



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
October 2021



Heart of the Great Southern

Schedule of Accounts Paid - October 2021

Cheque Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
1	42390	05/10/2021	DEPARTMENT OF TRANSPORT			28.50
	INV 1TVP865	23/09/2021	DEPARTMENT OF TRANSPORT	PLANT Licence Renewal 1TVP865 2021/22	28.50	
2	42391	05/10/2021	SHIRE OF KATANNING			126.00
	INV DEDUCTION	29/09/2021	SHIRE OF KATANNING	Payroll deductions	78.00	
	INV DEDUCTION	29/09/2021	SHIRE OF KATANNING	Payroll deductions	48.00	
3	42392	14/10/2021	ZANYACS			197.95
	INV 35	23/09/2021	ZANYACS	LIBRARY Holiday Activity Supplies	197.95	
4	42393	22/10/2021	DEPARTMENT OF TRANSPORT			27.65
	INV 1TUL466	12/10/2021	DEPARTMENT OF TRANSPORT	PLANT Licence Renewal 1TUL466 2021/22	27.65	
5	42394	22/10/2021	SHIRE OF KATANNING			126.00
	INV DEDUCTION	13/10/2021	SHIRE OF KATANNING	Payroll deductions	78.00	
	INV DEDUCTION	13/10/2021	SHIRE OF KATANNING	Payroll deductions	48.00	
6	42395	29/10/2021	SHIRE OF KATANNING			583.70
	INV KLCPTYCSH	25/10/2021	SHIRE OF KATANNING	KLC Petty Cash October 2021	469.70	
	INV DEDUCTION	27/10/2021	SHIRE OF KATANNING	Payroll deductions	66.00	
	INV DEDUCTION	27/10/2021	SHIRE OF KATANNING	Payroll deductions	48.00	
Cheque Total					\$ 1,089.80	

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
7	EFT32871	05/10/2021	4CABLING PTY LTD			32.64
	INV 2591279	31/08/2021	4CABLING PTY LTD	ADMIN DVI Female to HDMI Male Adaptors	32.64	
8	EFT32872	05/10/2021	Lorraine Distributors Rapid Clean			363.34
	INV 155547	16/09/2021	Lorraine Distributors Rapid Clean	CLEANING Griddle Screens & Green Scourers - BBQ's Lions Park, All Ages & Lake Ewlyamartup	363.34	
9	EFT32873	05/10/2021	Abase Pty Ltd T/As ABA Security & Electrical			162.00
	INV 24560	02/08/2021	Abase Pty Ltd T/As ABA Security & Electrical	LIBRARY Alarm Monitoring 010821 - 311021	162.00	

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10	EFT32874	05/10/2021	WA Contract Ranger Services P/L			6,844.20
	INV 00003510	19/09/2021	WA Contract Ranger Services P/L	ANIMAL CONTROL Ranger Relief 060921 - 170921	6,844.20	
11	EFT32875	05/10/2021	Sam's Welding and Maintenance			1,125.00
	INV 005	21/09/2021	Sam's Welding and Maintenance	SALEYARDS Repair Gates	1,125.00	
12	EFT32876	05/10/2021	CMS Events			8,653.15
	INV CMS00715	17/09/2021	CMS Events	BLOOM FESTIVAL Events Coordination Payment	4,464.15	
	INV CMS00718	21/09/2021	CMS Events	BLOOM FESTIVAL Launch Event Albany Event Hire	4,189.00	
13	EFT32877	05/10/2021	Mamoo Investments Pty Ltd t/as Aircomtech			5,883.35
	INV 5412	31/08/2021	Mamoo Investments Pty Ltd t/as Aircomtech	GALLERY Supply of Condair Humidifier	5,883.35	
14	EFT32878	05/10/2021	Minuteman Press Joondalup			1,199.99
	INV 1704	20/09/2021	Minuteman Press Joondalup	WORKS Stationery Pre Start Book for Plant	1,199.99	
15	EFT32879	05/10/2021	IPEC PTY LTD			405.30
	INV 0521-5408620	12/08/2021	IPEC PTY LTD	FREIGHT Charges Cleaning Products	64.53	
	INV 0522-5408620	16/08/2021	IPEC PTY LTD	FREIGHT Charges August 2021	200.33	
	INV 0524-5408620	29/08/2021	IPEC PTY LTD	FREIGHT Charges August 2021	140.44	
16	EFT32880	05/10/2021	JOANNA BROWN			400.00
	INV 000262	14/09/2021	JOANNA BROWN	OTHER CULTURE Concept Design Proposal Katanning Mural	400.00	
17	EFT32881	05/10/2021	AUSTRALIA POST			577.45
	INV 1010858877	03/09/2021	AUSTRALIA POST	DAILY Postage Fees August 2021	577.45	
18	EFT32882	05/10/2021	Autosmart WA South West & Great Southern			307.85
	INV 6236-749	01/09/2021	Autosmart WA South West & Great Southern	PLANT Mitsubishi Canter Rags Anti Spatter & Cleaner	307.85	
19	EFT32883	05/10/2021	BOC GASES AUSTRALIA			100.47
	INV 4029229506	29/08/2021	BOC GASES AUSTRALIA	GAS Bottle Refill August 2021	100.47	

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20	EFT32884	05/10/2021	ORIGIN ENERGY			1,547.41
	INV 03096346	11/08/2021	ORIGIN ENERGY	KLC LPG Propane Gas Refill August 2021	1,547.41	
21	EFT32885	05/10/2021	BUCHER MUNICIPAL			599.60
	INV 1010782	13/08/2021	BUCHER MUNICIPAL	KA25293 Sweeper Suction Hose	599.60	
22	EFT32886	05/10/2021	BURANDO HILL PROPERTIES PTY LTD			394.73
	INV #KAT20594	05/08/2021	BURANDO HILL PROPERTIES PTY LTD	KA25293 Sweeper Lay Flat Fill Hose & Water Nozzles	122.89	
	INV #KAT20689	16/08/2021	BURANDO HILL PROPERTIES PTY LTD	AU17029 Ram Seals for End Side Tipper	271.84	
23	EFT32887	05/10/2021	CJD EQUIPMENT PTY LTD			765.56
	INV 2285380	03/09/2021	CJD EQUIPMENT PTY LTD	PLANT Volvo Excavator Roof Window	765.56	
24	EFT32888	05/10/2021	COCA-COLA AMATIL			438.61
	INV 226483373	09/09/2021	COCA-COLA AMATIL	KLC Kiosk Refreshments September 2021	438.61	
25	EFT32889	05/10/2021	CUTTING EDGES EQUIPMENT PARTS PTY LTD			1,497.04
	INV 3309670	31/08/2021	CUTTING EDGES EQUIPMENT PARTS PTY LTD	KA25381 Cutting Edge for Case Loader	1,497.04	
26	EFT32890	05/10/2021	GRANDE FOOD SERVICE			470.91
	INV 4184726	22/09/2021	GRANDE FOOD SERVICE	KLC Kiosk Refreshments September 2021	470.91	
27	EFT32891	05/10/2021	GREAT SOUTHERN WEEKENDER			165.00
	INV 33869	10/06/2021	GREAT SOUTHERN WEEKENDER	ADVERTISING Ad for Bonkers Town Hall Show 100621	165.00	
28	EFT32892	05/10/2021	TOLL IPEC/ COURIER AUSTRALIA			17.01
	INV 0523-5408620	22/08/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges August 2021	17.01	
29	EFT32893	05/10/2021	JTAGZ			157.30
	INV 00020174	06/09/2021	JTAGZ	ANIMAL CONTROL Dog & Cat Registration Tags	157.30	
30	EFT32894	05/10/2021	KATANNING GLAZING & SECURITY			140.00
	INV 18262	07/09/2021	KATANNING GLAZING & SECURITY	MEDICAL CENTRE Front Door Repairs	140.00	

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31	EFT32895	05/10/2021	KATANNING TRAILER REPAIRS PTY LTD			484.00
	INV 371	28/06/2021	KATANNING TRAILER REPAIRS PTY LTD	BFB Equipment Maintenance Fix Delivery Pipe on Appliance	484.00	
32	EFT32896	05/10/2021	KATANNING MENS SHED			2,359.70
	INV 37	13/09/2021	KATANNING MENS SHED	HARMONY FESTIVAL Supply Materials Cut Construct & Paint Seat Boxes	1,900.00	
	INV 39	14/09/2021	KATANNING MENS SHED	HARMONY FESTIVAL Paint for Bench Seating	459.70	
33	EFT32897	05/10/2021	Katanning H Hardware			1,488.00
	INV 101033824	04/08/2021	Katanning H Hardware	WORKS Two Face Shields for Brush Cutting	79.98	
	INV 102013394	10/08/2021	Katanning H Hardware	LAKE EWLYAMARTUP BBQ Gas Bottle Replacement	35.00	
	INV 103000619	13/08/2021	Katanning H Hardware	TOWN HALL Two Toilets Hire	260.00	
	INV 101034504	17/08/2021	Katanning H Hardware	WORKS One Pack Droppers for Marking Out	119.95	
	INV 101034993	26/08/2021	Katanning H Hardware	KA1808 Fuso Canter Steel for Patching Truck Frame	255.36	
	INV 105001354	30/08/2021	Katanning H Hardware	MEDICAL CENTRE Products for Cleaning - Equipment Setup	348.69	
	INV 102013714	31/08/2021	Katanning H Hardware	PLANT Steel for Brush Cutter Mounts & Tray Building	389.02	
34	EFT32898	05/10/2021	LGISWA			90,829.28
	INV 100-143815	07/07/2021	LGISWA	INSURANCE Property Instalment One 2021/22	70,617.00	
	INV 100-143815	07/07/2021	LGISWA	INSURANCE Property Instalment One 2021/22	20,212.28	
35	EFT32899	05/10/2021	MAIA FINANCIAL PTY LTD			1,224.69
	INV C34088	19/08/2021	MAIA FINANCIAL PTY LTD	KLC Lease Repayments Matrix IC3 Spin Bikes 011021 - 311221	1,224.69	
36	EFT32900	05/10/2021	MODERN TEACHING AIDS			206.31
	INV 44478478	31/08/2021	MODERN TEACHING AIDS	LIBRARY Storytime Holiday Activities & Afternoon Craft Materials	206.31	
37	EFT32901	05/10/2021	OFFICE WORKS BUSINESS DIRECT			136.84
	INV 19945112	31/08/2021	OFFICE WORKS BUSINESS DIRECT	LIBRARY Filing & Archive Supplies	136.84	
38	EFT32902	05/10/2021	PFD FOOD SERVICES			644.90
	INV KZ547205	01/09/2021	PFD FOOD SERVICES	KLC Kiosk Refreshments September 2021	644.90	

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39	EFT32903	05/10/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			159.12
	INV 577006	31/08/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	KLC Photocopier Readings August 2021	159.12	
40	EFT32904	05/10/2021	SOUND PRO			5,500.00
	INV 0520	14/09/2021	SOUND PRO	GOVERNANCE Concert in the Park Lighting Technicians	5,500.00	
41	EFT32905	05/10/2021	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD			1,980.00
	INV 7481226	02/09/2021	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD	1TKV249 Side Tipper Replacement Door Ram	1,980.00	
42	EFT32906	05/10/2021	IT VISION AUSTRALIA PTY LTD			825.00
	INV 35838	31/08/2021	IT VISION AUSTRALIA PTY LTD	ADMIN IT Support One Off Mapping Update	825.00	
43	EFT32907	05/10/2021	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)			1,980.00
	INV 13088684	31/08/2021	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	TRAINING Policy Development & Procedure Writing TH	990.00	
	INV 13088685	31/08/2021	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	TRAINING Policy Development & Procedure Writing SE	990.00	
44	EFT32908	05/10/2021	WARREN ELECTRICAL SERVICE			448.80
	INV I736745	18/08/2021	WARREN ELECTRICAL SERVICE	MEDICAL CENTRE Installation of Exit Sign	448.80	
45	EFT32909	05/10/2021	WARREN BLACKWOOD WASTE			4,141.84
	INV 00017648	20/09/2021	WARREN BLACKWOOD WASTE	WASTE Collection General 060921 - 170921	4,141.84	
46	EFT32910	05/10/2021	WEST AUSTRALIAN NEWSPAPERS LTD			550.00
	INV 1007010420210831	31/08/2021	WEST AUSTRALIAN NEWSPAPERS LTD	ADMIN GSH Shire Matters 120821	550.00	
47	EFT32911	05/10/2021	SYNERGY			22,851.28
	INV 977854430	15/09/2021	SYNERGY	GROUPED Electricity Charges 130821 - 150921	20,750.37	
	INV 154025290	21/09/2021	SYNERGY	ELECTRICITY Charges Saleyards 170821 - 210921	2,100.91	
48	EFT32912	14/10/2021	EDGE PLANNING & PROPERTY			5,390.00
	INV 1837	23/09/2021	EDGE PLANNING & PROPERTY	PIESSE LAKE Final Pegging Progress Payment Four	5,390.00	
49	EFT32913	14/10/2021	Dormakaba Australia Pty Ltd			2,700.07
	INV 35WA901172	09/09/2021	Dormakaba Australia Pty Ltd	LIONS PARK Replace Disable MLAK System to Existing Door	1,979.89	

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INV 35WA901540	10/09/2021	Dormakaba Australia Pty Ltd	MAINTENANCE Various Automatic Door Services	660.00	
INV 35WA902249	14/09/2021	Dormakaba Australia Pty Ltd	KAC Replace Battery to Main Entry Door	60.18	
50 EFT32914	14/10/2021	BGL SOLUTIONS			11,556.68
INV 0004576	14/09/2021	BGL SOLUTIONS	ANZAC MEMORIAL Turf Rejuvenation & Wetting Agent	707.85	
INV 0004593	23/09/2021	BGL SOLUTIONS	GARDENS Maintenance Spray for Broadleaf Weeds	3,151.85	
INV 0004594	23/09/2021	BGL SOLUTIONS	TOWN SQUARE Spray Lawn for Broad Leaf Weeds	95.00	
INV 0004610	30/09/2021	BGL SOLUTIONS	AAPG Grounds Maintenance September 2021	7,601.98	
51 EFT32915	14/10/2021	CANON AUSTRALIA PTY LTD			97.44
INV 8121276536	17/09/2021	CANON AUSTRALIA PTY LTD	LIBRARY Photocopier Readings 180821 - 170921	97.44	
52 EFT32916	14/10/2021	CMS Events			5,144.37
INV CMS00719	21/09/2021	CMS Events	TOURISM Public Liability Insurance for Pilot Noongar Tour	125.00	
INV CMS00723	30/09/2021	CMS Events	BLOOM FESTIVAL Events Facilitation September 2021	2,819.37	
INV CMS00735	01/10/2021	CMS Events	BLOOM FESTIVAL Payment Five for September 2021	2,200.00	
53 EFT32917	14/10/2021	Easi			1,262.95
INV 149919	01/10/2021	Easi	1HIB928 Vehicle Lease Repayment October 2021	1,262.95	
54 EFT32918	14/10/2021	INTEGRATED ICT			343.75
INV 18687	31/08/2021	INTEGRATED ICT	ADMIN IT Support WALGA Business Hours Various Ticket	343.75	
55 EFT32919	14/10/2021	ST PATRICK'S PARISH KATANNING			1,000.00
INV KATA0001	24/09/2021	ST PATRICK'S PARISH KATANNING	CEO Quick Grants Program Boundary Fencing	1,000.00	
56 EFT32920	14/10/2021	IPEC PTY LTD			301.17
INV 0525-S408620	06/09/2021	IPEC PTY LTD	FREIGHT Charges September 2021	140.91	
INV 0526-S408620	12/09/2021	IPEC PTY LTD	FREIGHT Charges September 2021	160.26	
57 EFT32921	14/10/2021	Black Cockatoo Cafe			60.40
INV 1135	16/09/2021	Black Cockatoo Cafe	TOURISM Morning Tea Refreshments Noongar Pilot Tour	60.40	

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58	EFT32922	14/10/2021	ABC DISTRIBUTORS WA			535.59
	INV 150241	09/09/2021	ABC DISTRIBUTORS WA	CLEANING Hand Towels & Toilet Paper	535.59	
59	EFT32923	14/10/2021	A Frazer & A.D Frazer (TA Andrew Frazer Designs)			440.00
	INV 0000024	24/09/2021	A Frazer & A.D Frazer (TA Andrew Frazer Designs)	COMMUNITIES Artists Shortlist Fee for Mural Commission	440.00	
60	EFT32924	14/10/2021	ALBANY RECORDS MANAGEMENT			165.00
	INV 0009478	31/08/2021	ALBANY RECORDS MANAGEMENT	ADMIN Confidential Document Destruction	165.00	
61	EFT32925	14/10/2021	AMPAC DEBT RECOVERY (WA) PTY LTD			1,426.55
	INV 78731	16/09/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES Debt Recovery September 2021	1,426.55	
62	EFT32926	14/10/2021	A SMART START GREAT SOUTHERN			3,660.00
	INV 2021/04	06/10/2021	A SMART START GREAT SOUTHERN	GOVERNANCE A Smart Start Great Southern Coordination Shire of Katanning for 2021/22	3,660.00	
63	EFT32927	14/10/2021	AUSTRALIAN TAXATION OFFICE			29,401.00
	INV PAYG	30/09/2021	AUSTRALIAN TAXATION OFFICE	PAYG PAY 7	29,401.00	
64	EFT32928	14/10/2021	BADGEBUP ABORIGINAL CORPORATION			4,084.30
	INV 0023	29/09/2021	BADGEBUP ABORIGINAL CORPORATION	TOURISM Kamarang Facilitation of Tour, Dinner & Brochure	4,084.30	
65	EFT32929	14/10/2021	BUILDING SERVICE LEVY			56.65
	INV T93	06/10/2021	BUILDING SERVICE LEVY	BUILDING SERVICES LEVY FOR AUGUST 2021 (269472) 2021220008 TOP GUN ROOFING	56.65	
66	EFT32930	14/10/2021	KATANNING CHERRY PICKER			220.00
	INV 3540	21/09/2021	KATANNING CHERRY PICKER	WORKS Prune Tree Near Daycare Centre	220.00	
67	EFT32931	14/10/2021	COCA-COLA AMATIL			408.66
	INV 226532800	16/09/2021	COCA-COLA AMATIL	KLC Kiosk Refreshments September 2021	408.66	
68	EFT32932	14/10/2021	CLEANAWAY DANIELS SERVICES PTY LTD			84.95
	INV 2010371	30/09/2021	CLEANAWAY DANIELS SERVICES PTY LTD	ADMIN Clinical Bin Emptied	84.95	
69	EFT32933	14/10/2021	GREAT SOUTHERN FUEL SUPPLIES			4,019.56
	INV 17003516	08/09/2021	GREAT SOUTHERN FUEL SUPPLIES	PLANT Grease for Depot	349.77	

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INV 17003536	15/09/2021	GREAT SOUTHERN FUEL SUPPLIES	KA357 Mazda T/Top Oil for Servicing	198.54	
INV FCARDSSEP21	30/09/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL Cards September 2021	3,471.25	
70 EFT32934	14/10/2021	HANSON CONSTRUCTION MATERIALS PTY LTD			3,274.62
INV 73565634	14/09/2021	HANSON CONSTRUCTION MATERIALS PTY LTD	PIESSE LAKE Boardwalk Construction Spalls	3,274.62	
71 EFT32935	14/10/2021	KATANNING HUB CRC			40.00
INV 0339	23/09/2021	KATANNING HUB CRC	TOURISM Brochures for Pilot Tour	40.00	
72 EFT32936	14/10/2021	KATANNING PLANT HIRE			412.50
INV 0389	20/09/2021	KATANNING PLANT HIRE	AAPG Delivered Lawn Sand	412.50	
73 EFT32937	14/10/2021	KATANNING COUNTRY CLUB INCORPORATED			300.00
INV 02896	04/10/2021	KATANNING COUNTRY CLUB INCORPORATED	CEO Donations Quiz Night Cost Towards Venue Hire	300.00	
74 EFT32938	14/10/2021	KOWALDS NEWS & GLASSHOUSE			709.02
INV I0000022039	03/08/2021	KOWALDS NEWS & GLASSHOUSE	LIBRARY A4 Copy Paper	40.00	
INV I0000022165	17/08/2021	KOWALDS NEWS & GLASSHOUSE	ADMIN Stationery Order August 2021	575.02	
INV SN00003931082021	31/08/2021	KOWALDS NEWS & GLASSHOUSE	STATIONERY Newspapers August 2021	94.00	
75 EFT32939	14/10/2021	LGISWA			191,116.49
INV 100-145822	07/09/2021	LGISWA	INSURANCE Motor Vehicle Contribution Adjustment 2020/21	13,505.40	
INV 100-146527	30/09/2021	LGISWA	INSURANCE Workcare Instalment Two 2021/22	53,658.00	
INV 100-146176	30/09/2021	LGISWA	INSURANCE Liability Instalment Two 2021/22	39,136.79	
INV 100-146175	30/09/2021	LGISWA	INSURANCE Property Instalment Two 2021/22	90,829.29	
INV 100-146648	05/10/2021	LGISWA	INSURANCE Credit Membership Contributions Instalment Two 2021/22	-6,012.99	
76 EFT32940	14/10/2021	STATE LIBRARY OF WESTERN AUSTRALIA			330.00
INV RI029596	25/08/2021	STATE LIBRARY OF WESTERN AUSTRALIA	LIBRARY Better Beginnings 2021/22	330.00	
77 EFT32941	14/10/2021	NBN CO LIMITED			9,000.00
INV 300138270	24/09/2021	NBN CO LIMITED	PIESSE LAKE Subdivision Certification of Installed Pits & Pipe	9,000.00	

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78	EFT32942	14/10/2021	NELSONS DRYCLEANING			127.60
	INV 00010331	30/09/2021	NELSONS DRYCLEANING	GOVERNANCE Drycleaning September 2021	127.60	
79	EFT32943	14/10/2021	OFFICE WORKS BUSINESS DIRECT			64.08
	INV 20761247	14/09/2021	OFFICE WORKS BUSINESS DIRECT	LIBRARY Diaries for Community Room & Laminating Sheets	64.08	
80	EFT32944	14/10/2021	SOUTH REGIONAL TAFE			468.80
	INV 10016287	07/09/2021	SOUTH REGIONAL TAFE	TRAINING Auschem Training for AZ 010921 - 020921	180.80	
	INV 10016382	14/09/2021	SOUTH REGIONAL TAFE	TRAINING Forklift Skill Set for UT 210921 - 220921	114.80	
	INV 10016464	17/09/2021	SOUTH REGIONAL TAFE	TRAINING Registration for Three Units CT Cert IV Business	173.20	
81	EFT32945	14/10/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD			149.49
	INV CYINV00260130	15/09/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	YOUTH Large Leisure Kit	149.49	
82	EFT32946	14/10/2021	T-QUIP			460.20
	INV 104156#12	17/09/2021	T-QUIP	KA25498 John Deere Mower Blades	460.20	
83	EFT32947	14/10/2021	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD			401.50
	INV 7493249	13/09/2021	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD	KA24799 P & G Truck Left Hand Mirror	401.50	
84	EFT32948	14/10/2021	TYREPOWER KATANNING			179.00
	INV 145950	06/10/2021	TYREPOWER KATANNING	KA24905 Hako Sweeper Battery	179.00	
85	EFT32949	14/10/2021	WARREN BLACKWOOD WASTE			9,900.24
	INV 00017649	28/09/2021	WARREN BLACKWOOD WASTE	WASTE Collection Recycling 200921 - 220921	4,746.40	
	INV 00017671	02/10/2021	WARREN BLACKWOOD WASTE	DOMESTIC Sanitation 010921 - 290921	1,012.00	
	INV 00017690	03/10/2021	WARREN BLACKWOOD WASTE	WASTE Collection General 200921 - 011021	4,141.84	
86	EFT32950	14/10/2021	SYNERGY			13,916.13
	INV 638847540	30/09/2021	SYNERGY	ELECTRICITY Charges Unmetered Powerwatch 310821 - 300921	340.64	
	INV 312951080	01/10/2021	SYNERGY	ELECTRICITY Charges 52 Austral Tce 010921 - 011021	2,627.73	
	INV 338348270	04/10/2021	SYNERGY	ELECTRICITY Charges Streetlights 010921 - 041021	10,947.76	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
87	EFT32951	22/10/2021	REGIONAL RETAILERS PTY LTD			785.44
	INV 0112	08/09/2021	REGIONAL RETAILERS PTY LTD	YOUTH September School Holidays Plain White T-Shirts	187.50	
	INV 0109	08/09/2021	REGIONAL RETAILERS PTY LTD	YOUTH September School Holidays Terracotta Garden Pots	48.75	
	INV 0113	14/09/2021	REGIONAL RETAILERS PTY LTD	WORKS Plants & Fertiliser	549.19	
88	EFT32952	22/10/2021	BGL SOLUTIONS			6,297.05
	INV 0004558	05/09/2021	BGL SOLUTIONS	KLC Turf Aeration Quartermaine & Cricket Oval	5,060.00	
	INV 0004614	01/10/2021	BGL SOLUTIONS	KLC Turf Aeration Front Lawn	871.20	
	INV 0004616	05/10/2021	BGL SOLUTIONS	ADMIN BUILDING Garden Maintenance September 2021	365.85	
89	EFT32953	22/10/2021	PREMIER SMASH REPAIRS			1,000.00
	INV 15481	24/09/2021	PREMIER SMASH REPAIRS	KA09 Isuzu MU-X Wagon Excess for Claim 6080548	1,000.00	
90	EFT32954	22/10/2021	Ryan P Julius			7,562.00
	INV 54	04/10/2021	Ryan P Julius	RAILWAY STATION Removal & Replacement of Ceiling Battens & Insulation	7,562.00	
91	EFT32955	22/10/2021	WA Communications			1,819.85
	INV SI183688	24/09/2021	WA Communications	PLANT Two Way Handpiece & Antenna	1,819.85	
92	EFT32956	22/10/2021	Let's Talk Flowers			60.00
	INV 2297376	12/10/2021	Let's Talk Flowers	GOVERNANCE Flowers for Birth of Baby PM	60.00	
93	EFT32957	22/10/2021	WA Contract Ranger Services P/L			5,909.20
	INV 00003534	02/10/2021	WA Contract Ranger Services P/L	ANIMAL CONTROL Ranger Relief 200921 - 011021	5,909.20	
94	EFT32958	22/10/2021	Station Motors (1974) Pty Ltd t/a Katanning Mazda, Edwards Holden & Edwards Isuzu Ute			387.46
	INV R44355	21/09/2021	Station Motors (1974) Pty Ltd t/a Katanning Mazda, Edwards Holden & Edwards Isuzu Ute	KA472 Trailblazer 60,000km Service	387.46	
95	EFT32959	22/10/2021	MICHELLE SALTER			80.00
	INV REIMBUSREMENT	20/10/2021	MICHELLE SALTER	REIMBURSEMENT of Election Nomination Fee 2021	80.00	
96	EFT32960	22/10/2021	West Coast Elevator Services Pty Ltd			1,320.00
	INV 0331	14/10/2021	West Coast Elevator Services Pty Ltd	ADMIN BUILDING General Lift Service	1,320.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
97	EFT32961	22/10/2021	Kel's Cabling & Antennas			2,630.00
	INV 2342745	01/10/2021	Kel's Cabling & Antennas	AMHERST VILLAGE TV Antennas to all Thirteen Units	2,630.00	
98	EFT32962	22/10/2021	Katanning Cleaning Pty Ltd			11,684.75
	INV 3	04/10/2021	Katanning Cleaning Pty Ltd	CLEANING Public Amenities September 2021	11,684.75	
99	EFT32963	22/10/2021	WINSTON BROTHER ACOUSTIC			500.00
	INV 0001	21/08/2021	WINSTON BROTHER ACOUSTIC	TOURISM Winter Festival 210821 Entertainment	500.00	
100	EFT32964	22/10/2021	INTEGRATED ICT			2,597.49
	INV 18810	31/08/2021	INTEGRATED ICT	ADMIN Microsoft Office 365 License August 2021	2,047.49	
	INV 18550	31/08/2021	INTEGRATED ICT	ADMIN Server Maintenance August 2021	550.00	
101	EFT32965	22/10/2021	IPEC PTY LTD			149.48
	INV 0527-S408620	19/09/2021	IPEC PTY LTD	FREIGHT Charges September 2021	149.48	
102	EFT32966	22/10/2021	KYAW MYINT			300.00
	INV REIMBURSEMENT	11/10/2021	KYAW MYINT	REIMBURSEMENT Bond Release for Function 091021	300.00	
103	EFT32967	22/10/2021	ADRIAN EDWARDS			80.00
	INV REIMBURSEMENT	20/10/2021	ADRIAN EDWARDS	REIMBURSEMENT of Election Nomination Fee 2021	80.00	
104	EFT32968	22/10/2021	MADONNA WATKINS			150.00
	INV REFUND	11/10/2021	MADONNA WATKINS	REFUND of Dog Registration Difference	150.00	
105	EFT32969	22/10/2021	SARAH EDWARDS			553.95
	INV REIMBURSEMENT	20/10/2021	SARAH EDWARDS	REIMBURSEMENT Meals & Parking Rates Training 171021 - 201021	553.95	
106	EFT32970	22/10/2021	ABC DISTRIBUTORS WA			287.62
	INV 150398	21/09/2021	ABC DISTRIBUTORS WA	KLC Cleaning Products	287.62	
107	EFT32971	22/10/2021	CONNECT TECHNOLOGY AUSTRALIA			2,244.00
	INV 91028	15/09/2021	CONNECT TECHNOLOGY AUSTRALIA	ADMIN Telephone PBX Migration New Telstra Fibre Service	2,244.00	
108	EFT32972	22/10/2021	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD			118.62
	INV 167100	02/10/2021	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD	RECREATION & CULTURE Annual Music for Council Subscription 011021 - 311221	118.62	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
109	EFT32973	22/10/2021	A.R.M SECURITY-CTI SECURITY SERVICES PTY LTD			222.01
	INV CINS3113686	17/09/2021	A.R.M SECURITY-CTI SECURITY SERVICES PTY LTD	KLC Alarm Monitoring Charges 011021 - 311221	222.01	
110	EFT32974	22/10/2021	AUSTRALIAN TAXATION OFFICE			31,429.00
	INV PAYG	14/10/2021	AUSTRALIAN TAXATION OFFICE	PAYG PAY 8	31,429.00	
111	EFT32975	22/10/2021	BAILEYS FERTILISER			330.00
	INV 24585	21/09/2021	BAILEYS FERTILISER	KLC Quartermaine & Hockey Oval Soil Sampling	330.00	
112	EFT32976	22/10/2021	COCA-COLA AMATIL			329.69
	INV 0226581666	24/09/2021	COCA-COLA AMATIL	KLC Kiosk Refreshments September 2021	329.69	
113	EFT32977	22/10/2021	CONNECT CALL CENTRE SERVICES			209.50
	INV 00107925	15/09/2021	CONNECT CALL CENTRE SERVICES	ADMIN After Hours Call Service August 2021	209.50	
114	EFT32978	22/10/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES			7,403.81
	INV 152771	28/09/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL Local Government Property 2021/22	5,405.77	
	INV 152771	28/09/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL Local Government Property 2021/22	1,998.04	
115	EFT32979	22/10/2021	RAY FORD SIGNS			6,677.06
	INV 12285	05/10/2021	RAY FORD SIGNS	KAC Compliance Signage	4,959.35	
	INV 12290	07/10/2021	RAY FORD SIGNS	SIGNS Floodway & Depth Marker - Warren & Ranford	1,717.71	
116	EFT32980	22/10/2021	GRANDE FOOD SERVICE			318.09
	INV 4185434	06/10/2021	GRANDE FOOD SERVICE	KLC Kiosk Refreshments October 2021	318.09	
117	EFT32981	22/10/2021	iiNET LIMITED			79.99
	INV 128901007	17/10/2021	iiNET LIMITED	CEO Internet Expenses 011121 - 011221	79.99	
118	EFT32982	22/10/2021	IW PROJECTS PTY LTD			11,965.25
	INV 1343	21/09/2021	IW PROJECTS PTY LTD	SANITATION Master Plan Landfilling & Landfill Site Closure Cost Report	11,965.25	
119	EFT32983	22/10/2021	J P PROMOTIONS PTY LTD			1,089.00
	INV 23661	23/09/2021	J P PROMOTIONS PTY LTD	TOURISM Advertising 100 Black Coffee Mugs Meet Me in Katanning Logo	1,089.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
120	EFT32984	22/10/2021	JTAGZ			152.90
	INV 00020376	21/09/2021	JTAGZ	ANIMAL CONTROL Cat Registration Tags	152.90	
121	EFT32985	22/10/2021	KATANNING DISTRICTS CARPET CARE			385.00
	INV 80	12/10/2021	KATANNING DISTRICTS CARPET CARE	KLC Pioneer Room Carpet Clean	385.00	
122	EFT32986	22/10/2021	KATANNING GLAZING & SECURITY			15,858.00
	INV 18278	09/09/2021	KATANNING GLAZING & SECURITY	ADMIN BUILDING Door Servicing	630.00	
	INV 18302	22/09/2021	KATANNING GLAZING & SECURITY	MAINTENANCE Stainless Steel Plates Various Shire Properties	1,204.00	
	INV 18312	24/09/2021	KATANNING GLAZING & SECURITY	ART GALLERY Automatic Doors	14,024.00	
123	EFT32987	22/10/2021	KATANNING TRAILER REPAIRS PTY LTD			825.00
	INV 396	08/09/2021	KATANNING TRAILER REPAIRS PTY LTD	SALEYARDS Sandblast & Paint Truck Sides	825.00	
124	EFT32988	22/10/2021	WESFARMERS KLEENHEAT GAS PTY LTD			296.16
	INV 4385496	01/09/2021	WESFARMERS KLEENHEAT GAS PTY LTD	SALEYARDS Cylinder Service Charge 2021/22	296.16	
125	EFT32989	22/10/2021	KATANNING PRIMARY SCHOOL			100.00
	INV 13/21	12/10/2021	KATANNING PRIMARY SCHOOL	CEO Donations Year 6 Graduation Sports Award 2021	100.00	
126	EFT32990	22/10/2021	KRISTY D'APRILE			80.00
	INV REIMBURSEMENT	20/10/2021	KRISTY D'APRILE	REIMBURSEMENT of Election Nomination Fee 2021	80.00	
127	EFT32991	22/10/2021	MARKETFORCE PTY LTD			497.64
	INV 40661	27/09/2021	MARKETFORCE PTY LTD	WORKS Tender Advertisement	497.64	
128	EFT32992	22/10/2021	MATT COLLIS			80.00
	INV REIMBURSEMENT	20/10/2021	MATT COLLIS	REIMBURSEMENT of Election Nomination Fee 2021	80.00	
129	EFT32993	22/10/2021	Message Media			433.53
	INV 01743888	30/09/2021	Message Media	BFB SMS Messages HVMB & TFB September 2021	433.53	
130	EFT32994	22/10/2021	MODERN TEACHING AIDS			87.84
	INV 44499417	22/09/2021	MODERN TEACHING AIDS	LIBRARY Reader Boxes for Junior & Young Adult Series	87.84	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
131	EFT32995	22/10/2021	QFH MULTIPARTS			889.51
	INV 905429904	02/09/2021	QFH MULTIPARTS	WORKS Uniforms Boots	189.95	
	INV 905514716	15/09/2021	QFH MULTIPARTS	WORKS Town Verge Spraying Simazine & Tordon 75-D Herbicide	385.00	
	INV 905528975	16/09/2021	QFH MULTIPARTS	1TKV249 Side Tipper Trailer Hydraulic Fittings	29.92	
	INV 905609763	29/09/2021	QFH MULTIPARTS	PLANT Tennant Sweeper Hydraulic Hoses	284.64	
132	EFT32996	22/10/2021	NELSONS DRYCLEANING			759.00
	INV 00010310	30/09/2021	NELSONS DRYCLEANING	KLC Dry-Cleaning September 2021	759.00	
133	EFT32997	22/10/2021	ROXAINE HELENE O'TOOLE			90.00
	INV 53	29/09/2021	ROXAINE HELENE O'TOOLE	GOVERNANCE Wreath for Police Remembrance Day 290921	90.00	
134	EFT32998	22/10/2021	JAMES DANIELS PAINTING AND DECORATING			2,500.00
	INV 5102001	05/10/2021	JAMES DANIELS PAINTING AND DECORATING	KAC Dome Shade Shelter Prepare & Paint Steel Structure Progress Payment Two	2,500.00	
135	EFT32999	22/10/2021	PFD FOOD SERVICES			2,148.35
	INV KZ721538	22/09/2021	PFD FOOD SERVICES	KLC Kiosk Refreshments & Cleaning Products September 2021	2,148.35	
136	EFT33000	22/10/2021	CSG BUSINESS SOLUTIONS (WA) PTY LTD (PRINT SYNC)			4,145.70
	INV AA00521015	28/09/2021	CSG BUSINESS SOLUTIONS (WA) PTY LTD (PRINT SYNC)	ADMIN Photocopier Readings September 2021	4,145.70	
137	EFT33001	22/10/2021	SCITECH			1,960.00
	INV FTI-003270	07/10/2021	SCITECH	LIBRARY Incursion Regional Community Events General Public 061021	1,960.00	
138	EFT33002	22/10/2021	SOUTH REGIONAL TAFE			110.16
	INV I0016578	22/09/2021	SOUTH REGIONAL TAFE	TRAINING Skid Steer Course WN	110.16	
139	EFT33003	22/10/2021	BURGESS RAWSON (WA) PTY LTD			146.85
	INV 13293	07/10/2021	BURGESS RAWSON (WA) PTY LTD	WATER CHARGES Centre at Austral Tce 010921 - 311021	146.85	
140	EFT33004	22/10/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD			89.95
	INV FAINV00926658	12/10/2021	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	TOURISM First Aid Kit for Kamabarang Tour	89.95	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
141	EFT33005	22/10/2021	ST LUKE'S FAMILY PRACTICE			264.00
	INV 193159	21/09/2021	ST LUKE'S FAMILY PRACTICE	ADMIN Pre-Employment Medical RD	132.00	
	INV 193233	23/09/2021	ST LUKE'S FAMILY PRACTICE	ADMIN Pre-Employment Medical BB	132.00	
142	EFT33006	22/10/2021	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD			262.57
	INV 7508007	23/09/2021	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD	AU17029 Load Binders for Float	262.57	
143	EFT33007	22/10/2021	TYREPOWER KATANNING			1,855.00
	INV 146538	07/10/2021	TYREPOWER KATANNING	KA09 Front Tyres & Wheel Alignment	725.00	
	INV 146557	08/10/2021	TYREPOWER KATANNING	KA108 Isuzu D-Max Tyres & Wheel Alignment	1,130.00	
144	EFT33008	22/10/2021	ALBANY V-BELT & RUBBER			266.56
	INV 338983	21/09/2021	ALBANY V-BELT & RUBBER	PLANT Air Filters & Gas Struts	266.56	
145	EFT33009	22/10/2021	WESTERN AUSTRALIAN MEAT MARKETING CO-OP LTD			52,164.21
	INV A2140	11/10/2021	WESTERN AUSTRALIAN MEAT MARKETING CO-OP LTD	REFUND Overpayment of 2021/22 Rates	52,164.21	
146	EFT33010	22/10/2021	WARREN BLACKWOOD WASTE			4,746.40
	INV 00017702	11/10/2021	WARREN BLACKWOOD WASTE	WASTE Collection Recycling 041021 - 061021	4,746.40	
147	EFT33011	22/10/2021	WATKINS PLUMBING			1,155.00
	INV 1432	06/10/2021	WATKINS PLUMBING	AMHERST VILLAGE Supply & Install HWS Unit Ten	990.00	
	INV 1410	06/10/2021	WATKINS PLUMBING	EDUCATION Katanning Community Childcare Unblock Drain	165.00	
148	EFT33012	22/10/2021	WATER CORPORATION			1,582.50
	INV 9015649401	06/10/2021	WATER CORPORATION	WATER Charges 61A Conroy St 030821 - 311021	228.92	
	INV 9015649399	06/10/2021	WATER CORPORATION	WATER Charges 61B Conroy St 030821 - 311021	225.20	
	INV 9007692098	06/10/2021	WATER CORPORATION	WATER Charges Daycare Centre 412 Conroy St 010921 - 311021	90.56	
	INV 9007673692	06/10/2021	WATER CORPORATION	WATER Charges Standpipe Cullen St 020821 - 311021	403.89	
	INV 9007679424	06/10/2021	WATER CORPORATION	WATER Charges Saleyard Daping St 010921 - 311021	132.95	
	INV 9007672871	07/10/2021	WATER CORPORATION	WATER Charges 19 Charles St 030821 - 311021	258.10	

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Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV 9015188852	07/10/2021	WATER CORPORATION	WATER Charges 89 Clive St Carpark 030821 - 311021	240.15	
INV 9007681655	15/10/2021	WATER CORPORATION	WATER Charges Shed Cornwall 060821 - 141021	2.73	
149	EFT33013	22/10/2021	NUTRIEN AG SOLUTIONS		13,116.40
	INV 905522877	16/09/2021	NUTRIEN AG SOLUTIONS	PLANT Yale Forklift Gas Bottle	59.40
	INV 905536098	17/09/2021	NUTRIEN AG SOLUTIONS	WORKS Town Verge Spraying 10lt Tordon 75-D	176.00
	INV 905549256	20/09/2021	NUTRIEN AG SOLUTIONS	AIRPORT Fencing Material	12,881.00
150	EFT33014	22/10/2021	WYWURRY ELECTRICAL		1,735.50
	INV 5277	08/10/2021	WYWURRY ELECTRICAL	KAC Install Power Points & Replace Sump Pump	766.50
	INV 5278	08/10/2021	WYWURRY ELECTRICAL	KAC Replace Seven Lights on Outside Wall/Veranda	969.00
151	EFT33015	29/10/2021	AVANTGARDE TECHNOLOGIES		3,522.75
	INV ES00001643	05/10/2021	AVANTGARDE TECHNOLOGIES	CCTV Maintenance October 2021	1,420.10
	INV ES00001649	12/10/2021	AVANTGARDE TECHNOLOGIES	CCTV Repair Camera Sprigg Bar & Town Centre	2,102.65
152	EFT33016	29/10/2021	REGIONAL RETAILERS PTY LTD		157.20
	INV 0110	02/09/2021	REGIONAL RETAILERS PTY LTD	SALEYARDS Lawn Fertiliser	87.20
	INV 0114	07/10/2021	REGIONAL RETAILERS PTY LTD	YOUTH Snacks & Materials Stand Up Paddle Boarding	70.00
153	EFT33017	29/10/2021	GYPSY KITCHEN CO		286.00
	INV 0009	17/10/2021	GYPSY KITCHEN CO	COUNCIL Catering OCM 230921	286.00
154	EFT33018	29/10/2021	Paull & Warner Resources (PWR)		330.00
	INV S103974	29/09/2021	Paull & Warner Resources (PWR)	ADMIN BUILDING Fire Indicator Panel & Front Lobby & Occupant Warning Panel Inspection September 2021	330.00
155	EFT33019	29/10/2021	Video Surveillance Technology Pty Ltd		55.00
	INV 2108010	24/08/2021	Video Surveillance Technology Pty Ltd	WORKS Warren Rd Fix Remote to Burrow Lights	55.00
156	EFT33020	29/10/2021	Abase Pty Ltd T/As ABA Security & Electrical		196.00
	INV 25375	23/09/2021	Abase Pty Ltd T/As ABA Security & Electrical	LIBRARY Service Alarm System	196.00
157	EFT33021	29/10/2021	WA Contract Ranger Services P/L		5,797.00
	INV 00003575	17/10/2021	WA Contract Ranger Services P/L	ANIMAL CONTROL Ranger Relief 041021 - 151021	5,797.00

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158	EFT33022	29/10/2021	Station Motors (1974) Pty Ltd t/a Katanning Mazda, Edwards Holden & Edwards Isuzu Ute			554.85
	INV R44426	28/09/2021	Station Motors (1974) Pty Ltd t/a Katanning Mazda, Edwards Holden & Edwards Isuzu Ute	KA108 15000km Service	554.85	
159	EFT33023	29/10/2021	Hersey's Safety Pty Ltd			1,547.59
	INV 47198	02/09/2021	Hersey's Safety Pty Ltd	WORKS Measure Wheel & Brushcutter Cord	1,547.59	
160	EFT33024	29/10/2021	CMS Events			4,766.91
	INV CMS00743	08/10/2021	CMS Events	BLOOM FESTIVAL Events Facilitation October 2021	4,766.91	
161	EFT33025	29/10/2021	Easi			1,262.95
	INV 150538	15/10/2021	Easi	1HIB928 Vehicle Lease Repayment 151021	1,262.95	
162	EFT33026	29/10/2021	Written and Illustrated Pty Ltd			440.00
	INV 0502	18/10/2021	Written and Illustrated Pty Ltd	OTHER CULTURE Concept Design Proposal for Mural	440.00	
163	EFT33027	29/10/2021	IPEC PTY LTD			214.72
	INV 0528-S408620	26/09/2021	IPEC PTY LTD	FREIGHT Charges September 2021	181.63	
	INV 0529-S408620	03/10/2021	IPEC PTY LTD	FREIGHT Charges October 2021	33.09	
164	EFT33028	29/10/2021	Black Cockatoo Cafe			97.10
	INV 1141	11/10/2021	Black Cockatoo Cafe	TOURISM Morning Tea for Kambarang Tour	97.10	
165	EFT33029	29/10/2021	SOUTHERN BUS CHARTERS			1,380.00
	INV 0484	08/10/2021	SOUTHERN BUS CHARTERS	TOURISM Bus Hire Katanning to Badgebup & Return	1,380.00	
166	EFT33030	29/10/2021	Natural Area Consulting Management Services			2,112.00
	INV 00015998	20/08/2021	Natural Area Consulting Management Services	WORKS Flora Assessment & Determination of Clearing Permit Requirement	2,112.00	
167	EFT33031	29/10/2021	ALBANY RADIO COMMUNICATIONS			1,721.44
	INV 01218650	30/09/2021	ALBANY RADIO COMMUNICATIONS	FIRE PREVENTION Black Radio Changes	1,721.44	
168	EFT33032	29/10/2021	AMPAC DEBT RECOVERY (WA) PTY LTD			1,787.50
	INV 78862	30/09/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES Debt Recovery September 2021	1,787.50	

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169	EFT33033	29/10/2021	AYTON BAESJOU PLANNING			12,844.54
	INV 2544	30/09/2021	AYTON BAESJOU PLANNING	PLANNING Consultant Fee September 2021	10,543.68	
	INV 2543	30/09/2021	AYTON BAESJOU PLANNING	PIESSE LAKE Professional Planning Advice & Project Management September 2021	2,300.86	
170	EFT33034	29/10/2021	BOC GASES AUSTRALIA			187.00
	INV 4029332239	02/09/2021	BOC GASES AUSTRALIA	PLANT D Plan Acetylene Industrial Renewal 2021/22	108.00	
	INV 4029332243	02/09/2021	BOC GASES AUSTRALIA	KAC D Plan Oxygen Industrial Renewal 2021/22	79.00	
171	EFT33035	29/10/2021	SANDY BOXALL			360.00
	INV 3	20/10/2021	SANDY BOXALL	CATERING Council Forum 121021	360.00	
172	EFT33036	29/10/2021	BURANDO HILL PROPERTIES PTY LTD			623.38
	INV #KAT20762	23/08/2021	BURANDO HILL PROPERTIES PTY LTD	KA11993 Spray Nozzles & Tubes Honda Verge Sprayer	333.98	
	INV #KAT20784	27/08/2021	BURANDO HILL PROPERTIES PTY LTD	1TKV249 Ram Seals for Side Tipper Door	249.84	
	INV #KAT20878	06/09/2021	BURANDO HILL PROPERTIES PTY LTD	1EKH462 Ford Ranger O Ring for Fuel Tank	9.35	
	INV #KAT21065	29/09/2021	BURANDO HILL PROPERTIES PTY LTD	PLANT Tennant Sweeper Bearings	30.21	
173	EFT33037	29/10/2021	COMMERCIAL AQUATICS AUSTRALIA			10,323.50
	INV 25455	29/09/2021	COMMERCIAL AQUATICS AUSTRALIA	KAC Pump Service & Valve Replacement	10,323.50	
174	EFT33038	29/10/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED			3,570.60
	INV CT71535	30/09/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	KAC Chlorine Tubs & Pool Magic	2,910.60	
	INV CT71533	30/09/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	WORKS Mosquito Control Paraffinic Spray Oil	660.00	
175	EFT33039	29/10/2021	E & MJ ROSHER PTY LTD			2,084.14
	INV 1433591	23/09/2021	E & MJ ROSHER PTY LTD	KA25138 Replacement PTO Shaft for Flail Mower	2,084.14	
176	EFT33040	29/10/2021	ENVIROPIPES PTY LTD			497.75
	INV 51557	21/10/2021	ENVIROPIPES PTY LTD	WORKS Onslow Rd Corrugated Pipe	497.75	
177	EFT33041	29/10/2021	RAY FORD SIGNS			2,402.95
	INV 12299	13/10/2021	RAY FORD SIGNS	WORKS Sign Panels	2,402.95	

Schedule of Accounts Paid - October 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
178	EFT33042	29/10/2021	GRAHAM'S SMALL MOTOR CENTRE			906.00
	INV Z94	01/07/2021	GRAHAM'S SMALL MOTOR CENTRE	PLANT Honda Spark Plugs	20.00	
	INV A98	05/08/2021	GRAHAM'S SMALL MOTOR CENTRE	PLANT Sharpening Stones & Tail Light Assembly	651.50	
	INV D92	24/09/2021	GRAHAM'S SMALL MOTOR CENTRE	PLANT Compactor Mount & Fuel Caps	234.50	
179	EFT33043	29/10/2021	GREAT SOUTHERN WEEKENDER			363.00
	INV 35160	02/09/2021	GREAT SOUTHERN WEEKENDER	ADMIN R U OK DAY Logo Support	99.00	
	INV 35367	23/09/2021	GREAT SOUTHERN WEEKENDER	ADMIN Australia Day Awards Advertising	165.00	
	INV 35497	30/09/2021	GREAT SOUTHERN WEEKENDER	ADMIN Advertisement Mental Health Week	99.00	
180	EFT33044	29/10/2021	ILLION TENDERLINK PTY LTD			184.80
	INV AU-441492	30/09/2021	ILLION TENDERLINK PTY LTD	WORKS Tender Advertisement	184.80	
181	EFT33045	29/10/2021	J P PROMOTIONS PTY LTD			4,070.00
	INV 23697	30/09/2021	J P PROMOTIONS PTY LTD	TOURISM Meet Me in Katanning Black Tote Bags & Caps	4,070.00	
182	EFT33046	29/10/2021	KATANNING AUTO CENTRE			184.80
	INV 8279	14/07/2021	KATANNING AUTO CENTRE	KA24397 Filter Gaskets & Exhaust Tubes	184.80	
183	EFT33047	29/10/2021	KATANNING VEHICLE & GENERAL UPHOLSTERY			242.00
	INV 069	18/10/2021	KATANNING VEHICLE & GENERAL UPHOLSTERY	KLC Remove Cover Inspect Foam & Repair	242.00	
184	EFT33048	29/10/2021	Katanning H Hardware			1,811.05
	INV 101035338	01/09/2021	Katanning H Hardware	PIESSE PARK Bolts to Install Benches	86.25	
	INV 102013739	02/09/2021	Katanning H Hardware	PIESSE LAKE Bolts Screws & Plugs	91.45	
	INV 101035521	06/09/2021	Katanning H Hardware	PLANT Mitsubishi Canter Tools for Building Patching Truck	540.00	
	INV 101035766	09/09/2021	Katanning H Hardware	WORKS Fairfield Rd Sling Strap & Concrete Lifting Clutch	223.88	
	INV 101036356	21/09/2021	Katanning H Hardware	WORKS One Pallet of Grey Cement	516.04	
	INV 105001387	23/09/2021	Katanning H Hardware	WORKS Fairfield Rd Batteries for Laser Level	21.80	
	INV 101036534	23/09/2021	Katanning H Hardware	WORKS Fairfield Rd One Roll of Builders Film	138.25	

Schedule of Accounts Paid - October 2021

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV 101036595	24/09/2021	Katanning H Hardware	LAKE EWLYAMARTUP BBQ Gas Botte Replacement	35.00	
INV 102014197	28/09/2021	Katanning H Hardware	ANZAC MEMORIAL Poly Pipe & Twist Spray On Spike	55.20	
INV 101036847	30/09/2021	Katanning H Hardware	MAINTENANCE Cut Off Disc & Flapper Disc	64.28	
INV 101036888	30/09/2021	Katanning H Hardware	MAINTENANCE Builders Bog Universal & Spray Pack Cold	38.90	
185 EFT33049	29/10/2021	NATIONAL LIVESTOCK REPORTING SERVICE			1,237.50
INV 2400012069	30/09/2021	NATIONAL LIVESTOCK REPORTING SERVICE	SALEYARDS Livestock Reports September 2021	1,237.50	
186 EFT33050	29/10/2021	MCINTOSH & SONS			210.42
INV 1654251	21/09/2021	MCINTOSH & SONS	PLANT Bolts & Loctite for Mulching Head	210.42	
187 EFT33051	29/10/2021	MJB INDUSTRIES			4,544.05
INV 00008002	14/09/2021	MJB INDUSTRIES	WORKS Fairfield Rd Box Culvert & Concrete Base	4,544.05	
188 EFT33052	29/10/2021	ONEMUSIC AUSTRALIA			301.58
INV 167927	02/10/2021	ONEMUSIC AUSTRALIA	KLC Onemusic Subscription 011021 - 311021	301.58	
189 EFT33053	29/10/2021	JAMES DANIELS PAINTING AND DECORATING			1,012.00
INV 19102021	19/10/2021	JAMES DANIELS PAINTING AND DECORATING	RAILWAY STATION Paint New Ceiling	1,012.00	
190 EFT33054	29/10/2021	R MUNNS ENGINEERING CONSULTING SERVICES			3,242.80
INV 560	05/10/2021	R MUNNS ENGINEERING CONSULTING SERVICES	KLC Dam Expansion Geotechnical Investigation & Report	3,242.80	
191 EFT33055	29/10/2021	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY			143.00
INV C11414	20/10/2021	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY	IT SERVICES Programmed Building Access Cards	143.00	
192 EFT33056	29/10/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			169.94
INV 578596	30/09/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	KLC Photocopier Charges September 2021	169.94	
193 EFT33057	29/10/2021	BRENTON STEWART ELECTRICS			2,942.50
INV P1383	04/10/2021	BRENTON STEWART ELECTRICS	SALEYARDS Replacement Bain Marie for Kitchen	2,942.50	
194 EFT33058	29/10/2021	THE LIFTING COMPANY			786.50
INV 165840	17/09/2021	THE LIFTING COMPANY	WORKS Fairfield Rd Chain Sling & Swift Lift	786.50	

Schedule of Accounts Paid - October 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
195	EFT33059	29/10/2021	TYREPOWER KATANNING			2,254.50
	INV 146455	06/10/2021	TYREPOWER KATANNING	PLANT Tyre & Valve Replacement & Puncture Repair	1,108.50	
	INV 146414	06/10/2021	TYREPOWER KATANNING	KA24635 Two Front Tyre Replacement	1,146.00	
196	EFT33060	29/10/2021	ALBANY V-BELT & RUBBER			547.21
	INV 339618	04/10/2021	ALBANY V-BELT & RUBBER	PLANT Deutsch Plug Kit & Grease Gun Pistol Grip	547.21	
197	EFT33061	29/10/2021	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)			4,165.00
	INV 13089270	30/09/2021	WEST AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	TRAINING WALGA Local Government Convention 2021	4,165.00	
198	EFT33062	29/10/2021	WATER2WATER PTY LTD			197.10
	INV 233976	29/09/2021	WATER2WATER PTY LTD	DEPOT Filter for Water Cooler	197.10	
199	EFT33063	29/10/2021	WATER CORPORATION			6,856.04
	INV 9007684864	13/10/2021	WATER CORPORATION	WATER Charges Playground Park Albion St 060821 - 311021	327.53	
	INV 9007688427	13/10/2021	WATER CORPORATION	WATER CHARGES Paddock Kojonup Rd 060821 - 311021	10.92	
	INV 9010435295	13/10/2021	WATER CORPORATION	WATER CHARGES 52 Austral Tce 060821 - 121021	328.35	
	INV 9007681145	13/10/2021	WATER CORPORATION	WATER Charges Centre 42 Austral Tce 060821 - 311021	80.28	
	INV 9007684987	13/10/2021	WATER CORPORATION	WATER Charges Park Albion St 060821 - 311021	227.82	
	INV 9007688494	14/10/2021	WATER CORPORATION	WATER CHARGES Centre Braeside Rd 010921 - 311021	196.54	
	INV 9017943102	14/10/2021	WATER CORPORATION	WATER CHARGES 25 Marmion St 040821 - 311021	274.83	
	INV 9018411079	14/10/2021	WATER CORPORATION	WATER CHARGES 1/6 Hill Way 040821 - 311021	312.01	
	INV 9018411087	14/10/2021	WATER CORPORATION	WATER CHARGES 2/6 Hill Way 040821 - 311021	261.81	
	INV 9022529707	14/10/2021	WATER CORPORATION	WATER CHARGES Paddock Crosby St 050821 - 131021	22.31	
	INV 9007680708	14/10/2021	WATER CORPORATION	WATER Charges House Crosby St 050821 - 311021	126.75	
	INV 9007681049	15/10/2021	WATER CORPORATION	WATER Charges 52 Austral Tce 060821 - 311021	259.94	
	INV 9007681057	15/10/2021	WATER CORPORATION	WATER Charges Hall Austral Tce 060821 - 311021	105.48	
	INV 9010523500	15/10/2021	WATER CORPORATION	WATER Charges Vacant Land Aberdeen St 060821 - 141021	143.92	

Schedule of Accounts Paid - October 2021

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV 9007683714	15/10/2021	WATER CORPORATION	WATER Charges Home Units Amherst 060821 - 311021	733.68	
INV 9007684071	15/10/2021	WATER CORPORATION	WATER Charges Sports Ground Great Southern Highway 060821 - 141021	30.02	
INV 9007680724	15/10/2021	WATER CORPORATION	WATER Charges Yard Pemble St 050821 - 311021	1,517.75	
INV 9007680644	15/10/2021	WATER CORPORATION	WATER Charges Standpipe Baker St 010921 - 311021	47.77	
INV 9007680716	15/10/2021	WATER CORPORATION	WATER Charges Showgrounds Pemble St 050821 - 311021	779.54	
INV 9007680994	15/10/2021	WATER CORPORATION	WATER Charges Medical Centre Austral Tce 060821 - 311021	83.01	
INV 9007681022	15/10/2021	WATER CORPORATION	WATER Charges Library & Gallery 060821 - 311021	154.78	
INV 9007810138	21/10/2021	WATER CORPORATION	WATER Charges Standpipe Trimmer Rd 170821 - 311021	822.81	
INV 9007809065	21/10/2021	WATER CORPORATION	WATER Charges Cemetery Fenwick Rd 170821 - 311021	5.46	
INV 9007810322	21/10/2021	WATER CORPORATION	WATER Charges Hall at Kojonup-Katanning Rd 170821 - 201021	2.73	
200 EFT33064	29/10/2021	WEST AUSTRALIAN NEWSPAPERS LTD			550.00
INV 1007010420210930	30/09/2021	WEST AUSTRALIAN NEWSPAPERS LTD	ADMIN GSH Shire Matters 090921	550.00	
201 EFT33065	29/10/2021	SYNERGY			14,904.21
INV 977854430	15/10/2021	SYNERGY	GROUPED Electricity Charges 150921 - 151021	12,580.84	
INV 251079810	19/10/2021	SYNERGY	ELECTRICITY Charges Tower Kierle St 190821 - 191021	158.14	
INV 154025290	19/10/2021	SYNERGY	ELECTRICITY Charges Saleyards 210921 - 191021	1,484.07	
INV 328938170	20/10/2021	SYNERGY	ELECTRICITY Charges Railway Station 200821 - 201021	246.82	
INV 148310600	20/10/2021	SYNERGY	ELECTRICITY Charges 22 Austral Tce 200821 - 201021	311.07	
INV 299567230	20/10/2021	SYNERGY	ELECTRICITY Charges 8 Austral Tce 200821 - 201021	123.27	
202 EFT33066	29/10/2021	WESTRAC EQUIPMENT P/L			425.55
INV PI6258794	03/10/2021	WESTRAC EQUIPMENT P/L	PLANT Skid Steer Broom Replacement Two Ball Joints	225.66	
INV PI6263191	04/10/2021	WESTRAC EQUIPMENT P/L	PLANT Skid Steer Broom Replacement Two Ball Joints	199.89	
203 EFT33067	29/10/2021	WURTH AUSTRALIA PTY LTD			901.51
INV 4307711671	11/08/2021	WURTH AUSTRALIA PTY LTD	PLANT Rivet Nut Tool Accessories	429.68	

Schedule of Accounts Paid - October 2021

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV 4307711892	12/08/2021	WURTH AUSTRALIA PTY LTD	PLANT Rivet Nut Dome Head	26.96	
INV 4307734004	30/08/2021	WURTH AUSTRALIA PTY LTD	PLANT Grinding Disks & Silicone Sealing Compound	444.87	
204 EFT33068	29/10/2021	WYWURRY ELECTRICAL			2,306.65
INV 5287	13/10/2021	WYWURRY ELECTRICAL	AMHERST VILLAGE Disconnect & Reconnect HWS Unit Ten	144.50	
INV 5288	13/10/2021	WYWURRY ELECTRICAL	AMHERST VILLAGE Unit Two Repairs to Broken Power Point & Light Switch	160.40	
INV 5289	13/10/2021	WYWURRY ELECTRICAL	KAC Install Cable Tray to Underside of Roof Batten	545.50	
INV 5285	13/10/2021	WYWURRY ELECTRICAL	ART GALLERY Install GPO for Automatic Doors	252.25	
INV 5296	15/10/2021	WYWURRY ELECTRICAL	KAC Replace External Solar Heating Pump	1,204.00	
EFT Total				\$ 801,203.05	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
205 PAY	13/10/2021	PAYROLL			126,502.98
PAY	13/10/2021	PAYROLL	Payroll PAY 8	126,502.98	
206 PAY	27/10/2021	PAYROLL			
PAY	27/10/2021	PAYROLL	Payroll PAY 9	120,948.38	
Pay Total				\$ 247,451.36	

Direct Debit Payments

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
207 DD30615.1	04/10/2021	TELSTRA			3,563.64
INV 4253504000	21/09/2021	TELSTRA	LANDLINE Charges September 2021	2,683.93	
INV 3376774455	25/09/2021	TELSTRA	MOBILE Charges September 2021	879.71	
208 SUPER	13/10/2021	Superchoice			17,344.65
SUPER	13/10/2021	Superchoice	Superannuation Payments October Pay 8	17,344.65	
209 DD30654.1	15/10/2021	SG FLEET AUSTRALIA PTY LTD	CESM Vehicle Lease Repayment 071021 - 061121		1,054.37
INV AUSG00315193	30/09/2021	SG FLEET AUSTRALIA PTY LTD	CESM Vehicle Lease Repayment 071021 - 061121	1,054.37	

Schedule of Accounts Paid - October 2021

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
210 SUPER	27/10/2021	Superchoice			16,507.27
SUPER	27/10/2021	Superchoice	Superannuation Payments October Pay 9	16,507.27	
211 DD30656.1	29/10/2021	TELSTRA			4,204.18
INV 3376774455	25/10/2021	TELSTRA	MOBILE Charges October 2021	880.31	
INV K113304360-9	21/10/2021	TELSTRA	LANDLINE Charges October 2021	3,323.87	

Direct Debit Total \$ 42,674.11

General Credit Card Purchases

Direct Debit Number	Date	GENERAL Credit Card Purchases		
212 DD30663.1	26/10/2021	COMMONWEALTH BANK		2,515.16
INV HROCT21	07/10/2021	COMMONWEALTH BANK	TRAINING LGIS Workcare Forum 111021	230.50
INV EMIAOCT21	04/10/2021	COMMONWEALTH BANK	TRAINING Local Government Professionals Annual State Conference 2021	1,500.00
INV EMIAOCT21	11/10/2021	COMMONWEALTH BANK	TRAINING Parking	7.00
INV KLCOCT21	11/10/2021	COMMONWEALTH BANK	TRAINING Accommodation WA Trails & Recreation Forum 2021	173.00
INV EMCCOCT21	07/10/2021	COMMONWEALTH BANK	ADMIN Car Parking for Magistrates Court Pre Trial & Audit Follow Up	35.00
INV EMCCOCT21	13/10/2021	COMMONWEALTH BANK	HARMONY Festival Photo Book 2021	70.70
INV CEOOCT21	29/09/2021	COMMONWEALTH BANK	TOURSIM Meet Me in Katanning Stickers	168.96
INV CEOOCT21	13/10/2021	COMMONWEALTH BANK	TOURISM Social Media Schedule Planner & Analytics Program	330.00

Credit Card Totals \$2,515.16

Cheque Total	\$1,089.80	0.10%
EFT Total	\$801,203.05	73.17%
Payroll Total	\$247,451.36	22.60%
Direct Debit Total	\$42,674.11	3.90%
Credit Card Total	\$2,515.16	0.23%
	\$1,094,933.48	100.00%



Shire of
Katanning
Heart of the Great Southern

Monthly Statement of Financial Activity
For the period ended
31 October 2021

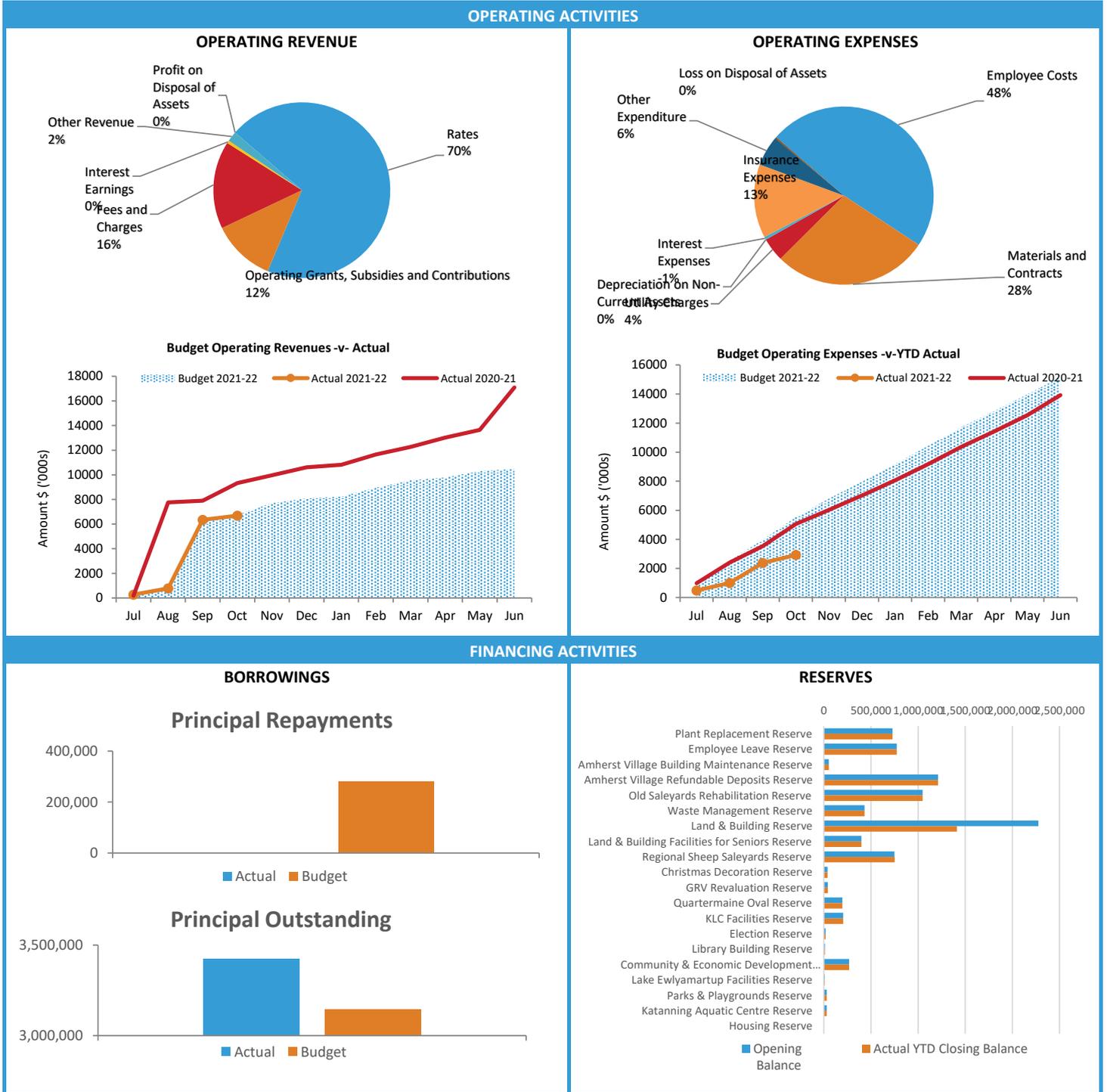


MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2021

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

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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.45 M	\$2.45 M	\$2.31 M	(\$0.14 M)
Closing	\$0.00 M	\$4.33 M	\$5.99 M	\$1.66 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$14.46 M	% of total
Unrestricted Cash	\$2.30 M	15.9%
Restricted Cash	\$12.15 M	84.1%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$6.12 M	% Outstanding
Trade Payables	\$0.14 M	
Over 30 Days		3.8%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$1.94 M	% Collected
Rates Receivable	\$2.25 M	54.7%
Trade Receivable	\$1.94 M	
Over 30 Days		98.8%
Over 90 Days		90.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.36 M)	\$2.61 M	\$3.38 M	\$0.77 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$4.41 M	% Variance
YTD Budget	\$4.41 M	(0.0%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.73 M	% Variance
YTD Budget	\$0.60 M	20.9%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$1.02 M	% Variance
YTD Budget	\$1.16 M	(12.3%)

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)
(\$4.17 M)	(\$1.51 M)	(\$0.56 M)	\$0.95 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.01 M	%
Adopted Budget	\$0.24 M	(95.5%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.95 M	% Spent
Adopted Budget	\$5.62 M	(83.1%)

Refer to Note 8 - Capital Acquisition

Capital Grants		
YTD Actual	\$0.37 M	% Received
Adopted Budget	\$1.21 M	(69.0%)

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)
\$2.07 M	\$0.78 M	\$0.86 M	\$0.08 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	(\$0.02 M)
Principal due	\$3.42 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$7.67 M
Interest earned	\$0.00 M

Refer to Note 11 - Cash Reserves

Lease Liability	
Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.04 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 scarce resources.

Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of 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 and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and Environmental Health administration.

EDUCATION AND WELFARE

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

Year round care, housing for the aged and educational services.

HOUSING

To provide and maintain staff and elderly residents housing.

Provision and maintenance of staff and elderly residents housing.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish and recycling collection services, operation of rubbish disposal site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resource which will help the social well being of the community.

Maintenance of town hall, public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, art gallery and other cultural facilities.

TRANSPORT

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

Construction and maintenance of roads, streets, bridges, footpaths, depot, airport and traffic control. Cleaning of streets and maintenance of street trees and street lighting. Purchase and disposal of Council's Road Plant.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion. Maintenance and operation of the Saleyards. Building Control. Provision of rural services including weed control, vermin control and standpipes.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works operation, plant repair and operational costs and engineering operation costs.

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,453,602	2,453,602	2,314,332	(139,270)	(5.68%)	
Revenue from operating activities							
Governance		44,804	30,462	37,462	7,000	22.98%	
General purpose funding - general rates	6	4,408,586	4,407,037	4,405,373	(1,664)	(0.04%)	
General purpose funding - other		1,267,838	344,476	326,654	(17,822)	(5.17%)	
Law, order and public safety		204,061	57,446	26,414	(31,032)	(54.02%)	▼
Health		42,286	10,786	1,151	(9,635)	(89.33%)	▼
Education and welfare		154,250	30,016	176,823	146,807	489.10%	▲
Housing		101,940	35,596	20,988	(14,608)	(41.04%)	▼
Community amenities		883,543	785,343	773,506	(11,837)	(1.51%)	
Recreation and culture		367,135	114,102	123,889	9,787	8.58%	
Transport		364,306	183,542	163,818	(19,724)	(10.75%)	▼
Economic services		1,363,754	296,512	166,908	(129,604)	(43.71%)	▼
Other property and services		77,500	25,832	77,859	52,027	201.41%	▲
		9,280,003	6,321,150	6,300,845	(20,305)		
Expenditure from operating activities							
Governance		(1,150,757)	(447,214)	(335,711)	(111,503)	(24.93%)	▼
General purpose funding		(299,138)	(102,961)	(80,250)	(22,711)	(22.06%)	▼
Law, order and public safety		(624,340)	(231,504)	(199,859)	(31,645)	(13.67%)	▼
Health		(255,909)	(112,166)	(71,500)	(40,666)	(36.26%)	▼
Education and welfare		(544,865)	(169,194)	(127,805)	(41,389)	(24.46%)	▼
Housing		(271,847)	(101,450)	(48,568)	(52,882)	(52.13%)	▼
Community amenities		(1,393,123)	(436,748)	(329,452)	(107,296)	(24.57%)	▼
Recreation and culture		(4,364,636)	(1,681,121)	(902,331)	(778,790)	(46.33%)	▼
Transport		(4,543,979)	(1,501,983)	(586,408)	(915,575)	(60.96%)	▼
Economic services		(1,626,261)	(608,646)	(301,053)	(307,593)	(50.54%)	▼
Other property and services		(85,090)	(137,233)	57,855	(195,088)	(142.16%)	▼
		(15,159,945)	(5,530,220)	(2,925,082)	2,605,138		
Non-cash amounts excluded from operating activities	1(a)	5,524,902	1,820,869	6,981	(1,813,888)	(99.62%)	▼
Amount attributable to operating activities		(355,040)	2,611,799	3,382,744	770,945		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,207,092	432,056	374,368	(57,688)	(13.35%)	▼
Proceeds from disposal of assets	7	243,665	0	10,891	10,891	0.00%	▲
Payments for property, plant and equipment and infrastructure	8	(5,622,244)	(1,941,236)	(948,998)	(992,238)	(51.11%)	▼
Amount attributable to investing activities		(4,171,487)	(1,509,180)	(563,739)	945,441		
Financing Activities							
Transfer from reserves	11	2,798,110	784,442	865,000	80,558	10.27%	▲
Payments for principal portion of lease liabilities	10	0	(6,052)	(6,052)	0	0.00%	
Repayment of debentures	9	(280,755)	0	0	0	0.00%	
Transfer to reserves	11	(444,430)	(2,284)	(269)	(2,015)	(88.22%)	▼
Amount attributable to financing activities		2,072,925	776,106	858,679	82,573		
Closing funding surplus / (deficit)	1(c)	0	4,332,327	5,992,016			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 17 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 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.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,453,602	2,453,602	2,314,332	(139,270)	(5.68%)	
Revenue from operating activities							
Rates	6	4,408,586	4,407,037	4,405,373	(1,664)	(0.04%)	
Specified area rates	6	0	0	0	0	0.00%	
Operating grants, subsidies and contributions	13	2,444,287	604,882	731,110	126,228	20.87%	▲
Fees and charges		1,928,977	1,158,622	1,015,726	(142,896)	(12.33%)	▼
Service charges		0	0	0	0	0.00%	
Interest earnings		99,830	39,846	31,153	(8,693)	(21.82%)	
Other revenue		255,722	109,981	117,485	7,504	6.82%	
Profit on disposal of assets	7	142,601	14,935	0	(14,935)	(100.00%)	▼
		9,280,003	6,335,303	6,300,847	(34,456)		
Expenditure from operating activities							
Employee costs		(4,448,913)	(1,564,004)	(1,417,048)	146,956	9.40%	
Materials and contracts		(3,701,554)	(1,504,508)	(832,519)	671,989	44.67%	▲
Utility charges		(495,617)	(141,797)	(127,075)	14,722	10.38%	▲
Depreciation on non-current assets		(5,657,103)	(1,835,804)	0	1,835,804	100.00%	▲
Interest expenses		(121,376)	0	15,756	15,756	0.00%	▲
Insurance expenses		(384,439)	(384,439)	(395,137)	(10,698)	(2.78%)	
Other expenditure		(340,543)	(99,668)	(162,080)	(62,412)	(62.62%)	▼
Loss on disposal of assets	7	(10,400)	0	(6,981)	(6,981)	0.00%	
		(15,159,945)	(5,530,220)	(2,925,084)	2,605,136		
Non-cash amounts excluded from operating activities							
	1(a)	5,524,902	1,820,869	6,981	(1,813,888)	(99.62%)	▼
Amount attributable to operating activities		(355,040)	2,625,952	3,382,744	756,792		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	1,207,092	432,056	374,368	(57,688)	(13.35%)	▼
Proceeds from disposal of assets	7	243,665	0	10,891	10,891	0.00%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(5,622,244)	(1,941,236)	(948,998)	992,238	51.11%	▲
Amount attributable to investing activities		(4,171,487)	(1,509,180)	(563,739)	945,441		
Financing Activities							
Proceeds from new debentures	9	0	0	0	0	0.00%	
Transfer from reserves	11	2,798,110	784,442	865,000	80,558	10.27%	▲
Payments for principal portion of lease liabilities	10	0	(6,052)	(6,052)	0	0.00%	
Repayment of debentures	9	(280,755)	0	0	0	0.00%	
Transfer to reserves	11	(444,430)	(2,284)	(269)	2,015	88.22%	
Amount attributable to financing activities		2,072,925	776,106	858,679	82,573		
Closing funding surplus / (deficit)	1(c)	0	4,346,480	5,992,016	1,645,536		

KEY INFORMATION

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

Refer to Note 17 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

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

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 05 November 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

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

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(142,601)	(14,935)	0
Add: Loss on asset disposals	7	10,400	0	6,981
Add: Depreciation on assets		5,657,103	1,835,804	0
Total non-cash items excluded from operating activities		5,524,902	1,820,869	6,981

(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
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(8,535,951)	(9,373,812)	(7,671,220)
Add: Borrowings	9	280,755	190,853	280,755
Add: Provisions - employee	12	671,397	646,664	671,397
Add: Lease liabilities	10	18,557	19,589	12,505
Add: Amherst Deposits		1,182,156	908,688	1,182,156
Add: Local Government House Trust		124,637	124,637	124,637
Total adjustments to net current assets		(6,258,449)	(7,483,381)	(5,399,770)

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

Current assets				
Cash and cash equivalents	2	14,031,684	18,595,194	14,451,025
Rates receivables	3	801,819	2,155,631	2,254,349
Receivables	3	1,879,382	505,029	1,936,343
Other current assets	4	12,805	1,196	18,923
Less: Current liabilities				
Payables	5	(6,973,151)	(5,955,011)	(6,120,848)
Borrowings	9	(280,755)	(190,853)	(280,755)
Contract liabilities	12	(209,049)	(824,480)	(183,349)
Lease liabilities	10	(18,557)	(19,589)	(12,505)
Provisions	12	(671,397)	(646,664)	(671,397)
Less: Total adjustments to net current assets	1(b)	(6,258,449)	(7,483,381)	(5,399,770)
Closing funding surplus / (deficit)		2,314,332	6,137,072	5,992,016

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Petty cash and floats	Cash and cash equivalents	2,200		2,200			Nil	On hand
Municipal Bank Account	Cash and cash equivalents	2,300,189		2,300,189		CBA	Nil	
OCDF - Main ECH	Cash and cash equivalents	0	4,209,260	4,209,260		WATC	0.05%	10/2021
OCDF - Heritage Centre	Cash and cash equivalents	0	272,595	272,595		WATC	0.05%	10/2021
Reserves At-call Account	Cash and cash equivalents	0	7,671,219	7,671,219		CBA	0.01%	10/2021
Trust Bank Account	Cash and cash equivalents	0		0	46,168	CBA	Nil	
Total		2,302,389	12,153,074	14,455,463	46,168			
Comprising								
Cash and cash equivalents		2,302,389	12,153,074	14,455,463	46,168			
		2,302,389	12,153,074	14,455,463	46,168			

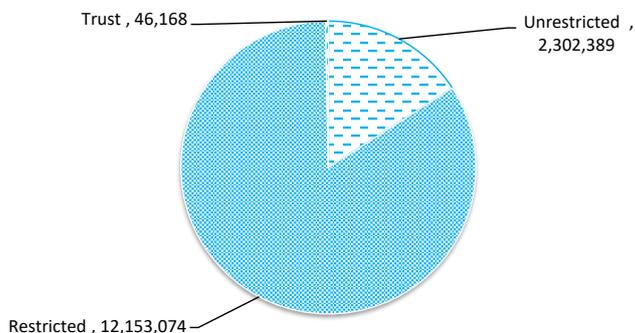
KEY INFORMATION

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**

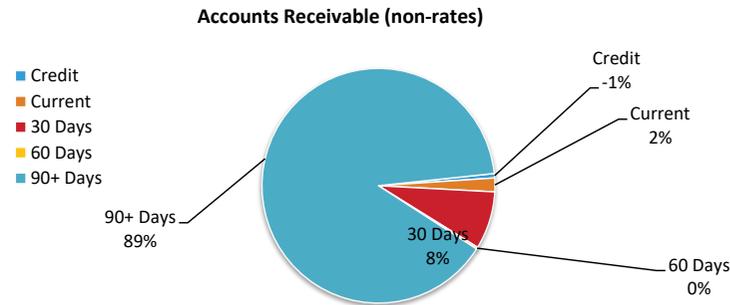
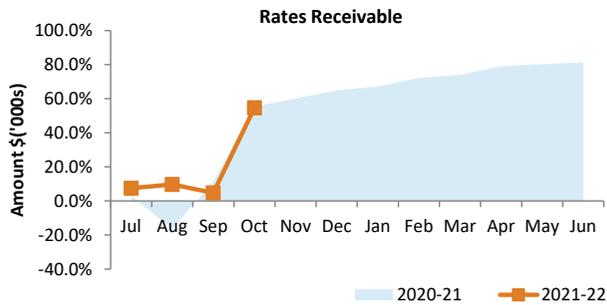
Rates receivable	30 Jun 2021	31 Oct 2021
	\$	\$
Opening arrears previous years	652,094	801,820
Opening pensioner deferred rates	231,016	227,141
Rates levied this year	4,183,681	4,405,374
Penalty charges levied this year	98,911	39,273
Less - collections to date	(4,136,742)	(2,992,118)
Equals current outstanding	1,028,960	2,481,489
Less Pensioner deferred rates	(227,141)	(227,141)
Net rates collectable	801,820	2,254,349
% Collected	80.1%	54.7%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(13,803)	42,741	179,821	5,955	2,017,171	2,231,885
Percentage	(0.6%)	1.9%	8.1%	0.3%	90.4%	
Balance per trial balance						
Sundry receivable						2,231,885
GST receivable						22,925
Allowance for impairment of receivables						(318,467)
Accrued Income						0
Total receivables general outstanding						1,936,343

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



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

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Significant Rates Debtors Outstanding Exceeding \$10,000:

Assessment #	Rates Outstanding	% of Outstanding Rates Total	Comments
A37	\$ 12,879	0.52%	Legal Action
A86	\$ 25,729	1.04%	Legal Action
A108	\$ 16,873	0.68%	Legal Action
A183	\$ 40,611	1.64%	Legal Action
A184	\$ 115,518	4.66%	Legal Action
A267	\$ 17,351	0.70%	Pensioner
A467	\$ 14,064	0.57%	Final Notice Sent
A569	\$ 26,461	1.07%	Legal Action
A572	\$ 13,837	0.56%	Final Notice Sent
A682	\$ 12,090	0.49%	Pensioner/DD
A831	\$ 15,521	0.63%	Pensioner
A897	\$ 21,165	0.85%	Legal Action
A1048	\$ 18,351	0.74%	Legal Action
A1061	\$ 18,355	0.74%	Legal Action
A1095	\$ 14,650	0.59%	Pensioner
A1165	\$ 17,212	0.69%	Legal Action
A1192	\$ 14,827	0.60%	Pensioner
A1232	\$ 17,076	0.69%	Pensioner
A1238	\$ 11,293	0.46%	Pensioner
A1260	\$ 18,880	0.76%	Pensioner
A1310	\$ 12,357	0.50%	Deceased Estate
A1347	\$ 24,994	1.01%	Legal Action
A1458	\$ 17,751	0.72%	Pensioner
A1514	\$ 27,344	1.10%	Legal Action
A1617	\$ 16,170	0.65%	Deceased Estate
A1722	\$ 10,894	0.44%	Final Notice Sent
A1891	\$ 15,348	0.62%	Final Notice Sent
A2264	\$ 24,467	0.99%	Legal Action
A2842	\$ 36,489	1.47%	Final Notice Sent
A3222	\$ 39,824	1.60%	Deceased Est.
A3652	\$ 15,799	0.64%	Final Notice Sent
A3688	\$ 25,795	1.04%	Final Notice Sent

Significant Receivables - General Outstanding Exceeding \$10,000:

Debtor #	Debtor Outstanding	Receivables - General Total	Age	Comments
Bride	\$ 250,906	11.24%	90+ Days	Ongoing
Dept of Primary Industries	\$ 33,000	1.48%	Current	REDS Grant
Elders	\$ 16,885	0.76%	30+ Days	
Healthway	\$ 11,880	0.53%	30+ Days	Bloom Festival
Katanning Country Club	\$ 141,508	6.34%	30+ Days	
Shire of Broomehill-Tambellup	\$ 1,350,863	60.53%	90+ Days	
Tricoast Holding P/L	\$ 15,653	0.70%	90+ Days	In liquidation
	\$ 1,820,694	81.58%		

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 October 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel and materials	11,442	7,231	0	18,673
Prepayments				
Prepayments	1,363	0	(1,113)	250
Total other current assets	12,805	7,231	(1,113)	18,923
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.

Contract assets

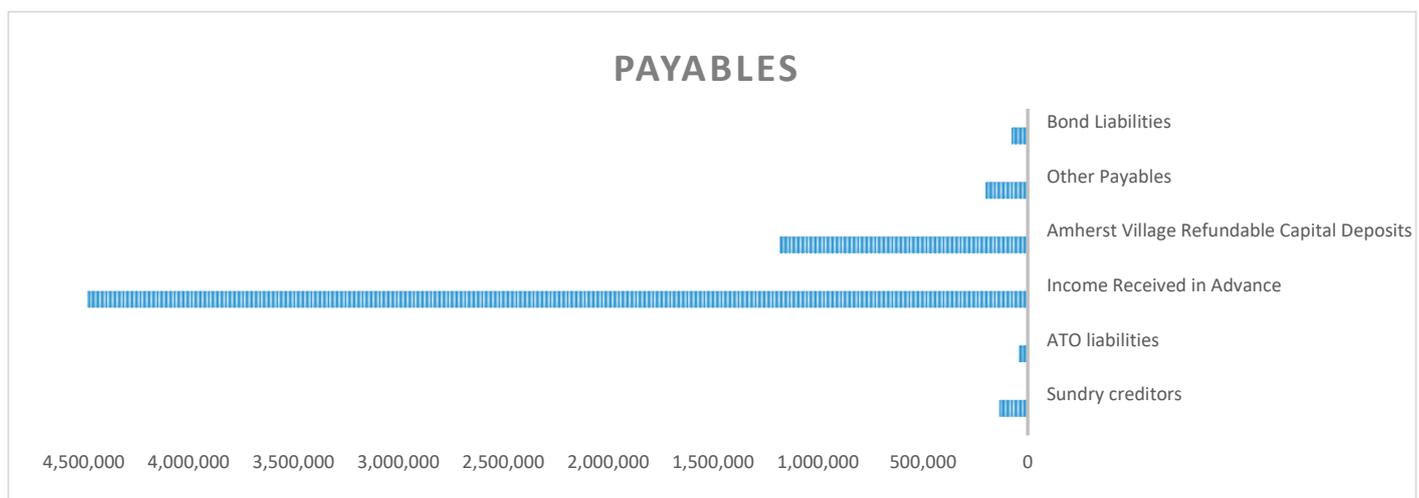
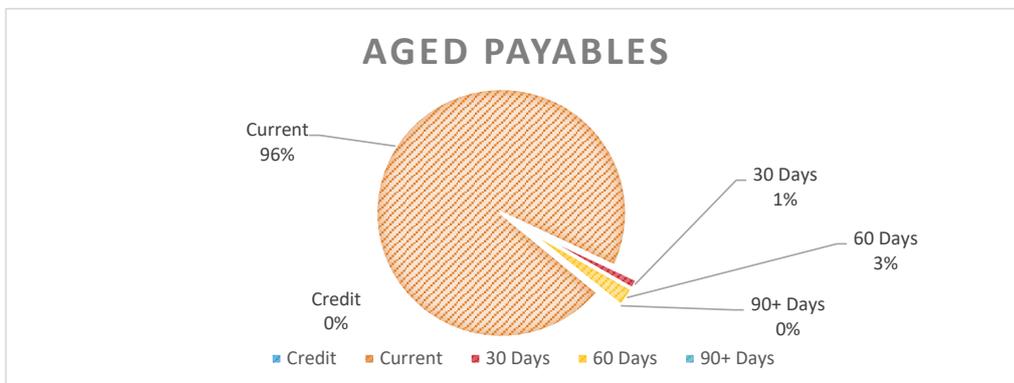
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(85)	45,802	614	1,202	0	47,533
Percentage	0%	96.4%	1.3%	2.5%	0%	
Balance per trial balance						
Sundry creditors						136,229
ATO liabilities						41,951
Income Received in Advance						4,481,671
Amherst Village Refundable Capital Deposits						1,182,156
Other Payables						201,322
Bond Liabilities						77,519
Total payables general outstanding						6,120,848

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.



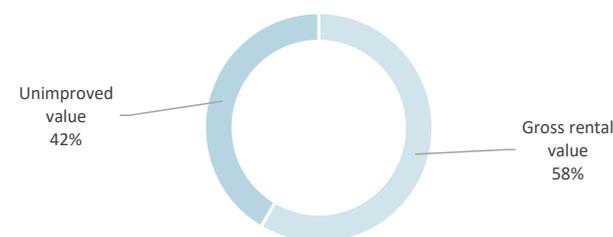
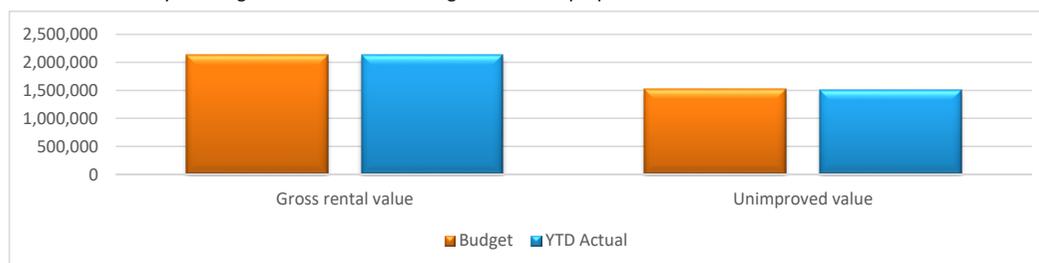
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

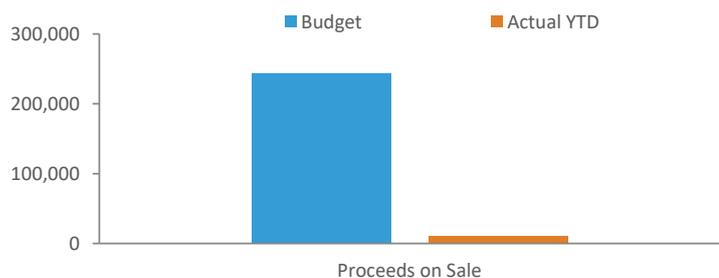
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Gross rental value	10.5350	1,506	20,210,525	2,129,178	0	1,000	2,130,178	2,130,877	1,841	411	2,133,129
Unimproved value											
Unimproved value	0.9420	199	160,918,000	1,515,848	2,000	0	1,517,848	1,515,848	0	0	1,515,848
Sub-Total		1,705	181,128,525	3,645,026	2,000	1,000	3,648,026	3,646,725	1,841	411	3,648,977
Minimum payment	Minimum \$										
Gross rental value											
Gross rental value	1,018	610	3,920,852	620,980	0	0	620,980	620,980	0	0	620,980
Unimproved value											
Unimproved value	1,018	135	7,309,530	137,430	0	0	137,430	137,430	0	0	137,430
Sub-total		745	11,230,382	758,410	0	0	758,410	758,410	0	0	758,410
Discounts & Write-offs							(1,900)				0
Concessions							(500)				(1,909)
Rates Adjustment							0				(104)
Amount from general rates							4,404,036				4,405,374
Ex-gratia rates							4,550				0
Total general rates							4,408,586				4,405,374

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.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land								
	Economic services								
L27	77 Piesse Street	0	0	0	0	16,000	9,091	0	(6,909)
	Buildings								
	Community amenities								
B2140	Refuse Site - Demountable	0	0	0	0	1,872	1,800	0	(72)
	Plant and equipment								
	Governance								
	Colorado Trailblazer KA472	15,974	30,909	14,935	0	0	0	0	0
	Transport								
	Toyota Hilux KA673	7,090	20,000	12,910	0	0	0	0	0
	Dynapac Roller KA10732	40,000	30,000	0	(10,000)	0	0	0	0
	Yale Forklift KA25073	0	6,000	6,000	0	0	0	0	0
	Cat Skid Steer Loader KA24719	27,500	80,000	52,500	0	0	0	0	0
	Toro Mower	6,250	25,000	18,750	0	0	0	0	0
	Fuso Canter KA1337	11,250	16,756	5,506	0	0	0	0	0
	Vibrating Hand Roller KA8838	3,400	3,000	0	(400)	0	0	0	0
	Towable Cement Mixer KA13545	0	500	500	0	0	0	0	0
	Colorado 4x4 Ranger KA25235	0	19,000	19,000	0	0	0	0	0
	Hyundai iLoad KA457	0	10,000	10,000	0	0	0	0	0
	Mazda Utility - KA357	0	2,500	2,500	0	0	0	0	0
		111,464	243,665	142,601	(10,400)	17,872	10,891	0	(6,981)



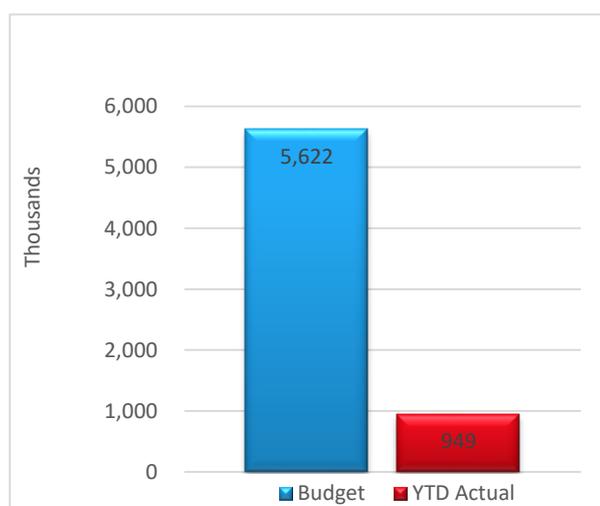
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted			YTD Actual Variance
	Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Buildings - non-specialised	349,186	232,792	1,808	(230,985)
Buildings - specialised	1,490,832	128,332	63,782	(64,550)
Plant	540,256	61,756	61,756	0
Equipment	130,120	8,332	0	(8,332)
Motor Vehicles	194,200	40,000	0	(40,000)
Infrastructure - Roads	1,482,190	534,297	398,998	(135,299)
Infrastructure - Footpaths	288,790	288,790	49,623	(239,167)
Infrastructure - Other	1,146,670	646,937	373,031	(273,906)
Total Capital Acquisitions	5,622,244	1,941,236	948,998	(992,238)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,207,092	432,056	374,368	(57,688)
Other (disposals & C/Fwd)	243,665	0	10,891	10,891
Cash backed reserves				
Plant Replacement Reserve	336,591	114,442	0	(114,442)
Amherst Village Building Maintenance Reserve	30,000	0	0	0
Old Saleyards Rehabilitation Reserve	155,034	30,000	0	(30,000)
Waste Management Reserve	44,000	0	0	0
Land & Building Reserve	1,875,000	630,000	865,000	235,000
Land & Building Facilities for Seniors Reserve	60,000	0	0	0
Regional Sheep Saleyards Reserve	209,985	0	0	0
Contribution - operations	1,460,877	734,738	(301,261)	(1,035,999)
Capital funding total	5,622,244	1,941,236	948,998	(992,238)

SIGNIFICANT ACCOUNTING POLICIES

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



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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

% of
Completion



Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Program	Key Information Note	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
Buildings - non specialised							
	New Admin & Civic Building - Courtyard	Governance		0	0	0	0
0%	Supertowns - Heritage Precinct - Welcome Precinct	Governance		0	0	1,808	1,808
0%	Aged & Key Worker Accommodation Project	Housing	2	349,186	232,792	0	(232,792)
	Regional Waste Initiative Stage 1	Community amenities	4	0	0	0	0
	Buildings - non specialised Total			349,186	232,792	1,808	(230,985)
Buildings - specialised							
0%	Early Childhood Hub	Governance		1,200,000	0	0	0
63%	Katanning Community Medical Centre	Health	2	60,000	60,000	37,666	(22,334)
0%	Amherst - 3 x Bathroom Renovations	Housing	1	30,000	0	0	0
0%	8 Austral Terrace - Kitchen Upgrade	Housing	1	25,000	12,500	0	(12,500)
0%	Refuse Site Shed	Community amenities	1	120,000	0	0	0
3%	KAC - Pool Plant Room Window Replacement	Recreation and Culture	2	16,632	16,632	496	(16,136)
56%	KAC - Pool Dome Shade Shelter Renewal	Recreation and Culture	2	13,500	13,500	7,523	(5,977)
70%	Katanning Gallery - Art Storage - Airconditioning and door	Recreation and culture	2	25,700	25,700	18,098	(7,602)
				0	0	0	0
	Buildings - specialised Total			1,490,832	128,332	63,782	(64,550)

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

% of
Completion



Level of completion indicator, please see table at the end of this note for further detail.

			Adopted		YTD Actual	Variance (Under)/Over
Account Description	Program	Key Information Note	Budget	YTD Budget		
Plant						
0%	Road Roller KA10732	Transport	1	150,000	0	0
0%	Forklift KA25073	Transport	1	35,000	0	0
0%	Skid Steer Loader KA24719	Transport	1	200,000	0	0
0%	Toro Mower Replacement	Transport	1	60,000	0	0
0%	Towable Cement Mixer KA13545	Transport	1	5,700	0	0
100%	Fuso Canter - Parks & Gardens KA1337	Transport		61,756	61,756	61,756
0%	Utility KA24568	Transport	1	27,800	0	0
Plant Total				540,256	61,756	61,756
Equipment						
0%	Purchase of Replacement Photocopier	Governance	1	9,000	0	0
0%	Purchase of Equipment	Law, order, public safety	1	25,000	8,332	(8,332)
0%	Installation of strategic CCTV camera's in Piesse Park and other public areas	Law, order, public safety	1	96,120	0	0
Equipment Total				130,120	8,332	0
Motor Vehicles						
0%	Trailblazer KA472	Governance	2	40,000	40,000	0
0%	Purchase of Utility KA673	Transport	1	37,000	0	0
0%	Purchase of Utility KA25235	Transport	1	38,600	0	0
0%	Purchase of Utility KA457	Transport	1	40,000	0	0
0%	Purchase of Utility KA357	Transport	1	38,600	0	0
Motor Vehicles Total				194,200	40,000	0

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

% of
Completion



Level of completion indicator, please see table at the end of this note for further detail.

			Adopted				
Account Description	Program	Key Information Note	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
Infrastructure - Roads							
0%	Synott Avenue SLK 0.00-0.43 (RRG)	Transport	1	45,000	0	0	
66%	Fairfield Road SLK 6.91-9.11 (RRG)	Transport	2	174,653	0	114,520	
52%	Warren Road SLK 10.0-12.1 (RRG)	Transport		220,442	100,486	114,099	
0%	Bibiking Road SLK 0.00-4.80 (R2R)	Transport	1	125,888	99,380	0	
18%	South Marracoonda Road SLK 0.00-5.67 (R2R)	Transport	1	132,485	132,485	24,204	
0%	Punchimirrup Road SLK 0.00-4.41 (R2R)	Transport	1	90,000	0	0	
0%	Cullen Street SLK 0.00-0.70 (R2R)	Transport	1	120,000	0	0	
0%	Curlew Street SLK 0.00-1.36 Gravel Resheet	Transport	1	96,561	11,420	0	
0%	Mills Street SLK 0.00-1.37 Gravel Resheet	Transport	1	96,057	11,420	0	
0%	Tree Street SLK 0.00-0.35 Gravel Resheet	Transport	1	49,885	6,232	0	
101%	Warren Road SLK 0.97-4.8 (RRG) (C/F)	Transport	4	5,225	5,225	5,255	
73%	Clive Street SLK 1.05-1.93 (RRG) (C/F)	Transport	4	30,511	30,511	22,140	
101%	Fairfield Road SLK 4.7-6.91 (RRG) (C/F)	Transport	4	29,154	29,154	29,431	
0%	Wolyaming Road SLK 4.548-11.048 (R2R)	Transport	4	0	0	1,112	
0%	Langaweira Road (R2R)	Transport	4	0	0	491	
0%	Onslow Road SLK 0-1.4 (R2R)	Transport	4	0	0	6,467	
0%	Council Roads - Rogers Avenue (Park St to Harris St) (C/F)	Transport	1	89,946	5,192	0	
1%	Council Roads - Coate Street (Carew St to Conroy St) (C/F)	Transport	1	78,783	5,192	465	
83%	Emu Lane Resurfacing (C/F)	Transport	2	97,600	97,600	80,815	
Infrastructure - Roads Total				1,482,190	534,297	398,998	(135,299)
Infrastructure - Footpaths							
9%	Cornwall Street Footpath	Transport	2	190,533	190,533	18,006	
0%	Clive Street West Footpath	Transport		59,075	59,075	0	
117%	Austral Terrace - Footpath Upgrade Works	Transport	2	11,454	11,454	13,410	
63%	Bokarup Street - Upgrade of footpath	Transport		20,793	20,793	13,007	
75%	Clive Street - Concrete Footpath Upgrade Works	Transport	2	6,935	6,935	5,200	
Infrastructure - Footpaths Total				288,790	288,790	49,623	(239,167)

Capital expenditure total

% of
Completion

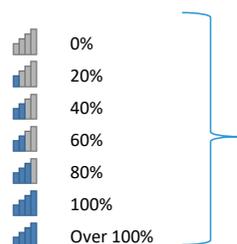


Level of completion indicator, please see table at the end of this note for further detail.

	Account Description	Program	Key Information Note	Adopted			Variance (Under)/Over
				Budget	YTD Budget	YTD Actual	
Infrastructure - Other							
82%	Supertowns - Heritage Precinct - Piesse Park	Governance	2	433,477	433,477	356,288	(77,189)
3%	Kupara Park	Recreation and culture		75,460	75,460	1,920	(73,540)
0%	AAPG - Fence around Tanks	Recreation and culture	1	13,000	0	0	0
0%	KLC - Installation of energy efficient lighting	Recreation and culture	2	53,294	0	0	0
0%	CCTV cameras and storage server at Saleyards	Economic services	1	88,200	0	0	0
0%	Saleyard Sustainable Energy Improvements	Economic services	2	121,785	0	0	0
1%	KLC Dam Expansion	Economic services		223,454	0	2,948	2,948
0%	Wayfinding Signage	Economic services		20,000	20,000	0	(20,000)
0%	Marmion Street – Installation of solar lighting from intersection of Warren Road to Hill Way	Transport		70,000	70,000	0	(70,000)
0%	Airport - Concrete pad and shade shelter for fire operations	Transport	2	18,000	18,000	0	(18,000)
49%	Airport - Boundary Fencing	Transport	2	24,000	24,000	11,875	(12,125)
0%	Airport - New windsock lighting	Transport	2	6,000	6,000	0	(6,000)
Infrastructure - Other Total				1,146,670	646,937	373,031	(273,906)
				5,622,244	1,941,236	948,998	(992,238)

KEY INFORMATION

- 1 Project has not yet commenced.
- 2 Purchase Order Raised
- 3 Under \$5,000 Capitalisation Threshold transferred to operating Expenditure
- 4 Project Carried forward 20/21
- 5
- 6



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
New Admin Building	158	2,233,871	0	0	0	95,601	2,233,871	2,138,270	(13,840)	99,351
Aged & Key Worker Accommodation	159	688,506	0	0	0	43,411	688,506	645,095	(1,373)	13,580
Other property and services										
Road Sweeper	156	61,243	0	0	0	61,243	61,243	0	(8)	1,434
Tipping Truck	157	39,946	0	0	0	39,946	39,946	0	(5)	935
WaterCart	160	161,846	0	0	0	16,415	161,846	145,431	(214)	2,459
CAT Grader (1DPP247)	161	238,009	0	0	0	24,139	238,009	213,870	(315)	3,617
Total		3,423,421	0	0	0	280,755	3,423,421	3,142,666	(15,756)	121,376
Current borrowings		280,755					280,755			
Non-current borrowings		<u>3,142,666</u>					<u>3,142,666</u>			
		3,423,421					3,423,421			

All debenture repayments were financed by general purpose revenue.

New borrowings 2021-22

The Shire does not intend to undertake any new borrowings for the year ended 30th June 2021.

Unspent borrowings

The Shire has no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety										
CESM Vehicle - Isuzu D-Max Ute	522401/003	43,303	0	0	3,516	11,502	39,787	31,801	808	2,643
Community amenities										
LCDC Vehicle - Holden Colorado	1706081/1	310	0	0	310	310	0	0	0	0
Recreation and culture										
Matrix Spin Bicycles (x11)	41	5,570	0	0	2,227	5,570	3,343	0	0	0
Total		49,183	0	0	6,052	17,382	43,131	31,801	808	2,643
Current lease liabilities		18,557					12,505			
Non-current lease liabilities		30,626					30,626			
		49,183					43,131			

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

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement Reserve	729,639	580	26	0	0	(336,591)	0	393,628	729,665
Employee Leave Reserve	775,181	620	25	0	0	0	0	775,801	775,206
Amherst Village Building Maintenance Reser	53,310	45	2	0	0	(30,000)	0	23,355	53,312
Amherst Village Refundable Deposits Reser	1,211,049	970	39	0	0	0	0	1,212,019	1,211,088
Old Saleyards Rehabilitation Reserve	1,049,033	835	34	0	0	(155,034)	0	894,834	1,049,067
Waste Management Reserve	433,677	345	14	0	0	(54,000)	0	380,022	433,691
Land & Building Reserve	2,276,547	1,815	65	0	0	(1,875,000)	(865,000)	403,362	1,411,612
Land & Building Facilities for Seniors Reser	398,768	320	13	0	0	(110,000)	0	289,088	398,781
Regional Sheep Saleyards Reserve	750,533	600	24	270,000	0	(209,985)	0	811,148	750,557
Christmas Decoration Reserve	40,922	35	1	10,000	0	0	0	50,957	40,923
GRV Revaluation Reserve	41,462	35	1	10,000	0	0	0	51,497	41,463
Quartermaine Oval Reserve	196,861	160	6	50,000	0	0	0	247,021	196,867
KLC Facilities Reserve	206,554	165	7	50,000	0	0	0	256,719	206,561
Election Reserve	19,880	20	1	10,000	0	(20,000)	0	9,900	19,881
Library Building Reserve	12,340	10	0	2,500	0	0	0	14,850	12,340
Community & Economic Development Proj	269,027	215	9	0	0	(7,500)	0	261,742	269,036
Lake Ewlyamartup Facilities Reserve	10,000	10	0	5,000	0	0	0	15,010	10,000
Parks & Playgrounds Reserve	30,584	25	1	15,000	0	0	0	45,609	30,585
Katanning Aquatic Centre Reserve	30,584	25	1	15,000	0	0	0	45,609	30,585
Housing Reserve	0	0	0	100	0	0	0	100	0
	8,535,951	6,830	269	437,600	0	(2,798,110)	(865,000)	6,182,271	7,671,220

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 October 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	13	209,049	0	(25,700)	183,349
Total unspent grants, contributions and reimbursements		209,049	0	(25,700)	183,349
Provisions					
Annual leave		326,551			326,551
Long service leave		344,846			344,846
Total Provisions		671,397	0	0	671,397
Total other current assets		880,446	0	(25,700)	854,746
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

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

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2021	Current Liability 31 Oct 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
General Purpose Grant (GPF)	0	0	0	0	0	841,282	210,321	210,321
Untied Road Grant (GPF)	0	0	0	0	0	267,976	66,994	66,994
Special Bridge Grant (FAGS)	35,545	0	0	35,545	35,545	0	0	0
Law, order, public safety								
BFB LGGS Income	0	0	0	0	0	27,801	8,546	11,689
Education and welfare								
National Youth Week Grant Income (CDOW)	0	0	0	0	0	1,000	0	0
Thank-A-Volunteer Day Grant Income	0	0	0	0	0	1,500	1,500	0
Piaf Grant Income	1,000	0	0	1,000	1,000	1,000	1,000	0
Youth Engagement Grant Income	0	0	0	0	0	10,000	0	0
Cultural Awareness	0	0	0	0	0	37,000	0	0
Grant Income Indigenous Governance	3,500	0	0	3,500	3,500	3,500	0	0
Lotterywest Community Capacity Building (CDOW)				0	0	0	0	160,000
Recreation and culture								
Regional Venues Improvement Fund Grant	25,770	0	(25,700)	70	70	75,700	25,700	25,700
RETB Exhibition Reimbursements	0	0	0	0	0	4,000	0	0
Transport								
Direct Road Grant (MRBD)	0	0	0	0	0	131,070	131,070	131,070
Street Light Subsidy (MRBD)	0	0	0	0	0	2,367	788	0
Economic services								
Auspicing - Hidden Treasures (TOU)	3,965	0	0	3,965	3,965	66,000	44,000	26,300
Drought Affected Communities Grant				0	0	500,000	0	0
Local Roads & Community Infrastructure Grant				0	0	78,143	0	0
	69,780	0	(25,700)	44,080	44,080	2,048,339	489,919	662,074

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

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2021	Current Liability 31 Oct 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating contributions								
Governance								
Insurance Scheme Surplus (ADM)	0	0	0	0	0	10,933	10,933	10,933
General purpose funding								
ESL Commission (GPF)	0	0	0	0	0	4,000	4,000	0
Rates Legal Fees Reimbursement (GPI)	0	0	0	0	0	30,000	10,000	4,828
Law, order, public safety								
CESM Contributions & Reimbursements	0	0	0	0	0	119,460	29,865	0
Education and welfare								
Youth Activities Grant Income (CDOW)	0	0	0	0	0	33,000	16,500	16,823
Seniors Week Grant Income (CDOW)	0	0	0	0	0	1,000	1,000	0
Harmony Festival Contributions (CDOW)	0	0	0	0	0	62,000	9,114	0
Community amenities								
LCDC Vehicle Lease Reimbursement (POE)	0	0	0	0	0	3,555	3,555	3,840
Recreation and culture								
Public Open Space Contribution	0	0	0	0	0	38,000	0	0
Transport								
Commissions & Contributions (TPL)	0	0	0	0	0	90,000	29,996	31,550
Economic services								
Contributions to Grant Projects	0	0	0	0	0	4,000	0	1,060
	0	0	0	0	0	395,948	114,963	69,036
TOTALS	69,780	0	(25,700)	44,080	44,080	2,444,287	604,882	731,109

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

NOTE 14

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Oct 2021	Current Liability 31 Oct 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Community amenities								
CLGF Regional re Regional Waste Initiative Incon	0	0	0	0	0	76,000	0	0
Transport								
Regional Road Group Funding (CRBD)	0	0	0	0	0	365,660	146,264	0
Roads to Recovery Funding (CRBD)	0	0	0	0	0	314,995	0	105,000
Grant Income (AERO)	0	0	0	0	0	43,500	14,500	0
	0	0	0	0	0	800,155	160,764	245,725
Non-operating contributions								
Recreation and culture								
Contribution towards KCC Clubhouse (ORS)	0	0	0	0	0	406,937	271,292	128,643
	0	0	0	0	0	406,937	271,292	128,643
TOTALS	0	0	0	0	0	1,207,092	432,056	374,368

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

**NOTE 15
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2021	Received	Paid	31 Oct 2021
	\$	\$	\$	\$
Carpark Contribution Liability	8,168	0	0	8,168
Public Open Space Contribution Liability A/c	38,000	0	0	38,000
	46,168	0	0	46,168

KEY INFORMATION

Accounts deemed to not be Trust through the final audit process are now held as municipal funds:
Ag Society Contributions, Katanning Cinema Project Contributions, Local Fire Brigade Funds.

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

**NOTE 16
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
							0
							0
							0
							0
							0
							0
							0
				0	0	0	0

KEY INFORMATION

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

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	7,000	22.98%	Permanent	ATO refund on FBT \$16,737, Elders overpayment \$7,452. Timing Insurance Scheme surplus & Trainee Subsidy
General purpose funding - other	(17,822)	(5.17%)	Timing	ESL Admin Fee yet to be received, Lower than anticipated Rate Special Payment Arrangements and Legal fee reimbursement
Law, order and public safety	(31,032)	(54.02%)	▼ Timing	CESM contribution \$29,865 yet to be claimed.
Health	(9,635)	(89.33%)	Timing	EHO Contribution yet to be calimed.
Education and welfare	146,807	489.10%	▲ Permanent	Lotterywest Community Capacity Building Grant \$160,000 unbudgetted. Timing of Harmony Festival Funding.
Housing	(14,608)	(41.04%)	▼ Timing	Tenants Reducing Equity transactions yet to be processed.
Recreation and culture	9,787	8.58%	Timing	Kiosk Income \$9,557 higher than anticipated
Transport	(19,724)	(10.75%)	▼ Permanent	Regional Road Group funding yet to be claimed
Economic services	(129,604)	(43.71%)	▼ Timing	Standpipe Income \$9,636, Auspicing Hidden Treasures \$17,700, Yarding Fees \$98,295, Office Rentals \$18,899, Truck Wash income \$6,001 and Licence Fees \$7,500 lower than anticipated.
Other property and services	52,027	201.41%	▲ Permanent	A2140 - duplicate payment of rates.
Expenditure from operating activities				
Governance	(111,503)	(24.93%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Software Subscriptions \$26,758, Councillor Attendance fees \$8,861 timing of payments made. Refunds \$7,427 up due to Elders Overpayment. Timing FBT & Election Expenses. Interest on Loan 158 \$13,840 timing of accrued expenditure reversal.
General purpose funding	(22,711)	(22.06%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Rates legal expenses \$4,508 lower than anticipated.
Law, order and public safety	(31,645)	(13.67%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Relief Ranger \$41,000, Weekend Ranger Salaries \$10,947 higher than anticipated. Works Program - Fire Prevention \$10,018, Round Drive Fire Fighting Tanks \$16,165, Ranger Salary (FPV) \$9,035 lower than anticipated.
Health	(40,666)	(36.26%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Salaries \$7,628 Medical Centre Fit out \$27,964 lower than anticipated.
Education and welfare	(41,389)	(24.46%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Salaries \$9,646 lower than anticipated. Timing of Special Projects expenditure. Harmony Festival Expenses \$7,841 higher than anticipated.

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

**NOTE 17
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
Housing	\$ (52,882)	(52.13%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Building program - Amherst \$7,021, Staff Housing \$7,498 lower than anticipated.
Community amenities	(107,296)	(24.57%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Works Program - Refuse Site \$29,068 higher than anticipated, wage allocations is being investigated. Building Program - Other Community Amenities \$14,769, Works Program (POE) \$10,000 lower than anticipated.
Recreation and culture	(778,790)	(46.33%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. KAC Building Program \$13,931, Kiosk Expenses \$5,004, Utilities (ORS) \$4,061 higher than anticipated. Timing on Lease Payments, Sports Engagement Officer \$12,409, KCC Project \$277,969, Building Program, Works Program lower than expected.
Transport	(915,575)	(60.96%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Street lighting \$11,234 lower than anticipated. Building Program - Depot (Storm Damage) \$18,637 higher than anticipated. Timing of Works Program and Building Program.
Economic services	(307,593)	(50.54%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Standpipe water \$5,833 less than anticipated. Building Salaries \$3,880 higher than anticipated. Timing of Contribution to Great Southern Treasures \$17,500, Economic Development Services \$10,000, Saleyards Subscriptions & Memberships, Grant Expenditure, Building Program and Economic Development Services.
Other property and services	(195,088)	(142.16%)	▼ Timing	Depreciation yet to be run, Admin Allocated lower than anticipated. Salaries \$44,596 lower than anticipated. Annual Leave & Sick Leave higher than anticipated for the works crew. Plant Insurance \$13,135 higher than anticipated as schedules had not been updated for the past two years. Lease Payments \$3,219 higher due to end of lease expenses on LCDC vehicle. Plant Repairs & Mtc lower than anticipated. Timing on Licence payments. Refund A2140 overpayment of rates.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(57,688)	(13.35%)	▼ Timing	Regional Road Group funding yet to be claimed, timing on Katanning Country Club payments
Proceeds from disposal of assets	10,891	0.00%	▲ Permanent	Disposal of 77 Piesse St & Refuse Site Demountable

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

**NOTE 17
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
Payments for property, plant and equipment and infrastructure	\$ (992,238)	(51.11%)	▼ Timing	Work yet to commence on Aged & Key Worker project, Marmion St Lighting, Wayfinding Signage & 8 Austral Tce. Community Medical Centre \$22,334, KAC Plant Room Windows \$16,136, Heritage Precinct \$77,189, Kupara Park \$73,540, Airport projects \$36,125 lower than anticipated, TrailBlazer replacement vehicle now expected in December. Timing issues with Road & Footpath construction projects. Wolyaming \$1,112, Langaweira \$491 & Onslow \$6,467 Roads carried forward projects from 20/21 with no budget allocation.
Financing activities				
Transfer from reserves	80,558	10.27%	▲ Timing	Transfer from Land & Building Reserve higher than anticipated at this time

KEY INFORMATION



Government of **Western Australia**
Development Assessment Panels

Development Assessment Panel

Frequently Asked Questions

Under the
*Planning and Development
(Development Assessment Panels)
Regulations 2011*

March 2021



The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Disclaimer

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Introduction

The *Planning and Development (Development Assessment Panels) Regulations* (DAP Regulations) came into operation in Western Australia on 1 July 2011.

Since this time the Development Assessment Panel (DAP) system has been continuously improved as part of the State Government planning reform agenda.

The Department of Planning, Lands and Heritage (Department) has produced a range of policy documents to assist DAP members, local governments and departmental staff responsible for supporting the DAPs. These documents include this paper *Development Assessment Panels – Frequently Asked Questions* (FAQs), the code of conduct for DAP members, standing orders, practice notes, and so on.

The publication of FAQs has been prepared to respond to the most frequently asked questions relating to the operation of the DAP Regulations.

This document could be used as a resource for understanding the operation and interpretation of the DAP Regulations. However, it does not form part of the legislation and may be updated from time to time.

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A. Background

1. What is a Development Assessment Panel?

A Development Assessment Panel (DAP) is an independent decision-making body comprised of technical experts and elected local government members. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker.

DAPs has been created for each local government that has a local planning scheme. The Minister for Planning has established a DAP under section 171C of the *Planning and Development Act 2005* (PD Act) for each local government district, by the publication of an order in the Gazette. Two different types of DAPs have been established by the Minister:

- **Local development assessment panels** (LDAPs) are established to service a single local government, where it is deemed to be a high growth local government with enough development to support its own DAP; and
- **Joint development assessment panels** (JDAPs) are established to service two or more local government districts where those local governments are not considered to have enough development to support their own DAP.

Most DAPs in Western Australia are JDAPs. There are currently five metropolitan JDAPs and three regional JDAPs.

There is only one LDAP, which has been established to deal with applications within the City of Perth.

2. Why was DAPs been introduced?

The introduction of DAPs in Western Australia were aimed to help to improve the planning system by providing more transparency, consistency and reliability in decision making on complex development applications. The DAP Regulations clearly identify what classes of development applications are determined by development assessment panels, applicants will be well aware of who will be determining their application, regardless of the location of the development. The determination of complex applications are also improved by the involvement of experts with technical knowledge on the panel.

The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's (DAF) leading practice model for development assessment. This model also promotes limiting referrals to agencies with a relevant role for advice only, avoiding the need for separate approval processes. South Australia and New South Wales introduced development assessment panels into their planning systems in accordance with the DAF model. Victoria has also passed legislation to implement State Commission Assessment Panel (SCAP) to perform the role of development assessment panels.

The involvement of independent experts has helped strike an appropriate balance between local representation and professional advice in decision making by ensuring that decisions made by the panel are based on the planning merits of an application. Finally, the use of development assessment panels help address issues with dual approvals by making the relevant panel the single decision-making authority under both local and region planning schemes.

3. Are there parts of the State where DAPs do not operate?

Yes. The DAP process only applies in areas where a local planning scheme, region planning scheme or interim development order apply. Therefore, a DAP does not determine applications in areas where no scheme or interim development order is in place to regulate development control.

In addition, development applications made in an improvement scheme area are exempt from the DAP process.

Finally, the DAP process will not apply in redevelopment areas that are subject to a redevelopment authority, such as Central Perth (including Elizabeth Quay, Perth Link), Armadale, Hope Valley-Wattelup, Midland, Scarborough, Subiaco, and Wungong.

4. When did the DAP system come into operation?

The DAP system came into operation on 1 July 2011.

5. Will DAPs override requirements that impact the planning framework, such as the *Swan and Canning Rivers Management Act 2006*, *Mining Act 1978*, *Environmental Protection Act 1986*, the *Public Works Act 1902*, or the *Heritage of Western Australia Act 1990*?

No. The fundamental conceptual point to note is that DAPs merely 'stands in the shoes' of the responsible authority (local government and/or WAPC) and exercise decision-making functions under any responsible authority's planning scheme. Where a responsible authority's powers or functions are altered or overridden by other legislative requirements, such as the *Metropolitan Redevelopment Authority Act 2011*, *Swan and Canning Rivers Management Act 2006*, *Mining Act 1978*, *Environmental Protection Act 1986*, the *Public Works Act 1902*, or the *Heritage of Western Australia Act 1990*, these effects flow on and apply to any relevant DAP.

For further information, refer to section 2.4 of the Departmental publication '*Making Good Planning Decisions*'.

B. Applications that can be determined by DAPs

6. What types of development applications can be determined by DAPs?

The regulations provide for DAPs to determine the following types of applications:

- all **mandatory DAP applications** made across the State (prescribed under s.171A(2)(a) of the PD Act);
- any **optional DAP applications** that an applicant has elected to have determined by a DAP (prescribed under s.171A(2)(ba) of the PD Act);
- **applications delegated to the DAP** by a local government or the Western Australian Planning Commission (WAPC) (as permitted under section 171B of the 2010 PD Act); and
- **regulation 17 minor amendment applications** which are applications to amend or cancel any development approval, or conditions of approval, granted previously by a DAP.

DAPs will not determine any applications that do not fall within the criteria prescribed in the regulations.

7. What is a mandatory DAP application?

A mandatory DAP application is type of development application for the approval of a development:

- outside the City of Perth with an estimated value of \$10 million or more; or
- within the City of Perth with an estimated value of \$20 million or more; and
- that is not an excluded development application; or
- that is not a development application for the approval of a development of a warehouse; or
- that is not a significant development application where the applicant has elected to have the application determined by the WAPC.

A DAP must determine mandatory DAP applications. Therefore, the relevant DAP is to determine the mandatory DAP application rather than the relevant local government and/or the WAPC.

Applicants will be required to pay a DAP application fee at the time that such an application is lodged with the relevant local government in addition to any applicable local government fee.

A development application for an approval of a development of a warehouse is not a mandatory DAP application even when the requisite monetary thresholds are met. Such an application is to be considered as an optional DAP application (i.e. the applicant can elect for a DAP to consider the application) (see Question [8]).

A development application considered to be 'an excluded development application' is explained further in Questions [11].

8. What is an optional DAP application?

Optional DAP applications are applications that must be determined by a DAP if the applicant has elected for the DAP to be the relevant decision-maker. An optional DAP application is a development application for the approval of a development:

- outside the City of Perth with an estimated value of \$2 million or more and less than \$10 million; or
- within the City of Perth with an estimated value of \$2 million or more and less than \$20 million; or
- of a warehouse in any district that has an estimated cost of \$2 million or more

This means an applicant may decide whether they wish to apply to the DAP or the relevant responsible authority to determine their optional DAP application.

8A. What happens if an applicant does not elect for the DAP to determine their optional DAP application?

If an applicant chooses not to have a DAP determine their optional DAP application, the relevant responsible authority (either the local government or the WAPC) will determine that application.

8B. Who pays for the DAP fee for an optional DAP application?

An applicant who has elected for the DAP to determine their optional DAP application, the applicant will be required to pay the relevant DAP application fee at the time as when the application is lodged with the relevant local government.

9. Can the relevant responsible authority delegate an application to the DAP?

The relevant responsible authority can only delegate the following applications to the DAP for determination:

- a. an optional DAP application; or
- b. a development application for the construction of less than 10 grouped or multiple dwellings.

Development applications for the construction of less than 10 grouped or multiple dwellings and any associated carport, patio, outbuilding and incidental development (grouped or multiple dwelling DAP application) were historically considered to be excluded development applications. However, the relevant responsible authority may delegate a grouped or multiple DAP applications to their DAP for determination.

9A. Could an applicant delegate a grouped or multiple dwelling application to the DAP for determination?

No. The power to delegate grouped or multiple dwelling DAP application remains with the relevant responsible authority (not the applicant).

9B. If the local government delegates a DAP application, who should pay the DAP fee?

If the local government chooses to have an application determined by the DAP, the local government will be responsible for paying the relevant DAP fee. It is expected that smaller local governments may choose to enter into a delegation arrangement. However this is wholly a matter for each local government to decide at its own discretion.

9C. How does the relevant responsible authority delegate an application to the DAP for determination?

Part 3 of the DAP Regulations provides the processes to enable the relevant responsible authority to delegate their powers to determine certain applications to the DAP.

The relevant responsible authority may delegate their powers to determine certain application once they have notified the following parties in writing:

- the applicant of the development application; and
- the Director-General of the Department.

10. What is a regulation 17 Amendment Application?

Regulation 17(1) states an owner of land in respect of which a development approval has been granted by a DAP may apply to the DAP to do any or all of the following —

- (a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;
- (b) to amend or delete any condition to which the approval is subject;
- (c) to amend an aspect of the development approved which, if amended, would not substantially change the development approved;
- (d) to cancel the approval.

Therefore, the applicant (or the owner of the land) could apply any of the above for a determination by a DAP pursuant to regulation 17.

10A. Can the relevant responsible authority determine an amendment application?

Yes. The applicant may apply to the relevant responsible authority to determine an amendment application pursuant to regulation 17A. However, such application must be clause 77 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, rather than the DAP Regulations.

Where the responsible authority determines an amendment application it is to give a copy of the written notification of that determination to the administrative officer of the DAP as soon as practicable.

10B. What fees apply to a regulation an amendment application?

A DAP amendment application made under regulation 17 of the DAP Regulations attracts a fee of \$241. An amendment application is lodged with the relevant local authority and is dealt with in much the same way as an ordinary DAP application.

An amendment application made to the responsible authority in accordance with regulation 17A may attract a local government fee but will not attract a DAP application fee. This fee is determined by the relevant local government but is not to exceed \$295 as specified in Schedule 2 of the *Planning and Development Regulations 2009*.

11. What is an excluded development application?

An excluded development application is defined to mean a development application for approval of —

- “(a) construction of —
- (i) a single house and any associated carport, patio, outbuilding and incidental development;
 - (ii) less than 10 multiple dwellings and any associated carport, patio, outbuilding and incidental development;
- or
- (b) development in an improvement scheme area;
- or
- (c) development by a local government or the Commission; or
- (d) development in a district for which —
- (i) a DAP is not established at the time the application is made; or
 - (ii) a DAP has been established for less than 60 days at the time the application is made.”

In other words, even where an application falls within the DAP optional financial thresholds, if one of the above exemption criteria apply, the application will not be determined by a DAP. For example, the construction of an \$8 million house would be determined by the relevant responsible authority because the construction of a single dwelling is an excluded development application.

If an application for 9 apartments was received by the DAP, it would be classified as an excluded development. However, if the application for 9 apartments included a ‘mixed-use’ component, eg. a cafe, then the proposed development can be considered by the DAP.

If an application for 10 apartments was received by the DAP and it is reduced to 9 apartments over the course of consideration of the application, the DAP no longer has the authority to determine the application.

As discussed above in Questions [9] and [9A], the relevant responsible authority could also delegate grouped or multiple dwelling DAP application to a DAP for determination.

12. What if an applicant submits an amendment application to a DAP but it clearly is not ‘minor’ in nature?

The DAP could refuse an amendment application that is not considered as ‘minor’ in nature. Regulation 17(1)(c) makes clear that an amendment application is limited to situations where ‘it would not substantially change the development approved.’ Therefore, a DAP may refuse an amendment application if it determines that the proposed changes are not ‘minor’ but rather ‘substantial’ in nature.

In such a case, it may be suggested that an applicant re-submit a ‘regular’ DAP Form 1 application. It may also be appropriate for a local government, who receives an amendment application, to make this suggestion at the outset.

13. Who is the decision-maker when a development application is called-in under clause 32 of the MRS – the WAPC or DAP?

The relevant DAP, not the WAPC. Development applications called-in to the WAPC under clause 32 of the Metropolitan Region Scheme (MRS), where development is not an excluded development and satisfies required financial thresholds, must be determined by the DAP who ‘stands in the shoes’ of the WAPC. In other words, there is no scope for the WAPC to try to use powers of delegation under the MRS to prevent matters being determined by the DAP.

Regulation 8(1) of the DAP Regulations make it clear that: “(1) Despite any other provision of the Act or a planning instrument, any DAP application for approval of development within a district for which a DAP is established –

- (a) must be determined by the DAP as if the DAP were the responsible authority under the relevant planning instrument in relation to the development; and
- (b) cannot be determined by the local government for the district or the Commission.”

Section 171A(1)(a) of the PD Act defines ‘planning instrument’ to mean a planning scheme, which includes the MRS. Section 4 of the PD Act defines ‘responsible authority’ to include the WAPC in relation to a region planning scheme such as the MRS.

As noted in the Minister’s Second Reading Speech to the 2010 legislative amendments to the PD Act, a primary objective of the DAP model was to allow one DAP to make decisions on behalf of both the local government and the WAPC concurrently.

14. Who is the decision-maker when the development application is called-in to the WAPC, but the WAPC has delegated those approval powers to a third party, such as another government agency – the delegated third party or the DAP?

The relevant DAP, not the third party, is the decision-maker. Development applications called-in to the WAPC under a region scheme, where development is not an excluded development and satisfies required financial thresholds, must be determined by the DAP ‘standing in the shoes’ of the responsible authority – whoever that is. In other words, there is no scope for the WAPC to try to use powers of delegation to prevent matters being determined by the DAP.

Regulation 8(1) of the DAP Regulations make it clear that: “(1) Despite any other provision of the Act or a planning instrument, any DAP application for approval of development within a district for which a DAP is established –

- (a) must be determined by the DAP as if the DAP were the responsible authority under the relevant planning instrument in relation to the development; and
- (a) cannot be determined by the local government for the district or the Commission.”

Section 171A(1)(a) of the PD Act defines ‘planning instrument’ to mean a planning scheme, which includes a region scheme. The WAPC cannot delegate a power it does not have, and pursuant to regulation 8(1)(b), it does not have the power to determine development applications that fall within the DAP’s framework. Therefore, whilst a delegation instrument the WAPC has with a third party is not necessarily invalidated, it ceases having any effect to the extent that it attempts to prevent a DAP determining a DAP application.

The regulation 12 recommendation report should be prepared by the delegated third party, given it is still otherwise exercising the functions of the WAPC under section 16 of the PD Act, where the WAPC would ordinarily be responsible for this in relation to the DAP's process. However, where the delegated third party cannot or will not prepare the regulation 12 recommendation report, there is a residual power under section 59(1)(a) of the *Interpretation Act 1984* for the WAPC to do this itself.

15. Should an application that is currently with SAT also have a Form 2 running concurrently?

No. As the original determination is subject to an application before the SAT for review, it is not open to seek to amend that determination under regulation 17 until the SAT process is finalised.

C. Determination of an application by a DAP

16. If a DAP application is made, will the local government's development application form still need to be lodged?

Yes, all applications for development approval will continue to be lodged in the usual way. DAP applications will be lodged with the relevant local government, along with the existing local government, and a DAP application form and DAP application fee.

Regulation 10(2) makes it clear that the "form required under subregulation (1) [the DAP form] is required in addition to any application form required under the planning instrument." In most cases, this will in effect require applicants to submit two sets of forms and two sets of fees.

When the local government receives a DAP application, it will notify the DAP secretariat, located in the Department, of the application.

17. What is included in the calculation of an application's value?

The local government is responsible for ensuring that an appropriate estimated cost of development (GST exclusive) is provided by the applicant. The development's value must be provided on the local government form as well as the DAP application form, and the value on both forms must be consistent. If the values differ, the application will be considered incomplete and returned.

18. Who is responsible for carrying out the preliminary assessment of a DAP application?

DAPs are only decision-making bodies. As such, the relevant local government or the WAPC will be responsible for carrying out any preliminary assessment of the application.

Where the responsible authority is the relevant local government, it will assess the application following the process set out in the local planning scheme. This includes seeking advice on the application from referral bodies, advertising the application and reviewing submissions (where it is required to be advertised). The local government will then prepare a report containing its recommendations for the DAP to take into account when determining the application.

Where the assessing authority is the WAPC, it will also assess the application as required under the relevant region planning scheme. This includes seeking advice on the application from referral bodies and the relevant local government. It will prepare a report containing its recommendations for the DAP to take into account when determining the application.

19. What consideration will the DAP give to local planning scheme requirements, policy and local concerns?

The DAP will determine applications as if it was the responsible authority under the relevant planning scheme. As such, the DAP will consider the same range of matters under the applicable local planning scheme as the local government, and under the applicable region scheme as the WAPC where applicable, is currently required to consider.

20. Who will be the respondent if an application for review of a decision of a DAP is made to the State Administrative Tribunal (SAT)?

For the purpose of SAT proceedings only, the presiding member alone (not the entire DAP) is the respondent in any application for review of the determination of a DAP application.

For the purpose of the reconsideration of a decision under section 31 of the *State Administrative Tribunal Act 2004*, the entire panel of the DAP will be the decision-maker.

21. Who will be responsible for administering any conditions of approval on an application approved by a DAP?

The local government or the WAPC will be responsible for administering any conditions of approval on a conditional approval given by a DAP, as that decision will be taken by the relevant authority under the local or region planning scheme.

22. Can a local government in Council alter the responsible authority report (RAR) as prepared by the relevant professional planner?

No, although the views of Council may still be incorporated in the appropriate section of the responsible authority report to the DAP.

As stated in the publication 'Making Good Planning Decisions' at clause 5.3.2:

"It is improper for Councillors of a local government to influence the planning officer's professional opinion on the assessment of the application in any way. If the local government also wishes to make a statement regarding an application before a DAP, it may do so by making a submission."

The RAR is primarily concerned with providing the DAP with technical data. The views of a Council may also be relevant, especially in providing information of a public interest nature and community concern. However, the DAP is best assisted if both sets of information are submitted in separate sections as indicated in the report template, otherwise there is the real danger of confusing the DAP members.

Finally, it is worth remembering that clause 2.10 of the *DAP Standing Orders 2017* (Standing Orders) require:

"A DAP is to invite the responsible authority officer preparing a responsible authority's report for a development application to attend, or to send a representative to, a DAP meeting at which the application is to be determined."

Therefore, it is likely that the author of the report or responsible authority representative will attend the DAP meeting and be required to explain the regulation 12 report, including if any comments or additions are included by Council.

23. What can a responsible authority do if more information is required but there is not enough time before the statutory period expires?

It is acknowledged that in some cases, the information contained in the RAR will be insufficient or not provided in time. In turn, it is acknowledged that this may occur because the information provided by the applicant or a referral agency is insufficient or not provided in time.

In such circumstances the relevant responsible authority, with agreement of the applicant, may request an extension of time in accordance with regulation 12(4). The agreed time extension effectively extends the statutory timeframe within which the report must be given.

24. Can a DAP determine an application in the absence of a RAR?

Yes. In accordance with regulation 12(7):

'If a DAP is not given a report on a DAP application in accordance with this regulation, the DAP may determine the DAP application in the absence of the report.'

This is addressed further in DAP Practice Note 9.

25. Can a DAP defer or adjourn a meeting whilst in session?

Technically yes, although it may be practically difficult. Standing Order 3.5 allows an applicant to place a request, at least 72 hours before a meeting, that an application be deferred to a later DAP meeting. Standing Order 5.10.1 also allows a procedural motion that a motion be deferred or a DAP meeting be adjourned to a future specified time and date.

The primary practical difficulty is that DAP meetings usually occur close to the end of the prescribe a decision deadline, which in effect means a deferment may result in a deemed refusal.

26. Can an applicant request a private DAP meeting?

No. Regulation 40 requires DAP meetings be open to the public.

27. Can a DAP discuss general business?

Yes but with limits. Standing Order 4.1.1(k) includes in the order of business an item "general business (as specified in the meeting agenda), including consideration of any correspondence." However, Standing Order 4.1.2 makes it clear that no other business, which is not specified in the agenda, is to be transacted at a DAP meeting.

28. Can DAP members abstain when voting?

No. Standing Order 5.13.3 makes it clear that each DAP member in attendance at a meeting must vote on a matter put to the vote.

29. If a member votes 'no' is this recorded in the minutes?

Yes. Standing Order 5.7.2b states:

“If a member opposes a motion the minutes are to record the identity of the members opposing.”

The order originally required the reasons for any opposition be recorded. However, following stakeholder feedback and continual improvement, this requirement has now been removed. As a result, only the identity of the member opposing a motion will be recorded.

30. Can a presiding member allow verbal submissions even where there has not been a formal presentation request submitted?

Yes, although such a request should only be granted rarely. Standing Order 3.5.2 requires:

“A person who, or group of persons which, wishes to be present at a meeting of a DAP to make a verbal submission to the DAP must provide a request in writing (a presentation request) to the DAP secretariat, at least 72 hours before the commencement of the meeting. The presentation request is to be accompanied by a written document setting out the substance of the submission the person or group proposes to make.”

It is acknowledged that time constraints may pose difficulties for members of the public to lodge a written presentation request in time. Although formal written requests are encouraged, regulation 40(3) and Standing Orders 3.5.1 suggest the presiding member could issue his or her own invitation, outside of a presentation request. However, given the timeframes for DAP meetings, it is anticipated that the Presiding Member would only allow such a request in very rare and exceptional circumstances.

30A. Will the members of the public who provided a submission be notified the scheduled DAP meeting?

Yes. The DAP Regulations require the relevant local government to give written notice of the scheduled meeting (via email or post) to members of the public who had provided written submissions during any formal advertising period with respect to a DAP application.

31. Can DAP members meet privately if required for a SAT proceeding?

Yes. Regulation 40(2) requires all DAP meetings be open to the public. However, these provisions do not apply to the extent that they may be inconsistent or overridden by the *State Administrative Tribunal Act 2004*, which empowers the Tribunal to direct attendance at private conferences, mediations and other meetings.

32. Can additional information be submitted by a local government or other party after the RAR has been sent to the DAP Secretariat?

Yes. Regulation 13 contemplates that from time-to-time, additional information will be submitted by a local government after the regulation 12 responsible authority has already been sent to the DAP Secretariat. Furthermore, regulation 40(3) contemplates further submissions, both oral and written, from local governments, applicants and other members of the public.

33. Can the DAP intervene with an application after they have made their final decision?

No. The JDAP's power is 'functus officio' once it makes its decision on an application. The DAP is prevented from intervening with an application as its power is spent as any further dealings with an application (outside of a Form 2 or SAT process) is considered 'ultra vires' or beyond the authority of the DAP.

34. Can the Planning Minister intervene in DAP proceedings?

No. DAPs are independent decision-making planning bodies and the Minister for Planning does not have any power to intervene in DAP decisions.

With respect to SAT proceedings, the Minister has the power to call in applications of state or regional significance under s.246 of the PD Act. However, such a direction can only be made within 14 days of the application being made to the Tribunal with the direction to be published in the Gazette and laid before each house of Parliament.

D. Membership of DAPs

35. How many members will sit on a DAP?

The regulations set out the member requirements for DAPs. Each DAP will consist of five panel members:

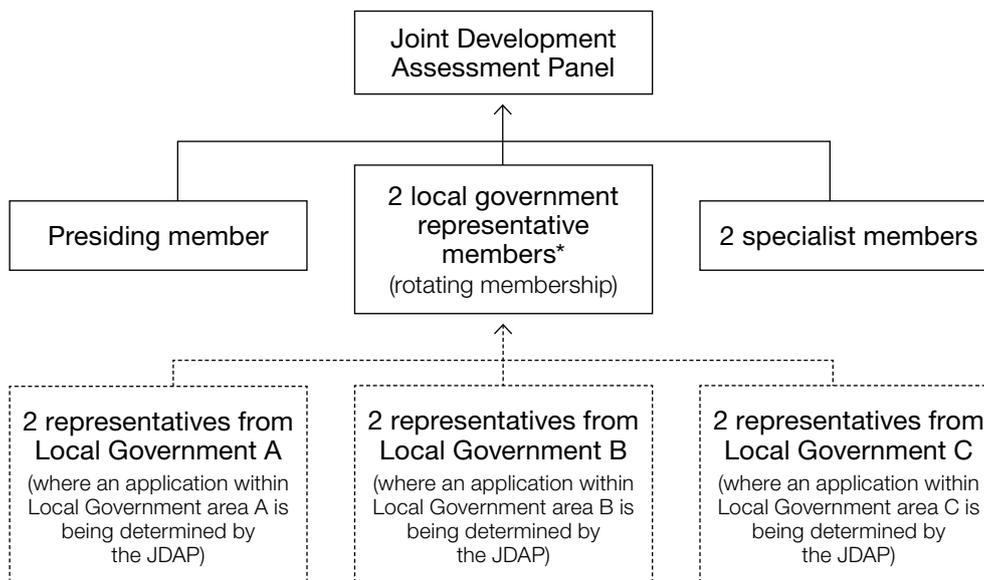
- the presiding member (a specialist member with planning qualifications);
- the deputy presiding member (a specialist member with planning qualifications);
- the third specialist member (a specialist member with qualifications from another discipline).

All DAP members may be appointed for a term of up to three years. Regulation 29(3) allows the Minister to reappoint a member, noting:

A person's eligibility for reappointment as a DAP member or the term for which a person may be reappointed is not affected by an earlier appointment.

As LDAPs only service one local government, the two local government representatives from the local government area will permanently sit on the panel.

JDAPs service two or more local government areas, and two local government members from each relevant local government area will be appointed to the panel. The two members from each local government will only sit on the panel when the applications being determined by the panel have been made under their local planning scheme. As such, the local government membership of a JDAP will depend on the location of the development application being determined at the time. This is illustrated in the following diagram.



* The local government membership of JDAPs will depend on the location of the development applications being determined at the time. Local government members will rotate on and off the panel, ensuring that local knowledge relevant to each development application is present on the panel. As such, the two members from each individual local government will join the three specialist members to comprise the joint development assessment panel when an application within that particular local government area is being considered.

36. How will local government DAP members be appointed?

The relevant local government will be responsible for nominating the two local government members for their DAP, together with two alternate local government members (i.e. four persons in total), from the local government's pool of elected members (Councillors). The local government will provide the names of their nominated panel members, and the Minister will appoint the local government members in accordance with the local government's nomination. The names of the members appointed to each DAP will be published on the DAP website maintained by the Department.

Any local government members nominated by the relevant local government as a DAP member will be required to attend mandatory training before they can sit on the DAP.

Local representation is a vital component of the DAP, and as such, if the local government fails to nominate two elected members to the relevant DAP within the specified time period, the Minister has the power to appoint two non-councillors from the community on that DAP. These non-councillor members must be eligible to vote in elections for that local area.

37. What qualification will specialist members have?

The three specialist members will be appointed from a register of appropriately qualified individuals. The register will be established and maintained by the Minister following a call for expressions of interest from interested and appropriately qualified experts.

Specialist members may have experience in one or more of the following areas of expertise: town planning; architecture; urban design; engineering; landscape design; environment; law; and property development and management.

Usually, specialist members will have a tertiary qualification relevant to their area of expertise and sufficient experience practising or working in their area of expertise. However, the regulations allow the Minister to appoint a specialist member who may not hold a tertiary qualification but who does have extensive experience practicing or working in their area of expertise that is, in the opinion of the Minister, sufficient to allow them to perform the duties of a specialist member.

Finally, the Minister is required to ensure that any presiding member or deputy presiding member has experience and a tertiary qualification in town planning.

Regulation 27(1) states:

- (1) The Minister must appoint —
 - (a) one of the specialist members of a DAP with experience and a tertiary qualification in planning as the presiding member of the DAP; and
 - (b) another of the specialist members with that experience and qualification as the deputy presiding member.

38. How will specialist members be appointed?

From time-to-time, the Department will call for expressions of interest from individuals with the appropriate qualifications who wish to sit on a DAP as a specialist member.

All DAP members will be appointed by the Minister following approval by Cabinet. The Minister will notify each DAP member of their appointment, and following acceptance of their appointment, the names of the members of each DAP will be published on the DAP website maintained by the Department. In addition, each local government will be advised of the members appointed to their DAP.

Any specialist member who is appointed as a DAP member will be required to attend mandatory training before they can sit on the DAP. Specialist members will also be permitted to sit on more than one DAP.

39. How long can DAP members be appointed for?

The period of appointment for all DAP members will be up to three years. After the three-year-term has come to an end, the Minister will ask the relevant local government to provide nominations for its two local government members (and two alternate members). The same individuals can be re-nominated by the local government, however, the regulations require the nomination process to occur every three years.

Regulation 29 states:

- 1) A DAP member holds office for the term specified in the member's instrument of appointment.
- 2) The term of office specified in an instrument of appointment must not exceed 3 years.

- 3) A person's eligibility for reappointment as a DAP member or the term for which a person may be reappointed is not affected by an earlier appointment.

40. What arrangements will be made regarding alternate members?

The quorum of a DAP will be three DAP members – the presiding member (or deputy presiding member who is sitting as alternate presiding member) and any two DAP members in attendance (irrespective of whether they are specialist members or local government members).

Where any DAP member cannot attend a meeting due to illness, absence of other cause, an alternate member may attend the meeting in his or her place where sufficient notice is provided.

Alternate members will be either local government members or specialist members. All DAP members are nominated and appointed in the same way .

Alternate members can only sit on a DAP to replace a member with the same qualifications as that alternate member. For example, a specialist alternate member can only take the place of a specialist member.

A pool of alternate specialist members has been established. Where a specialist alternate member is required to attend a meeting, an alternate will be taken from this pool. For all DAPs, each local government will be asked to nominate two alternate members. These alternate members will replace the permanent local government members (from the same local government) when required. Like all DAP members, alternate members will be required to attend mandatory training before they can sit on the DAP.

41. What training will DAP members be required to attend before they can sit on a DAP for the first time?

All DAP members will be required to attend a mandatory training workshop before they can sit on a DAP for the first time. The training will address the planning and development assessment framework in Western Australia, planning law (including what is an appropriate planning consideration), operation and conduct of DAPs, the DAP Code of Conduct and expected behaviour of DAP members. The Department will deliver this training to all DAP members following their appointment to a DAP, and members will be paid to attend the training.

42. If a DAP application is called-in to the WAPC under a region scheme, will local government DAP members still sit, or are there WAPC-nominated DAP members?

The relevant local government members for the district upon which the land is situated will sit, regardless of whether the matter is called-in to the WAPC under a region scheme. There are no WAPC-nominated DAP members.

Regulations 23(1) and 25(1) make it clear that by definition, a DAP always comprises local government members from the relevant local government. Regulation 25(2) makes it clear that the 'relevant local government', in relation to a development application, means the local government of the district in which the land to which the development application relates is situated.

Therefore, the question of whether or not a matter is called-into the WAPC is not relevant to the constitution of the DAP deciding the matter. The only relevant question is which local government district the land relates. In this way, DAPs in fact expand the role of local government councillors in determining major development approval by including decisions that would ordinarily be determined by the WAPC.

E. Costs and expenses of DAPs

43. What sitting fees will be paid to DAP members?

All DAP members, except those not entitled to receive sitting fees, will be paid sitting fees on a sessional basis (see Premier's Circular No. 2017/08). The presiding member will be paid \$700 per Form 1 meeting, and all other members will be paid \$425 per meeting as set out in Schedule 2 of the DAP regulations.

44. What expenses will be paid to DAP members?

The regulations provide that travelling costs that DAP members incur when attending DAP meetings are to be paid to all DAP members, including accommodation and airfares. These costs are to be paid as set out in the Public Sector Commissioner's Circular on this matter (2009/20 Reimbursement of Travel Expenses for Members of Government Boards and Committees). All DAP members, including those not entitled to be paid sitting fees, are entitled for reimbursement for these out-of-pocket expenses.

45. Who pays the cost of a DAP meeting?

The costs of DAP meetings are paid by the Department from the DAP application fee, set out in Schedule 1 of the regulations, which the applicants will be required to pay when lodging a DAP application. This fee is paid in addition to, not in replacement of, the current application fees charged by local governments in accordance with Schedule 2 of the *Planning and Development Regulations 2009*. Therefore, in most cases, applicants will be required to pay two sets of fees.

The DAP application fee will be paid by the applicant (or the local government for a delegated application) at the time that the application is lodged with the local government. The local government will transfer that fee into an account controlled by the Department. The Department will use these funds to pay the costs of DAPs, including DAP meetings and administration. The Department will be required to report on the use of these funds.

The DAP fees have been determined according to the Department of Treasury's guidelines '*Costing and Pricing Government Services*' (June 2015).

46. Does the DAP fee replace the responsible authority fee?

No. As noted in regulation 10(3), the DAP fee is in addition to, not in replacement of, any relevant responsible authority fee:

"(3) The fee payable under subregulation (1) is payable in addition to any fees, costs and expenses that are imposed by a local government in accordance with the *Planning and Development Regulations 2009* in relation to the development application."

In most cases, an applicant will be required to submit two sets fees – one for the relevant local government and one for the DAP.

47. Are local governments still entitled to charge a standard fee under the *Planning and Development Regulations 2009*, even if the additional DAP fee has to be charged, and even if the matter is called into the WAPC under a region scheme?

Yes. Again, the central point to make is that under regulation 10(3), the DAP fee is in addition to, not a replacement of, any relevant responsible authority fee:

“(3) The fee payable under subregulation (1) is payable in addition to any fees, costs and expenses that are imposed by a local government in accordance with the *Planning and Development Regulations 2009* in relation to the development application.”

In relation to a called-in application to the WAPC, if the relevant local government would ordinarily charge the standard fee under the *Planning and Development Regulations 2009*, then this could still be charged in relation to a DAP application.

48. Is the calculation of an application’s estimated cost of development GST exclusive or inclusive?

GST exclusive. In accordance with the majority of local government practice, the total estimated cost of development, in determining whether any of the relevant opt-in and mandatory financial thresholds apply, is GST exclusive.

In relation DAP fees, it is important to note that these fees are GST exempt.

F. Behaviour and conduct of DAP members

49. Will DAP members be bound by similar requirements regarding their conduct as local government councillors?

Yes. The regulations require DAP members (and alternate members when sitting in place of a DAP member) to comply with similar requirements regarding behaviour and conflict of interest as local government staff and Council members are required to comply with. For example:

- i. All DAP members will be required to declare any direct or indirect pecuniary interest, proximity interest or impartiality interest in a matter, before the DAP meeting on that application commences.
- ii. DAP members will not be permitted to disclose or make improper use of information that they acquire during their time as a DAP member, as set out under section 266 of the *Planning and Development Act 2005*.
- iii. DAP members will be prevented from accepting “prohibited” gifts in all circumstances, and will be permitted to accept other types of gifts (“notifiable” gifts) as long as they notify the Department.
- iv. DAP members will be required to comply with the DAP Code of Conduct developed by the Department.
- vi. No DAP member will be permitted to make a statement regarding the competence or honesty of a local government employee or public sector employee.

In addition, the Minister may refer a matter to the Corruption and Crime Commission for investigation where a complaint against a DAP member is made regarding alleged misconduct by that member.

50. Will the Minister have the power to remove a DAP member from their position if they fail to comply with the requirements regarding code of conduct?

Yes, the Minister will have the power to remove any member from a DAP for any of the following reasons:

- i. Neglect of duty;
- ii. Misconduct or incompetence;
- iii. Mental or physical incapacity;
- iv. Absence without leave from 3 consecutive meetings of the DAP; or
- vi. Unreasonable failure to undertake the training for DAP members referred in regulation 30(1).

Failure to comply with certain provisions of the code of conduct may be taken to be misconduct under regulation 45(2). As such, if a DAP member fails to comply with the code of conduct, the Minister may remove them from office for committing misconduct.

51. If a local government DAP member loses his or her seat in council elections, are they removed immediately, or do they continue as DAP members for the remaining term of appointment?

A local government member of the DAP who ceases to be a member of their local government's council, immediately ceases to be a DAP member. Regulations 32(5A) and (5B) state:

- (5A) A person appointed as a local government member of a DAP on the nomination of a local government under regulation 24(1)(a) ceases to be a member of the DAP if the person ceases to be a member of the council of the local government.
- (5B) A person included on the local government register on the nomination of a local government under regulation 26(3)(a) ceases to be included on the register if the person ceases to be a member of the council of the local government.

52. Does the Code of Conduct prohibit local government DAP members from discussing matters with applicants and ratepayers, conducting private site visits, or voting in Council decisions, in relation to a development application before a DAP?

No, providing those activities are a necessary function of a person's role as a member of a local government.

However, a local government member who discusses a DAP matter with applicants and ratepayers, conducts a private site visit or votes in a Council decision in relation to a DAP matter should submit a declaration of interest form, as there may be an impartiality interest that the

presiding member needs to consider. Furthermore, where such activities are required, they should be done through existing professional policies and procedures established by local government.

Division 2 of the Code of Conduct prescribes a range of things DAP members should and should not do regarding communication. For example, clause 2.4.5 says: "2.4.5 A DAP member must not participate in:

- a) a discussion with an applicant, formally or informally, in person or otherwise
- b) a site visit, private meeting, briefing, discussion or similar event with any other DAP member

in respect to a development application that is before the relevant DAP or which the member is aware may come before that DAP in future, unless the discussion, visit, meeting or similar event has been consented to by the presiding member of the relevant DAP and arranged by the DAP secretariat."

In effect, the DAP system does not substantially impose anything on Councillors that is not already required of them under existing statutory requirements, including section 266 of the *Planning and Development Act 2005* and the *Local Government Act 1995*, which have bound Councillors for some time.

It should be noted that local government DAP members are excluded from these requirements to the extent that a local government member is required to perform functions as a member of a local government:

"2.4.9 Nothing in this clause prevents a local government member from performing functions as a member of a local government."

Councillors need to be careful of any perceptions of bias, and ensure any potential impartiality interests are disclosed. Disclosing an impartiality interest will not necessarily exclude a local government DAP member from attending a DAP meeting or voting on a matter.

Local government DAP members need to make an extra effort to be cognisant of their position as both a local government Councillor and as a DAP member. As noted in clause 2.1.2 of the Code of Conduct, when attending a DAP meeting, each local government DAP member must exercise independent judgment, not merely be a conduit for the views of their Council.

53. Can a local government DAP member, whilst sitting on a DAP, vote against the wishes of the Council it represents?

Yes. Clause 2.1.2 of the Code of Conduct states:

“A local government member of a DAP is not bound by any previous decision or resolution of the local government in relation to the subject-matter of a DAP application. In such a situation, the member is not prevented from voting for a decision that is the same as the local government’s. However, the member must exercise independent judgment, and consider the application on its planning merits, in deciding how to vote.”

54. Who can publicly comment about a DAP determination?

Regulation 48 makes it clear that only the presiding member may publicly comment about a DAP determination. This is especially important for some local government DAP members, such as mayors and shire presidents, who may be used to speaking publicly about development decisions.

55. Is a conflict of interest the same as a prohibited or notifiable gift?

Not necessarily. A conflict of interest can exist even where there is no immediate financial gain, compared with an immediate benefit from a prohibited gift of over \$300 or a notifiable gift of \$50 to \$300.

Clause 6.1 of the *DAP Standing Orders 2016*:

As a general principle, a conflict of interest exists when a person has a private interest that could corrupt or undermine his or her performance of a public duty. As a decision maker must bring an open mind to deliberations required by a particular statute, he or she cannot be affected by such an improper influence. For this reason, DAP members must be alert to any private circumstances which could affect, or be seen to affect, the exercise of their judgement. Such interests must be declared and may be of a sufficient magnitude to preclude the member from participating in the decision.

56. Is there a financial threshold for a conflict of interest?

No. Neither the Code of Conduct nor section 266 of the *Planning and Development Act 2005* recognise a financial threshold for a conflict of interest. A conflict of interest exists regardless of the financial amount involved. This is distinct from a prohibited gift or notifiable gift, both of which do have prescribed financial thresholds. Thus, where a DAP member has any sort of potential direct or indirect pecuniary interest, however small, the wisest course of action is to take the cautious approach and simply disclose that interest.

57. Is a DAP member with direct or indirect pecuniary interest, impartiality interest, or proximity interest, automatically prohibited from attending and voting on an item at a DAP meeting – or is this a matter for the presiding member’s discretion?

A DAP member who discloses either a direct or indirect pecuniary interest or proximity interest is not entitled to be present during the consideration or discussion of an application or to vote on that application.

However, as set out in clause 3.3.2 of the Code of Conduct and Standing Order clause 6.2.5, the presiding member does have some discretion but only in relation to an impartiality interest (kinship, friendship, partnership to applicant etc).

In this way, the DAP process does not significantly alter existing statutory requirements.

58. Who does a presiding member disclose interests to?

Standing Order 6.2.5 states a presiding member should declare interests to the deputy presiding member.

59. Can DAP members be personally liable for decisions made by the DAP?

No. Concerning personal liability, section 267(1) of the *Planning and Development Act 2005* explicitly protects a person from an action in tort while performing a duty in good faith under that Act. DAP members are protected from any potential claim of negligence for decisions made by the DAP, as the DAP Regulations are established under the PD Act. Regulation 28(8) also makes clear that these protections from personal liability extend to protect alternate DAP members.

G. Administration of DAPs

60. How will DAP meetings operate?

The full process for DAP meetings is set out in the DAP Standing Orders.

As DAPs are only decision-making bodies, they will only meet when there is a DAP application to determine. The presiding member will preside at all DAP meetings at which he or she is present. If the presiding member is unable to attend the DAP meeting, the deputy presiding member will preside over the meeting.

All DAP members will have been provided with the report from the local government or WAPC before the meeting. An officer from the local government or WAPC may be in attendance to answer any questions that the DAP members may have regarding the application.

DAP meetings are open to the public, and so any interested person can attend. However, only those persons invited to give a presentation to the DAP may address the DAP during the meeting. People who have made a submission on the application during the public advertising process and who are in attendance at the meeting may be asked to make a short presentation to the DAP on their position regarding the application.

Each member of the DAP who is present at a meeting of the panel is entitled to one vote on each matter. In the event of a deadlocked vote (which may occur if one member is absent from a meeting), the person presiding (either the presiding member or the deputy presiding member) will have the power to cast the deciding vote.

Following the meeting, the minutes of the meeting will be finalised and a determination letter on the development application will be sent to the applicant.

61. Who will provide administrative support to DAPs?

Both the Department and local governments will provide administrative support to DAPs.

The Department will provide the majority of administrative support for each of the DAPs. The Department will organise DAP meetings (in liaison with local government staff), including the travel arrangements for each DAP member as required. The Department will finalise the agenda for each meeting and provide each DAP member with the agenda papers, as well as ensuring that the agenda is put on the DAP website and provided to each relevant local government.

Following the DAP meeting, the Department will receive the minutes from the relevant local government administrative staff, and obtain the presiding member's confirmation of their content before arranging for the minutes to be made available on the DAP website. The Department will be responsible for sending decision letters to applicants following each DAP meeting.

The Department will also be responsible for arranging the payment of DAP members fees and expenses, as well as arranging for local governments to be reimbursed for catering costs of the meeting. Finally, the Department will be responsible for compiling statistics on the performance of each DAP and preparing an annual report on the performance of all DAPs in the State.

Local government will be required to arrange some administrative tasks to be undertaken to support the DAP process. These tasks will include receiving the DAP application fee from the applicant and forwarding that money to the Department, carrying out a preliminary assessment of the DAP application and providing a recommendation to the DAP, taking minutes, organising catering, a venue and any equipment required by the DAP for the meeting.

62. What information will be made available on the DAP website?

The DAP website contains information on every DAP in the State, including its membership details, meeting dates, locations, and decisions (see: www.dplh.wa.gov.au/daps). Agendas and minutes will be put on the website before and after each meeting.

Additional information, such as the DAP Standing Orders, Code of Conduct and Annual Report are also available.

63. Is the reference to 'days' in the DAP Regulations ordinary days or working days?

Ordinary days. References in the DAP Regulations are ordinary days, which count weekends; not working days, which do not count weekends. However, where a deadline falls on a weekend or public holiday, pursuant to rules of statutory interpretation, the relevant deadline is moved to the next working day.

64. Can a minute taker record the meeting?

Yes, with the permission of the presiding member. Standing Order 5.16 states:

“A person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a DAP meeting unless the presiding member has given permission to do so.”

If the presiding member permits the minute taker to record the meeting for the purposes of preparing the minutes, the presiding member must be aware that such recording may need to be retained for up to 1 year to comply with obligations under the *State Records Act 2000*.”

It is expected that a presiding member is likely to grant permission for audio recording, if it assists the minute taker. By contrast, it is expected that a presiding member is likely to refuse video recording or photographs by members of the public. This is also the standard practice in most court and tribunal proceedings.

64A. Will DAPs be required to provide reasons for their determination?

Yes. The DAP Regulations provide that the minutes of a DAP meeting must include both a record of the determination and the reasons for the DAP's decision.

65. For DAP meetings where two or more applications are on the agenda for two or more local governments, does the minute taker for each local government attend the meeting to take minutes for each local government application?

No, only one minute taker should attend. For DAP meetings where two or more applications are on the agenda for two or more local governments, there should only be one minute taker in attendance – from the local government hosting the meeting.

66. Can a local government simply provide a link on its website to the DAP website (including meeting agendas and minutes)?

No, this practice is not encouraged.

Regulations 39 and 44 require local governments to publish documents, such as meeting agendas and minutes, on their website. The regulations do not specify how this exactly is to occur. However, the regulations do require the DAP Secretariat provide a copy of each document to the relevant local government, which the local government is to then publish.

Thus, the context of the regulations suggests something more than merely providing one generic link is contemplated. To avoid any confusion or doubt, local governments are encouraged to liaise with the DAP Secretariat, representing the Director General of the Department, who is given some powers under the regulations to determine the method of publication.

67. If both the presiding member and deputy presiding member are going to be absent, who will be the chair of the panel?

The Director General may appoint an alternative presiding member from another DAP (that has already been appointed by the Minister) to attend the DAP meeting.

68. Does the applicant need to fill out a DAP form if they choose not to opt-in to the DAP process?

No. Regulation 7 only requires an applicant submit a DAP form if they choose to opt-in to the DAP process in accordance with the prescribed requirements under regulation 6, not opt-out. There is arguably no head of power to require someone who chooses to opt-out of the DAP process to submit any form. However, as a practical measure, local governments may wish to implement internal administrative procedures to take note of development applications that fall within the optional threshold but where the applicant chooses to opt-out of the DAP process.

69. Can the Form 1 DAP form be lodged remotely if required?

Yes. DAP applications can be submitted remotely with the agreement of the relevant local government.

However, personal lodgement is encouraged, especially in metropolitan areas.

It is acknowledged that in remote and regional areas it may not be practicable for an applicant to lodge a DAP application personally. Therefore, in such circumstances, remote lodgement may be acceptable, recognising section 74 of the *Interpretation Act 1984* allows minor variations to prescribed forms, providing it does not materially affect the substance of the form nor is likely to mislead.

In accordance with its commitment to continual improvement, the Department has altered the DAP Form 1 to achieve a greater degree of certainty.

70. Does a regulation 12(4) extension of time request extend the deemed refusal period under the responsible authority's planning scheme?

Yes. Regulation 16(2B) provides that for the purpose of calculating the deemed refusal period for a development application, any extension of time granted under regulation 12(4) is excluded.

In effect, this extends the deemed refusal period for the time agreed under regulation 12(4).

71. Must a local government engage security for each DAP meeting?

No. It has been noted by some local governments that there is a hosting fee for the engagement of security. However, this does not mean that local government hosts have to hire security every time – in the vast majority of meetings, no security will be required. The fee exists only to recompense local governments in that small number of circumstances, as judged by the presiding member, where because of expected public controversy additional security is warranted.

72. Must a local government host a meeting and provide a minute taker even if the application is a called-in application under a region scheme?

Yes. The relevant local government upon which the land is situated is still required to host the meeting, even if the matter is a called-in application under a region scheme.

Regulation 50 requires the local government of the district to provide facilities and support to the DAP – it is not relevant whether or not the application is a called-in application under a region scheme. Similarly, regulation 44 requires the hosting local government to also provide a minute taker.

As a matter of practical administration, it should be noted that a DAP meeting's required constitution provides at least one local government DAP member to be in attendance, even where it is a called-in application under a region scheme. Thus, it provides the best access to local constituents of the area (as all DAP meetings are open to the public) and convenience to the local government DAP members in attendance, if the relevant local government hosts the meeting. Finally, it should be borne in mind that local governments are ultimately compensated for providing such assistance through the DAP fee.

73. Can meetings be held via electronic means?

Yes. Practice Note 12 allows for DAP meetings to be conducted via electronic means. Meetings will still be able to be observed by the public.

74. Are further changes being made to the DAP system as part of the Action Plan for Planning Reform?

Yes. Practice Note 13 identifies the initiatives being developed and implemented to make DAP processes more consistent and transparent.

75. Where can I obtain further information about DAPs?

For further information on Development Assessment Panels, please visit the Department Website at www.dph.wa.gov.au/daps or contact the DAP Secretariat at daps@dph.wa.gov.au, or phone 6551 9919.

COUNCIL POLICY

Donation Requests

Policy No:	4.6	
Policy Subject:	Donation Requests	
Objectives:	To streamline Council decision making and provide criteria for approving donations up to \$500 GST exclusive.	
Policy Statement:	To give guidance to the Chief Executive Officer to make decisions on donation requests up to the value of \$500 GST exclusive.	
Guidelines:	<ol style="list-style-type: none"> 1) The Chief Executive Officer is delegated authority to approve donation requests up to \$500 GST exclusive, in accordance with Council's budget and the eligibility criteria listed below. 2) Donation requests over \$500 GST exclusive are to be referred to Council for authorisation. 3) A monthly report is to be provided in the Councillor's Information Bulletin advising of accepted and rejected donation requests. <p><u>Eligibility:</u></p> <ol style="list-style-type: none"> a. The request must come from a local community organization or an incorporated local sporting organisation and must be for community benefit; b. The organization must be a non-profit organization. 	
Resolution No:	Finance & Policy Committee	FP11/02
	Ordinary Council	OC16/02
Resolution Date:	24 July 2001	
Amended:	26 November 2003	OC79/04
	23 August 2006	OC21/07
	26 September 2012	OC244/12
	22 October 2014	OC106/14
	24 July 2018	OC92/18
	26 November 2019	OC311/19
Source:	Council and Elected Members	
Review Date:	October annually	
Review		
Responsibility:	Chief Executive Officer	

COUNCIL POLICY

Community Consultation

- Policy No:** 4.7
- Policy Subject:** Community Consultation
- Objective:** A community consultation policy seeks to build a two-way communication process between the Shire and our community. It also ensures that effective public participation is offered to appropriate stakeholders on Shire of Katanning projects and programs. Community consultation will enable the Shire to establish a strong relationship with our community.
- This policy outlines a number of methods Council will use to gain community input into our service delivery decision making process.
- Policy Statement:** The Katanning Shire Council believes that community consultation is of fundamental importance in ensuring that we involve our community early in the assessment and implementation of delivery options for specific services and facilities provided by the Shire.
- Community consultation is also a requirement of formulating the community strategic plan as per section 5.56 of the Local Government Act.
- The Council will work with our community to deliver services and facilities that are needed, affordable and accessible.
- Guidelines:**
- 1) Consultation and participation shall be an integral part of all Shire of Katanning programs and projects and include, at the earliest time, input from Councillors who are considered important stakeholders and a valuable conduit between our Community and Council. Community participation shall be specifically planned within the development and implementation schedule of the given program or project.
 - 2) Emphasis will be on advising stakeholders of projects that are to be undertaken, as well as inviting participation and/or comment, when appropriate. CEO will use discretion on when public participation and/or comment is sought, unless directed by Council.

Key Principles of Consultation

- All relevant stakeholders must be identified
- Non-resident landowners should be included where appropriate
- Staff will decide on the best method of consultation e.g. participation, comment or advice
- Consultation process will allow stakeholders adequate time to respond to issues
- Consultation process will occur as early as possible
- Where a decision is made by Council that is contrary to formally and directly expressed views of the community, the minutes should contain the reasons for the contradictory decision

Types of Communication

The Shire of Katanning adopts three types/levels of community consultation, being:

- 1) Participation
- 2) Comment
- 3) Advice

1) Participation:

May be appropriate for large projects affecting a wide range of people from the community, e.g. construction of new facilities, major traffic treatments, major building projects, Town Planning Scheme amendments.

Participation is relevant before Council has made any decision and Council seeks community input before considering the matter.

Participation can take the form of;

- Surveys & Questionnaires – sent to sample population to gain feedback on specific issues
- Community Exhibition – provision of information displays to inform residents of a specific event/project
- Advisory Committee/Working Group – a group of representative stakeholders assembled to provide public input
- Public Meeting – formal meeting with scheduled agenda

2) Comment:

May be appropriate for medium scale projects such as upgrading of facilities, new facilities in parks, new local laws, [Plan for the Future](#) [planning for the future](#), road closures.

Comment is relevant when Council has a preferred position or draft document and seeks community input before finalising their position.

Comment can take the form of;

- Submissions invited through public notice or direct contact with stakeholders
- Surveys/Questionnaires sent to sample population to gain feedback on specific issues
- Interviews with affected stakeholders

3) Advising Stakeholders and the Community generally:

May be appropriate for issues relating to compliance issues for planning and building service, administrative issues such as local laws, property, electoral enrolments, nomination of candidates for Council, footpath construction, Council decisions on major projects.

Advice is relevant when Council has made a decision and wishes to communicate that decision to affected stakeholders and the community.

Advising stakeholders and the community generally can take the form of;

- Media – Shire President and/or CEO informing public through radio, television and newspaper interviews
- Local newspaper – public notices/media releases in Great Southern Herald
- Council publications – Annual Report, Budget, Strategic Community Plan, Corporate Business Plan.
- Newsletter/Direct Mail

Staff will decide the most appropriate method of participation and submit to the Chief Executive Officer for approval. Sufficient time should be allocated to allow stakeholders adequate time to respond to the issues.

Public Consultation Framework

Each financial year Council is required to hold an Annual Electors meeting within 56 days of accepting the Annual Report. Council prepares a Plan for the Future and is also required to prepare a Community Strategic Plan which needs to be formally reviewed every four years. This public consultation framework meets our statutory obligations and also provides the opportunity for Council to obtain community input into the Shire's strategic direction.

Accessing Council Information

Copies of draft documents, where comments have been invited will be displayed at Council Administration, Library and also on Council's web site. Due to technology difficulties it may not be possible to put diagrams or maps on the website. Documents that are less than 20 pages will be provided to customers free of charge. Where a draft document exceeds 20 pages in length, Council will make available four copies of the document that may be borrowed by a community member for up to five days.

Copies of Agendas and Council Minutes can be obtained free of charge and will be displayed on Council's website.

Statutory Requirements

In a number of areas the Council is required to comply with specific legislative requirements such as minimum periods, publication in Government Gazette and public notice. Consultation processes identified in this policy should be seen as complementing any prescribed statutory requirements.

Other consultation commitments

For some projects or strategies being developed by Council, a separate communication plan will be prepared that will encourage community and other stakeholder engagement.

Council will acknowledge all submissions received under this community consultation policy prior to consideration and subsequently submitters will be advised of Council's decision.

Resolution No:	Ordinary Council	OC31/04
Resolution Date:	27 August 2003	
Amended:	23 August 2006	OC21/07
	23 September 2009	OC43/10
	26 October 2011	OC29/12
	28 November 2012	OC278/12
	22 October 2014	OC106/14
	24 July 2018	OC92/18

Source: Council and Elected Members

~~**Date of Review:** October annually~~

Review

~~**Responsibility:** Executive Manager Projects & Community Building Manager Community Development~~

COUNCIL POLICY

Attendance at Events for Elected Members, Chief Executive Officer and Employees

Policy No: 4.8

Policy Subject: Attendance at Events for Elected Members, Chief Executive Officer and Employees

Objective: The Shire of Katanning is required under the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event.

This policy addresses attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Council members, the Chief Executive Officer (CEO) and other employees.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose a potential conflict of interest if the ticket is above \$300 (inclusive of GST) and the donor has a matter before Council. Any gift received that is \$300 or less (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest.

NB:

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than \$300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than \$300, unless from the Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the Local Government Act 1995 (gratuity on termination).
- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.

- An event does not include training, which is dealt with separately via Council Policies 4.4 [Councillor Training / Professional Development](#) and 4.5 [Attendance at Local Government Convention](#).
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in approving attendance at activities or events by other employees that in the opinion of the CEO, are appropriate, relevant and beneficial to the Shire of Katanning and its employees.

Definitions

District: is defined as the Great Southern Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Acronyms

- CEO - Chief Executive Officer
- GST - Goods & Services Tax
- LGIS - Local Government Insurance Services
- WALGA - Western Australian Local Government Association

Scope:

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Katanning (the Shire) in their capacity as an Elected Member or employee of the Shire.

Elected Members, the Chief Executive Officer, Executive Managers and employees occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event, or a ticket/invitation may be gifted in kind, or indeed it may be to a free/open invitation event for the community in general.

Pre-Approved Events

In order to meet the policy requirements tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire:

- (a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer and Executive Management only);
- (b) Meetings of clubs or organisations within the Shire of Katanning;
- (c) Any free event held within the Shire of Katanning;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not for Profit Organisations within the Shire of Katanning to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Katanning or District;
- (k) Cultural events/festivals within the Shire of Katanning or District;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Katanning;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Katanning or District;
- (p) Recognition of Service events within the Shire of Katanning or District;
- (q) RSL events within the Shire of Katanning or District;
- (r) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association;
- (s) Katanning Art Gallery events; and
- (t) Where Shire President, Elected Member or Chief Executive Officer representation has been formally requested.

All Elected Members, the Chief Executive Officer and employees with the approval of the CEO or their respective Executive Manager, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided, then the Shire President shall allocate the tickets.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer or their respective Executive Manager.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the Refreshments and Receptions budgets.

Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

Conference Registration, Bookings, Payment and Expenses

Shall be dealt with by Council Policies:

4.2 Reimbursement of ~~elected~~ ~~Elected member~~ ~~Member expenses~~ ~~Expenses~~

4.4 Councillor Training & Professional Development

4.5 Attendance at Local Government Conference

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the CEO in relation to other employees.

Procedures:

Organisations that desire attendance at an event by a particular person(s), such as the President, Deputy President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

Forms and Templates

The Shire of Katanning Declaration of Gifts/Contributions to Travel Form is required to be completed and lodged within 10 days If the gift is provided in their name due to or as part of their role with the Shire of Katanning as follows;

- If the gift is provided to the Elected Member and the discount or free value is over \$300, inclusive of GST, with the Chief Executive Officer;
- If the gift is provided to the Chief Executive Officer and the discount or free value is over \$300, inclusive of GST with the Shire President; and
- If the gift is provided to an employee, other than the Chief Executive Officer, and the discount or free value is over \$50, inclusive of GST, with the Chief Executive Officer.

Resolution No: Ordinary Council OC29/20

Resolution Date: 24 March 2020

Amended:

Source: Council and Elected Members

Date of Review: ~~October annually~~

Review

Responsibility: Executive Manager Corporate & Community



Code of Conduct Behaviour Complaints
Management Policy 4.9

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Policy Number: 4.9

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Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and Shire of Katanning Code of Conduct for Council Members, the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Shire of Katanning Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Shire of Katanning's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Shire of Katanning Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Behaviour Complaints Committee is outlined in Part 2.3 of this Policy.

Behaviour Complaints Officer means a person authorised in writing [*by Council resolution or by the CEO exercising delegated authority*] under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Behaviour Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Shire of Katanning Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Shire of Katanning Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Shire of Katanning or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor means a person appointed by the Behaviour Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council means the Council of the Shire of Katanning.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Policy Statement

2. Principles

1.1. Procedural fairness

The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions.

1.3. Confidentiality

The Shire of Katanning will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.

Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their Complaint.

1.4. Accessibility

The Shire of Katanning will ensure that information on how to make a complaint, including this Policy, is available at the Shire of Katanning's Administration Building and on the Shire of Katanning's website. The Shire will make information available in alternative formats if requested.

Any person wishing to make a complaint may contact the Behaviour Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Behaviour Complaints Officer

The Behaviour Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.

The Behaviour Complaints Officer is not an advocate for the complainant or the respondent. The Behaviour Complaints Officer provides procedural information and assistance to both Complainant and Respondent.

The Behaviour Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.

The Behaviour Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Behaviour Complaints Committee meetings if required.

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

2.2. Complaint Assessor

The Complaint Assessor is appointed by the Behaviour Complaints Officer in accordance with Part 3.8 of this Policy.

The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

2.3. Behaviour Complaints Committee

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.

The Behaviour Complaints Committee is a Committee of Council Members only. The membership and purpose of the Behaviour Complaints Committee is outlined in Behaviour Complaints Committee Terms of Reference.

3. Procedure

3.1. Making a complaint

Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [*clause 11(1) of the Code of Conduct*].

A Complaint must be made within one (1) month after the alleged Breach *[clause 11(2)(c) of the Code of Conduct]*.

A Complaint must be made by completing the Behaviour Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A Complaint must be made in accordance with the Behaviour Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

A Complaint is required to include the name and contact details of the Complainant therefore anonymous complaints cannot be accepted.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.

Where a Complaint is made more than 1 month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.

Within 7 days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.

No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.

A Complainant may withdraw a Complaint by advising the Behaviour Complaints Officer in writing that they wish to do so.

After receiving a written withdrawal of the Complaint, the Behaviour Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

Within 7 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

Within 14 days after receiving a Complaint, the Behaviour Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

The Shire of Katanning recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will pause the formal process.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Behaviour Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one Complaint is received that relates to the same alleged behaviour, the Behaviour Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Behaviour Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Shire of Katanning's Purchasing Policy.

The Behaviour Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

The Complaint Assessor may request the Behaviour Complaints Officer to search for any relevant records in the Shire of Katanning's Record Management System.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with Shire of Katanning Standing Orders.

The Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Behaviour Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11. Complaint Report

The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

The Complaint Assessor will liaise with the Behaviour Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Behaviour Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

The Behaviour Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.

If the Behaviour Complaints Committee dismisses a Complaint, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. This concludes the process for this Complaint.

If the Complaint is not dismissed, the Behaviour Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

If the Behaviour Complaints Committee finds that the alleged Breach **did not** occur, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

If the Behaviour Complaints Committee decides to take no further action, the Behaviour Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. This concludes the process for this Complaint.

If the Behaviour Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Behaviour Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

3. 4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

The Behaviour Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -

- (a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
- (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the Respondent has taken remedial action in accordance with the Shire of Katanning Standing Orders.

4.3. Finding

A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur [*clause 12(3) of the Code of Conduct*].

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

Document Control

Resolution No: Ordinary Council OC64/21

Resolution Date: 25 May 2021

Amended:

Source: Governance

Date of Review: ~~————~~ Many annually

Review Responsibility: Chief Executive Officer

COUNCIL POLICY

Reimbursement of Elected Member Expenses

- Policy No:** 4.2
- Policy Subject:** Reimbursement of Elected Member Expenses
- Objectives:** To reimburse Councillors on an equitable basis for expenses incurred as a result of carrying out Official duties.
- Policy Statement:** That elected members receive reimbursement of expenses incurred whilst attending the following:
- Council and Committee meetings held in accordance with the provisions of the *Local Government Act 1995*
 - Any function or meeting as an appointed representative of the Council where specifically authorised by the Council
 - [Mandatory elected member training](#)
 - Conferences and training sessions specifically authorised by the Council
 - Any official social function organised by, or on behalf of, the Shire of Katanning
- Guidelines:**
- Travel**
- Reimbursement for the use of a private vehicle is to be set in accordance with the rate applicable under the Australian Taxation Office
 - Where a Councillor is a member of an external committee and reimbursement of expenses is a condition of the membership, reimbursement of expenses will not be provided by the Council
 - If a Council vehicle is made available and not utilised, no expenses will be reimbursed for the use of a private vehicle
- Accommodation**
- Accommodation will be booked and paid directly by the Shire [through the Office of the Chief Executive Officer](#).
 - Incidental meals and parking expenses will be reimbursed provided that all receipts are presented. Any unforeseen or additional expenses incurred will be paid only with respect to each individual claim at the discretion of the Chief Executive Officer in consultation with the Shire President.
 - Refreshments consumed with meals will be reimbursed, ~~however all other refreshments (eg hotel mini bar) will not be reimbursed by the Council~~

Conferences

- Where conference attendance is authorised by the Council, all conference attendance costs will be paid/reimbursed. When determining costs of a conference or seminar all costs associated with attendance including travel, accommodation, meals, telephone, and other expenses, within reason and supported by receipts, to be included and paid for by Council
- Reimbursement for partners of members will be limited to
 - All meal costs
 - Accommodation, where such does not incur any additional expenditure for the Council
 - Any official social functions included on the official program of the conference
 - All events listed on the partner's itinerary

Training

- Council will fund all costs, including registration, travel, accommodation and meals for attendance at authorised Councillor's training including [all costs associated with mandatory Council Member Essentials training and](#) up to a maximum of four modules of the Elected Member Development Program, in any one financial year.

Childcare

- Childcare will be reimbursed as per the [Salary And Allowances Tribunal Legislation determination](#).

Other:

Accommodation requirements, wherever possible, are to be arranged in advance by the Chief Executive Officer and confirmed by an official purchase order. With regard to all other expenses, receipts are to be submitted to the Chief Executive Officer for reimbursement. [All arrangements for training should be made through the Office of the Chief Executive Officer.](#)

Resolution No:	Committee	A488/96
	Ordinary Council	FC312/96
Resolution Date:	27 June 1996	
Amended:	23 November 2000	OC130/01
	28 November 2002	OC86/03
	26 November 2003	OC79/04
	28 November 2012	OC278/12
	22 October 2014	OC106/14
	24 July 2018	OC92/18

Source: Council and Elected Members

~~**Date of review:** October annually~~

Review

Responsibility: Chief Executive Officer

COUNCIL POLICY

Councillor Retirement – Gift/Function

Policy No:	4.3	
Policy Subject:	Councillor Retirement – Gift/Function	
Objectives:	To show appreciation to Councillors who have made contributions to the Council and the community.	
Policy Statement:	<p>Upon retirement of a Councillor, an official presentation and function shall be held to recognise the Councillor’s service to the Council. A gift shall be presented to the Councillor after a minimum of two years of service.</p> <p>In the event a Councillor has also served as Shire President, an additional presentation may be made, as considered appropriate by the Council.</p> <p>The gift will comprise of a timber plaque, that includes the Shire crest and notes both the length of service and roles undertaken by the Councillor.</p>	
Resolution No:	Committee	A8/97
	Ordinary Council	FC44/97
Resolution Date:	25 July 1996	
Amended:	26 November 2003	OC79/04
	22 October 2014	OC106/14
	24 July 2018	OC92/18
Source:	Council and Elected Members	
Date of review:	October annually	
Review Responsibility:	Chief Executive Officer	

COUNCIL POLICY

Councillor Training / Professional Development

Policy No:	4.4
Policy Subject:	Councillor Training / Professional Development
Objectives:	To maximise training and professional development opportunities for elected members.
Policy Subject:	Members Attendance at Conferences, Seminars, Training and Induction Courses
Policy Statement:	Council supports, and wherever possible will take advantage of, appropriate training and professional development opportunities for elected members.

Council supports the Western Australian Local Government Association (WALGA) learning modules aimed at raising the collective awareness of Local Government in the community through good governance practices.

~~[Section 5.126 of the Local Government Act 1995 and Regulation 35 of the Local Government \(Administration\) Regulations 1996 requires all council members to undertake training within the first 12 months of being elected. The Department of Local Government, Sport and Cultural Industries \(DLGSC\) have advised that all Council Members will need to complete the Councillor Member Essentials course, within 12 months of being elected.](#)~~ The [Council Members Essentials](#) course has been developed to provide Council Members with the skills and knowledge to perform their roles as leaders in their district.

Guidelines:	<p><u>Conferences and Seminars</u></p> <ol style="list-style-type: none">Priority to be given to any conference or seminar that is specifically relevant to Councillors. Attendance at such conference or seminar is subject to approval by Council, Shire President or Chief Executive Officer. The Shire President or Chief Executive Officer can only approve a Councillor's attendance at seminars/conferences if there is a specific budget provision and all Councillors have been offered the opportunity to attend.Conferences, seminars or courses held by organisations of which Council is a member, or has an interest in, would usually be attended by Council's appointed representatives to those organisations.When determining costs of a conference or seminar, all costs associated with attendance at the conference or seminar, will be paid by Council in accordance with Policy 4.2 Reimbursement of Elected Member Expenses.Conferences or seminars in other States would be dealt with in the same way as any other conference within the State, except that whenever attendance at the conference entails travelling outside the State, the proposal is to be referred for the approval of Ordinary Council.Reports of conference or seminar attendance to be provided in writing to Council by inclusion in the Information Bulletin.
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- f) The type of conferences or seminars that Councillors attend would generally be related to a particular function or activity in which Council is involved, rather than individual or personal development type conference/seminars.

Training

All Council Members will have to complete the Council Member Essentials course unless, in the previous five years, they have [completed and passed the Council Member Essentials course](#), the Diploma of Local Government 52756WA (Elected Member) or the course titled LGASS00002 Elected Member Skill Set.

The Council Member Essentials course comprises of the following five units:

- Understanding Local Government (1/2 day) eLearning
- Serving on Council (1/2 day) eLearning
- Meeting Procedures (2 days)
- Conflicts of interest (1 day)
- Understanding financial reports and budgets (1 day)

General

A report will be included in each year’s Annual Report to list the attendance of elected members at conferences, seminars and training during the year and the total number of modules completed by each elected member.

Resolution No:	Committee	A8/97
	Ordinary Council	FC44/97
Resolution Date:	25 July 1996	
Amended:	28 November 2002	OC86/03
	28 April 2004	OC163/04
	23 August 2006	OC21/07
	22 October 2014	OC106/14
	24 July 2018	OC92/18
	24 March 2020	OC30/20

Source: Council and Elected Members

~~**Date of review:** October annually~~

Review

Responsibility: Chief Executive Officer

COUNCIL POLICY

Attendance at Local Government Convention

Policy No:	4.5	
Policy Subject:	Attendance at Local Government Convention	
Objectives:	To recognise the importance of providing Councillors with the opportunity to meet fellow Councillors from other Local Authorities and to participate in a state wide forum on issues relevant to Local Government.	
Policy Statement:	That Council provide within each financial year budget for the cost of Council delegates to attend the Local Government Convention.	
Guidelines:	<ol style="list-style-type: none"> 1) Council will meet the cost of attendance at the Local Government Convention for a maximum of five delegates to represent the Shire, being the Shire President + four other Councillors. Preference will be given to Councillors who did not attend the previous year if more than four Councillors express an interest in attending. 2) Bookings to the Conference/Hotel shall be made as soon as notice is given of the venue/conference in order to avoid problems with accommodation. 	
Resolution No:	Committee	A8/97
	Ordinary Council	FC44/97
Resolution Date:	25 July 1996	
Amended:	24 June 1999	FC287/99
	28 February 2002	OC205/02
	28 November 2002	OC86/03
	24 August 2005	OC32/06
	23 September 2009	OC43/10
	22 October 2014	OC106/14
	24 July 2018	OC92/18
Source:	Council and Elected Members	
Date of review:	October annually	
Review Responsibility:	Chief Executive Officer	