employees, contractors, volunteers, visitors and Elected Members 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, Visitors 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, contractors, volunteers, visitors 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

[Work Health and Safety Act 2020](#) 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

Nil

## Delegation

Nil

## Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269 OM_211020	Formerly 2.1 OHS Bullying in the Workplace and 4.42 Workplace Behaviour
3	17 November 2021	9.4 OM_171121	Annual Review



# POLICY MANUAL

## WORKFORCE

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### 3.4 PROFESSIONAL DEVELOPMENT & TRAINING

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

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#### **Purpose**

To ensure the ongoing professional development of employees at the Shire of Goomalling and to ensure that employees, contractors and volunteers 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, contractors and volunteers 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, contractors and volunteers are consulted with and provided with the appropriate training for both employee, contractor, volunteer and organisational development.

#### **Scope**

All permanent employees, contractors and volunteers

#### **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;

- All contractors and volunteers are adequately training to fulfil their roles,
- 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 – Employees and Contractors

#### Local Law

Nil

#### Delegation

Nil

### Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269 OM_211020	
3	17 November 2021	9.4 OM_171121	Annual Review



# POLICY MANUAL

## WORKFORCE

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### 3.5 FITNESS FOR WORK (IMPAIRMENT, DRUGS & ALCHOL) POLICY

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

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#### **Purpose**

The Shire of Goomalling is committed to providing a safe, healthy and productive workplace for all. An employee, contractor and/or volunteer'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, contractor and/or volunteer'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, volunteers and visitors.
- Minimise the risk of injury to employees, contractors, volunteers 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, volunteers 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, contractors and volunteers engaged by the Shire of Goomalling are required to be “fit for work” at all times. Any employee, contractor or volunteer 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, contractors and volunteers 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, contractor or volunteer 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, contractors and volunteers need to have a Blood Alcohol Concentration (BAC) level of 0.00 whilst in the workplace.
  - b. Employees, contractors and volunteers 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, contractors and volunteer are prohibited from attending the workplace whilst taking prescription drugs at excessive levels or where adversely affected by prescription drugs.

## Definitions

<b>Alcohol</b>	Alcohol means ethyl alcohol or ethanol.
<b>Drug</b>	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.
<b>Duty of Care</b>	a responsibility owed to another person because of a relationship between the two people.
<b>Fit for work</b>	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.
<b>Illicit or illegal Drugs</b>	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.
<b>Impairment</b>	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.
<b>Prescription Drugs</b>	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.
<b>Non-prescription Drugs Or Over the Counter(OTC)</b>	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, contractors and volunteers 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, contractor or volunteer may be a risk because they are unfit to work.
- The employee, contractor and volunteer 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

[Work Health and Safety Act 2020](#) and associated regulations

### 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

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	269. OM211020	Formerly 2.4 Goomalling Fitness for Work (Drugs, Alcohol & Impairment) Policy 2019 Rev 1
3	17 November 2021	9.4 OM171121	Annual Review



# POLICY MANUAL

## WORK HEALTH & SAFETY

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### 10.0 WORK HEALTH & SAFETY POLICY

Distribution	Elected members, All Employees, volunteers and contractors
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	14.02

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#### **Purpose**

To ensure all elected members, employees, volunteers and contractors understand the organisations objectives in regards to work health and safety (WHS) 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, volunteers and subcontractors in the decision-making process through regular communication and consultation;
- ensure employees, volunteers and subcontractors identify and control risk in the workplace;
- consider WHS in project planning and work activities.

#### **Scope**

Elected members, all employees, volunteers and contractors

#### **Standard**

Work Health and Safety is at the forefront of all business carried out by, or on behalf of Shire of Goomalling, the success of our WHS 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 WHS
- 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 WHS management objectives.

### Chief Executive Officer

- Responsible for the overall management and implementation of WHS.

### Managers

- Responsible for the day to day management and planning of WHS matters and to keep Council and all employees aware of pertinent WHS 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 WHS discussions and forums available to them;
- All employees, contractors and volunteers are responsible for the safe performance of their duties and to wear all Personal Protective Equipment provided and necessary to undertake any job.

## Legislation

[Work Health and Safety Act 2020](#)

## Document Links

Nil

## Local Law

Nil

## Delegation

Nil

## Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269. OM_211020	
3	17 November 2021	9.4 OM_171121	Annual Review – renamed from Occupation Health and Safety Policy to correspond with new legislation wording



## 9.5 ZONING 8 FORREST STREET GOOMALLING

<b>File Reference</b>	
<b>Disclosure of Interest</b>	Nil
<b>Applicant</b>	Shire of Goomalling
<b>Previous Item Numbers</b>	Confidential item October 2021
<b>Date</b>	10 November 2021
<b>Author</b>	Peter Bentley – Chief Executive Officer
<b>Authorising Officer</b>	Peter Bentley – Chief Executive Officer
<b>Attachments</b>	Nil

### Summary

Council to agree to re-zone 8 Forrest Street from “Public Purposes” to “Residential”

### Background

Council dealt with an item at the September 2021 Ordinary Meeting offering to purchase 8 Forrest Street. The Council provided feedback to the proponent and subsequently they have agreed to purchase the property.

Council has determined the value of the property and although it could sell the lot with the current zoning, it would be appropriate for Council to apply for a change the zoning so that the property is unencumbered for the proponents.

### Consultation

#### Proponents

### Statutory Environment

*Local Government Act 1995*

*Planning and Development Act 2005*

### Policy Implications

Nil

### Financial Implications

The sale of the property is unbudgeted and will provide extra revenue for the current financial year. Any decision with regard to revenue will be discussed at the budget review early in the New Year.

### Strategic Implications

Shire of Goomalling Community Strategic Plan 2019-2028	
2.3.3	Facilitate and create sustainable business and community partnerships
2.3.4	Promote new commercial and industrial development through appropriate zoning of land and infrastructure
2.3.6	Develop a strategy to attract and retain skilled people in the local area



2.3.7

Develop additional housing and other forms of accommodation to attract skilled workers to the district

### **Comment/Conclusion**

It is likely that the rezoning process will take several months and so this will give the proponents sufficient time to arrange finance or any other matters prior to purchase.

The Council has already outlined its intention with regard to valuation and method of sale so this item deals only with the rezoning of the property.

### **Voting Requirements**

Simple Majority

### **OFFICERS' RECOMMENDATION**

That the Council:

Direct the CEO to make application to rezone 8 Forrest Street from "Public Purposes" to "Residential".



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**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**

Nil

**12. MATTERS BEHIND CLOSED DOORS**

The meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.



**13. INFORMATION BULLETIN**

**13.1 INWARDS CORRESPONDENCE LISTING**

Tahnee Bird – Executive Assistant/Community Development Officer

Date Received	From	Description	File Number	Distribution
01/10/2021	Melissa Price MP	Durack Defence Industry Dispatch		Email 01/10/2021
6/10/2021	Rural Water Council WA	Notice of Meeting		Email 06/10/2021
06/10/2021	EACEO	Related Party Disclosure reminder		Email 06/10/2021
07/07/2021	National Heavy Vehicle Regulator	On the Road Issue 125 – 7 October		Email 07/10/2021
09/10/2021	Ian McLennan	Back to Goomalling day – group formation		Email 11/10/2021
12/10/2021	Pippa Harris, RDA Wheatbelt	Ballardong Dark Sky Presentation and Astrotourism project		Email 13/10/2021
13/10/2021	Rural Water Council	Agenda 15/10/2021		Email 13/10/2021
19/10/2021	Main Roads WA	Update on WSNF to Wheatbelt LG		Email Cr Haywood 19/10/2021
19/10/2021	WALGA	September – Crime Stats		Email 19/10/2021
20/10/2021	Tahnee – CDO	Community Bus – Pricing		Email 20/10/2021
20/10/2021	Wheatbelt NRM	AGM Minutes		Email 20/10/2021
22/10/2021	WALGA	Local Government News		Email 22/10/2021
22/10/2021	Melissa Price MP	Durack Dispatch		Email 22/10/2021
28/10/2021	Dept of Premier & Cabinet	South West Native Title Settlement 20 October 2021		Email 28/10/2021
28/10/2021	Tahnee – CDO	Community Bus – Mercedes		Email 28/10/2021
29/10/2021	WALGA	Local Government News		Email 29/10/2021
29/10/2021	Melissa Price MP	Durack Despatch		Email 29/10/2021
29/10/2021	Department of Communities	Local Emergency Welfare Plan		Email 29/10/2021



**13.2 ACTION LIST**  
 Peter Bentley

Item No	Action required	Status		Comments
		In prog	complete	
<b>20</b>	1. Review the attached draft Fitness for Work Policy; 2. Provide the policy to all staff for comment and review; 3. Should there be no objections from the staff implement and adopt the policy.	✓		To be included in Policy Manual Review in 2020
<b>32</b>	<ul style="list-style-type: none"> <li>• Give Mr Reiger a further 60 days to comply with the Demolition Order; and</li> <li>• If not completed within this timeframe, then Council will carry out the demolition of the house that has been subject to previous orders of Council, in accordance to <i>Section 140 of the Health (Miscellaneous Provisions) Act 1911</i> and recover the cost from the owners.</li> </ul>	✓		
<b>34</b>	<ul style="list-style-type: none"> <li>• Give Mr Reiger a further 60 days to comply with the Clean Up Order; and</li> <li>• If not completed within this timeframe, then Council will carry out the Clean-up of Lot 239 that has been subject to previous orders of Council, in accordance to <i>Section 140 of the Health (Miscellaneous Provisions) Act 1911</i> and recover the cost from the owners.</li> </ul>	✓		

**13.3 CEO'S REPORT**  
 Peter Bentley

To be presented verbally





**13.4 WORKS MANAGER'S REPORT**  
 David Long

**WORKS CREW REPORT OCTOBER 2021**

DATE	WORK DESCRIPTION
1	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Dowerin-Konnongorring rd. - Gravel sheet clay section between SLK 12.10 to 12.97/Townsite - Pick up MRWA signage off footpaths/Firebreaks - grade up all firebreaks around Goomalling townsite and Berring East and Patterson rd. gravel pits/Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry/Calingiri rd. - Contract works - SLK 14.84 - Install rock pitching on culvert entries to prevent erosion.
2	Weekend
3	Weekend
4	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - widen unsealed shoulders for widening of sub base/Townsite - clean up silt from roadside drains./Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry./Calingiri rd. - Contract works - SLK 14.84 - Install rock pitching on culvert entries to prevent erosion/Patterson rd. pit - water tree tube stock plantings, Meckering rd. revegetation management plans requirements
5	Konnongorring West - SLK 1.99 to 2.99 - widen unsealed shoulders for widening of sub base/Dowerin Konnongorring rd. - patch potholes in bitumen with cold mix./Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry./Calingiri rd. - Contract works - SLK 14.84 - Install rock pitching on culvert entries to prevent erosion.
6	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - widen unsealed shoulders for widening of sub base/Dowerin - Konnongorring rd. - patch bitumen edge breaks with cold mix./Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry.
7	Konnongorring West - SLK 1.99 to 2.99 - widen unsealed shoulders for widening of sub base/Dowerin - Konnongorring rd. - cleanout blocked culverts/Konnongorring West rd. - Extend existing 300 mm culvert at SLK 2.84 x 2.5 m and fit new headwall./Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry./Calingiri rd. - Contract works - SLK 14.84 - Install rock pitching on culvert entries to prevent erosion.
8	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - widen unsealed shoulders for widening of sub base/Jennacubbine Hall - clean and restock for hire event./Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry./Calingiri rd. - Contract works - SLK 14.84 - Install rock pitching on culvert entries to prevent erosion.
9	Weekend
10	Weekend

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<b>11</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide//Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry.
<b>12</b>	Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry./Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry/Bejoording rd. - repair washouts in gate accesses.
<b>13</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Calingiri rd. - SLK 16.40 to 20.20 - Contract works - clear spoil from road verges and reconstruct drainage, shoulders and culvert entry./Bejoording rd. - repair washouts in gate accesses.
<b>14</b>	Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Bejoording rd. - repair washouts in gate access/Town Hall - deliver equipment for hire event.
<b>15</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Townsite - reslash vacant blocks.
<b>16</b>	Weekend
<b>17</b>	Weekend
<b>18</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Patterson rd. pit - water tree tube stock plantings, Meckering rd. revegetation management plans requirements
<b>19</b>	Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Townsite - remove fallen limbs, leaves and refuse.
<b>20</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Rowles rd. - gravel wash out/Slaters homestead - slash weeds/Jennacubbine East - call out, remove fallen tree.
<b>21</b>	Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Jennacubbine East - remove fallen trees/Robert Rd - Prune vegetation for ALCAM report requirements, signage vision/Burabadji rd. - gravel washout/Works depot - yard clean up.
<b>22</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise Konnongorring West - SLK 1.99 to 2.99 - Gravel overlay at 150 mm over sub base for new pavement at 11 m wide/Anderson rd. - check and clean culverts, inspect and replace/repair signs and guideposts where required/Stockpile - clean up and organise concrete culverts and headwalls.
<b>23</b>	Weekend
<b>24</b>	Weekend
<b>25</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Smith rd. - maintenance grade and patch potholes/Rowles rd. - maintenance grade and patch potholes/James St - footpath repairs with DWC/Calingiri rd. - repair wash out on culvert SLK 3.83.

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<b>26</b>	Bolgart East rd. - maintenance grade and patch potholes/Rowles rd. - maintenance grade and patch potholes/James St - footpath repairs with DWC/Sheen rd. - clean culverts and inspect repair guide posts, signs where required/Calingiri rd. - prune vegetation on junction of Waterhouse way to improve vision.
<b>27</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Bolgart East rd. - maintenance grade and patch potholes/Rowles rd. - maintenance grade and patch potholes/James St - footpath repairs with DWC/Spark rd. - clean culverts and inspect repair guide posts, signs where required.
<b>28</b>	Rowles rd. - maintenance grade and patch potholes/Kroe Hut rd. - maintenance grade and patch potholes/Beecroft - roadside slashing on corners/James St - footpath repairs with DWC/GO 026 - Mitsubishi dual cab - detail and polish, transfer rego plates.
<b>29</b>	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Patterson rd. pit - water tree tube stock plantings, Meckering rd. revegetation management plans requirements/Kroe Hut rd. - maintenance grade and patch potholes/Rowles rd. - maintenance grade and patch potholes/GO 183 - Mitsubishi single cab - detail and polish, transfer rego plates.
<b>30</b>	Weekend
<b>31</b>	Weekend



**MAINTENANCE GRADING REPORT**

**SOUTH WEST**

**SOUTH EAST**

ROAD NAME	DATE	ROAD NAME	DATE
ANDERSON	28.9.21	ABBATOIR	6.10.21
BEBAKINE	6.10.21	BERRING	12.5.21
BEECROFT	2.11.21	BERRING E	10.5.21
BOLGART EAST	29.10.21	BOASE	1.11.21
CHITIBIN	4.2.20	BROOKSBANK	19.8.21
CLARKE	21.10.20	DICK ST	3.8.21
CLAY PIT	10.9.21	GEORGE ST	3.8.21
EATON	4.10.21	HAGBOOM STH	22.7.20
GOON GOONING	15.4.21	HAYWOOD ST	2.8.21
HUGHES	26.3.21	HULLOGINE	21.7.20
JENNACUBBINE E	6.8.21	KUNZIA WAY	4.8.21
KROE HUT	3.11.21	MARTINDALE WAY	4.8.21
LAWLER	25.8.21	PATTERSON	17.8.21
LEESON	26.8.21	PEAR TREE DRIVE	3.8.21
LONG FORREST	18.8.21	ROBERT	3.11.21
MC LEAN	5.10.21	SLATER ST	2.8.21
MUGGIN MUGGINS	6.10.21	SADLER	5.11.21
ROSSMORE	4.10.21	SALMON GUM WAY	2.8.21
ROWLES	25.10.21	SHORT ST	3.8.21
SAWYER	26.6.20	SMITH ST	2.8.21
SHEEN	20.8.21	UCARTY	18.8.21
SMITH	2.11.21	YORK GUM WAY	4.8.21
TYNDALL	19.8.21	WATERHOUSE WAY	2.8.21
WONGAMINE	1.9.21	WHITE ST	3.8.21
		WILLIAM ST	4.8.21

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<b>ROAD NAME</b>	<b>DATE</b>
BURNT HILL	27.8.21
BURABADJI	8.11.21
CACTI	1.9.21
CARTER	6.9.21
COULTHARD	1.9.21
DEW	24.8.21
DONALD	30.8.21
GLATZ	8.9.21
HAYWOOD	3.9.21
JONES	22.1.21
KONNONGORRING W	25.8.21
LORD	20.8.21
MORREL	26.8.21
PINKWERRY	25.5.20
WHITFIELD	27.8.21

**NORTH EAST**

<b>ROAD NAME</b>	<b>DATE</b>
BERRING	29.4.20
BOTHERLING E	26.5.21
BURABADJI E	12.1.21
BYBERDING	15.9.21
CARTER EAST	11.5.20
COOPER	12.5.20
DEAN	11.6.21
DOWERIN-KONNONGORRING	23.8.21
EGAN	1.6.21
EVANS	31.5.21
FAIRLEE	12.5.20
GABBY QUOI QUOI	16.9.21
GRIFFITH WHALEY	13.5.20
KALGUDDERING W	12.5.20
KING	27.5.21
LAKE	25.5.21
MOUNTJOY	15.6.21
NAMBLING NTH	1.6.21
OAKPARK	21.12.20
PRYOR	19.5.21
SAWYER	27.5.21
SCHELL	2.6.21
SEIGERT	18.1.21
SHARA	1.5.20
SLATER	9.9.21
SPARK	18.5.21
WHITE	26.8.21
WILLIAMS	11.5.20



**13.5 PARKS & GARDENS REPORT**  
 David Long

**October 2021**

DATE	WORK DESCRIPTION
1	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Tennis pavilion-edge and mow lawns-weed control/Cricket pitch - plant grass stolons in bare areas.
2	Weekend
3	Weekend
4	Daily watering schedule/Hockey oval-manual water/Cricket pitch - plant grass stolons in bare areas/Cricket turf nursery-mow and fertilise, weed control/Football oval - mow/Wollyam, Bowen and Quinlan Streets - trim weeds on verges.
5	Hockey oval - mow, weed control/Railway Tce - edge and mow lawns.
6	Daily watering schedule/Hockey oval-manual water, mow surrounds/Cricket pitch - mow/Railway Tce - edge and mow lawns, weed control on street verges.
7	Football oval - top dress low areas/Pavilion + Gym - Top dress low areas/Tennis pavilion - hedge shrubs/ Cricket pitch - manual water stolons/32 Eaton - edge and mow lawns/7 Forward - edge and mow lawns/APU - edge and mow lawns.
8	Daily watering schedule/Hockey oval-manual water/Mortlock lodge-edge and mow lawns/Pavilion + gym - repair and test reticulation, mow and edge lawns/Cricket pitch - manual water stolons/Administration - edge and mow lawns.
9	Weekend
10	Weekend
11	Daily watering schedule/Hockey oval-manual water/Koomal Village - edge and mow lawns, garden bed maintenance/Railway Tce - trim weeds on street verges.
12	Railway tce - edge and mow lawns, garden bed maintenance/Throssell st - trim weeds on verges/Hockey oval - mow, weed trim surrounds and carry out black beetle control.
13	Daily watering schedule/Hockey oval-manual water/Football oval - mow, weed trim surrounds and carry out black beetle control.
14	Townsite - weed control/Hockey oval - mow/Millsteed - edge and mow/Farmers club - edge and mow.
15	Daily watering schedule/Hockey oval-manual water/Townsite - weed control.
16	Weekend
17	Weekend
18	Daily watering schedule/Hockey oval-manual water/Railway tce- mow lawns and fertilise/7 Forward - edge and mow lawn, garden and yard maintenance.
19	Daily watering schedule/Hockey oval-manual water/Football oval - weed control/Railway Tce - weed control.
20	Daily watering schedule/Hockey oval-manual water/Hockey oval - reticulation repairs and cleaning sprinklers/Hockey and football ovals - fertilised/Tennis pavilion - trim weeds in surrounds and mow lawns/32 Eaton-mow lawns, garden bed maintenance/Railway Tce - edge and mow lawns/Millsteed park - garden bed maintenance.

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<b>21</b>	Daily watering schedule/Hockey oval-manual water/Hockey shed - clean and remove debris, trim weeds around shed area/GSC ovals - rake and remove leaves, limbs and debris in surrounds/Railway Tce - mow lawns, fertilise all lawns/Administration - edge and mow lawns, fertilise lawns.
<b>22</b>	Daily watering schedule/Hockey oval-manual water/Football and Hockey ovals - mow and weed trim around boundaries/Farmers club - edge and mow lawn/Community garden - weed and garden bed maintenance.
<b>23</b>	Weekend
<b>24</b>	Weekend
<b>25</b>	Daily watering schedule/Hockey oval-manual water/Mortlock Lodge - edge and mow lawns, garden bed maintenance/APU - edge and mow lawns, garden bed maintenance.
<b>26</b>	Daily watering schedule/Hockey oval-manual water/Cricket pitch - mow, weed and fertilise/Quinlan st - weed control with weed trimmer/Hoddy st - weed control with weed trimmer.
<b>27</b>	Daily watering schedule/Hockey oval-manual water/GSC oval surrounds - rake and remove leaves, limbs and debris in surround, clean up playground area/Hoddy st - weed control with weed trimmer.
<b>28</b>	Daily watering schedule/Hockey oval-manual water/Railway Tce - edge and mow lawns/7 Forward - edge and mow lawn/Farmers club - edge and mow lawn/Pavilion + Gym- edge and mow lawn/Cricket pitch - mow, roll and fertilise.
<b>29</b>	Daily watering schedule/Hockey oval-manual water/Cricket pitch - manual watering/Hockey oval - mow/Small equipment - maintenance.
<b>30</b>	Weekend
<b>31</b>	Weekend



**13.6 PLANT REPORT**

David Long

October 2021				KMS/HRS
FLEET	MACHINE	KM/HRS START	KM/HRS END	COMPLETED
GO 009	UTE	31782	-36824	-5042
GO 010	J DEERE	0	0	0
GO 015	UTE	41237	-46201	-4964
GO 016	UTE	198060	-199039	-979
GO 017	TRUCK	219630	-223778	-4148
GO 018	TRUCK	239549	-244425	-4876
GO 019	TRUCK	524106	-529708	-5602
GO 020	12 H	15450	-15556	-106
GO 021	12 M	8802	-8854	-52
GO 022	STEEL ROLLER	4780	-4804	-24
GO 023	UTE	192570	-197002	-4432
GO 024	LOADER	9244	-9402	-158
GO 025	MULTI ROLLER	2370	-2385	-15
GO 027	TRUCK	271036	-272232	-1196
GO 039	UTE	0	0	0
GO 028	BACKHOE	496	-555	-59
GO 033	COASTER BUS	180217	-182637	-2420
GO 034	MASSEY	7056	-7102	-46
GO 026	UTE	157689	-158021	-332
GO 037	UTE	103059	-104878	-1819
GO 038	UTE	154726	-161415	-6689
GO 039	UTE	270865	-275504	-4639
GO 040	SUV	60680	-62500	-1820
GO 041	TRUCK	232680	-232710	-30
GO 042	UTE	117297	-118849	-1552
GO 183	UTE	66227	-66915	-688
GO SHIRE	SUV	76797	-80763	-3966
GO SHIRE1	BUS	287103	-291472	-4369
Plant Maintenance				
GO 010	J DEERE	Master slave cylinder -		
GO 015	UTE	45 000 km service		
GO 017	TRUCK	Fit new two way radio		
GO 024	LOADER	hydraulic hose replacement -		
GO 033	COASTER BUS	general 6 month vehicle inspection		
GO 039	UTE	front suspension- shock absorbers- sway bar		
GO 15101	TANDEM TRLR	fit 4 new tyres - general 6 month vehicle inspection - service		
MISC PLANT		Oval verti mower - clutch / GO 5742 trailer - weld up cracks in hitch.		





**13.7 BUILDING MAINTENANCE REPORT**

David Long

**October 2021**

DATE	WORK DESCRIPTION
1	Pump station-Maintenance/Imhoff-maintenance./Water tanks - Upgrade locking system on Lord and Konnongorring west tanks.
2	Weekend
3	Weekend
4	Pump station-Maintenance/Imhoff-maintenance./Cemetery - install roof vent in toilet/GSC ovals - install mesh link fencing around water tanks.
5	GSC oval - erect shed over new tanks pump/Townsite - mosquito control/GSC ovals - install mesh link fencing around water tanks.
6	Konnongorring hall - unblock toilets and clear sewer lines/GSC pavilion - organise picture frame hanging/GSC ovals - install mesh link fencing around water tanks.
7	Football oval - install non return valve/GSC pavilion - hang picture frames/Townsite - mosquito control.
8	Pump station-Maintenance/Imhoff-maintenance./Gumnuts - office door locks and handles.
9	Weekend
10	Weekend
11	Pump station-Maintenance/Imhoff-maintenance./Coulthard rd. - remove fallen tree.
12	Konnongorring rec centre - clear blocked drains and toilets/Caravan Park - leaking taps-door locks/ Trailer - service and repair jockey wheel on 6x4 trailer.
13	Works depot - install new decals on chemical shed and fence/Administration office - leaking tap on Hoddy st side garden.
14	Chlorinator - assist Water Purified WA with yearly service/Railway Tce - 39 B - replace globe, ceiling repairs/Gardens depot - install rail on storage ramp/41 High st - repair gate hinge/Townsite-clean security cameras.
15	Pump station-Maintenance/Imhoff-maintenance./Chlorinator - repair chemical filling equipment/Town hall - leaking toilet/Tennis club - cistern repairs.
16	Weekend
17	Weekend
18	Pump station-Maintenance/Imhoff-maintenance./Goomalling works depot - accident investigation report/Whispers - inspect and repair roof leaks/Slaters Homestead - fly screen repairs, inspect uneven stone paving near accommodation area/Chlorinator-repair leaks.
19	Community Garden - re attach PVC pipes to tank infill/Op shop - measure and quote on shelving for storeroom.
20	Hockey shed - redirect water tank overflow to stop flooding cricket nets/Swimming pool - tap leaks, remove torn shed cloth/7 Forward - door repairs.
21	APU - Unit 5 - Bathroom repairs/Swimming pool - pick up and deliver repaired shade sail/Works depot - electrical test and tagging/GSC pavilion - organise hanging of honour boards/Gabby Quoi Quoi lookout - weed control.

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 WEDNESDAY 17 NOVEMBER 2021



<b>22</b>	Pump station-Maintenance/Imhoff-maintenance./mort lock lodge - inspect paving in rear yards/High st - replace oven/Cemetery - Install plaque on niche wall/GO 15501 - Weld up cracking in tipper body/GO 020 - repair sign rack on ripper bar.
<b>23</b>	Weekend
<b>24</b>	Weekend
<b>25</b>	Pump station-Maintenance/Imhoff-maintenance./James St - footpath repairs - organise materials for DWC crew/.Sewer lines - clean and maintenance works on pits and lines Hoddy st/Hoddy St - clear blocked sewer.
<b>26</b>	Hoddy st - clear sewer blockage/Works depot - electrical test and tagging/James St - footpath repairs - organise materials for DWC crew/
<b>27</b>	GSC pavilion - install honour boards/James St - footpath repairs - organise materials for DWC crew.
<b>28</b>	Toolbox and OSH meeting/Works depot - Electrical test and tagging.
<b>29</b>	Pump station-Maintenance/Imhoff-maintenance./Cemetery-rake and remove leaves, limbs and refuse, Whipper snip trim weeds.
<b>30</b>	Weekend
<b>31</b>	Weekend



<b>13.8 COMMUNITY DEVELOPMENT OFFICER'S REPORT</b> Tahnee Bird
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MEETINGS/EVENTS/TRAINING	
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1 November	Vinnies Meeting
4 November	Dept of Transport TEAMS Meeting – High Street Project
10 November	Opshop Meeting
11 November	Maangart Yorga Workshop

GRANTS	
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STATUS	DETAILS
Current	<p><b>WABN High Street (design and construct)</b></p> <ul style="list-style-type: none"> <li>DoT approved the addition grant \$25,500 bringing their total contribution to \$40,000. The project will be staged over 2021-22 and 2022-23 to allow for additional funds to be budgets from Council perspective to achieve the project.</li> <li>\$14,500 grant in 2021-22 (\$29,000 total expenditure)</li> <li>25,500 grant in 2022-23 (\$51,000 total expenditure)</li> <li>There may be some room at the end of the year for additional funding if require, depending if project proceed.</li> <li>DoT have strongly recommended the we review and update end of trip facilities at the pool and caravan park (i.e. good quality bike racks, pumps and water) – funding can be used for this if there is scope.</li> </ul>
Current	<p><b>FRRR “In a Good Place” Program – Maangart Yorga Program</b></p> <ul style="list-style-type: none"> <li>Project underway, facilitators booked for the 12 months</li> <li>Next workshop 25 November – Di Jackson – wreath making</li> </ul>
Current	<p><b>Library Grant APPROVED</b></p> <p>2 new touch screen computers and an A3 high resolution scanner have been ordered.</p> <p><i>PCs and new scanner were installed Tuesday 9 November.</i></p>

OPEN PROJECTS/EVENTS	
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STATUS	DETAILS
Current	<p><b>She Did: Goomalling</b></p> <p>The project will capture and catalogue female leaders in the community to share women’s perspective of rural life, challenges and the COVID experience. Photos and stories will be shared on social media similar to “Humans of the Wheatbelt”. To expand the project, we may look at acquiring funding to print a small batch of books and archival prints for an exhibition/launch on International Women’s Day 8 March 2022.</p>



	Currently collecting expressions of interest. NO CHANGE
Current	<p><b>Pioneers' Pathway</b>                  PP is a collaborative marketing initiative marketed in the Australia's Golden Outback – from Toodyay to Merredin following the prospecting route to the Goldfields.</p> <p>We recently completed an interpretation project at Slater Homestead for our first pioneering story "George Slater and the Slater family" and are now looking at the 2<sup>nd</sup> potential story.</p> <p>Following research – attached is the proposed 2<sup>nd</sup> story</p>
Current/ongoing	<p><b>Avon Tourism</b>                  With the cessation of Avon Tourism, the tourism officers from the Avon Council have continued to collaborate to promote the region. We recently met with the CEO and Experience Perth to capitalise on the shared marketing investment.                  Each of the Avon council will contribute \$5000 towards collaborative marketing which will be matched by Experience Perth for an investment of \$50,000 into marketing the region.</p> <p>We have updated the 5 brochures Weekend away, Family Fun, Art &amp; Culture, Heritage, Stargazing and Wildflowers and Walk Trails and given Experience Perth a list of our tourism assets.</p> <p>Over the summer months we'll map out the marketing strategy and a "brand" for the region with the intention of encouraging visitation through Autumn, winter and spring.</p>
Planning/Consultation	<p><b>Anstey Park Revitalisation</b>  <u>Focus Group</u></p> <ul style="list-style-type: none"> <li>• Kaye Boulden</li> <li>• Louise Barker</li> <li>• Loretta Johnston</li> <li>• Jess Lantzke</li> <li>• Jessica Wilkes</li> <li>• Cr Casey Butt</li> <li>• Cr Christine Barratt</li> </ul> <p>Focus groups has been contact to set a meeting dates to look at specific play element and fine tune the design.</p> <p>Funding allocated from LRCI Funding of \$150,000 has been approved. CWA Perth has APPROVED demolition of the building, subject to us removing and</p>



	<p>storing contents of the building for CWA Perth to collect at a later date.</p> <p>Goomalling historical society are interested in preserving components of the building including the hand painted mantle surrounding the Metters oven.</p> <p><u>Where to from here:</u></p> <ul style="list-style-type: none"> <li>• Removal of CWA contents from building</li> <li>• Removal of asbestos – Errol Croft</li> <li>• Demolition</li> <li>• Finalise design</li> </ul>
Ongoing	<p><b>Goomalling Community Opshop</b></p> <ol style="list-style-type: none"> <li>1. Opshop new grant guidelines and application forms developed to have two funding rounds per year in April and September instead of adhoc funding. Total grant pool depends on annual profit but will be approx. \$8000</li> <li>2. Council policy scope expanded to include volunteers rather than having independent policy. In particular to be compliant with the new <i>Work Health and Safety Act 2020</i></li> </ol>
Planning	<p><b>Community Garden - shelter</b></p> <p>Community Garden group have sought funding from GOSAR and Goomalling Community Opshop and Goomalling &amp; Districts Community Bank.</p> <p>All three funding applications have been approved to cover the cost of purchase of shelter and seating. Monies will be transferred to Council to carry out procurement.</p>
Planning	<p><b>Ballardong Koort Mural</b></p> <p>Nil update</p>
Planning	<p><b>Goomalling Aboriginal History Book – Stories from Koomal</b></p> <p>Preliminary quotes obtained and budget presented to GAC</p> <p>Awaiting confirmation of page numbers required before submitting application -DELAYED</p>
Current	<p>Updated/refresh <a href="http://visitgoomalling.com.au">visitgoomalling.com.au</a></p> <p>Ongoing</p>

PIPELINE PROJECTS	
STATUS	DETAILS
Onhold	Reconciliation Action Plan
Onhold	Old Native Reserve preservation and interpretation
Onhold	Youth Space
Onhold	Cricket training nets
Onhold	Oval lighting



ATTACHMENTS
NIL

**Councillor support for community events**

Just a reminder that as elected community representatives it would be great to see Councillors support community events, through schools, clubs and community organisations.

Upcoming events

Goomalling Farmers Club – car boot sales

Goomalling CRC – Children’s Week activity 23 November

Goomalling CRC – Community Christmas Tree 18 December

**14. MEETING CLOSURE**