

Reserve Details Report -22206

Reserve	22206	Legal Area (ha)	0.3995
Name	N/A	Status	CURRENT
Type	N/A	Current Purpose	SALEYARDS & PARKING
File Number	1008/39		
Notes	N/A		
Additional Reserve Information	N/A		

Class	Responsible Agency	Date of Last Change
C	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)	03/08/2007

Management Order	Document Number
SHIRE OF KATANNING	N/A

Land Use
PARKING
SALEYARDS

Local Government Authority
SHIRE OF KATANNING

CLT Number	Parcel Identifier	Street Address, Suburb	File Number	PIN	Area (m²)
LR3147/865	Lot 1008 On Deposited Plan 91584	No Street Address Information Available	01008-1939-01RO	648166	1950
LR3147/866	Lot 934 On Deposited Plan 91584	No Street Address Information Available	01008-1939-01RO	648162	2045.35

Previous Certificates of Title	Status
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Document Number/Gazette Page	Date	Type	Text
2061	08/05/1987	Current Vesting	SHIRE OF KATANNING
2063	08/05/1987	Vesting Revoked	WAS KATANNING ROAD BOARD
2068	08/05/1987	Current Area	0.3995

10.1.1

Document Number/Gazette Page	Date	Type	Text
2068	08/05/1987	Lot/Town Lot	KATANNING LOT 934 AND 1008
2068	08/05/1987	Survey Number	RESERVE DIAGRAM 585
N/A	08/05/1987	Street Name	ANDERSON STREET
1951	01/11/1940	Historical Vesting	VEST SHIRE OF KATANNING
1955	01/11/1940	Original Gazettal and page	ORIGINAL GAZETTE
N/A	01/11/1940	Class	C
N/A	01/11/1940	Current Purpose	SALEYARDS & PARKING
N/A	01/11/1940	Correspondence File Number	1008/39
N/A	01/11/1940	Historical Area	0.2.0.8
N/A	01/11/1940	Public Plan	KATANNING 02 33.32
N/A	N/A	Metric Conversion	0.2044,P22

date: Sep 10, 2022, 12:05:55 PM





Your ref: C/22/2720, RD.RC.3
Our ref: DMO 3210, DEC7816. Parcels 20189 20190
Enquiries: Justin Ritchie, Ph 6364 7186
Email: Justin.Ritchie@dwer.wa.gov.au

Samuel Bryce
A/Chief Executive Officer
PO Box 130
KATANNING, WA 6317

By email: admin@katanning.wa.gov.au

Dear Mr Bryce

PROPOSED CHANGE OF USE OF CROWN RESERVE 22206 DORE STREET, KATANNING

I refer to your letter dated 5 October 2022 to the Department of Water and Environmental Regulation (the department) regarding the proposed change of land use of Crown Reserve 22206 Dore Street, Katanning.

Crown Reserve 22206 is part of the former Katanning Stockyards. As per the requirements under section 58(6)(b) of the *Contaminated Sites Act 2003* (CS Act), advice is required as to the suitability of the land for the proposed development. The department understands that the development comprises the change of land use of Crown Reserve 22206 (currently used for an amenities building and a portion of the former concrete sealed stockyard) to a road reserve. This will be preceded by the administrative task of cancelling Crown Reserve 22206 and dedication of the land as a public road pursuant to section 56 of the *Land Administration Act 1997*.

Crown Reserve 22206 comprises Lot 934 and Lot 1008 on Plan 91584 (the site). The site was classified with other lots that were part of the former stockyard under the CS Act as *contaminated - restricted use* on 6 October 2008 and a memorial (reference number K761395) was placed on the certificates of title.

The classification was based on soil and groundwater investigations undertaken in October 2007. The investigations found metals and nutrients in soil at concentrations exceeding the residential assessment criteria but below the commercial/industrial assessment criteria at the time of classification. The investigation also identified metals and nutrients in surface water at concentrations exceeding freshwater and/or long-term irrigation water guidelines. The site was considered suitable for ongoing commercial/industrial use; however, the use of surface water is not permitted.

The proposed future use of the site as a road reserve is not considered a more sensitive use than ongoing commercial/industrial use of the site. Therefore, the site is considered suitable for the proposed change of land use to a road reserve. Based on the available information, the department has no objection to cancelling Crown

10.1.1

Reserve 22206 and dedication of the land as a public road for future development as a road reserve. Therefore, the department recommends that the approval should not include a contamination condition.

The site is not located within an area that is mapped as having a risk of encountering acid sulfate soils. The department therefore advises that no specific comment is required in relation to acid sulfate soil management during development.

Please note that this advice relates to potential contamination and acid sulfate soil issues only. You may receive additional advice from other areas within the department.

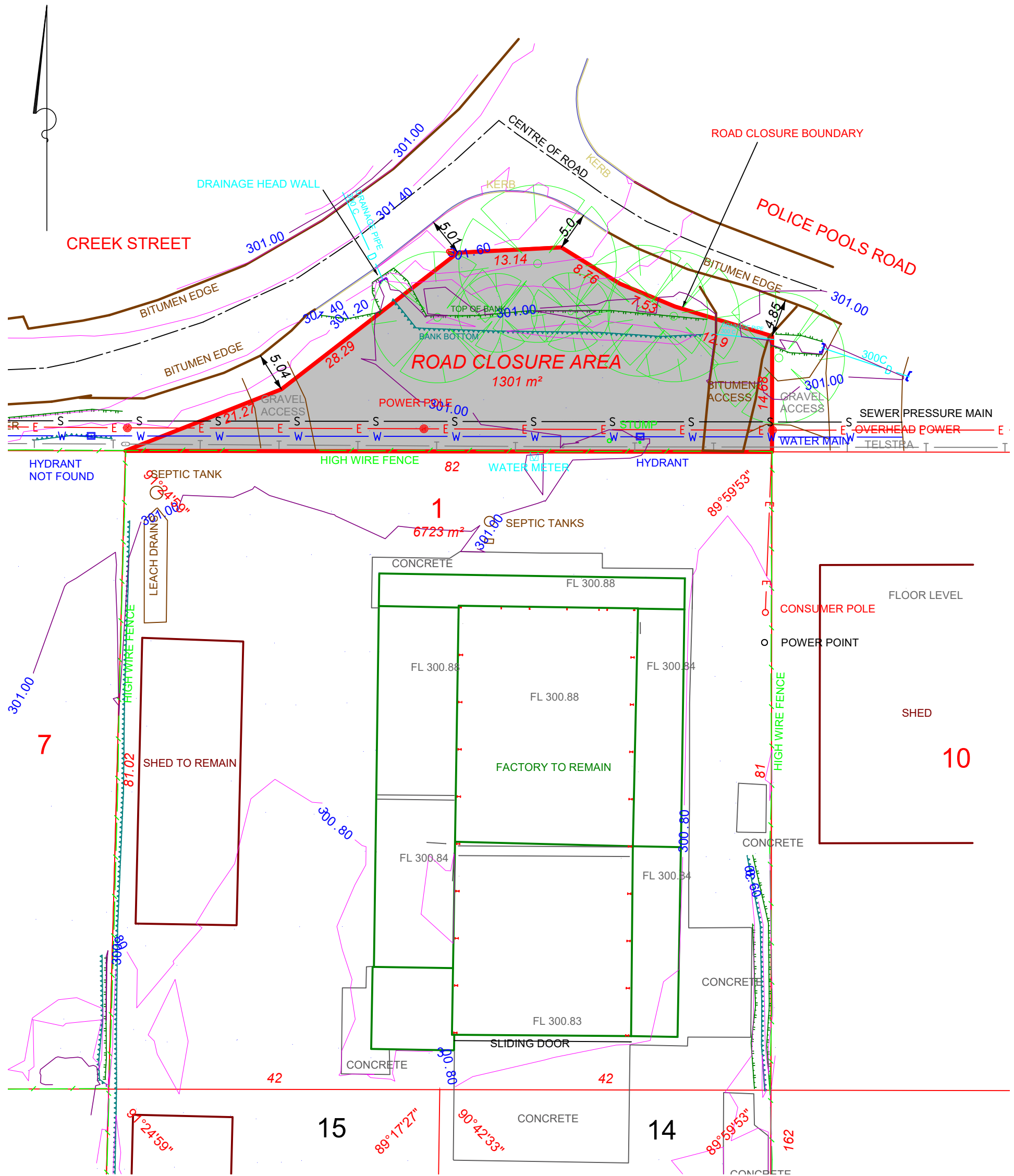
If you have any queries in relation to the above, please contact Environmental Officer, Justin Ritchie, on 6364 7183.

Yours sincerely



Andrew Miller
SENIOR MANAGER
CONTAMINATED SITES
Delegated Officer under section 91
of the *Contaminated Sites Act 2003*

1 November 2022



NOTES
This survey does not guarantee the correct position of fences or found pegs.
For the location of underground utility services see "Dial Before You Dig" plans
All units are in metres
Contour interval 0.2m
Vertical datum is the A.H.D.
Check title for easements, encumbrances and ownership etc.
Lot dimensions and areas are subject to final survey
Cadastral information has been sourced from Landgate



PLAN OF
PROPOSED ROAD CLOSURE
LOT 1
17 CREEK STREET
KATANNING

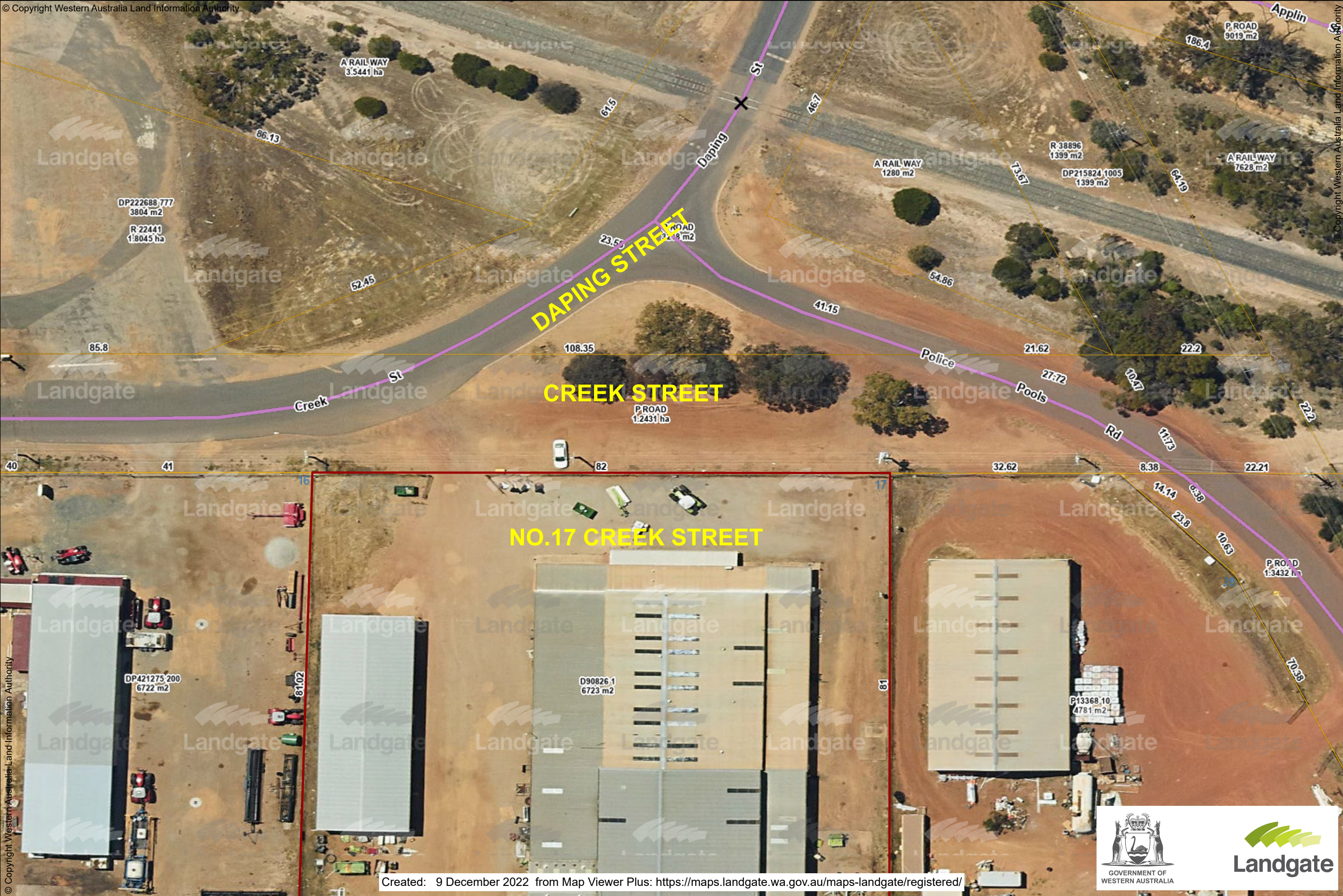
METADATA	
LOCAL AUTHORITY	SHIRE OF KATANNING
DATE OF SURVEY	12/10/2022
SCALE	1:500 AT A3

JOB NUMBER

1992

VERSION 1

F.M. SURVEYS PTY LTD
P.O. Box 81
NORRTHAM WA 6401
Ph. 0400 781 694
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Drawn
Mark Spencer



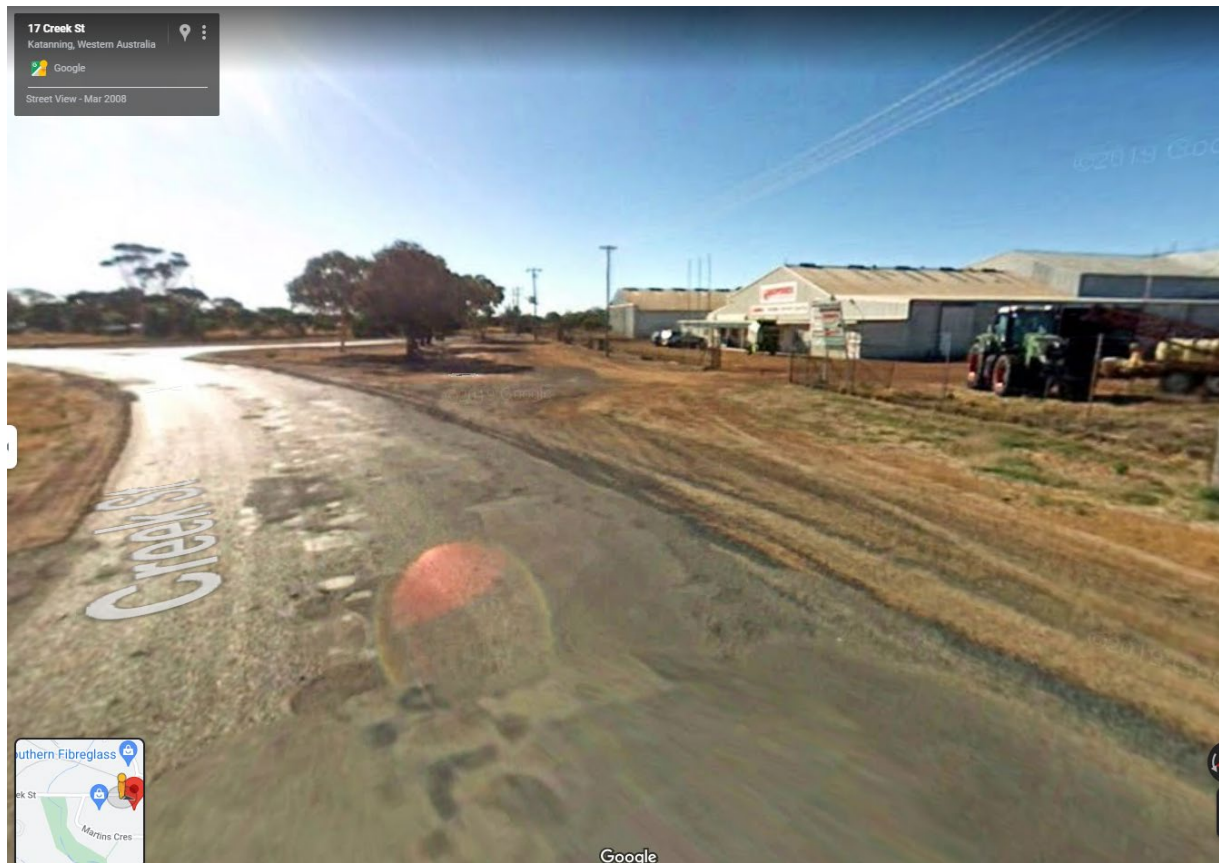


Photo 1 – View east along Creek Street to No.17 Creek Street on the right.



Photo 2 – View south from Creek Street to No.17 Creek Street beyond the existing trees.



Photo 3 – View south-west from Police Pools Road to No.17 Creek Street on the left.



Photo 4 – View west from Police Pools Road across the Creek Street road reserve with Nos.28 & 17 Creek Street on the left.



**Shire of Katanning
Local Planning Scheme No. 5
Scheme Amendment No. 1**

Lot 3 (No. 78) Andover Street, Katanning

Prepared by Edge Planning & Property for Hugh Sharpe

www.edgeplanning.com.au

May 2022

**PLANNING AND DEVELOPMENT ACT 2005
RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME**

SHIRE OF KATANNING LOCAL PLANNING SCHEME No. 5

AMENDMENT No. 1

RESOLVED that the local government in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Including Lot 3 on Diagram 38433 (No. 78) Andover Street, Katanning as Additional Use No. 3 (A3) in Table 5 – Specified Additional Uses for Zoned Land in Scheme Area (clause 3.4) as follows:

NO.	DESCRIPTION	ADDITIONAL USE	CONDITIONS
A3	Lot 3 (No. 78) Andover Street, Katanning	Consulting Rooms	Development standards/requirements shall be determined by the Local Government upon application.

2. Amending the Scheme Map accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- A) The amendment is consistent with the Local Planning Strategy.
- B) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- C) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this day of20.....

.....
CHIEF EXECUTIVE OFFICER

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PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

1. LOCAL GOVERNMENT:	Shire of Katanning
2. DESCRIPTION OF LOCAL PLANING SCHEME:	Local Planning Scheme No. 5
3. TYPE OF SCHEME:	District Scheme
4. SERIAL NUMBER OF AMENDMENT:	1
5. PROPOSAL:	<ol style="list-style-type: none"> Including Lot 3 on Diagram 38433 (No. 78) Andover Street, Katanning within Additional Use No. 3 (A3). Amending the Scheme Map accordingly.

REPORT BY THE SHIRE OF KATANNING**1. INTRODUCTION**

The Shire of Katanning seeks the support of the Western Australian Planning Commission (WAPC) and the approval of the Hon. Minister for Planning to add Lot 3 (No. 78) Andover Street, Katanning (the 'site') within Additional Use No. 3 to facilitate consulting rooms (dental clinic).

The purpose of this report and associated plans are to explain and set out the planning merits of the Amendment. More detailed planning and investigations will occur at the Development Application stage and at the Building Permit stage.

The site is shown in Attachment 1. Based on its location, characteristics and area context, the site is suitable for a dental clinic. Attachment 2 shows that the site is centrally located and has convenient access to the Katanning townsite and the State and regional road network.

2. BACKGROUND**2.1 Property Address and Cadastral Details**

Cadastral details for the site are summarised below in Table 1:

Table 1 – Cadastral Details					
Lot	Diagram	Volume	Folio	Area	Owner
3 Andover Street, Katanning	38433	1436	665	907m ²	Hugh Sharpe

2.2 Regional Context

The site is situated in the Shire of Katanning. The Katanning townsite is located 287 kilometres south-east of Perth. Katanning is a sub-regional centre in the Great Southern and provides a range of services and facilities to residents and visitors.

2.3 Local Context

The site is located approximately 500 metres south-west from the Katanning town centre (see Attachment 2). Attachment 3 shows the Context Plan which outlines the site's context. The site adjoins and is generally surrounded by residential development (much of it underdeveloped). There is also considerable recreation/public open space nearby along with community uses such as churches.

2.4 Physical Characteristics

The site is outlined in Attachment 1 and has the following characteristics and features:

- It is cleared and vacant;
- It has a gentle gradient, having an elevation of approximately 305 metres AHD (Australian Height Datum);
- There are no natural surface water or drainage features; and
- It is not on the Department of Water and Environmental Regulation's Contaminated Site Database.

The site's physical features present no constraints to the Amendment.

2.5 Services

The site is provided with standard 'hard' infrastructure including reticulated (scheme) water, reticulated sewerage, power, telecommunications, drainage and a sealed road.

2.6 Heritage

There is no registered Aboriginal heritage site on the subject land area as set out on the Department of Planning, Lands and Heritage Affairs heritage inquiry system. While noting this, land developers have an obligation under the *Aboriginal Heritage Act 1972* and *Aboriginal Culture Heritage Act 2021* to protect places and objects in Western Australia that are important to Aboriginal people because of the connections to their culture.

Additionally, the site does not contain any structure or place of non-indigenous heritage significance on the *Shire of Katanning Municipal Inventory* or on the Shire's Heritage List.

3. PLANNING FRAMEWORK

3.1 Overview

The following section will outline how the proposed Amendment suitably addresses relevant planning policies, strategies, plans and the *Shire of Katanning Local Planning Scheme No. 5*. In summary, the Amendment is consistent with the State, regional and local planning framework.

3.2 State Planning Framework

The following strategies and policies are of relevance to the Amendment:

- *State Planning Strategy 2050* - sets a broad strategic plan for Western Australia built on sustained growth and prosperity. The Strategy highlights the importance of job creation and supports developing strong and resilient regions. The Strategy also supports community/health provision and promoting economic development. The

Strategy promotes good urban design, vibrant activity centres and supports zoning sufficient land for commercial development. The Amendment is consistent with the Strategy given it promotes health services, commercial and associated development and is centrally located in an established sub-regional centre.

- *State Planning Policy 1 State Planning Framework Policy* - identifies that the primary aim of planning is to provide for the sustainable use and development of land.
- *State Planning Policy No. 2.9 Water Resources* - development is required to adopt water sensitive urban design principles.
- *State Planning Policy No. 3* - the Policy sets out the principles and considerations which apply for urban growth and settlement in Western Australia. The Policy promotes a sustainable settlement pattern, promoting development on 'brownfield' (previously developed) land, supports building on existing communities and seeks convenient access to employment and services. The Amendment is consistent with SPP 3 given it provides opportunities for employment and business activity.
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas* - the site is partially within a Bushfire Prone Area as shown at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>.
- *State Planning Policy 5.4 Road and Rail Noise* - the site is within the 'trigger' area.
- *State Planning Policy 7.0 Design of Built Environment*.

3.3 Regional Planning Framework

3.3.1 *Great Southern Regional Planning and Infrastructure Framework*

The Framework identifies Katanning as a sub-regional centre and a focus for growth, services and facilities. The Framework supports a diverse economic base, supports commercial development in appropriate locations and supports enhanced health services.

3.3.2 *Great Southern Regional Investment Blueprint*

The Blueprint establishes priorities for economic development and growth of the Great Southern region and provides an analysis of local, regional, national and global factors influencing the region. A strategic economic growth plan and proposed transformational projects are set out. The Blueprint also supports growing the region's population, promoting development in regional centres and a vibrant economy.

3.4 Local Planning Framework

3.4.1 *Shire of Katanning Local Planning Strategy*

Strategy Plan 2 of the Local Planning Strategy identifies the site as 'Residential'.

The Strategy supports growing and diversifying the economy and encouraging commercial development in appropriate locations.

3.4.2 *Shire of Katanning Local Planning Scheme No. 5*

The *Shire of Katanning Local Planning Scheme No. 5* (LPS5) was gazetted on 9 February 2018. It is the principal statutory tool for achieving the Shire's aims and objectives, mainly from a land use, development control and infrastructure coordination perspective.

Clause 1.9 Aims of Scheme includes the following aims:

Community Growth and Diversity

Provide opportunities for growth of the Katanning townsite and reinforce its status as a regional centre to accommodate a growing and diverse community with a strong sense of place, heritage and achievement.

Economic Growth

Strengthen and diversify the Shire of Katanning's economic base by providing an overall pattern of land use and development flexibility that supports existing businesses and provides for expansion of the economic base by encouraging new business and industry.

The site is zoned 'Residential'. Table 2 – Zone Objectives outlines that an objective of the Residential zone includes 'to provide for a range of non-residential uses, which are compatible with and complementary to residential development.' The Amendment is consistent with LPS5 objectives of the Scheme.

Clause 6.2 defines consulting rooms as follows:

'consulting rooms' means premises used by no more than 2 health practitioners at the same time for the investigation or treatment of human injuries or ailments and for general outpatient care;'

Table 4 – Zoning Table sets out that consulting rooms is an 'X' use (not permitted) in the Residential zone. A scheme amendment is required to enable the consulting rooms (dental clinic) land use on the site which is proposed via adding Additional Use No. 3 (A3).

There are various community and commercial uses that are discretionary uses in the 'Residential' zone. This includes bed and breakfast, child care premises, educational establishment, family day care, industry – cottage, market and place of worship. Many of the discretionary uses have greater impacts compared to consulting rooms.

3.4.3 Local Planning Policies

The Council has endorsed several Local Planning Policies, however the current adopted policies are not relevant to the Amendment or to the future Development Application.

3.4.4 Shire of Katanning Strategic Community Plan 2017 – 2027

The Strategic Community Plan sets the community's vision for the future and it is the principal strategic guide for the Council's future planning and activities. The plan supports growth and progress locally and regionally. The Council seeks to promote Katanning as a prosperous community, to support enhanced community services, existing businesses and to attract new businesses.

3.5 Planning Framework Implications for the Amendment

Common themes of the planning framework and their implications for the Amendment include:

- Supporting enhanced community/health services;

- Supporting sustained growth, job creation and economic development including in Katanning which is a designated sub-regional centre; and
- Addressing land use compatibility and amenity.

Based on the above, the requested additional use of consulting rooms is consistent with the planning framework and consistent with the principles of orderly and proper planning.

4. AMENDMENT PROPOSAL

The intent of the Amendment is to add Additional Use No. 3 (A3) to enable consulting rooms (dental clinic) to the existing zoning of 'Residential' for Lot 3 (No. 78) Andover Street. In particular, to add the following to Table 5 of LPS5:

NO.	DESCRIPTION	ADDITIONAL USE	CONDITIONS
A3	Lot 3 (No. 78) Andover Street, Katanning	Consulting Rooms	Development standards/requirements shall be determined by the Local Government upon application.

The proposed additional use will provide a flexible approach to land use planning on the site. By supporting the consulting rooms as an additional use, there will be opportunity for development to be undertaken as either consulting rooms, or residential, or as a mix of both in the coming decades.

Based on the definition of 'consulting room' in LPS5, consulting rooms is a low-key development limited to two health practitioners.

Attachment 5 sets out the development plans which are intended to be progressed following approval of the Amendment. The intent is to develop a small high quality purpose-built building as a dental clinic.

The floor plans show the different rooms while the site plan (in Attachment 5) shows that generous car parking spaces will be provided.

The design of the dental clinic is for a small building of 120m² internal floor space, with 40m² of decking which will have the following features:

- Attractive appearance which conforms with surrounding residences;
- Specific design features that reduce the risk of exposure of the members of the public from infected aerosols (e.g. SARS-CoV-2 virus and its variants) during the treatment of patients to nil. This is not a feature of almost all existing dental clinics and it is included in the design in response to the risk of transmission of COVID-19 in dental clinics. The specific features in relation to minimisation of cross infection include the employment of sensor switched motorised doors throughout the clinic including at the entrance and along all of the pathways of movement of patients and clinical staff members during the course of the day. The door accessing the clinical treatment rooms opens to the outside of the building, which prevents any spread of infected aerosol to the rest of the building. There will be two high volume exhaust fans in the ceiling of the treatment room;
- A significant reduction in the risk of transmission of COVID-19 viruses and other pathogens from one patient to subsequent patients. This is achieved by a high amount of flushing airflow that can be applied between treatment procedures and high volume evacuation fan to remove aerosol generated during treatment. A high efficiency air purifier, which is used in operating theatres and which removes 99.9% of particles down to the size of the SARS-CoV-2 virus and then decomposes the viral

particles using ultraviolet light will be used in the treatment room. This four-stage HEPA filter is able to effectively filter the air in spaces up to 200m² and will filter the air in the treatment room (20m²) ten times per hour; and

- Energy efficient design incorporating strategically positioned skylights, extending roofing and wood shutters on the north-facing wall and windows on the south, west and east facing walls to provide natural lighting.

The proposed dental clinic will provide a standard of care that is not currently available in the region regarding the prevention of transmission of airborne infectious bacteria and viruses.

The dental clinic will provide a second dental clinic in the Shire of Katanning which has a population of approximately 10,000.

Future development and uses on the site will be subject to gaining necessary approvals from the Shire including development approval.

5. PLANNING CONSIDERATIONS AND PLANNING JUSTIFICATION

5.1 Overview

This section brings together an assessment of the site's attributes, the site's context and the planning framework in considering key planning matters and justifying the Amendment.

5.2 Appropriate Location for Consulting Rooms (Dental Clinic)

The site is appropriate for consulting rooms (dental clinic) for reasons including:

- It is consistent with the planning framework including the Local Planning Strategy and LPS5;
- It is only 500 metres from the town centre;
- The locality contains a mix of land uses;
- It is close to the business and shopping area of town but in a location which affords an amount of privacy that is appropriate for professional consultations and treatment;
- The surrounding environment is not too busy. This assists to improve the comfort of patients attending for dental treatment;
- Developing a dental clinic will benefit Katanning and the district through having convenient access to health facilities;
- It is an ideal location to establish a business given it is centrally located and is near the State and regional road network;
- The site will be provided with appropriate on-site car parking;
- Traffic impacts will be low and can readily be accommodated on local roads;
- It is appropriately serviced; and
- The site has no environmental assets and future development will not create any adverse environmental impacts.

5.3 Compatibility with Adjoining and Nearby Land Uses

Given the size and nature of the building (see Attachment 5), the dental clinic will be low-key.

The proposed consulting rooms (dental clinic) use will be compatible with adjoining and nearby land uses/development (see Attachments 2 and 3). It is noted that adjoining lots are vacant. The proposal will not create noise impacts and traffic generation will be modest.

The dental clinic will be smaller in size (120m²) than the usual size of a house with generous landscaping including two large eucalyptus trees. The size of the building and the proposed native garden will be consistent with the design features of a normal residential house and property.

There will not be a high number of people visiting the dental clinic. There will not be any higher amount of noise or any form of pollution arising from the dental clinic than the amount from a normal residence except for the arrival and departure of approximately ten cars each day.

It is noted that various local planning schemes in Western Australia enable consulting rooms to be a discretionary use in the Residential zone.

Accordingly, the zoning will complement and not conflict with adjoining and nearby land uses. The proposed Additional Use No. 3 (A3) represents a logical and sound planning outcome for the site.

5.4 Environmental Impact

The Amendment will create minimal environmental impacts. For instance, the site has been previously cleared of native vegetation, there will be no noise or light-spill impacts, and the site can be connected to the reticulated sewerage system and to the Shire's stormwater system.

While noting that the site is within the 'trigger' area associated with *State Planning Policy 5.4 Road and Rail Noise*, the proposed consulting rooms are not defined as a noise-sensitive land-use and therefore the provisions of the policy do not apply.

5.5 Managing Bushfire Risks

The site is partly classified as a Bushfire Prone Area as outlined at <https://maps.slip.wa.gov.au/landgate/bushfireprone>.

The *Guidelines for Planning in Bushfire Prone Areas* set out, for lots less than 1,100m², that the planning system can only play a limited role in reducing the bushfire risk. The Guidelines also set out that where lots of less than 1,100m² have already been created, the application of the appropriate construction standard at the building permit stage is the instrument used to reduce the residual bushfire risk.

Accordingly, a bushfire attack level assessment has not been prepared to support the Amendment. While noting this, a range of measures will assist to lower bushfire risks including provision of reticulated water, nearby fire hydrants, and multiple access/escape routes. The landowner and proposed operator also proposes to provide a diesel auto-start electric generator which will start when the power supply from the grid is off.

5.6 Vehicular Access and Car Parking

The site adjoins Andover Street. Vehicular access is appropriate and complies with sight distance standards which will facilitate safety for road users.

10.1.3

Traffic impacts from the proposed dental clinic will be modest. The landowner and proposed operator estimates there will be approximately ten cars arriving and departing each day in the foreseeable future. This could increase slightly over time depending on the number of support staff. Accordingly, traffic generation will be similar to a normal residence. Traffic to/from the dental clinic can readily be accommodated on local roads. Additionally, the existing road network and intersections have sufficient capacity to address traffic generation from the dental clinic.

As outlined in Attachment 5, the development concept plan shows 6 carparking bays. Sufficient car parking for patients and staff can be provided on site. The final number of carparking bays and associated design will be determined and set by the Shire through the development approval.

The site is centrally located and is highly accessible. There are accordingly various opportunities to promote walking and cycling to/from the site given its location.

5.7 Servicing

The site is already appropriately serviced. It is not envisaged that upgrading of services is required to facilitate the Amendment.

5.8 Supporting the Local Community and Economy

As previously outlined, the proposed Additional Use No. 3 (A3) is consistent with the planning framework. Approval and implementation of the Amendment will assist to provide enhanced health services to Katanning. Additionally, it will have various economic benefits. This includes supporting local employment, assisting in a more sustainable local economy and adding to Katanning's overall viability, vitality and prosperity as a sub-regional centre.

5.9 Planning Justification

The planning justification for the Amendment is summarised below in Table 2:

Table 2 – Summarised Planning Justification

Strategic	Land Use Planning	Environment, Landscape and Heritage	Transport and Servicing	Economic and Community
<p>The Amendment is consistent with the State, regional and local planning framework including that it promotes enhanced health/community services and economic development.</p> <p>Future development will reinforce Katanning as a sub-regional centre.</p>	<p>The site is well located for a dental clinic including it is compatible with adjoining and nearby uses.</p> <p>The site is suitable and capable for a dental clinic.</p> <p>Development will be effectively controlled through LPS5 provisions.</p>	<p>The site contains no environmental assets and will not create adverse environmental impacts.</p> <p>The existing site is less than 1,100m². A range of measures will be adopted to lower residual bushfire risks.</p> <p>There are no landscape impacts and there are opportunities to introduce landscaping to enhance the area's amenity.</p>	<p>Traffic impacts can be readily accommodated on local roads.</p> <p>Car parking will be contained on-site.</p> <p>The site is appropriately serviced.</p>	<p>It will enhance health services.</p> <p>It will promote job creation and assist to diversify and grow the local economy.</p> <p>The proposal will assist to enhance Katanning through adding to its overall viability, vitality and prosperity and adding to the range of services that can be provided.</p>

In view of the above, the Amendment is consistent with the planning framework and the principles of orderly and proper planning.

6. CONCLUSION

This report confirms that the Amendment is consistent with the planning framework, it respects the local context and the site is suitable to accommodate Additional Use No. 3 (A3) for consulting rooms (dental clinic).

The support of the WAPC and the Hon. Minister for Planning is requested to approve the Amendment adding the Additional Use No. 3 (A3) of consulting rooms to Lot 3 (No. 78) Andover Street, Katanning.

PLANNING AND DEVELOPMENT ACT 2005**SHIRE OF KATANNING****LOCAL PLANNING SCHEME No. 5****AMENDMENT No. 1**

The Shire of Katanning under and by virtue of the powers conferred upon it in that behalf by the *Planning and Development Act 2005* hereby amends the above Local Planning scheme by:

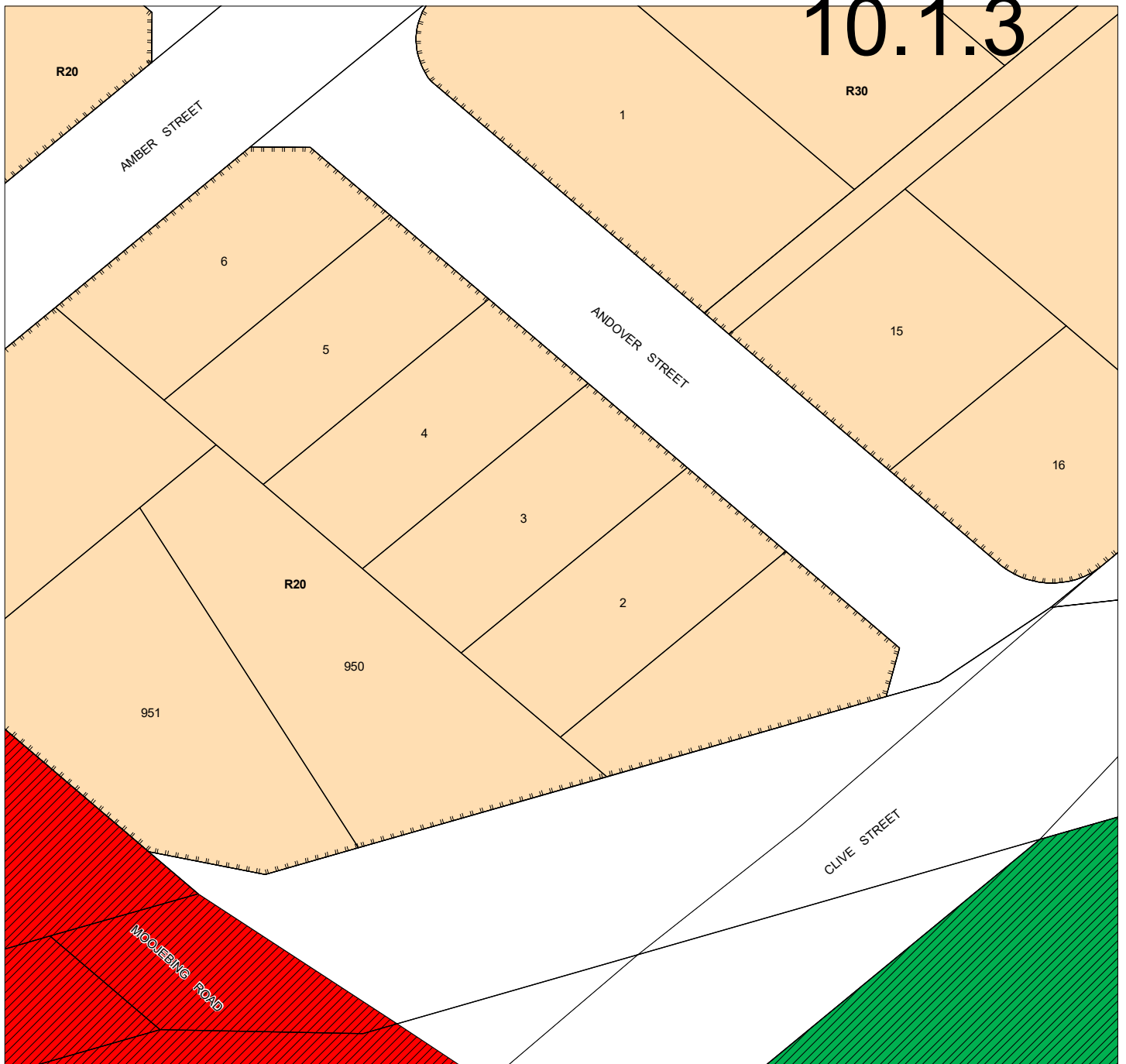
1. Including Lot 3 on Diagram 38433 (No. 78) Andover Street, Katanning as Additional Use No. 3 (A3) in Table 5 – Specified Additional Uses for Zoned Land in Scheme Area (clause 3.4) as follows:

NO.	DESCRIPTION	ADDITIONAL USE	CONDITIONS
A3	Lot 3 (No. 78) Andover Street, Katanning	Consulting Rooms	Development standards/requirements shall be determined by the Local Government upon application.

2. Amending the Scheme Map accordingly.

The Amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

- A) The amendment is consistent with the Local Planning Strategy.
- B) The amendment would have minimal impact on land in the scheme area that is not the subject of the amendment.
- C) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.



EXISTING SCHEME MAP

Legend

Cadastre with Lot number

R Codes

LPS Zones

Residential

LPS Reserves

Local road

Primary distributor road

Public open space



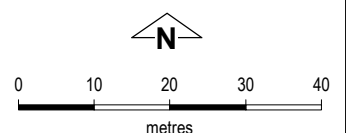
**Department of Planning,
Lands and Heritage**

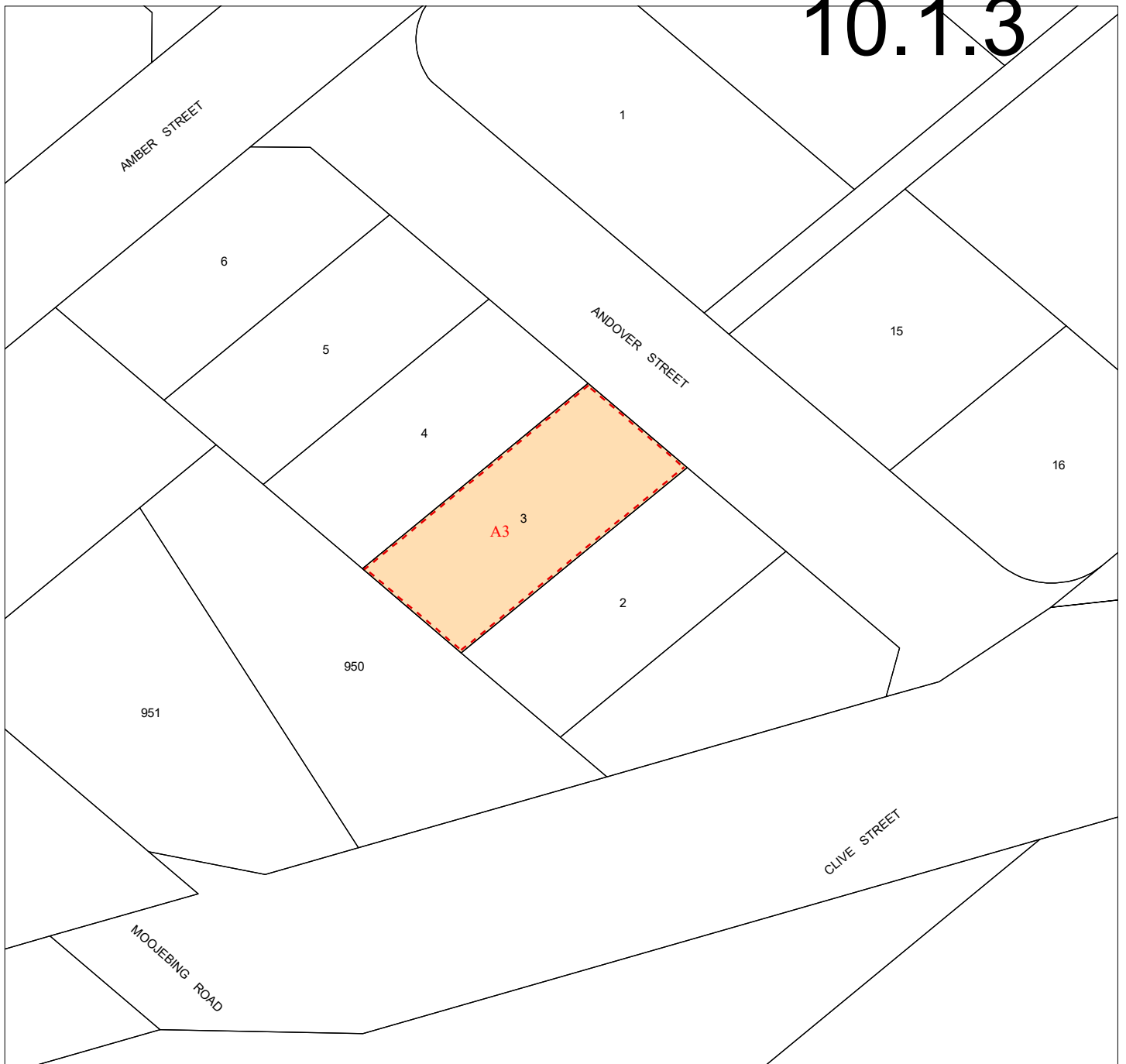
Shire of Katanning

Local Planning Scheme No. 5

Amendment No. 1


Produced by Data Analytics,
Department of Planning, Lands and Heritage, Perth WA
Base Information supplied by Western Australian
Land Information Authority SLIP 1180-2020-1






PROPOSED SCHEME AMENDMENT MAP

Legend

 Cadastre with Lot number

LPS Zones and Reserves Amendments

 Residential

 Additional use



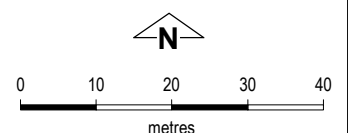
Department of Planning,
Lands and Heritage

Shire of Katanning

Local Planning Scheme No. 5

Amendment No. 1

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Base Information supplied by Western Australian
Land Information Authority SLIP 1180-2020-1



COUNCIL ADOPTION FOR ADVERTISING

Adopted for advertising by resolution of the Council of the Shire of Katanning at the Ordinary Meeting of the Council held on the

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDED/SUBMITTED FOR APPROVAL

This Standard Amendment was supported for submission to the Minister for Planning for approval by resolution of the Shire of Katanning at the Ordinary Meeting of the Council held on the and the Common Seal of the Shire of Katanning was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDED/SUBMITTED FOR APPROVAL

.....

DELEGATED UNDER S.16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

DATE.....

APPROVAL GRANTED

.....

MINISTER FOR PLANNING
S.87 OF THE PLANNING AND DEVELOPMENT ACT 2005

DATE.....

ATTACHMENT 1

10.1.3

AMENDMENT SITE PLAN





Lot 3 (No. 78)

Andover Street

Katanning

Shire of Katanning

Legend

-  Amendment Site
-  Western Power Distribution Overhead Powerline Low Voltage <1kW
-  Underground Water Pipe
-  Underground Sewer Pipe



A	AMENDMENT SITE PLAN	220502	
REV	DESCRIPTION	YYMMDD	APPROVED



Edge Planning & Property
134 Hare Street, Mount Clarence
ALBANY WA 6330
W: www.edgeplanning.com.au
E: steve@edgeplanning.com.au
M: 0409 107 336

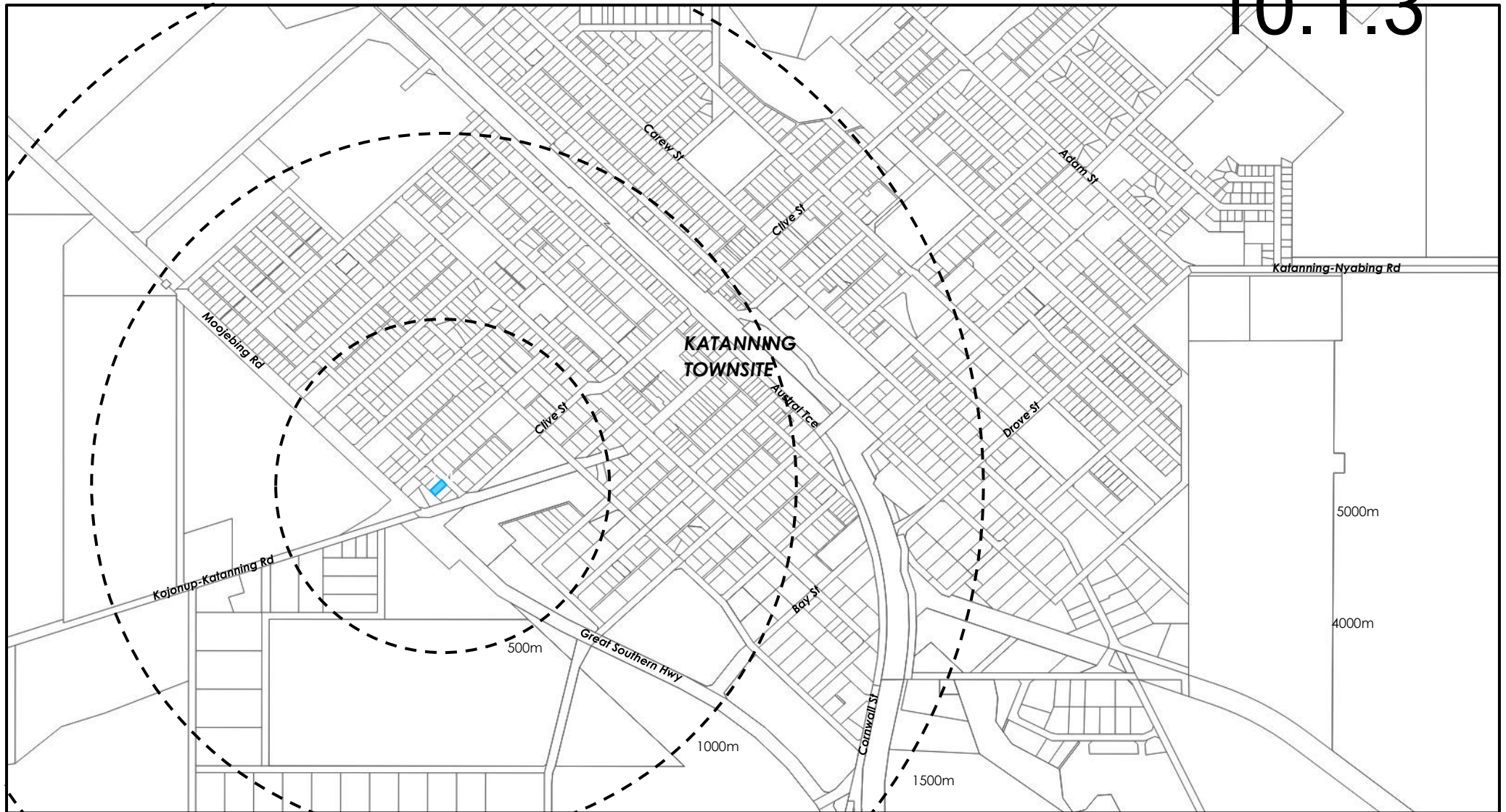
DRAWING NUMBER
EP 220522 01

REV
A

Issued for design intent only. All areas and dimensions are subject to detail design & survey.



ATTACHMENT 2



LOCATION PLAN

Lot 3 (No.78) Andover Street
 Katanning
 SHIRE OF KATANNING



Edge Planning & Property
 134 Hare Street, Mount Clarence
 ALBANY WA 6330
 W: www.edgeplanning.com.au
 E: steve@edgeplanning.com.au
 M: 0409 107 336

ATTACHMENT 3

10.1.3



CONTEXT PLAN

Lot 3 (No. 78)
Andover Street
Katanning
Shire of Katanning

Legend

Amendment Site



A	CONTEXT PLAN	220502	
REV	DESCRIPTION	YYMMDD	APPROVED



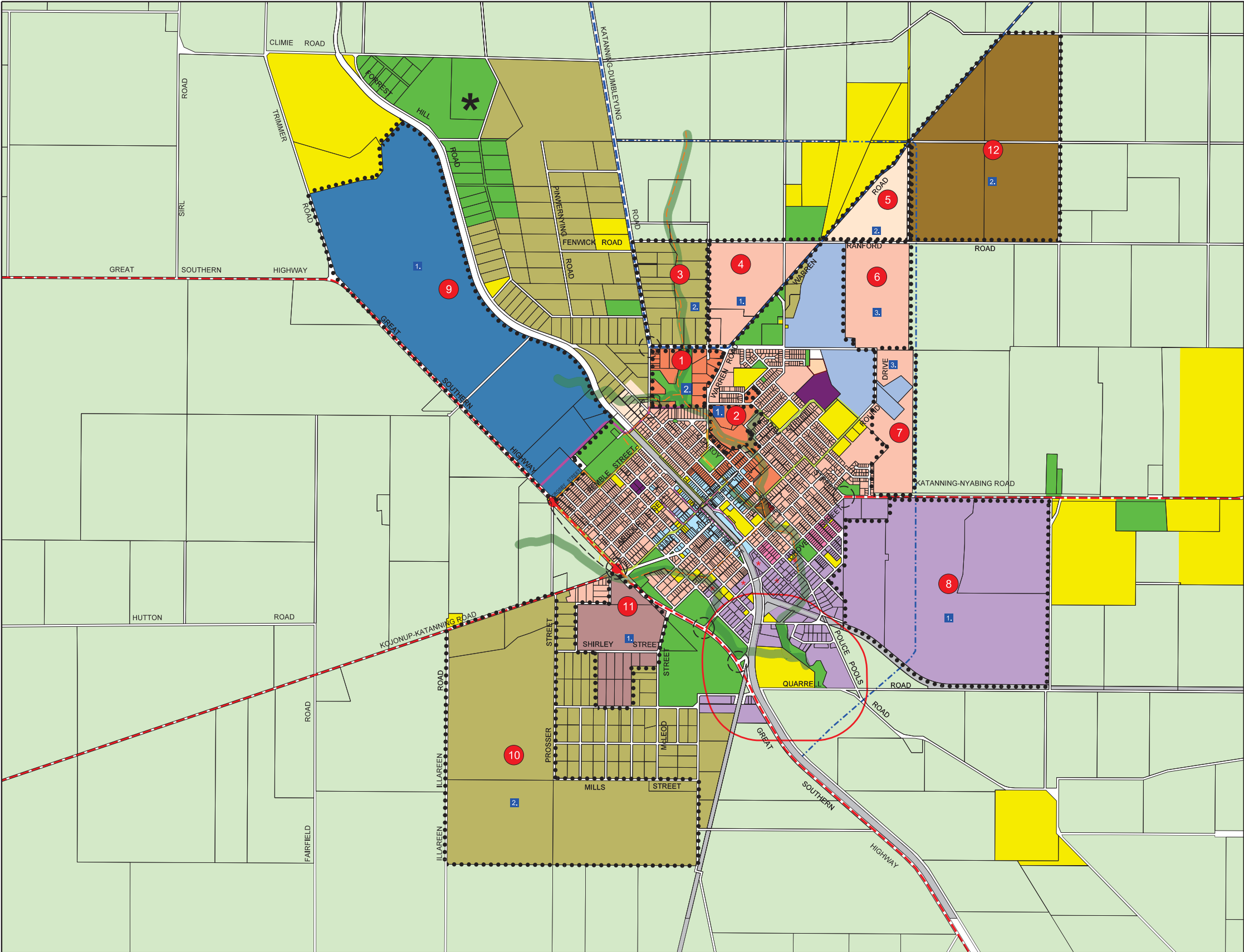
Edge Planning & Property
134 Hare Street, Mount Clarence
ALBANY WA 6330
W: www.edgeplanning.com.au
E: steve@edgeplanning.com.au
M: 0809 107 336

DRAWING NUMBER
EP 220522 02

REV
A

Issued for design intent only. All areas and dimensions are subject to detail design & survey.

ATTACHMENT 4



DIA Purpose

- 1 To provide for consolidation of urban land as a transitional link to proposed new northern residential area
- 2 To provide for a mix of residential development including medium density housing and potential aged accommodation around a high amenity lake and parkland revitalisation.
- 3 To consolidate the rural residential entry along Katanning-Dumbleyung Road and provide for re-subdivision of existing lots.
- 4 To provide for primary residential expansion
- 5 To provide for special residential (2,000 to 4,000m² lots) to consolidate the eastern margins of the townsite.
- 6 7 To provide for residential areas to consolidate the eastern margins townsite.
- 8 To provide for industrial expansion based around the new sales yards and existing rural service industries.
- 9 To provide limited industrial expansion to facilitate complementary land use to WAMMCO.
- 10 To consolidate and redevelop existing rural residential areas.
- 11 To provide opportunities for a range of uses including (but not limited to) low density residential, low cost temporary workers, migrant, student and separate mine accommodation.
- 12 To provide a new form of rural living in the form of Rural Small Holdings to broaden the range of lifestyle opportunities provided within Katanning and a transitional land use between proposed urban expansion and conventional rural land use.

Structure Planning

DIA's are to be subject to structure planning prior to subdivision and development unless as provided for by the LPS.

Adoption

Prepared and adopted pursuant to Regulation 12A (1) of the Town Planning Regulations 1967 by resolution of the local government of the Shire of Katanning at the Meeting of the local government held on the ____ day of ____.

SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

Certified by the WAPC on ____/____/____ pursuant to Regulation 12B (1) of the Town Planning Regulations 1967.

Final Approval

Adopted pursuant to Regulation 12B (3) of the Town Planning Regulations 1967 by resolution of the Shire of Katanning at the Meeting of the local government held on the ____ day of ____.

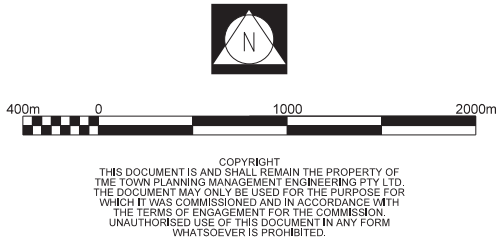
SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

Endorsed by the WAPC on ____/____/____ under Regulation 12B (4) of the Town Planning Regulations 1967.

DATE

SHIRE OF KATANNING
LOCAL PLANNING STRATEGY
STRATEGY PLAN 2



- Legend
- Local Government Boundary
 - Highway and Major Roads
 - District Local Roads
 - Katanning Dumbleyung Truck Route
 - Heritage Trail
 - Townsite Boundary
 - Activity/Exercise Trail
 - Speedway
 - Multi Use Corridor
 - Green Link Enhancements
 - Entry Node
 - Road / Intersection Upgrades
 - Priority for DIA Development (in decreasing order of priority 1 to 3)
 - DIA areas
 - Existing Industrial Areas to be reviewed as part of scheme review
 - Long Term Freight Route
 - Water Corporation Waste Water Treatment Plant Odour Buffer
 - Land Use Designations
 - Residential
 - Residential Infill
 - Low Density Residential
 - Rural Residential
 - Rural Small Holding
 - Abattoir and Rural Industries
 - General Agriculture
 - Industrial
 - Composite Industry
 - Town Centre
 - Civic and Community Uses
 - Parks and Recreation
 - Private Club
 - Community Centre
 - Conservation, Residential, Short stay and Workers Accommodation
 - Church and Private Education

ATTACHMENT 5



0 100 200 300 400

Scale 1:250(A4)

Plan: DP58672
C/T: 2710/742

LOT 3, ANDOVER ST

KATANNING

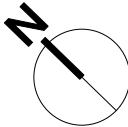
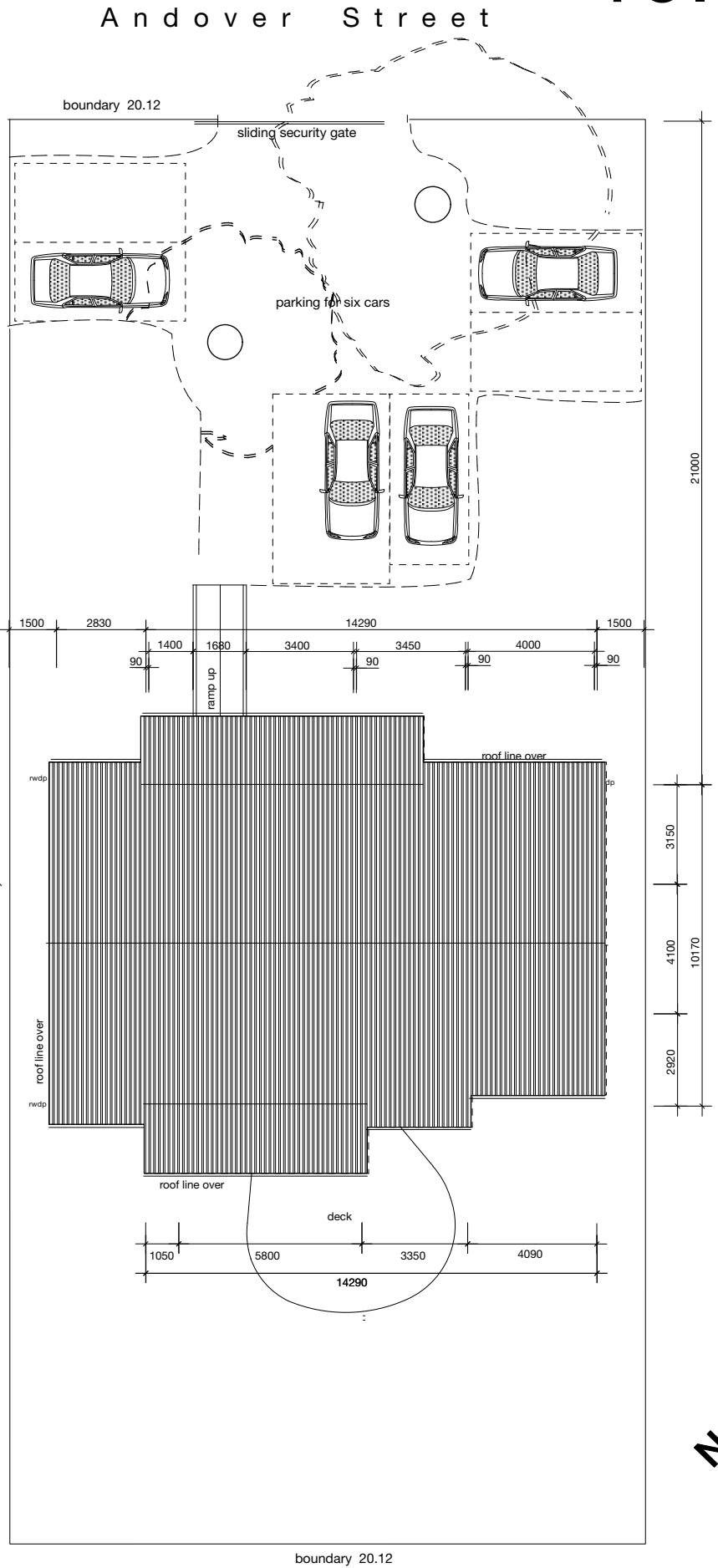
SHIRE OF KATANNING

NOTE: DISTANCES & AREAS
SUBJECT TO SURVEY

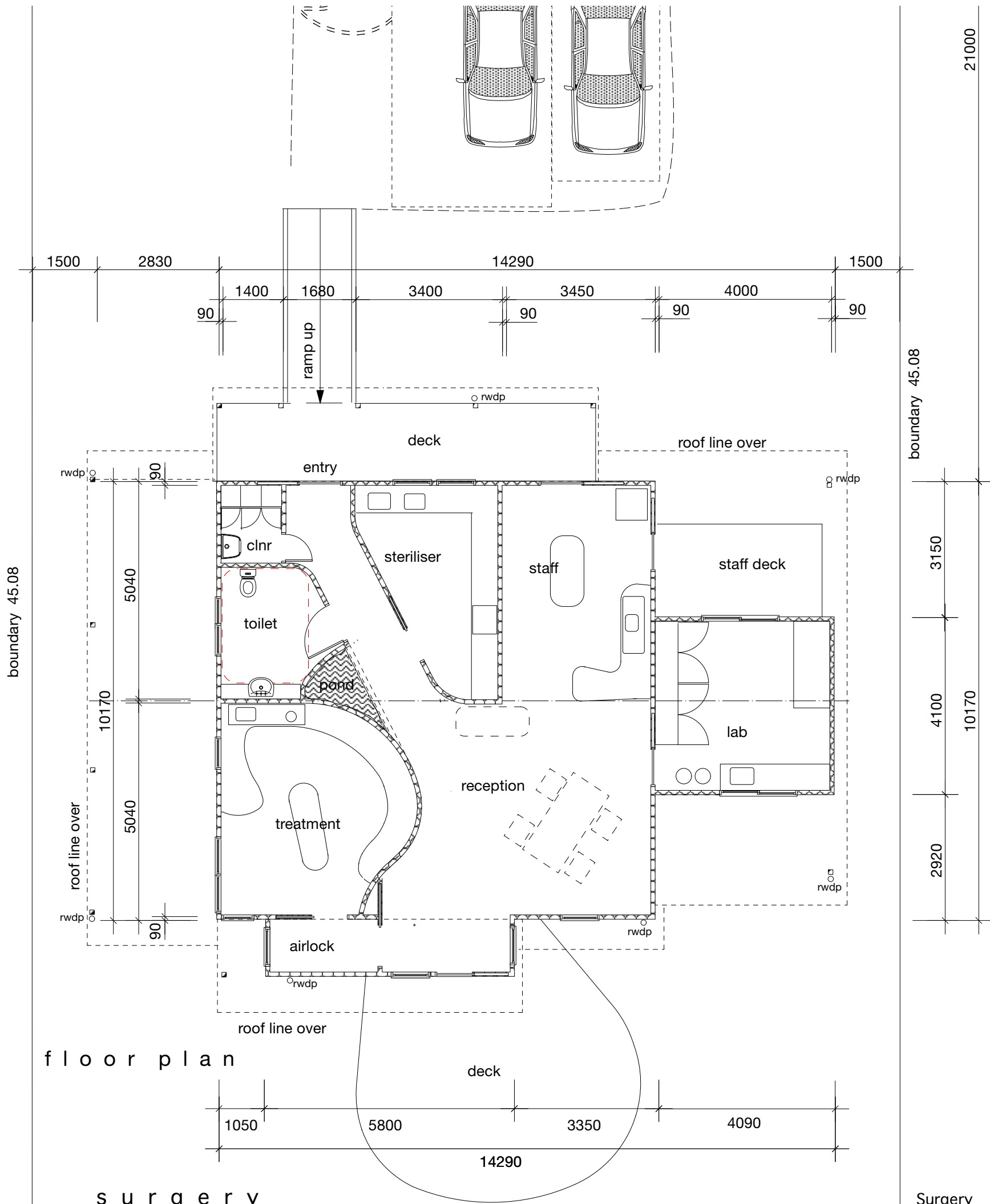
Date: Feb 2022

DWG H140

s u r g e r y

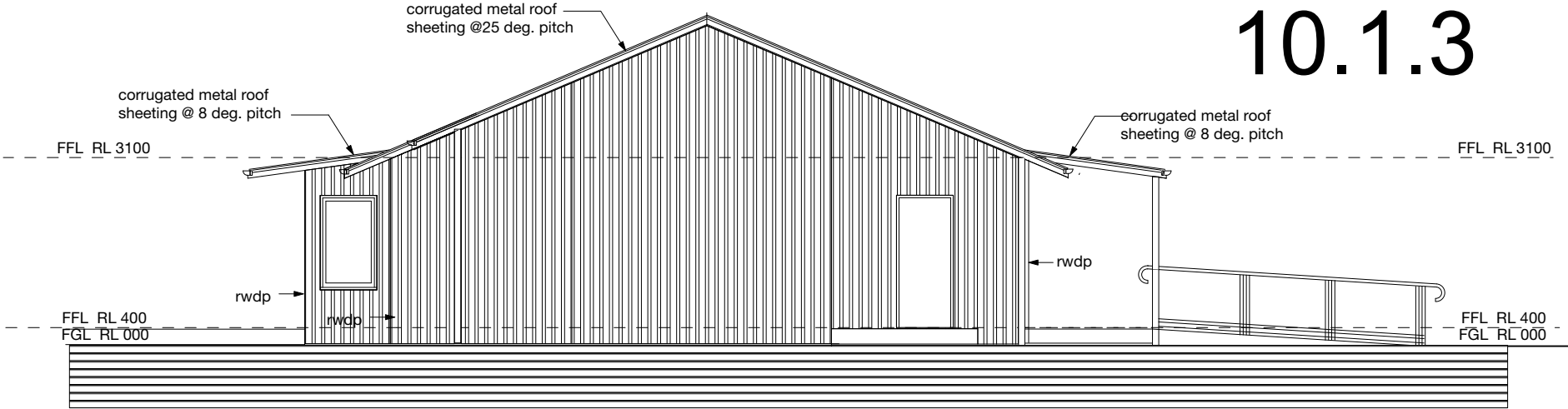


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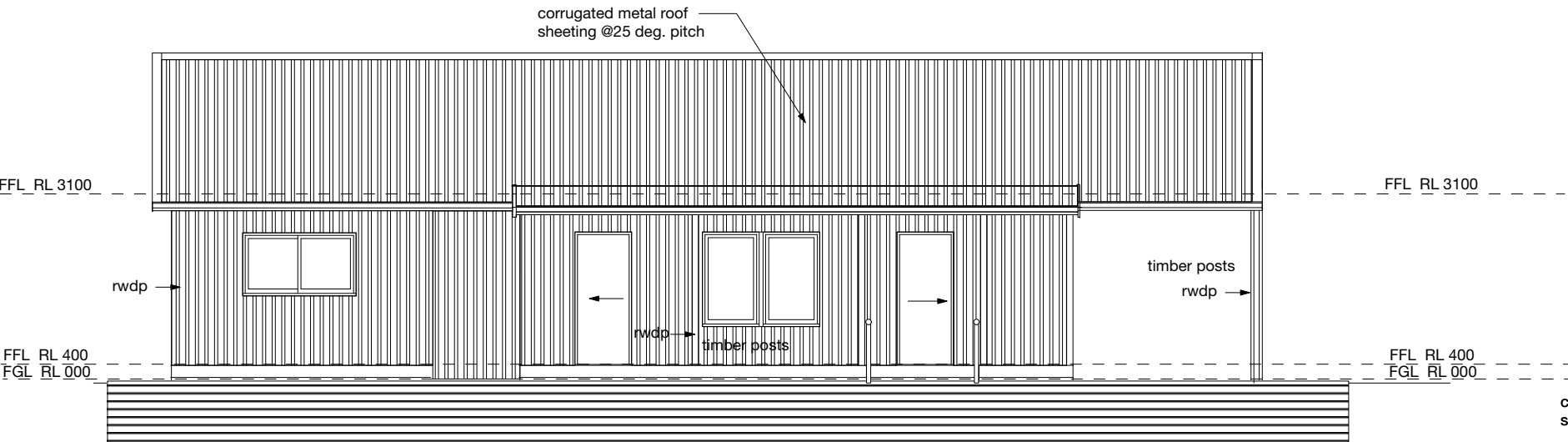


- NOTES
1. Security : fencing to site with sliding vehicle and pedestrian gates from street.
 2. Carpark : to be crushed limestone set beneath existing trees. Parking for 6 cars including accessibility parking and ramp entry to building.
 3. Construction : essentially timber framed structure lined with corrugated zincalume in keeping with early traditional country buildings.
 4. Air quality : hi quality internal air quality control , as detailed in accompanying submission letter.
 5. Patient and staff comfort facilities to highest standard.
 6. External area of lot to be heavily planted with botanical native plants to create quiet, restful gardens.
 7. Connect all downpipes to soakwells
 8. Energy efficiency to at least min residential requirements.

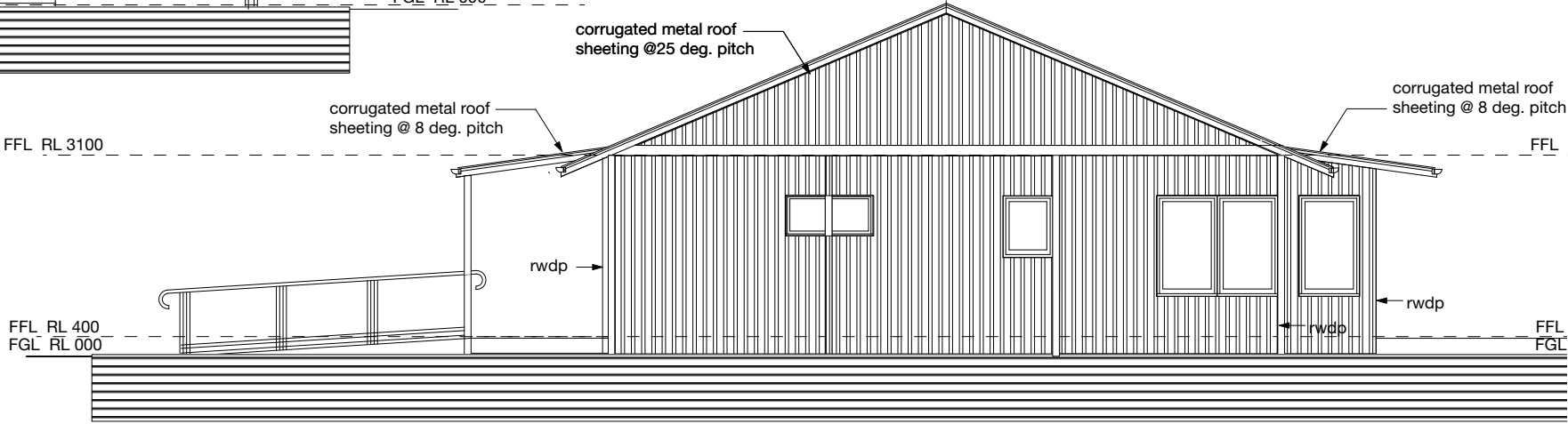
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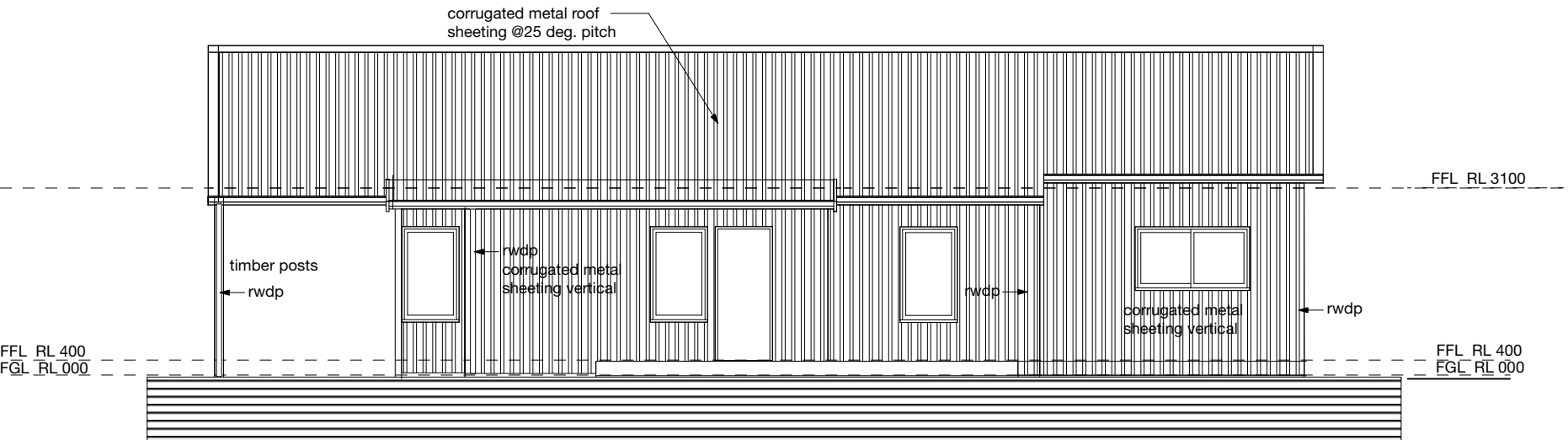
e a s t e l e v a t i o n



n o r t h e l e v a t i o n



w e s t e l e v a t i o n



s o u t h e l e v a t i o n

s u r g e r y

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ATTACHMENT 2 - SCHEDULE OF SUBMISSIONS

PROPOSED AMENDMENT NO.1 – SHIRE OF KATANNING LOCAL PLANNING SCHEME NO.5

NO	NAME / ADDRESS	DESCRIPTION OF AFFECTED PROPERTY	SUMMARY OF SUBMISSION	COUNCIL'S RECOMMENDATION
1.	Department of Health PO Box 8172 PERTH BUSINESS CENTRE WA 6849	Subject Land	The Department supports the proposed amendment. All future development is required to connect to scheme water and reticulated sewerage which must be provided in accordance with the <i>Government Sewerage Policy (2019)</i> .	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Health. The provision of scheme water and reticulated sewerage in accordance with the <i>Government Sewerage Policy (2019)</i> will be dealt with during the development application stage of the process through the imposition of conditions on any development approval that may be granted by the local government if the scheme amendment proposal is ultimately approved by the Minister for Planning.
2.	Department of Water and Environmental Regulation PO Box 261 BUNBURY WA 6231	Subject Land	No objection	That no modifications be made to the scheme amendment proposal in response to the submission received from the Department of Water and Environmental Regulation.
3.	Mr Tim Hunter PO Box 601 CRONULLA NSW 2230	Lot 6 (No.72) Andover Street & Lot 949 (No.73) Moojebing Road, Katanning	Neither in favour of nor object to the proposal. Would like to know if and how reticulated sewerage will be provided, including connection points and road crossings, as this may have an impact on the two (2) nearby properties I currently own.	That no modifications be made to the scheme amendment proposal in response to the submission received from Mr Tim Hunter. The provision of reticulated sewerage is a mandatory requirement of the <i>Government Sewerage Policy (2019)</i> as confirmed in the submission received from the Department of Health, the specific details of which will be dealt with during the development application stage of the process. The onus will be on the proponent to design and make arrangements to connect to reticulated sewerage. It should be noted there is a 150mm sewer main and associated manhole located approximately 18 metres from the land's front boundary on the opposite side of Andover Street where a connection could be provided via a suitable extension subject to approval from the Water Corporation with no impact whatsoever upon the two properties owned by Mr Hunter. Mr Hunter will need to make his own arrangements to provide reticulated sewerage pursuant to the specific requirements of the <i>Government</i>

ATTACHMENT 2 - SCHEDULE OF SUBMISSIONS

PROPOSED AMENDMENT NO.1 – SHIRE OF KATANNING LOCAL PLANNING SCHEME NO.5

NO	NAME / ADDRESS	DESCRIPTION OF AFFECTED PROPERTY	SUMMARY OF SUBMISSION	COUNCIL'S RECOMMENDATION
				<i>Sewerage Policy (2019)</i> if and when he decides to proceed with any development on his two properties.
4.	Michelle Crisp 17 Orr Street WEST BEACH WA 6450	Subject Land	No objection and full supportive. Dr Hugh Sharpe the landowner/proponent is a very experienced, capable and trustworthy dentist who sincerely cares for the wellbeing and dental health of all his patients. He provides an extremely professional service and has a deep understanding of the issues surrounding rural health care. Supporting his proposal to develop and operate a new dental clinic on the property as proposed will provide for the continuity of high quality dental care not only in Katanning but also the wider rural communities in the long term.	That no modifications be made to the scheme amendment proposal in response to the submission received from Michelle Crisp.
5.	Department of Fire & Emergency Services 20 Stockton Bend COCKBURN CENTRAL WA 6164	Subject Land	It is unclear from the documentation provided if the Shire has applied <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> to the proposal. Exemptions from the requirements of this policy should be applied pragmatically by the decision maker with due regard for section 2.6 of the <i>Guidelines for Planning in Bushfire Prone Areas</i> . It is important to ensure the site is suitable for the proposed use before any planning approvals, including changes to land use permissibility, are issued. Should the Shire apply State Planning Policy 3.7 then DFES requests that the relevant information pursuant to this policy be forwarded to DFES for review and comment prior to the Shire's endorsement of the scheme amendment.	That no action be taken or modifications made to the scheme amendment proposal in response to the submission received from the Department of Fire & Emergency Services for the following reasons: <ul style="list-style-type: none"> i) The subject land is located in a well-established low density residential area in the Katanning townsite and has direct frontage and access to a sealed and drained public road that provides access in two different directions to at least two different suitably safe destinations; ii) The subject land is located on the outer edge of the area designated in the immediate locality as being bushfire prone with only half of its total land area designated as bushfire prone; iii) The nearest potential bushfire threat is located approximately 92 metres to the south-east of the subject land on Crown Reserve 8395 which is a well-established and maintained recreation reserve under the

ATTACHMENT 2 - SCHEDULE OF SUBMISSIONS

PROPOSED AMENDMENT NO.1 – SHIRE OF KATANNING LOCAL PLANNING SCHEME NO.5

NO	NAME / ADDRESS	DESCRIPTION OF AFFECTED PROPERTY	SUMMARY OF SUBMISSION	COUNCIL'S RECOMMENDATION
				<p>care, control and management of the Shire that has been developed and is currently used for community recreation purposes;</p> <p>iii) The subject land and the immediate locality more generally are relatively flat in terms of their topography which helps further mitigate the potential bushfire risk;</p> <p>iv) There is an existing fire hydrant located approximately 45 metres immediately east of the subject land in the Andover Street road reserve which is easily accessible by emergency services in the event of a bushfire;</p> <p>v) The proposed development must be served by reticulated water supply infrastructure which will also help mitigate the potential bushfire risk;</p> <p>vi) The proposed development is not classified as a vulnerable or high risk land use; and</p> <p>vii) The potential bushfire risk and any additional measures required to mitigate that risk, which is likely to be low and within acceptable limits given points i) to vi) above, can and will be dealt with by the proponent and the Shire during the development application stage of the planning approval process which will involve due consideration of the specific requirements of <i>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</i> and the associated guidelines.</p>



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
November 2022



Schedule of Accounts Paid - November 2022

10.2.1

Cheque Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
1	42429	10/11/2022	SHIRE OF KATANNING			405.45
	INV ADMNPTYCSH	07/11/2022	SHIRE OF KATANNING	ADMIN Petty Cash October 2022	405.45	
2	42430	17/11/2022	SHIRE OF KATANNING			132.00
	INV DEDUCTION	09/11/2022	SHIRE OF KATANNING	Payroll deductions	84.00	
	INV DEDUCTION	09/11/2022	SHIRE OF KATANNING	Payroll deductions	48.00	
3	42431	24/11/2022	SHIRE OF KATANNING			430.60
	INV ADMPTYNV22	23/11/2022	SHIRE OF KATANNING	ADMIN Petty Cash November 2022	298.60	
	INV DEDUCTION	23/11/2022	SHIRE OF KATANNING	Payroll deductions	84.00	
	INV DEDUCTION	23/11/2022	SHIRE OF KATANNING	Payroll deductions	48.00	
Cheque Total					\$ 968.05	

EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
4	EFT35027	03/11/2022	AVANTGARDE TECHNOLOGIES			21,367.00
	INV ES1775	19/09/2022	AVANTGARDE TECHNOLOGIES	CCTV Upgrade Point to Point & Point to Multi Point Radios for CCTV Wireless Network	21,367.00	
5	EFT35028	03/11/2022	Local Government Professionals WA			11,650.00
	INV 34672	19/10/2022	Local Government Professionals WA	ADMIN Ignite Leadership Program for NS 141122	3,120.00	
	INV 34671	19/10/2022	Local Government Professionals WA	KLC Ignite Leadership Program for KF 141122	3,280.00	
	INV 34669	19/10/2022	Local Government Professionals WA	ADMIN Ignite Leadership Program for JL 141122	2,625.00	
	INV 34670	19/10/2022	Local Government Professionals WA	LIBRARY Ignite Leadership Program for CW 141122	2,625.00	
6	EFT35029	03/11/2022	PAULL AND WARNER RESOURCES PTY LTD			275.00
	INV S120298	12/10/2022	PAULL AND WARNER RESOURCES PTY LTD	ADMIN BUILDING Fire Detection & Alarm Monitoring September 2022	275.00	
7	EFT35030	03/11/2022	Southwest Civil Services Pty Ltd			1,639.00
	INV IV00000000161	24/10/2022	Southwest Civil Services Pty Ltd	WORKS Clive St Repair Broken Stormwater Pipe	1,639.00	
8	EFT35031	03/11/2022	WA Communications			218.24
	INV SI184473	07/10/2022	WA Communications	PLANT Volvo Excavator Antenna & Base for VHF	218.24	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
9	EFT35032	03/11/2022	CANON AUSTRALIA PTY LTD			105.05
	INV 8122338672	17/10/2022	CANON AUSTRALIA PTY LTD	ADMIN Photocopier Readings 180922 - 171022	105.05	
10	EFT35033	03/11/2022	National Recovery & Resilience Agency			50.00
	INV REIMBURSEMENT	06/09/2022	National Recovery & Resilience Agency	REIMBURSEMENT of Key Bond for Community Room Hire 230822	50.00	
11	EFT35034	03/11/2022	Let's Talk Flowers			180.00
	INV INV-0007	25/10/2022	Let's Talk Flowers	GOVERNANCE Large Wreath for Remembrance Day 111122	120.00	
	INV INV-0008	25/10/2022	Let's Talk Flowers	GOVERNANCE Flowers for Birth of Child SE	60.00	
12	EFT35035	03/11/2022	WA Contract Ranger Services P/L			5,002.25
	INV 00004291	24/10/2022	WA Contract Ranger Services P/L	ANIMAL CONTROL Ranger Services 101022 - 231022	5,002.25	
13	EFT35036	03/11/2022	Easi			1,723.93
	INV 165373	28/10/2022	Easi	1HIB928 Vehicle Lease Repayment 281022	1,723.93	
14	EFT35037	03/11/2022	IPEC PTY LTD			207.36
	INV 0578-S408620	16/10/2022	IPEC PTY LTD	FREIGHT Charges October 2022	207.36	
15	EFT35038	03/11/2022	ALBANY YOUTH SUPPORT ASSOCIATION			3,000.00
	INV INV-0699	13/07/2022	ALBANY YOUTH SUPPORT ASSOCIATION	GOVERNANCE Great Southern Northern Youth Network Business Case Commitment of Seed Funding	3,000.00	
16	EFT35039	03/11/2022	R & R Engineers Consultants Pty Ltd T/A Local Geotechnics			14,135.00
	INV INV-2666	31/08/2022	R & R Engineers Consultants Pty Ltd T/A Local Geotechnics	WORKS Carew St Site Preparation Geotech Report	5,775.00	
	INV INV-2666	31/08/2022	R & R Engineers Consultants Pty Ltd T/A Local Geotechnics	WORKS Clive St FWD Road Testing Pavement Analysis	2,090.00	
	INV INV-2666	31/08/2022	R & R Engineers Consultants Pty Ltd T/A Local Geotechnics	WORKS Bokarup St FWD Testing for Pavement Analysis	6,270.00	
17	EFT35040	03/11/2022	Si Moo			1,774.30
	INV REIMBURSEMENT	01/11/2022	Si Moo	REIMBURSEMENT of Duplicate Payment against property SM 2022/23 Rates	1,774.30	
18	EFT35041	03/11/2022	AFGRI Equipment			1,463.62
	INV 2634902	12/10/2022	AFGRI Equipment	KA25498 John Deere Mower Front Castor Wheel & Wiper Arm	1,463.62	
19	EFT35042	03/11/2022	AMPAC Debt Recovery			2,156.48
	INV 89820	13/10/2022	AMPAC Debt Recovery	RATES Debt Recovery October 2022	2,156.48	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
20	EFT35043	03/11/2022	Australian Taxation Office			35,944.00
	INV PAYG	27/10/2022	Australian Taxation Office	PAYG PAY 9	35,944.00	
21	EFT35044	03/11/2022	CONNECT CALL CENTRE SERVICES			249.54
	INV 00112898	15/10/2022	CONNECT CALL CENTRE SERVICES	ADMIN After Hours Call Services September 2022	249.54	
22	EFT35045	03/11/2022	RAY FORD SIGNS			358.60
	INV 12689	20/10/2022	RAY FORD SIGNS	TOURISM Printing of Malay & Bushfire Stories for Windows Project	308.00	
	INV 12699	27/10/2022	RAY FORD SIGNS	WORKS Warren Rd Rural Side Number Sign	50.60	
23	EFT35046	03/11/2022	GRANDE FOOD SERVICE			479.15
	INV 4203457	26/10/2022	GRANDE FOOD SERVICE	KLC Kiosk Refreshments October 2022	479.15	
24	EFT35047	03/11/2022	Katanning Furnishings			1,399.00
	INV 18720	17/10/2022	Katanning Furnishings	SALEYARDS Unit Sofa Bed	1,399.00	
25	EFT35048	03/11/2022	KATANNING DISTRICTS CARPET CARE			495.00
	INV 55	26/10/2022	KATANNING DISTRICTS CARPET CARE	KLC Carpet Cleaning Pioneer Room Following Katanning Show	385.00	
	INV 57	27/10/2022	KATANNING DISTRICTS CARPET CARE	MEDICAL CENTRE Water Extraction from Carpet	110.00	
26	EFT35049	03/11/2022	Katanning Glazing & Security			928.95
	INV 19015	24/10/2022	Katanning Glazing & Security	RAILWAY STATION Remove & Replace Three Broken Windows	928.95	
27	EFT35050	03/11/2022	KLOPPER CONTRACTING PTY LTD T/A RON WRIGHT BULLDOZING			22,255.20
	INV IV00000002000	27/09/2022	KLOPPER CONTRACTING PTY LTD T/A RON WRIGHT BULLDOZING	WORKS Crushing & Screening at Gairen Gravel Pit for Tree St	7,955.20	
	INV IV00000002003	02/10/2022	KLOPPER CONTRACTING PTY LTD T/A RON WRIGHT BULLDOZING	WORKS Crushing & Screening at Gairen Gravel Pit for Warren Rd	7,150.00	
	INV IV00000002004	02/10/2022	KLOPPER CONTRACTING PTY LTD T/A RON WRIGHT BULLDOZING	WORKS Crushing & Screening at Gairen Gravel Pit for Mills Street	7,150.00	
28	EFT35051	03/11/2022	Katanning Senior High School			350.00
	INV REIMBURSEMENT	27/10/2022	Katanning Senior High School	REIMBURSEMENT of Townhall Bond for Venue Hire 240822	350.00	
29	EFT35052	03/11/2022	LGISWA			272,853.87
	INV 100-150399	24/08/2022	LGISWA	INSURANCE Adjustment Note for Workers Compensation 2022/23	-4,951.45	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Instalment Two 2022/23	67,625.89	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Workers Compensation Instalment Two 2022/23	54,991.20	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Property Instalment Two 2022/23	40,780.05	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Property Instalment Two 2022/23	58,360.08	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Motor Vehicle Instalment Two 2022/23	7,724.45	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Motor Vehicle Instalment Two 2022/23	12,328.64	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Motor Vehicle Instalment Two 2022/23	14,815.79	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Motor Vehicle Instalment Two 2022/23	14,825.12	
	INV 100-151922	03/10/2022	LGISWA	INSURANCE Motor Vehicle Instalment Two 2022/23	6,354.10	
30	EFT35053	03/11/2022	PFD FOOD SERVICES			273.95
	INV LE506482	12/10/2022	PFD FOOD SERVICES	KLC Kiosk Refreshments Cottonseed Oil	273.95	
31	EFT35054	03/11/2022	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY			1,050.00
	INV C19179	19/10/2022	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY	ADMIN Alarm Upgrade Security Panel to TecomPlus	1,050.00	
32	EFT35055	03/11/2022	SLAVIN ARCHITECTS PTY LTD			9,680.00
	INV INV-0887	25/10/2022	SLAVIN ARCHITECTS PTY LTD	ECH Planning Consultants Structural Engineer	9,680.00	
33	EFT35056	03/11/2022	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE			1,540.00
	INV 337	26/10/2022	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE	WORKS Footpath Repair Water Corporation Breakage	605.00	
	INV 338	26/10/2022	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE	HOUSING 19 Kaatanup Loop Supply & Installation of Letterbox Footpath	935.00	
34	EFT35057	03/11/2022	BURGESS RAWSON (WA) PTY LTD			129.22
	INV 16897	24/10/2022	BURGESS RAWSON (WA) PTY LTD	WATER Charges Austral Tce 040822 - 131022	129.22	
35	EFT35058	03/11/2022	STEWART & HEATON CLOTHING CO			3,266.34
	INV SIN-3616242	19/10/2022	STEWART & HEATON CLOTHING CO	BFB PPE Clothing Jackets & Trousers	3,266.34	
36	EFT35059	03/11/2022	Taylor Nott & Molinari			2,862.10
	INV 006263	27/10/2022	Taylor Nott & Molinari	ADMIN Consultants Preparation of Conditions of Sale - 4 Creek St	2,862.10	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
37	EFT35060	03/11/2022	WALGA			5,680.00
	INV SI-002460	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention MC 2022	1,295.00	
	INV SI-002463	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention LG 2022	1,420.00	
	INV SI-002457	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention RS 2022	125.00	
	INV SI-002462	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention MS 2022	1,325.00	
	INV SI-002458	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention NF 2022	220.00	
	INV SI-002461	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention JG 2022	1,295.00	
38	EFT35061	03/11/2022	Warren Blackwood Waste			5,112.85
	INV 00018280	23/10/2022	Warren Blackwood Waste	WASTE Collection Recycling 171022 - 191022	5,112.85	
39	EFT35062	03/11/2022	Water Corporation			4,933.63
	INV 9007681057	20/10/2022	Water Corporation	WATER Charges Townhall at Austral Tce 040822 - 311022	96.93	
	INV 9007681145	20/10/2022	Water Corporation	WATER Charges 42 Austral Tce 040822 - 311022	82.30	
	INV 9010523500	20/10/2022	Water Corporation	WATER Charges Aberdeen St 040822 - 121022	22.38	
	INV 9007688427	20/10/2022	Water Corporation	WATER Charges Paddock at Kojonup Rd 040822 - 131022	251.73	
	INV 9007684987	20/10/2022	Water Corporation	WATER Charges Park at Albion St 040822 - 311022	244.71	
	INV 9007684864	20/10/2022	Water Corporation	WATER Charges Park at Albion St 040822 - 311022	327.32	
	INV 9007684071	20/10/2022	Water Corporation	WATER Charges Sports Ground Great Southern Highway 050822 - 131022	5.59	
	INV 9007683714	20/10/2022	Water Corporation	WATER Charges Amherst St 040822 - 311022	740.54	
	INV 9010435295	20/10/2022	Water Corporation	WATER Charges 52 Austral Tce 040822 - 311022	778.47	
	INV 9007681022	20/10/2022	Water Corporation	WATER Charges 14 Austral Tce 040822 - 311022	164.25	
	INV 9007680994	20/10/2022	Water Corporation	WATER Charges 8 Austral Tce 040822 - 311022	73.91	
	INV 9007809065	21/10/2022	Water Corporation	WATER Charges Cemetery Fenwick Rd 180822 - 201022	5.59	
	INV 9007809305	21/10/2022	Water Corporation	WATER Charges Standpipe at Katanning-Nyabing Rd 180822 - 311022	191.61	
	INV 9007809508	21/10/2022	Water Corporation	WATER Charges Standpipe at Langawiera Rd 180822 - 311022	135.67	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
	INV 9007681049	24/10/2022	Water Corporation	WATER Charges Austral Tce 010922 - 311022	179.72	
	INV 9007810138	24/10/2022	Water Corporation	WATER Charges Standpipe at Trimmer Rd 190822 - 311022	1,299.22	
	INV 9007810672	26/10/2022	Water Corporation	WATER Charges Standpipe at Great Southern Highway 220822 - 311022	333.69	
40	EFT35063	03/11/2022	SYNERGY			1,144.78
	INV 251079810	21/10/2022	SYNERGY	ELECTRICITY Charges Tower at Kierle St 170822 - 171022	145.04	
	INV 299567230	24/10/2022	SYNERGY	ELECTRICITY Charges 8 Austral Tce 180822 - 191022	216.41	
	INV 148310600	24/10/2022	SYNERGY	ELECTRICITY Charges 22 Austral Tce 180822 - 191022	248.56	
	INV 239593320	25/10/2022	SYNERGY	ELECTRICITY Charges Lot 1 Warren Rd 250822 - 241022	166.14	
	INV 303539720	25/10/2022	SYNERGY	ELECTRICITY Charges Lot 1 Synnott Ave 250822 - 241022	132.35	
	INV 383668290	27/10/2022	SYNERGY	ELECTRICITY Charges U2/8 Kaatanup Loop 240822 - 241022	236.28	
41	EFT35064	03/11/2022	WY WURRY ELECTRICAL			322.30
	INV INV5805	21/10/2022	WY WURRY ELECTRICAL	ADMIN BUILDING Replace Toilet Light & Repair Carpark Light	179.80	
	INV INV5807	21/10/2022	WY WURRY ELECTRICAL	AIRPORT Replace Primary Windsock Light Fitting	142.50	
42	EFT35065	10/11/2022	AVANTGARDE TECHNOLOGIES			1,420.10
	INV ES1796	01/11/2022	AVANTGARDE TECHNOLOGIES	CCTV Maintenance November 2022	1,420.10	
43	EFT35066	10/11/2022	REGIONAL RETAILERS PTY LTD			1,972.56
	INV INV-0148	28/10/2022	REGIONAL RETAILERS PTY LTD	TOURISM Revitalise & Activate Clive St toys & activities for community games day 051122	1,972.56	
44	EFT35067	10/11/2022	WCP Civil			31,147.15
	INV 27501	15/09/2022	WCP Civil	WORKS Water Corporation Roads Breakage Repair	31,147.15	
45	EFT35068	10/11/2022	RYLAN CONCRETE			10,860.85
	INV 2413	10/08/2022	RYLAN CONCRETE	WORKS Rogers Ave supply & install new kerbing	10,860.85	
46	EFT35069	10/11/2022	Studio 23 Photography			180.00
	INV 18	01/11/2022	Studio 23 Photography	TOURISM Revitalise & Activate Clive St photographer for Halloween Movie Night 291022	180.00	
47	EFT35070	10/11/2022	BGL Solutions			7,601.98
	INV INV-0005424	01/11/2022	BGL Solutions	AAPG Grounds Maintenance 011122	7,601.98	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
48	EFT35071	10/11/2022	Lorraine Distributors Rapid Clean			427.31
	INV 166572	20/10/2022	Lorraine Distributors Rapid Clean	CLEANING Griddle Pads & Scourers for BBQ's	427.31	
49	EFT35072	10/11/2022	Edwards Motors			289.82
	INV R49343	25/10/2022	Edwards Motors	KA673 Mazda CX5 Vehicle Service 30000kms	289.82	
50	EFT35073	10/11/2022	Narpyn Law & Conveyancing			2,246.40
	INV 349	31/10/2022	Narpyn Law & Conveyancing	GREAT SOUTHERN AGED ACCOMMODATION Professional fees & disbursements 2022/082	1,123.20	
	INV 350	31/10/2022	Narpyn Law & Conveyancing	GREAT SOUTHERN AGED ACCOMMODATION Professional fees & disbursements 2022/083	1,123.20	
51	EFT35074	10/11/2022	PHILIP SWAIN			4,155.12
	INV 231001	31/10/2022	PHILIP SWAIN	CONSULTANTS EHO Services October 2022	4,155.12	
52	EFT35075	10/11/2022	ANGELA GEORGE			179.50
	INV REIMBURSEMENT	08/11/2022	ANGELA GEORGE	REIMBURSEMENT of Community Games Day Supplies 051122	179.50	
53	EFT35076	10/11/2022	Saleyard Sheep Loading			379.50
	INV 9	30/10/2022	Saleyard Sheep Loading	SALEYARDS Drench & Backline Sheep	379.50	
54	EFT35077	10/11/2022	Des Boxall			77.00
	INV 54	30/04/2022	Des Boxall	WORKS Mills St removal of bees from tree on job site	77.00	
55	EFT35078	10/11/2022	Campbell Beck's Smart Shop			200.00
	INV 2461	03/11/2022	Campbell Beck's Smart Shop	TOURISM Windows Project Reframing & Printing of Image	200.00	
56	EFT35079	10/11/2022	Coca-Cola Amatil			991.53
	INV 229768687	27/10/2022	Coca-Cola Amatil	KLC Kiosk Refreshments October 2022	991.53	
57	EFT35080	10/11/2022	DENISE GALLANAGH WOOD			54.20
	INV REIMBURSEMENT	07/11/2022	DENISE GALLANAGH WOOD	REIMBURSEMENT of BBQ supplies Community Games Day 051122	54.20	
58	EFT35081	10/11/2022	FARMERS CENTRE (1978)			4,225.26
	INV 139827-00	26/05/2022	FARMERS CENTRE (1978)	KA25188 Case IH Repair oil leak service & inspection	8,736.68	
	INV 127351	31/10/2022	FARMERS CENTRE (1978)	KA25188 Case IH Service & inspection credit	-4,336.68	
	INV 127352	31/10/2022	FARMERS CENTRE (1978)	KA25188 Case IH Service & inspection credit	-174.74	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
59	EFT35082	10/11/2022	GRANDE FOOD SERVICE			616.96
	INV 4203799	02/11/2022	GRANDE FOOD SERVICE	KLC Kiosk Refreshments October 2022	616.96	
60	EFT35083	10/11/2022	GREAT SOUTHERN FUEL SUPPLIES			10,458.27
	INV 17005484	13/10/2022	GREAT SOUTHERN FUEL SUPPLIES	KA11363 Hino Truck Gear Oil & Drum Pump	223.35	
	INV FCRDSOCT22	31/10/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL Cards October 2022	10,234.92	
61	EFT35084	10/11/2022	Keybrook Holdings			30,000.00
	INV 00005796	31/10/2022	Keybrook Holdings	DEMOLITION Old Saleyards Progress Payment	30,000.00	
62	EFT35085	10/11/2022	Message Media			12.38
	INV INV02677629	31/10/2022	Message Media	KLC Sports Engagement Messaging Services 011022 - 311022	12.38	
63	EFT35086	10/11/2022	Mohana Catering			120.00
	INV 00000136	28/10/2022	Mohana Catering	COUNCIL Catering for OCM October 2022	120.00	
64	EFT35087	10/11/2022	PFD FOOD SERVICES			541.70
	INV LE721172	02/11/2022	PFD FOOD SERVICES	KLC Kiosk Refreshments November 2022	541.70	
65	EFT35088	10/11/2022	Alba Holdings Pty Ltd T/as Quality Press			1,738.55
	INV INV061250	20/09/2022	Alba Holdings Pty Ltd T/as Quality Press	BFB Training Item Aids Fire Diaries & Tcards	1,177.55	
	INV INV061992	14/10/2022	Alba Holdings Pty Ltd T/as Quality Press	BFB Permit to Set Fire & Guidelines for Operating Private Equipment Books	561.00	
66	EFT35089	10/11/2022	REFACE INDUSTRIES PTY LTD			232.71
	INV 00033039	27/10/2022	REFACE INDUSTRIES PTY LTD	LIBRARY Consumables Pack	232.71	
67	EFT35090	10/11/2022	S.K.N CONTRACTING			2,269.24
	INV 375/17985	04/10/2022	S.K.N CONTRACTING	KLC Hockey oval repairs to fence	1,499.24	
	INV 381/18156	01/11/2022	S.K.N CONTRACTING	REFUSE SITE Repair two large holes in fence	770.00	
68	EFT35091	10/11/2022	Western Australian Meat Marketing Co-Op			650.00
	INV REIMBURSEMENT	07/11/2022	Western Australian Meat Marketing Co-Op	REIMBURSEMENT of venue & key bond 261022	650.00	
69	EFT35092	10/11/2022	Katanning Wanderers Football Club			600.00
	INV REIMBURSEMENT	04/11/2022	Katanning Wanderers Football Club	REIMBURSEMENT of Bond for Venue Hire 160922	600.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
70	EFT35093	10/11/2022	Warren Blackwood Waste			5,160.98
	INV 00018281	30/10/2022	Warren Blackwood Waste	WASTE Collection General Waste 171022 - 281022	4,456.98	
	INV 00018298	02/11/2022	Warren Blackwood Waste	SANITATION Collection 051022 - 261022	704.00	
71	EFT35094	10/11/2022	Water Corporation			183.09
	INV 9013922945	02/11/2022	Water Corporation	WATER Charges 8 Austral Tce 011122 - 311222	183.09	
72	EFT35095	10/11/2022	SYNERGY			15,773.71
	INV 383668100	25/10/2022	SYNERGY	ELECTRICITY Charges U1/8 Kaatanup Loop 250822 - 241022	448.44	
	INV 159985050	28/10/2022	SYNERGY	ELECTRICITY Charges U2/6 Hill Way 240822 - 251022	256.61	
	INV 138671920	28/10/2022	SYNERGY	ELECTRICITY Charges 25 Marmion St 240822 - 251022	426.07	
	INV 159777820	28/10/2022	SYNERGY	ELECTRICITY Charges U1/6 Hill Way 240822 - 251022	208.23	
	INV 638847540	31/10/2022	SYNERGY	ELECTRICITY Charges Powerwatch 011022 - 311022	360.13	
	INV 383668100	31/10/2022	SYNERGY	ELECTRICITY Charges U1/8 Kaatanup Loop 251022 - 281022	23.00	
	INV 383668290	31/10/2022	SYNERGY	ELECTRICITY Charges U2/8 Kaatanup Loop 251022 - 281022	12.71	
	INV 155057680	31/10/2022	SYNERGY	ELECTRICITY Charges Refuse Site 310822 - 281022	384.46	
	INV 338348270	01/11/2022	SYNERGY	ELECTRICITY Charges Streetlights 250922 - 241022	10,884.91	
	INV 312951080	01/11/2022	SYNERGY	ELECTRICITY Charges 52 Austral Tce 011022 - 311022	2,494.57	
	INV 384217550	02/11/2022	SYNERGY	ELECTRICITY Charges U2/70 Clive St 300822 - 281022	158.85	
	INV 335812970	02/11/2022	SYNERGY	ELECTRICITY Charges CCTV Baker St 300822 - 281022	115.73	
73	EFT35096	17/11/2022	Studio 23 Photography			360.00
	INV 20	10/11/2022	Studio 23 Photography	TOURISM Revitalise & Activate Clive St photographer for Community Games Day 051122	360.00	
74	EFT35097	17/11/2022	BGL Solutions			365.85
	INV INV-0005415	30/10/2022	BGL Solutions	ADMIN BUILDING Garden Maintenance 301022	365.85	
75	EFT35098	17/11/2022	Liberty Oil Australia Pty Ltd			28,844.05
	INV FI311003195	06/10/2022	Liberty Oil Australia Pty Ltd	BULK ULP Fuel September 2022	1,382.80	
	INV FI314002372	29/10/2022	Liberty Oil Australia Pty Ltd	BULK Diesel October 2022	27,461.25	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
76	EFT35099	17/11/2022	CANON AUSTRALIA PTY LTD			466.03
	INV 8122360253	04/11/2022	CANON AUSTRALIA PTY LTD	ADMIN Photocopier readings 051022 - 041122	466.03	
77	EFT35100	17/11/2022	WA Contract Ranger Services P/L			4,675.00
	INV 00004329	05/11/2022	WA Contract Ranger Services P/L	ANIMAL CONTROL Ranger services 241022 - 061122	4,675.00	
78	EFT35101	17/11/2022	Easi			1,723.93
	INV 166114	11/11/2022	Easi	1HIB928 Vehicle lease repayment 111122	1,723.93	
79	EFT35102	17/11/2022	Flaver Weddings and Events			1,901.50
	INV 511	08/11/2022	Flaver Weddings and Events	TOURISM Revitalise & Activate Clive St movie & equipment for Halloween night 291022	1,149.50	
	INV 512	08/11/2022	Flaver Weddings and Events	TOURISM Revitalise & Activate Clive St Community Games Day outdoor games 051122	752.00	
80	EFT35103	17/11/2022	Katanning Cleaning Pty Ltd			14,782.63
	INV 4	06/11/2022	Katanning Cleaning Pty Ltd	CLEANING Public amenities October 2022	13,682.63	
	INV 1A	09/11/2022	Katanning Cleaning Pty Ltd	SALEYARDS Deep cleaning of kitchen, store room & canteen	1,100.00	
81	EFT35104	17/11/2022	INTEGRATED ICT			2,590.45
	INV 24276	24/10/2022	INTEGRATED ICT	ADMIN Microsoft Office 365 license October 2022	2,135.49	
	INV 24495	31/10/2022	INTEGRATED ICT	ADMIN Veeam backup for Microsoft Office 365 & storage October 2022	223.96	
	INV 24496	31/10/2022	INTEGRATED ICT	ADMIN managed Trend Mirco Security subscription October 2022	231.00	
82	EFT35105	17/11/2022	IPEC PTY LTD			22.02
	INV 0581-S408620	06/11/2022	IPEC PTY LTD	FREIGHT Charges November 2022	22.02	
83	EFT35106	17/11/2022	Rentokil Initial			977.00
	INV 97454342	15/08/2022	Rentokil Initial	SANITARY Unit Collection 300922 - 291222	977.00	
84	EFT35107	17/11/2022	BERNARD SEEBER PTY LTD			10,572.38
	INV 554.003	31/10/2022	BERNARD SEEBER PTY LTD	KLC Concept Design architectural services October 2022	10,572.38	
85	EFT35108	17/11/2022	Taylor's Painting Service			2,300.00
	INV 02	17/11/2022	Taylor's Painting Service	ADMIN BUILDING Painting front of office eaves	2,300.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
86	EFT35109	17/11/2022	EXURBAN PTY LTD ATF VISTA TRUST TRADING AS EXURBAN RURAL & REGIONAL PLANNING			7,020.55
	INV URP-4262	01/11/2022	EXURBAN PTY LTD ATF VISTA TRUST TRADING AS EXURBAN RURAL & REGIONAL PLANNING	CONSULTANTS General planning services October 2022	7,020.55	
87	EFT35110	17/11/2022	ANGELA GEORGE			67.27
	INV REIMBURSEMENT	09/11/2022	ANGELA GEORGE	REIMBURSEMENT of fuel & parking for Weaving Tapestries Workshop 201022	67.27	
88	EFT35111	17/11/2022	ABC Distributors WA			851.40
	INV 156917	08/11/2022	ABC Distributors WA	ADMIN Building cleaning materials	851.40	
89	EFT35112	17/11/2022	AMPAC Debt Recovery			3,622.70
	INV 89865	20/10/2022	AMPAC Debt Recovery	RATES Debt Recovery October 2022	484.00	
	INV 89966	27/10/2022	AMPAC Debt Recovery	RATES Debt Recovery October 2022	3,138.70	
90	EFT35113	17/11/2022	Australian Taxation Office			35,062.00
	INV PAYG	14/11/2022	Australian Taxation Office	PAYG PAY 10	35,062.00	
91	EFT35114	17/11/2022	CGS TYRES			2,319.00
	INV 1005204	17/10/2022	CGS TYRES	PLANT Tyre repairs & replacement and battery	564.00	
	INV 1005367	27/10/2022	CGS TYRES	KA13761 Fuel trailer replacement tyres	1,010.00	
	INV 1005410	31/10/2022	CGS TYRES	PLANT Two batteries	745.00	
92	EFT35115	17/11/2022	BTW RURAL SUPPLIES			3,578.50
	INV 36493	03/10/2022	BTW RURAL SUPPLIES	KA277 Isuzu D-Max chemical hose & cable ties	424.00	
	INV 36497	03/10/2022	BTW RURAL SUPPLIES	KA277 Isuzu D-Max air cleaner spray	43.00	
	INV 36505	12/10/2022	BTW RURAL SUPPLIES	ADMIN BUILDING Four filters for Billi	900.00	
	INV 36663	17/10/2022	BTW RURAL SUPPLIES	WORKS Wash hose nozzle & tap	92.50	
	INV 36790	28/10/2022	BTW RURAL SUPPLIES	WORKS Effluent Maintenance coupling ultra grip & freight	1,566.00	
	INV 36694	31/10/2022	BTW RURAL SUPPLIES	PLANT Backpack sprayer & battery	553.00	
93	EFT35116	17/11/2022	BUCHER MUNICIPAL			426.54
	INV 1046516	17/10/2022	BUCHER MUNICIPAL	KA25293 Isuzu truck divider baffle & shackles	426.54	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
94	EFT35117	17/11/2022	Burando Hill Properties			2,436.34
	INV #K24723INV	12/07/2022	Burando Hill Properties	PLANT Motor for screemer pump & plate compactor	1,663.60	
	INV #K25113INV	30/08/2022	Burando Hill Properties	KA25293 Isuzu truck high speed shaft & bearings	113.58	
	INV #K25279INV	16/09/2022	Burando Hill Properties	KA25498 Mower bearings	35.90	
	INV #K25404INV	30/09/2022	Burando Hill Properties	KA277 Isuzu D-Max bearings	42.46	
	INV #K25421INV	03/10/2022	Burando Hill Properties	KA277 Isuzu D-Max Sanding discs	580.80	
95	EFT35118	17/11/2022	DENISE GALLANAGH WOOD			40.05
	INV REIMBURSEMENT	10/11/2022	DENISE GALLANAGH WOOD	REIMBURSEMENT Clive St project potted plants	40.05	
96	EFT35119	17/11/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED			5,491.20
	INV CT76564	28/10/2022	ELDERS RURAL SERVICES AUSTRALIA LIMITED	KAC Pool Chemicals Cal Hypo Aquacure Granules	5,491.20	
97	EFT35120	17/11/2022	GRAHAM'S SMALL MOTOR CENTRE			519.00
	INV S82	13/10/2022	GRAHAM'S SMALL MOTOR CENTRE	PLANT Blower	519.00	
98	EFT35121	17/11/2022	KATANNING BETTA HOME LIVING			1,399.00
	INV 35810031821	04/11/2022	KATANNING BETTA HOME LIVING	ADMIN ICT Computer for conference room	1,399.00	
99	EFT35122	17/11/2022	KOWALDS NEWS & GLASSHOUSE			194.75
	INV I0000026395	21/10/2022	KOWALDS NEWS & GLASSHOUSE	KLC Stationery Cash Tin	26.95	
	INV I0000026439	27/10/2022	KOWALDS NEWS & GLASSHOUSE	GOVERNANCE A4 frames for citizenship ceremony	27.80	
	INV SN00003901112022	01/11/2022	KOWALDS NEWS & GLASSHOUSE	STATIONERY Newspapers 021022 - 301022	140.00	
100	EFT35123	17/11/2022	MARKETFORCE PTY LTD			547.89
	INV 45644	26/10/2022	MARKETFORCE PTY LTD	ADMIN GSH Advertisement CSO/Trainee Vacancy 061022	547.89	
101	EFT35124	17/11/2022	McIntosh & Sons			621.50
	INV 1746371	25/10/2022	McIntosh & Sons	KA533 Mazda BT50 rear view camera	621.50	
102	EFT35125	17/11/2022	MCLEODS			1,675.66
	INV 126787	31/10/2022	MCLEODS	ECH Planning review of offer to lease	1,675.66	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
103	EFT35126	17/11/2022	QFH Multiparts			430.83
	INV 907825920	20/10/2022	QFH Multiparts	KA25381 CASE 2020 hydraulic hose	71.56	
	INV 907870562	28/10/2022	QFH Multiparts	KA25188 Case IH hydraulic fittings & cable ties	169.32	
	INV 907929464	09/11/2022	QFH Multiparts	WORKS Uniforms safety boots	189.95	
104	EFT35127	17/11/2022	WALGA			1,200.00
	INV SI-002459	12/10/2022	WALGA	GOVERNANCE WA Local Government Convention KD 2022	1,200.00	
105	EFT35128	17/11/2022	Warren Blackwood Waste			5,112.85
	INV 00018326	06/11/2022	Warren Blackwood Waste	WASTE Collection Recycling 311022 - 021122	5,112.85	
106	EFT35129	17/11/2022	WA TRAFFIC PLANNING			1,265.00
	INV 1661	08/11/2022	WA TRAFFIC PLANNING	WORKS Kiddie Rd traffic management plan re-sheeting works	495.00	
	INV 1662	08/11/2022	WA TRAFFIC PLANNING	WORKS Traffic management plan Christmas on Clive & Christmas Decorations	770.00	
107	EFT35130	17/11/2022	WA TYRE RECOVERY			2,326.95
	INV INV-2266	22/10/2022	WA TYRE RECOVERY	REFUSE SITE removal of tyres from site	2,326.95	
108	EFT35131	17/11/2022	Katanning Nutrien Ag Solutions			61.38
	INV 907857868	27/10/2022	Katanning Nutrien Ag Solutions	PLANT Gas bottle for forklift	61.38	
109	EFT35132	17/11/2022	WY WURRY ELECTRICAL			440.00
	INV INV5787	27/09/2022	WY WURRY ELECTRICAL	HOUSING U1/8 Kaatanup Loop repair hot water system	440.00	
110	EFT35133	24/11/2022	Studio 23 Photography			540.00
	INV 21	14/11/2022	Studio 23 Photography	TOURISM Revitalise & Activate Clive St photographer for Katanning's Got Talent 121122	540.00	
111	EFT35134	24/11/2022	WA Contract Ranger Services P/L			4,114.00
	INV 00004361	20/11/2022	WA Contract Ranger Services P/L	ANIMAL CONTROL Ranger Services 071122 - 201122	4,114.00	
112	EFT35135	24/11/2022	Westbooks			1,566.14
	INV 314754	25/06/2020	Westbooks	LIBRARY Book purchases	1,225.56	
	INV 317071	13/10/2020	Westbooks	LIBRARY Book purchases	340.58	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
113	EFT35136	24/11/2022	INTEGRATED ICT			550.00
	INV 24260	21/10/2022	INTEGRATED ICT	ADMIN & KLC Monthly Server Maintenance October 2022	550.00	
114	EFT35137	24/11/2022	IPEC PTY LTD			91.43
	INV 0579-S408620	23/10/2022	IPEC PTY LTD	FREIGHT Charges October 2022	91.43	
115	EFT35138	24/11/2022	BELINDA KNIGHT			14,751.00
	INV BK110	15/11/2022	BELINDA KNIGHT	ADMIN Financial Services November 2022/23	13,018.50	
	INV BK111	15/11/2022	BELINDA KNIGHT	ADMIN Pensioner Reconciliation & Claims for prior years	1,732.50	
116	EFT35139	24/11/2022	ABC Distributors WA			437.25
	INV 156605	19/10/2022	ABC Distributors WA	CLEANING Various Materials	437.25	
117	EFT35140	24/11/2022	AMPAC Debt Recovery			22,449.05
	INV 90030	31/10/2022	AMPAC Debt Recovery	RATES Debt Recovery October 2022	22,449.05	
118	EFT35141	24/11/2022	Burando Hill Properties			94.62
	INV #K25294INV	19/09/2022	Burando Hill Properties	KA25498 Mower bearings	35.90	
	INV #K25765INV	27/10/2022	Burando Hill Properties	SALEYARDS Camlock Fittings	58.72	
119	EFT35142	24/11/2022	CEMETERIES & CREMATORIA ASSOCIATION OF WA			125.00
	INV 1375	12/10/2022	CEMETERIES & CREMATORIA ASSOCIATION OF WA	CEMETERIES Annual Membership Fee 2022/23	125.00	
120	EFT35143	24/11/2022	DENISE GALLANAGH WOOD			67.00
	INV REIMBURSEMENT	14/11/2022	DENISE GALLANAGH WOOD	REIMBURSEMENT of Extensions cords for Talent Event 121122	67.00	
121	EFT35144	24/11/2022	L. E. GARSTONE PLUMBING			900.00
	INV 000842	15/11/2022	L. E. GARSTONE PLUMBING	LIBRARY Supply & install 25L electric hot water system	800.00	
	INV 000843	15/11/2022	L. E. GARSTONE PLUMBING	AMHERST VILLAGE Unit 5 repairs to hot water system	100.00	
122	EFT35145	24/11/2022	Elizabeth Marie Guidera			612.11
	INV REIMBURSEMENT	16/11/2022	Elizabeth Marie Guidera	REIMBURSEMENT for refreshments & parking at Local Government Week 021022 - 051022	612.11	
123	EFT35146	24/11/2022	iiNET LIMITED			79.99
	INV 134451483	16/11/2022	iiNET LIMITED	CEO Internet expenses 011222 - 010123	79.99	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
124	EFT35147	24/11/2022	KATANNING REGIONAL BUSINESS ASSOCIATION INC			112.00
	INV INV-0722	31/10/2022	KATANNING REGIONAL BUSINESS ASSOCIATION INC	ADMIN Fitness Challenge Winners Prizes - SOK	112.00	
125	EFT35148	24/11/2022	Katanning H Hardware			3,119.97
	INV 106008053	04/10/2022	Katanning H Hardware	AIRPORT Trimmer Cord	29.95	
	INV 102022035	18/10/2022	Katanning H Hardware	KA457 Hyundai Staria Van Nuts & Bolts	22.60	
	INV 106008785	18/10/2022	Katanning H Hardware	KA457 Hyundai Staria Load Van Bolts & Washers	14.10	
	INV 103000961	20/10/2022	Katanning H Hardware	WORKS Brushless Combo Kit, Drills, Grinder & Recipro Saw	1,218.00	
	INV 106008943	20/10/2022	Katanning H Hardware	PLANT Saw & batteries	877.00	
	INV 102022136	24/10/2022	Katanning H Hardware	PLANT Forklift various lifting hooks	464.90	
	INV 102022137	24/10/2022	Katanning H Hardware	HOUSING 61B Conroy St numbers for new letterbox	9.78	
	INV 106009253	26/10/2022	Katanning H Hardware	PLANT Screwdrivers, betaine & cable ties	143.69	
	INV 105002266	27/10/2022	Katanning H Hardware	PLANT Quick cut blade	269.95	
	INV 106009283	27/10/2022	Katanning H Hardware	LAKE EWLYAMARTUP Gas bottle replacement 271022	70.00	
126	EFT35149	24/11/2022	NATIONAL LIVESTOCK REPORTING SERVICE			990.00
	INV 2400012798	31/10/2022	NATIONAL LIVESTOCK REPORTING SERVICE	SALEYARDS Livestock reporting October 2022	990.00	
127	EFT35150	24/11/2022	Matthew Gavin Collis			128.33
	INV REIMBURSEMENT	16/11/2022	Matthew Gavin Collis	REIMBURSEMENT for refreshments & parking at Local Government Week 041022 - 051022	128.33	
128	EFT35151	24/11/2022	RAECO			183.80
	INV 581771	27/10/2022	RAECO	LIBRARY Book coverings & dust coverings	183.80	
129	EFT35152	24/11/2022	SHENTON PUMPS			902.00
	INV 188020	21/10/2022	SHENTON PUMPS	KAC Replacement lid including spare O ring for hair & lint pot	902.00	
130	EFT35153	24/11/2022	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			529.60
	INV 599188	31/10/2022	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	KLC Photocopier Readings October 2022	529.60	
131	EFT35154	24/11/2022	BURGESS RAWSON (WA) PTY LTD			178.75
	INV 17091	01/12/2022	BURGESS RAWSON (WA) PTY LTD	SALEYARDS Rent for Dore St 011222 - 280223	178.75	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
132	EFT35155	24/11/2022	ALBANY V-BELT & RUBBER			78.63
	INV IN362749	31/10/2022	ALBANY V-BELT & RUBBER	KA25815 John Deere Mower gas struts	78.63	
133	EFT35156	24/11/2022	Warren Blackwood Waste			5,112.85
	INV 00018329	20/11/2022	Warren Blackwood Waste	WASTE Collection Recycling Services 141122 - 161122	5,112.85	
134	EFT35157	24/11/2022	West Australian Newspapers			1,732.81
	INV 1007010420221031	31/10/2022	West Australian Newspapers	TOWN PLANNING advertisement local planning scheme amendment 061022	456.01	
	INV 1007010420221031	31/10/2022	West Australian Newspapers	ADMIN advertising Shire matters 131022	600.00	
	INV 1007010420221031	31/10/2022	West Australian Newspapers	GOVERNANCE Advertisement Bushfire contact directory GSH 131022	220.00	
	INV 1007010420221031	31/10/2022	West Australian Newspapers	ADMIN Advertising Australia day awards GSH 131022	228.80	
	INV 1007010420221031	31/10/2022	West Australian Newspapers	TOWN PLANNING Dore Street road dedication request for comment GSH 131022	228.00	
135	EFT35158	24/11/2022	SYNERGY			1,010.91
	INV 154025290	16/11/2022	SYNERGY	ELECTRICITY Charges Saleyards 191022 - 151122	964.73	
	INV 384217550	18/11/2022	SYNERGY	ELECTRICITY Charges U2/70 Clive St 291022 - 141122	46.18	
136	EFT35159	24/11/2022	THE WORKWEAR GROUP			990.56
	INV 14385319	12/10/2022	THE WORKWEAR GROUP	ADMIN Uniform order SW 2022/23	450.93	
	INV 14385822	12/10/2022	THE WORKWEAR GROUP	LIBRARY Uniform Order HL 2022/23	235.84	
	INV 14419778	27/10/2022	THE WORKWEAR GROUP	ADMIN uniform order SJ 2022/23	303.79	

EFT Total \$ 778,760.58

Payroll Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
137	PAY	9/11/2022	PAYROLL			129,305.21
	PAY	9/11/2022	PAYROLL	Payroll PAY 10	129,305.21	

Schedule of Accounts Paid - November 2022

10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
138	PAY	23/11/2022	PAYROLL			117,862.93
	PAY	23/11/2022	PAYROLL	Payroll PAY 11	117,862.93	

Pay Total \$ 247,168.14

Direct Debit Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
139	DD31616.1	02/11/2022	West Australian Treasury Corporation			89,794.22
	INV 158	25/11/2022	West Australian Treasury Corporation	Loan No. 158 Interest payment - New Admin Building	89,794.22	
140	DD31661.1	06/11/2022	West Australian Treasury Corporation			48,118.62
	INV 159	07/11/2022	West Australian Treasury Corporation	Loan No. 159 Interest payment - Key Worker Housing	26,146.37	
	INV 160	07/11/2022	West Australian Treasury Corporation	Loan No. 160 Interest payment - Watercart	8,893.53	
	INV 161	07/11/2022	West Australian Treasury Corporation	Loan No. 161 Interest payment - Motor Garder	13,078.72	
141	SUPER	9/11/2022	Superchoice			19,391.82
	SUPER	9/11/2022	Superchoice	Superannuation Payments November 2022	19,391.82	
142	DD31613.1	15/11/2022	SG Fleet Australia			1,054.37
	INV AUSG00393783	31/10/2022	SG Fleet Australia	CESM Vehicle Lease Payment 071122 - 061222	1,054.37	
143	SUPER	23/11/2022	Superchoice			17,581.50
	SUPER	23/11/2022	Superchoice	Superannuation Payments November 2022	17,581.50	
144	DD31615.1	29/11/2022	TELSTRA			3,182.49
	INV K558563401-3	21/11/2022	TELSTRA	PHONE Charges November 2022	3,182.49	

Direct Debit Total \$ 179,123.02

Credit Card Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
145	DD31659.1	25/11/2022	COMMONWEALTH BANK			1,246.46
	INV EMIANOV22	27/10/2022	COMMONWEALTH BANK	ECH Planning Car Parking for Meeting with Consultant	10.50	
	INV CEONOV22	21/11/2022	COMMONWEALTH BANK	GOVERNANCE Kettle	99.00	

Schedule of Accounts Paid - November 2022

10.2.1

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV CEONOV22	24/11/2022	COMMONWEALTH BANK	GOVERNANCE Citizenship Ceremony Gifts	38.70	
INV CESMNOV22	01/11/2022	COMMONWEALTH BANK	BFB Bread Buns for Bushfire Training Refreshments	18.00	
INV CESMNOV22	01/11/2022	COMMONWEALTH BANK	BFB Bushfire Training Refreshments Salad & Cutlery	21.65	
INV CESMNOV22	01/11/2022	COMMONWEALTH BANK	BFB Meat for Bushfire Training	60.35	
INV CESMNOV22	15/11/2022	COMMONWEALTH BANK	BFB Refreshments for Bushfire Training	45.20	
INV EMIANOV22	04/11/2022	COMMONWEALTH BANK	ECH Planning Car Parking for Meeting with Consultant	5.00	
INV EMCCNOV22	27/10/2022	COMMONWEALTH BANK	ADMIN Accommodation for Ignite Leadership Course 131122 - 161122 NS	615.00	
INV EMCCNOV22	01/11/2022	COMMONWEALTH BANK	ADMIN Adjustment of Incorrectly Charged Amount	-3.00	
INV EMCCNOV22	08/11/2022	COMMONWEALTH BANK	ADMIN Deep Freeze Cloud Premium Subscription 280422	178.38	
INV EMCCNOV22	16/11/2022	COMMONWEALTH BANK	WORKS Training Course Refreshments	37.98	
INV CEONOV22	27/10/2022	COMMONWEALTH BANK	GOVERNANCE Council Refreshments for OCM	39.70	
INV CEONOV22	27/10/2022	COMMONWEALTH BANK	GOVERNANCE Council Refreshments for OCM	25.00	
INV CEONOV22	04/11/2022	COMMONWEALTH BANK	GOVERNANCE Apple iPhone Case	55.00	
146 DD31660.1	25/11/2022	COMMONWEALTH BANK			3,663.14
INV HRNOV22	27/10/2022	COMMONWEALTH BANK	ADMIN Fit for Work Morning Tea for Fitness Challenge	65.86	
INV HRNOV22	14/11/2022	COMMONWEALTH BANK	WORKS Refreshments for Traffic Management Course	19.70	
INV HRNOV22	15/11/2022	COMMONWEALTH BANK	ADMIN Breakfast for Ignite Leadership Course 141122 - 161122 JL	82.00	
INV HRNOV22	15/11/2022	COMMONWEALTH BANK	ADMIN Breakfast for Ignite Leadership Course 141122 - 161122 NS	82.00	
INV HRNOV22	15/11/2022	COMMONWEALTH BANK	KLC Breakfast for Ignite Leadership Course 141122 - 161122 KF	82.00	
INV HRNOV22	15/11/2022	COMMONWEALTH BANK	LIBRARY Breakfast for Ignite Leadership Course 141122 - 161122 CW	82.00	
INV HRNOV22	15/11/2022	COMMONWEALTH BANK	ADMIN Refreshments for Leaving Morning Tea CB	61.03	
INV HRNOV22	21/11/2022	COMMONWEALTH BANK	WORKS Accommodation for AMS Course BB 051222 - 091222	150.00	
INV HRNOV22	21/11/2022	COMMONWEALTH BANK	WORKS Accommodation for AMS Course JT	150.00	

Schedule of Accounts Paid - November 2022

10.2.1

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV HRNOV22	27/10/2022	COMMONWEALTH BANK	ADMIN Accommodation for Ignite Leadership Course 131122 - 161122 JL	615.00	
INV HRNOV22	30/10/2022	COMMONWEALTH BANK	KLC Sports Engagement Officer HIIT Circuit Course CM	415.00	
INV HRNOV22	31/10/2022	COMMONWEALTH BANK	ADMIN Advertisement of Customer Service/Administration Trainee Position	335.50	
INV HRNOV22	03/11/2022	COMMONWEALTH BANK	ADMIN Fit for Work Program Breathalyser Calibration & Mouthpieces	231.55	
INV HRNOV22	04/11/2022	COMMONWEALTH BANK	WORKS Worksafe High Risk Application for AM	39.00	
INV HRNOV22	09/11/2022	COMMONWEALTH BANK	WORKS Accommodation for Cemeteries Course 161122 - 181122	540.00	
INV HRNOV22	09/11/2022	COMMONWEALTH BANK	WORKS Accommodation for Footprint Training KT & AM	670.00	
INV HRNOV22	10/11/2022	COMMONWEALTH BANK	GOVERNANCE Council Forum Refreshments	42.50	

Credit Card Totals \$ 4,909.60

Cheque Total	\$968.05	0.08%
EFT Total	\$778,760.58	64.31%
Payroll Total	\$247,168.14	20.41%
Direct Debit Total	\$179,123.02	14.79%
Credit Card Total	\$4,909.60	0.41%
	\$1,210,929.39	100.00%



Shire of
Katanning
Heart of the Great Southern

Monthly Statement of Financial Activity
For the period ended
30 November 2022



SHIRE OF KATANNING**MONTHLY FINANCIAL REPORT**

**(Containing the Statement of Financial Activity)
For the period ending 30 November 2022**

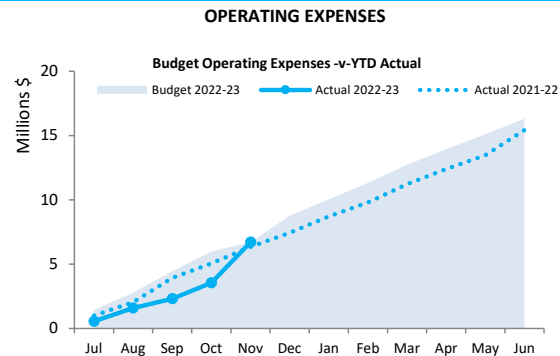
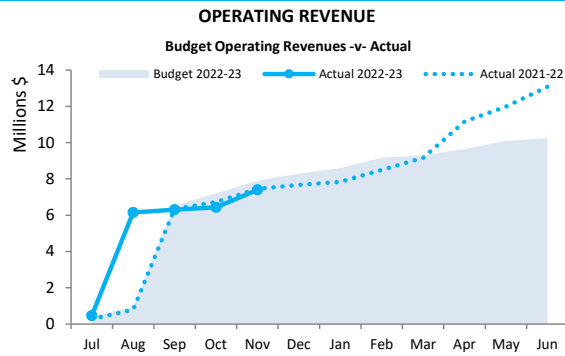
LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

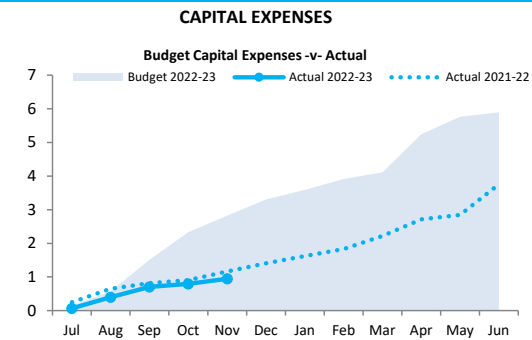
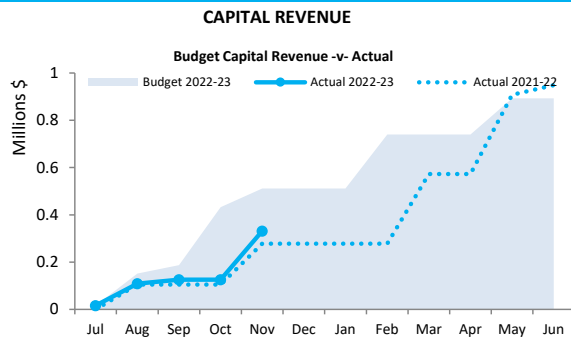
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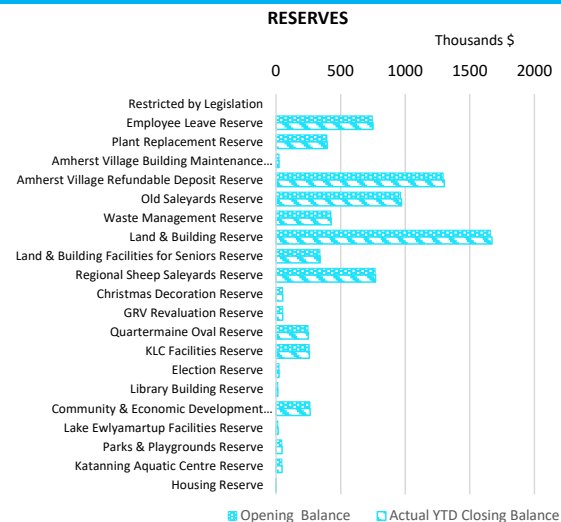
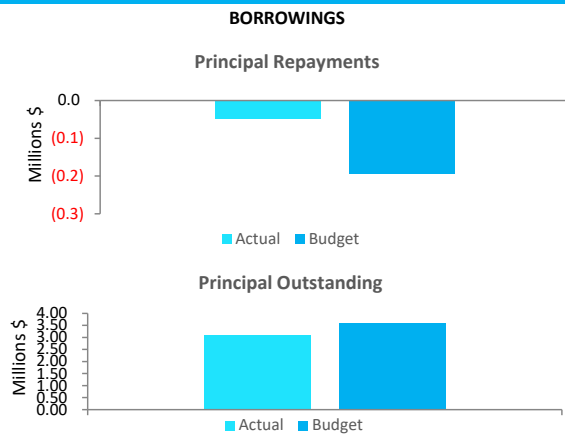
OPERATING ACTIVITIES



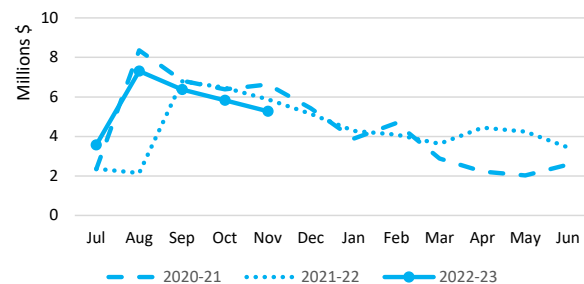
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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	\$3.14 M	\$3.14 M	\$2.98 M	(\$0.16 M)
Closing	\$0.00 M	\$6.73 M	\$5.33 M	(\$1.41 M)
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$14.83 M	% of total
Unrestricted Cash	\$2.93 M	19.7%
Restricted Cash	\$11.91 M	80.3%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.47 M	% Outstanding
Trade Payables	\$0.21 M	
0 to 30 Days		83.1%
Over 30 Days		17.0%
Over 90 Days		0.7%
Refer to Note 5 - Payables		

Receivables		
	\$0.46 M	% Collected
Rates Receivable	\$2.39 M	59.3%
Trade Receivable	\$0.46 M	% Outstanding
Over 30 Days		88.8%
Over 90 Days		87.2%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.85 M)	\$3.24 M	\$3.06 M	(\$0.18 M)
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$4.66 M	% Variance
YTD Budget	\$4.68 M	(0.3%)
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
YTD Actual	\$0.63 M	% Variance
YTD Budget	\$1.16 M	(45.7%)
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$1.28 M	% Variance
YTD Budget	\$1.23 M	3.8%
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.58 M)	(\$2.14 M)	(\$0.61 M)	\$1.53 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.02 M	%
Adopted Budget	\$0.42 M	(96.5%)
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.95 M	% Spent
Adopted Budget	\$5.89 M	(83.8%)
Refer to Note 7 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.33 M	% Received
Adopted Budget	\$0.89 M	(62.8%)
Refer to Note 7 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.29 M	\$2.50 M	(\$0.10 M)	(\$2.60 M)
Refer to Statement of Financial Activity			

Borrowings		
Principal repayments	\$0.05 M	
Interest expense	\$0.03 M	
Principal due	\$3.09 M	
Refer to Note 8 - Borrowings		

Reserves		
Reserves balance	\$7.67 M	
Interest earned	\$0.05 M	
Refer to Note 10 - Cash Reserves		

Lease Liability		
Principal repayments	\$0.00 M	
Interest expense	(\$0.00 M)	
Principal due	\$0.05 M	
Refer to Note 9 - Lease Liabilities		

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

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 30 NOVEMBER 2022****NATURE OR TYPE DESCRIPTIONS****REVENUE****RATES**

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes 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, and 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, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES**EMPLOYEE COSTS**

All costs associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, 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)

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. Excluding Land.

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.

10.2.2

STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 NOVEMBER 2022

BY NATURE OR TYPE

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,139,998	3,139,998	2,978,740	(161,258)	(5.14%)	
Revenue from operating activities							
Rates		4,672,709	4,671,829	4,664,553	(7,276)	(0.16%)	
Rates (excluding general rate)		4,670	4,670	0	(4,670)	(100.00%)	
Operating grants, subsidies and contributions	12	2,112,415	1,156,402	627,935	(528,467)	(45.70%)	▼
Fees and charges		1,861,766	1,232,465	1,279,043	46,578	3.78%	
Interest earnings		98,500	47,945	98,003	50,058	104.41%	▲
Other revenue		433,674	283,420	260,716	(22,704)	(8.01%)	
Profit on disposal of assets	6	174,214	0	0	0	0.00%	
		9,357,948	7,396,731	6,930,250	(466,481)	(6.31%)	
Expenditure from operating activities							
Employee costs		(4,434,829)	(1,928,107)	(1,733,053)	195,054	10.12%	▲
Materials and contracts		(4,291,722)	(1,505,678)	(1,353,764)	151,914	10.09%	▲
Utility charges		(528,015)	(210,092)	(173,094)	36,998	17.61%	▲
Depreciation on non-current assets		(6,125,895)	(2,544,995)	0	2,544,995	100.00%	▲
Interest expenses		(118,046)	(46,417)	(25,617)	20,800	44.81%	▲
Insurance expenses		(406,146)	(338,478)	(407,681)	(69,203)	(20.45%)	▼
Other expenditure		(352,813)	(132,880)	(181,286)	(48,406)	(36.43%)	▼
Loss on disposal of assets	6	(59,016)	0	0	0	0.00%	
		(16,316,482)	(6,706,647)	(3,874,495)	2,832,152	(42.23%)	
Non-cash amounts excluded from operating activities	1(a)	6,105,687	2,544,995	0	(2,544,995)	(100.00%)	▼
Amount attributable to operating activities		(852,847)	3,235,079	3,055,755	(179,324)	(5.54%)	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	892,744	511,287	331,706	(179,581)	(35.12%)	▼
Proceeds from disposal of assets	6	424,773	424,773	15,000	(409,773)	(96.47%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	8	250,000	0	0	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	8	(250,000)	(250,000)	0	250,000	100.00%	▲
Payments for property, plant and equipment and infrastructure	7	(5,893,019)	(2,822,168)	(952,573)	1,869,595	66.25%	▲
Amount attributable to investing activities		(4,575,502)	(2,136,108)	(605,867)	1,530,241	(71.64%)	
Financing Activities							
Proceeds from new debentures	8	650,000	650,000	0	(650,000)	(100.00%)	▼
Transfer from reserves	10	2,503,012	2,503,012	0	(2,503,012)	(100.00%)	▼
Payments for principal portion of lease liabilities	9	(11,503)	0	0	0	0.00%	
Repayment of debentures	8	(195,158)	0	(49,167)	(49,167)	0.00%	▼
Transfer to reserves	10	(658,000)	(658,000)	(51,732)	606,268	92.14%	▲
Amount attributable to financing activities		2,288,351	2,495,012	(100,899)	(2,595,911)	(104.04%)	
Closing funding surplus / (deficit)	1(c)	0	6,733,981	5,327,729	(1,406,252)	20.88%	▼

KEY INFORMATION

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

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

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

BASIS OF PREPARATION

The financial report 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 Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 06 December 2022

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

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	6	(174,214)	0	0
Less: Fair value adjustments to financial assets at amortised cost		94,990	0	
Add: Loss on asset disposals	6	59,016	0	0
Add: Depreciation on assets		6,125,895	2,544,995	0
Total non-cash items excluded from operating activities		6,105,687	2,544,995	0

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

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

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 November 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(5,777,140)	(7,622,152)	(7,673,884)
Less: - Financial assets at amortised cost - self supporting loans	4	250,000	0	0
Less: Amherst Deposits		1,137,794		
Add: Borrowings	8	639,000	184,158	134,991
Add: Provisions employee related provisions	11	640,705	1,857,458	1,857,458
Add: Lease liabilities	9	7,054	14,578	14,578
Add: Other Adjustments				15,563
Total adjustments to net current assets		(3,102,587)	(5,565,958)	(5,651,294)

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

Current assets

Cash and cash equivalents	2		9,714,690	10,600,987
Financial assets at amortised cost	2		4,303,578	4,232,170
Rates receivables	3		1,207,908	2,389,603
Receivables	3		473,249	457,328
Other current assets	4		4,439	109,187

Less: Current liabilities

Payables	5		(693,551)	(465,212)
Borrowings	8		(184,158)	(134,991)
Contract liabilities	11		(4,409,421)	(4,338,013)
Lease liabilities	9		(14,578)	(14,578)
Provisions	11		(1,857,458)	(1,857,458)
Less: Total adjustments to net current assets	1(b)		(5,565,958)	(5,651,294)

Closing funding surplus / (deficit)

0 **2,978,740** **5,327,729**

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash at Bank	Cash and cash equivalents	2,927,104	7,673,883	10,600,987				
Term Deposit	Financial assets at amortised cost	0	4,232,170	4,232,170				
Total		2,927,104	11,906,053	14,833,157	0			
Comprising								
Cash and cash equivalents		2,927,104	7,673,883	10,600,987	0			
Financial assets at amortised cost		0	4,232,170	4,232,170	0			
		2,927,104	11,906,053	14,833,157	0			

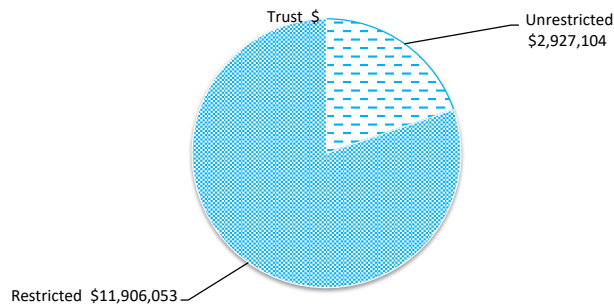
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

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

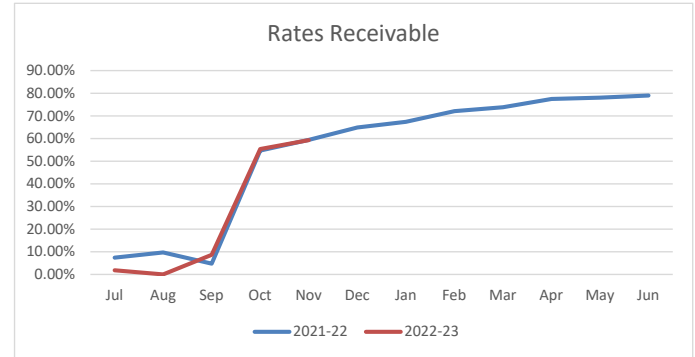
- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



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

Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	0	1,207,908
Levied this year	4,672,555	4,664,553
Less - collections to date	(3,464,647)	(3,482,858)
Gross rates collectable	1,207,908	2,389,603
Net rates collectable	1,207,908	2,389,603
% Collected	74.1%	59.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(46,103)	122,685	10,388	664	595,613	683,247
Percentage	(6.7%)	18%	1.5%	0.1%	87.2%	
Balance per trial balance						
Sundry receivable						683,247
GST receivable						142,529
Allowance for impairment of receivables from contracts with customers						(368,448)
Total receivables general outstanding						457,328

Amounts shown above include GST (where applicable)

KEY INFORMATION

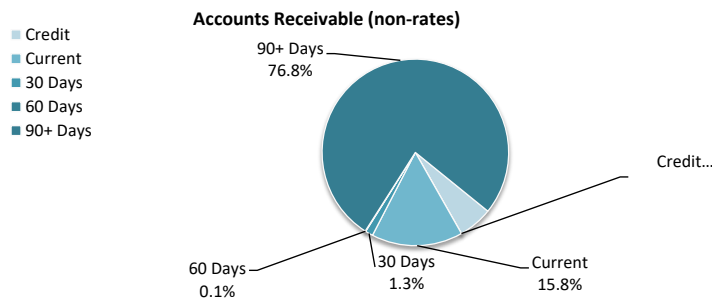
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

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



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

10.2.2

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 Nov 2022
Other current assets	\$	\$	\$	\$
Inventory				
Fuel	4,439	104,748		109,187
Total other current assets	4,439	104,748	0	109,187

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

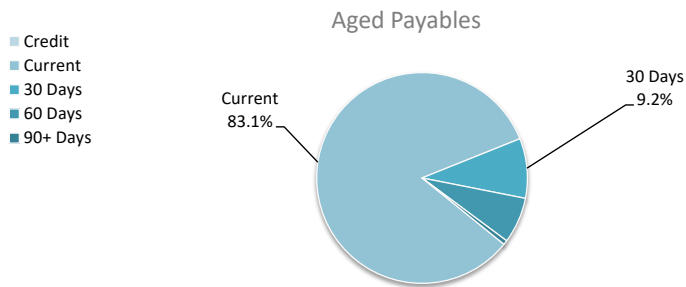
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

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

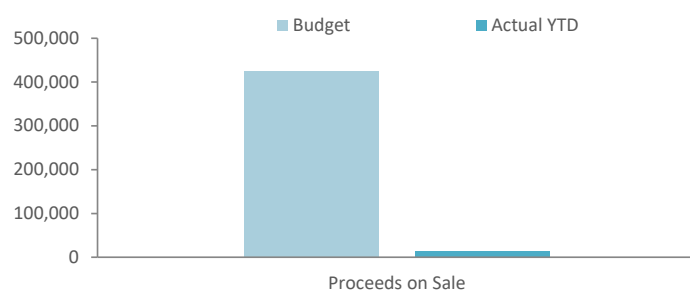
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	173,505	19,154	14,750	1,380	208,789
Percentage	0%	83.1%	9.2%	7.1%	0.7%	
Balance per trial balance						
Sundry creditors						208,789
ATO liabilities						104,443
Bonds & deposits						113,655
Pre-paid rates						38,325
Total payables general outstanding						465,212
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
	Motor Vehicle	54,119	53,000	0	(1,119)		0	0	0
	Transport								
	Plant	255,456	371,773	174,214	(57,897)	15,000	15,000	0	0
		309,575	424,773	174,214	(59,016)	15,000	15,000	0	0



Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	100,000	100,000	68,045	(31,955)
Buildings - specialised	1,381,830	666,474	150,858	(515,616)
Plant and equipment	1,389,050	116,300	54,000	(62,300)
Motor Vehicles	144,001	39,001	0	(39,001)
Equipment	397,810	330,310	20,175	(310,135)
Paintings & Sculptures	180,572	120,572	0	(120,572)
Infrastructure - roads	1,732,404	878,790	459,815	(418,975)
Infrastructure - footpaths	177,250	177,250	67,472	(109,778)
Infrastructure - parks & ovals	0	0	1,740	1,740
Infrastructure - other	325,102	328,471	119,394	(209,077)
Infrastructure - bridges	65,000	65,000	11,075	(53,925)
Payments for Capital Acquisitions	5,893,019	2,822,168	952,573	(1,869,595)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	892,744	511,287	331,706	(179,581)
Borrowings	650,000	650,000	0	(650,000)
Other (disposals & C/Fwd)	424,773	424,773	15,000	(409,773)
Cash backed reserves				
Plant Replacement Reserve	(300,000)	0	0	0
Amherst Village Building Maintenance Reserve	(40,000)	0	0	0
Amherst Village Refundable Deposit Reserve	(156,000)	(156,000)	0	156,000
Old Saleyards Reserve	(470,365)	120,365	0	(120,365)
Waste Management Reserve	(44,000)	0	0	0
Land & Building Reserve	(1,194,122)	0	0	0
Regional Sheep Saleyards Reserve	(92,525)	92,525	0	(92,525)
Christmas Decoration Reserve	(50,000)	50,000	0	(50,000)
KLC Facilities Reserve	(101,000)	101,000	0	(101,000)
Katanning Aquatic Centre Reserve	(55,000)	55,000	0	(55,000)
Contribution - operations	6,428,514	973,218	605,867	(367,351)
Capital funding total	5,893,019	2,822,168	952,573	(1,869,595)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

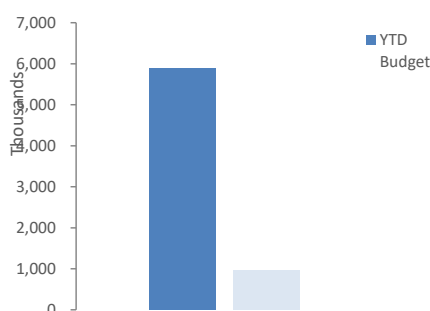
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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

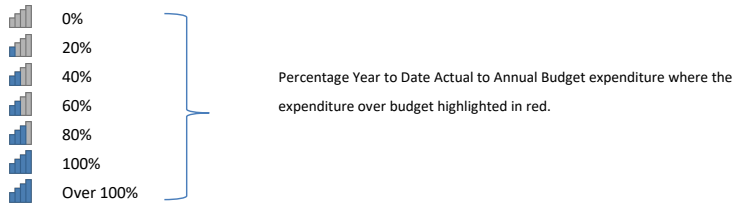
Payments for Capital Acquisitions



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

Capital expenditure total

Level of completion indicators



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

			Adopted		Variance
Account Description			Budget	YTD Budget	(Under)/Over
			\$	\$	\$
	2.00	8 Austral Terrace - Capex Upgrade	5,075	5,075	5,075
		Purchase Of 01Ka Ceo	65,000	0	0
	2.00	Emergency Welfare Centre Generator	152,000	152,000	12,718
		Amherst Bathroom Renovations	40,000	10,000	0
	2.00	Refuse Site Shed	79,264	79,264	14,695
	2.00	Klc Concept Design	45,000	45,000	23,829
	2.00	Ech Planning	1,169,122	487,135	107,259
	2.00	Piesse Lake Residential Development	3,369	3,369	5,530
		Wayfinding Signage	18,032	18,032	0
	2.00	Fairfield Road Slk 6.91-9.11 (Rrg)	0	0	3,993
	2.00	Warren Road Slk 10.0-12.1 (Rrg)	0	0	4,945
	2.00	Bibiking Road Slk 0.00-4.80 (R2R)	8,627	8,627	0
	2.00	Cullen Street Slk 0.00-0.70 (R2R)	28,709	28,710	0
		Clive St Carriageway (Conroy/Piesse)	188,624	188,624	1,900
	2.00	Curlew Street Slk 0.00-1.36 Gravel Resheet	73,314	73,314	2,813
	2.00	Mills Street Slk 0.00-1.37 Gravel Resheet	47,378	47,378	34,274
	2.00	Tree Street Slk 0.00-0.35 Gravel Resheet	43,861	43,861	10,617
	2.00	Warren Road Slk 12.1-15.15 (Rrg)	309,000	128,750	7,250
		Carew Street Slk 0.62-0.947 (Rrg)	175,000	70,000	5,800
	2.00	Forrest Hills Road Slk 0.00-3.7 (R2R)	86,944	54,517	29,335
	2.00	Lake Coyrecup Road Slk 0.026-5.286 (R2R)	156,591	6,670	183,998
	2.00	Tabenup Road Slk 0.00-2.00 (R2R)	57,344	6,670	84,074
		Dore Street Realignment & Associated Works	350,000	174,999	0
	2.00	Clive Street Slk 1.05-1.93 (Rrg)	8,371	8,371	0
	2.00	Onslow Road Slk 0-1.4 (R2R)	0	0	752
	2.00	Rogers Avenue (Park St To Harris St) Council	46,639	6,065	56,990
	2.00	Coate Street (Carew St To Conroy St) Council	26,234	26,234	3,848
		Cornwall Street Footpath	105,838	105,838	0
	2.00	Clive Street West Footpath	227	227	227
		Bokarup Street - Upgrade Of Footpath	0	0	980
	2.00	Clive Street - Concrete Footpath Upgrade Works	275	275	1,265
		Clive Street Footpath (Conroy To Piesse - Southern Side)	5,052	5,052	0
	2.00	Synott Avenue Footpath (Warren To Braeside)	65,858	65,858	65,000
	2.00	Bokarup Street Footbridge	65,000	65,000	11,075
		Purchase Of Utility - Ka357	39,001	39,001	0
	2.00	Cctv Cameras At Saleyards	92,525	92,525	92,705
		Purchase Of Sweeper - Saleyards	64,750	0	0
	2.00	Dam Expansion Klc	62,545	62,545	8,441
	2.00	Equipment (GEM)	55,000	0	0
	2.00	Great Southern Aged Accommodation Project Expenditure (STP)	100,000	100,000	68,045
		Equipment (OCU)	50,000	50,000	0
	2.00	Noongar Story Public Artwork Project (STP)	180,572	120,572	0
			5,893,019	2,767,168	944,835
					(1,822,333)

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

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2022	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
Administration Building	158	2,138,269			(49,167)	(99,268)	2,089,102	2,039,001	(27,379)	(95,003)
Housing										
Aged & Key Worker Accommodation	159	645,095			0	(43,982)	645,095	601,113	1,287	(12,704)
Other property and services										
Water Cart	160	145,431			0	(16,558)	145,431	128,873	193	(2,202)
CAT Grader	161	213,870			0	(24,350)	213,870	189,520	283	(3,237)
Road Sweeper	163			210,000	0		0	210,000	0	
Truck - KA24365				190,000	0		0	190,000	0	
		3,142,665	0	400,000	-49,167	-184,158	3,093,498	3,358,507	-25,617	-113,146
Self supporting loans										
Recreation and culture										
Katanning Country Club	162			250,000		-11,000		239,000		(4,900)
		0	0	250,000	0	-11,000	0	239,000	0	(4,900)
Total		3,142,665	0	650,000	-49,167	-195,158	3,093,498	3,597,507	(25,617)	(118,046)
Current borrowings		195,158					134,991			
Non-current borrowings		2,947,507					2,958,507			
		3,142,665					3,093,498			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2022-23

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Road Sweeper		210,000	WATC	Debenture	5	26,820	3.7		210,000	0
Truck - KA24365		190,000	WATC	Debenture	5	23,865	3.7		190,000	0
Katanning Country Club		250,000	WATC	Debenture	10	65,460	4.0		250,000	0
	0	650,000				116,145		0	650,000	0

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

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

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

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

Movement in carrying amounts

Information on leases		1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Law, order, public safety										
CESM Vehicle	i22401	43,306				(11,503)	43,306	31,803		0
Community amenities										
LCDC Vehicle	1,706,081	310				0	310	310		0
Recreation and culture										
Matrix Spin Bicycles	000041	5,567				0	5,567	5,567	1,113	0
Total		49,183	0	0	0	-11,503	49,183	37,680	1,113	0
Current lease liabilities		14,578					14,578			
Non-current lease liabilities		14,933					14,933			
		29,511					29,511			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

Reserve accounts

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation									
Employee Leave Reserve	745,770	595	5,062	0	0	0	0	746,365	750,832
Plant Replacement Reserve	393,788	390	2,673	103,500	0	(300,000)	0	197,678	396,461
Amherst Village Building Maintenance Reserve	23,348	20	158	156,000	0	(40,000)	0	139,368	23,506
Amherst Village Refundable Deposit Reserve	1,292,804	990	8,774	0	0	(156,000)	0	1,137,794	1,301,578
Old Saleyards Reserve	964,277	790	6,545	0	0	(470,365)	0	494,702	970,822
Waste Management Reserve	424,260	325	2,879	0	0	(44,000)	0	380,585	427,139
Land & Building Reserve	1,659,556	1,325	11,263	50,000	0	(1,194,122)	0	516,759	1,670,819
Land & Building Facilities for Seniors Reserve	339,310	260	2,303	0	0	0	0	339,570	341,613
Regional Sheep Saleyards Reserve	765,925	515	5,198	140,000	0	(92,525)	0	813,915	771,123
Christmas Decoration Reserve	50,990	40	346	10,000	0	(50,000)	0	11,030	51,336
GRV Revaluation Reserve	51,530	40	350	10,000	0	0	0	61,570	51,880
Quartermaine Oval Reserve	247,190	190	1,678	50,000	0	0	0	297,380	248,868
KLC Facilities Reserve	256,896	200	1,744	50,000	0	(101,000)	0	206,096	258,640
Election Reserve	23,354	20	159	10,000	0	0	0	33,374	23,513
Library Building Reserve	14,859	10	101	2,500	0	0	0	17,369	14,960
Community & Economic Development Reserve	261,887	200	1,777	0	0	0	0	262,087	263,664
Lake Ewlyamartup Facilities Reserve	15,020	10	102	5,000	0	0	0	20,030	15,122
Parks & Playgrounds Reserve	45,644	35	310	15,000	0	0	0	60,679	45,954
Katanning Aquatic Centre Reserve	45,644	35	310	15,000	0	(55,000)	0	5,679	45,954
Housing Reserve	100	10	1	35,000	0	0	0	35,110	101
	7,622,152	6,000	51,732	652,000	0	(2,503,012)	0	5,777,140	7,673,884

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

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 November 2022
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		105,843	0			105,843
- Capital grant/contribution liabilities		4,303,578	0	20,701	(92,109)	4,232,170
Total other liabilities		4,409,421	0	20,701	(92,109)	4,338,013
Employee Related Provisions						
Annual leave		330,951	0			330,951
Long service leave		309,754	0			309,754
Total Employee Related Provisions		640,705	0	0	0	640,705
Other Provisions						
Amherst Refundable deposits		1,216,753	0			1,216,753
Total Other Provisions		1,216,753	0	0	0	1,216,753
Total other current assets		6,266,879	0	20,701	(92,109)	6,195,471
Amounts shown above include GST (where applicable)						

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

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 employee related 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.

Capital grant/contribution liabilities

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.

10.2.2

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

NOTE 12 OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	1 July 2022		(As revenue)	30 Nov 2022	30 Nov 2022	\$	\$	\$
Operating grants and subsidies								
Governance								
Insurance Scheme Surplus (ADM)				0		0	0	4,000
General purpose funding								
General Purpose Grant (GPF)				0		553,873	276,936	276,937
Untied Road Grant (GPF)				0		105,844	52,922	52,922
ESL Administration Fee (GPF)				0		4,000	4,000	4,000
Rates Legal Fees Reimbursement (GPI)				0		30,000	12,500	51,019
Special Project Grant (GPF)	35,545			35,545		0	0	0
Law, order, public safety								
BFB LGGS Income	471			471		44,480	13,673	26,153
CESM Contributions & Reimbursements				0		119,241	29,810	0
Health								
Dept Health - CLAG Funding				0		0	0	7,913
Education and welfare								
Youth Activities Grant Income (CDOW)				0		33,648	16,824	17,417
Seniors Week Grant Income (CDOW)				0		1,000	415	0
National Youth Week Grant Income (CDOW)				0		1,000	415	0
Grant Income (CDOW)				0		184,113	27,113	0
Harmony Festival Grant Income (CDOW)				0		57,000	0	12,500
PIAF Income	1,000			1,000				
Cultural Awareness	5,000			5,000				
Indigenous Governance	12,613			12,613				
Recreation and culture								
Grant Income (KLC)				0		33,086	27,570	1,909
Grant Income (OCU)				0		47,000	27,000	0
Regional Venues Improvement Fund	1,327			1,327				
RETB Exhibition Reimbursements	1,272			1,272				
Sports Engagement	33,085			33,085				
Transport								
Commissions & Contributions (TPL)				0		90,000	37,500	29,760
Direct Road Grant (MRBD)				0		140,386	140,386	143,406
Street Light Subsidy (MRBD)				0		2,500	0	0
Economic services								
Grant Income (EDV)				0		650,244	474,338	0
Auspicing Income - Hidden Treasures (TOU)				0		15,000	15,000	0
FRRR Vibrant Katanning	6,460			6,460				
	96,773	0	0	96,773	0	2,112,415	1,156,402	627,935
Operating contributions								
Education and welfare								
Harmony Festival	9,070			9,070				
	9,070	0	0	9,070	0	0	0	0
TOTALS	105,843	0	0	105,843	0	2,112,415	1,156,402	627,935

10.2.2

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

NOTE 13
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2022	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Nov 2022	Current Liability 30 Nov 2022	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Heritage Centre Project DPIRD Grant Funds (STP)				0		0	0	92,390
Law, order, public safety								
Grant Income (OLO)				0		96,000	96,000	0
Community amenities								
CLGF Regional re Regional Waste Initiative Income (SAN)				0		35,264	35,264	0
Transport								
Regional Road Group Funding (CRBD)				0		446,485	222,525	222,525
Roads to Recovery Funding (CRBD)				0		314,995	157,498	0
Economic services								
Grant Income (EDV)				0		0	0	16,791
	0	0	0	0	0	892,744	511,287	331,706
Non-operating contributions								
Governance								
Supertowns Funding	4,303,578	20,701	(92,109)	4,232,170				
	4,303,578	20,701	(92,109)	4,232,170	0	0	0	0
TOTALS	4,303,578	20,701	(92,109)	4,232,170	0	892,744	511,287	331,706

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

EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Operating grants, subsidies and contributions	(528,467)	(45.70%)	▼		Operating Grants lower than anticipated	
Interest earnings	50,058	104.41%	▲	Reserve Fund interest higher than predicted		
Expenditure from operating activities						
Employee costs	195,054	10.12%	▲	Costs lower than expected		
Materials and contracts	151,914	10.09%	▲	Costs lower than expected		
Utility charges	36,998	17.61%	▲	Costs lower than expected		
Depreciation on non-current assets	2,544,995	100.00%	▲	Depn not processed - to happen after AFR finalisation		
Interest expenses	20,800	44.81%	▲		Loan interest not yet due	
Insurance expenses	(69,203)	(20.45%)	▼		Second instalment paid	
Other expenditure	(48,406)	(36.43%)	▼		Vehicle Licences & Refund Overpayments - Review	
Non-cash amounts excluded from operating activities	(2,544,995)	(100.00%)	▼		AFR Not completed - hold until final figure known	
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(179,581)	(35.12%)	▼	Heritage Centre Project Grant - no budget - Review		
Proceeds from disposal of assets	(409,773)	(96.47%)	▼		Toro mower replacement only disposal to date	
Payments for financial assets at amortised cost - self supply	250,000	100.00%	▲	Loans not drawn down		
Payments for property, plant and equipment and infrastructure	1,869,595	66.25%	▲	Capital Works Program lower than expected		
Financing activities						
Proceeds from new debentures	(650,000)	(100.00%)	▼		Loans not drawn down	
Transfer from reserves	(2,503,012)	(100.00%)	▼		Transfers at year end	
Repayment of debentures	(49,167)	0.00%	▼	Loans not drawn down		
Transfer to reserves	606,268	92.14%	▲	Transfers at year end		
Closing funding surplus / (deficit)	(1,406,252)	20.88%	▼	AFR Not completed - hold until final figure known		

Great Southern Treasures

MARKETING & STRATEGIC PLAN



Contents



03	About Us
04	Our Vision
05	Our Stakeholders
06	Our Market



07	Our Goals
08	Budget
09	Performance Indicators
10	Reference/Acronyms

Located in the Upper Great Southern, nine local governments of Broomehill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling, form the Great Southern Treasures.

Established in 2004, the Great Southern Treasures (GST) is a Local Tourism Organisation (LTO) representing eight shires in the Upper Great Southern region and is delivered by Australia's South West (ASW).

Steeped in the heritage of our early settlers, harbouring pink salt lakes, breath-taking mountain ranges, the Great Southern Treasures has everything from grand old homesteads to premium hotels, award winning wineries to mouth-watering local produce. This region is a top tourism destination featuring spectacular scenic views from some of Australia's highest heights as well as many of the world's rarest wildflowers.





PURPOSE

To build brand awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide.

VISION

The communities of Great Southern Treasures are the most visited and known in Australia's South West

MISSION

Collectively plan and promote the tourism assets, experiences and events across member local governments.

INTERNAL

Staff

Marketing & Industry Liaison
Co-ordinator (MILC)

Member Shires

Broomehill-Tambellup,
Plantagenet, Cranbrook,
Gnowangerup, Kent, Katanning,
Kojonup, Woodanilling

Delivery Partner

Australia's South West

CONNECTED

Industry Bodies

Outdoors Great Southern
Tourism Western Australia

Visitor & Community Resource Centres

Yongergnow VC, Kodja Place, Mt Barker VC, Mt
Barker Tourism, Katanning Hub & CRC, Pingrup
CRC, Gnowangerup CRC, Tambellup CRC,
Frankland River CRC, Borden Group

Government

Great Southern Development Commission,
Regional Development Australia - Great
Southern

Business

Accommodation providers, restaurants, travel
agents, tour guides, transport providers,
wineries. producers, Katanning Regional
Business Association, Albany Business Centre

Tourists

International, interstate, intrastate, local

EXTERNAL

Tourism Bodies

Australia's Golden Outback,
Tourism Australia, Tourism Council
WA, ATDW, ATEC , Australian Hotels
Association, WA Indigenous
Tourism Operators Council, Caravan
Industry Association WA

Visitor Centre

Denmark Visitor Centre, Albany
Visitor Centre, WA Visitor Centre

OUR MARKET

Day Trippers

Caravan & Camping Overnight
Visitors

Driving tourists who plan a loop
trip

Visitor types more likely to
travel to regional areas:

Our main market is drive tourists. The drive market can be defined as “visitors who use some form of vehicular transport as a mode of transport to reach their destination, where the main purpose of visit is leisure (i.e. where their main purpose is for a holiday or to visit friends or relatives). This includes day trips & overnight trips to one or more destinations.

Residents of the Great Southern and surrounding regions travelling up to 150kms round trip. Looking for easy-intermediate grade trail activities; quality facilities and amenities; spending time with family and friends; dog and child friendly; relaxed lifestyle.

Intrastate and interstate travellers looking for a ‘sense of freedom’ and ‘independence’; low-cost camping; a range of things to see and do; easy-intermediate grade trail activities.

There are two broad segments of caravanners –Travellers’ on a longer road trip including young families, ‘gray nomads’, and ‘holiday makers’ on a short stay holiday.

Developing and promoting ready-made road trip itineraries. Itineraries provide a set of activities and sights for different lengths of stay for intrastate, interstate and international markets.

- Intrastate (leisure and visiting friends and relatives)
- Interstate (leisure and visiting friends and relatives)
- International visitors (when conditions allow)

PILLAR	ACTIONS	MEASUREMENTS
BRANDING, MARKETING& COMMUNICATION	<ul style="list-style-type: none">• Review & implement GST marketing plan• Manage, refresh & update social media platforms & website• Build collateral for GST partners• Partner with ASW for increased reach of marketing budget• Deliver consistent marketing & messaging through LGA's, VC's, & CRC's• Develop marketing plan for GSTYT in partnership with OGS & MOU• Leverage & promote events in the region	<ol style="list-style-type: none">1. Locals and businesses are promoters of GST & the tourism assets2. Marketing collateral produced3. Marketing key metrics eg. social media following & engagement4. Key messages are adopted by partners
BLOOM FESTIVAL	<ul style="list-style-type: none">• Support Event contractor to hold signature event	<ol style="list-style-type: none">1. Onboarding of event contractor2. Festival patronage increases annually3. GST signature event with a positive financial return
FESTIVALS	<ul style="list-style-type: none">• Taste Great Southern events to be held throughout GST• Encourage all member shires to participate & cross promote events	<ol style="list-style-type: none">1. All participating member LG's promoted in Taste Great Southern marketing
OPERATIONS	<ul style="list-style-type: none">• Financial management• Arrange & attend bi monthly meetings• Industry & stakeholder liaison	<ol style="list-style-type: none">1. Financial management is reflective of the GST governance2. Annual GST Financial Report delivered by ASW
GOVERNANCE	<ul style="list-style-type: none">• MoU is appropriate to our purpose & goals• Annual Report• Forward plan delivers upon our vision and mission• SLA delivered by ASW	<ol style="list-style-type: none">1. Strategic Plan & Activity Plan adopted, & initiatives completed2. MoU signed by all member local governments3. Appropriate governance & organisational structure4. Signed SLA with ASW

FUND SOURCES & BUDGET ALLOCATION

ITEM	BUDGET	ITEM	BUDGET
Carried over 21/22	+\$35,521	Employee Costs	\$60,000
Income from Shires	+\$,104,000	Employee Travel/ Meeting expenses	\$2,000
Income for Bloom	+\$67,922	Marketing, website, subscriptions, collateral, campaigns, Bloom contribution	\$59,221
TOTAL INCOME	\$207,443	Projects (Bloom)	\$72,922
		ASW Admin & Governance & Chair	\$ 13,300
		TOTAL EXPENSES	\$ 207,443



1

Intrastate visitation and spend
Target: Increased visitation and spend
YOY

2

Marketing Outcomes
Target: Marketing and brand awareness
that deliver outcomes in key metrics

3

Industry and Stakeholder Survey Target:
Increase satisfaction results YOY

4

Independent Financial Contribution
Target: Achieve growth YOY

ACRONYMS

GST..... Great Southern Treasures

ASW..... Australia's South West

LGA..... Local Government Agency

RTO..... Regional Tourism Organisation

LTO..... Local Tourism Organisation

VC..... Visitor Centre

CRC..... Community Resource Centre

OGS..... Outdoors Great Southern

GSTYT..... Great Southern Treasures Yoon (Bobtail) Trail

GSDC..... Great Southern Development Commission

RDAGS..... Regional Development Australia Great Southern

SLA..... Service Level Agreement

MOU..... Memorandum of Understanding

LG..... Local Government

ATEC..... Australian Tourism Export Council

ATDW..... Australian Tourism Data Warehouse



BLOOM
Festival



GREAT SOUTHERN TREASURES

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the 29th day of April 2021

BETWEEN:

the SHIRE OF BROOMEHILL-TAMBELLUP of 46-48 Norrish Street, TAMBELLUP, WA;

the SHIRE OF CRANBROOK of Gathorne Street, CRANBROOK, WA;

the SHIRE OF GNOWANGERUP of 28 Yougenup Road, GNOWANGERUP, WA;

the SHIRE OF KATANNING of 52 Austral Terrace, KATANNING, WA;

the SHIRE OF KENT of 24-26 Richmond Street, NYABING, WA;

the SHIRE OF KOJONUP of Albany Highway, KOJONUP, WA;

the SHIRE OF PLANTAGENET of 22-24 Lowood Road, MOUNT BARKER, WA;

the SHIRE OF WOODANILLING of 3316 Robinson Road, WOODANILLING, WA.

collectively known as the ('Member Councils')

BACKGROUND

- A. Each of the Member Councils are local government authorities established under the Local Government Act 1995.
- B. The Member Councils desire to formalise their agreement and understanding in relation to Great Southern Treasures and have agreed to enter into this Memorandum of Understanding in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them, the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.
- C. The purpose of this Memorandum of Understanding is to affirm the partnership and collaboration of the local governments and to further the shared aims as below. The purpose for which the Scheme is established is to provide a means for the Participants, through voluntary participation and the integration and sharing of resources:
 - 1. To maximise the economic return from tourists and visitors to the participant local governments
 - 2. To promote and develop the tourism assets of the participant local governments
 - 3. To cooperate and take an active interest in tourism matters affecting the participant communities
 - 4. Nurture industry partners and key stakeholders within the local, regional, state and national tourism industry

D. The values of the member councils guiding participation in this memorandum of understanding are that they are:

1. Working together to be a preferred regional destination
2. Shared benefits
3. Championing each other's tourism assets

AND THE MEMBER COUNCILS AGREE:

1. Definitions & Interpretation

1.1 Definitions

- 1.1.1 **'Act'** means the Local Government Act 1995;
- 1.1.2 **'Costs'** means all costs incurred by the Host Council including, but not limited to, the engagement of the Executive Officer (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licenses, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 **'Billing Period'** means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 **'Costs Schedule'** means the Cost Schedule attached to this Memorandum;
- 1.1.5 **'Host Council'** means one Member Council that agrees to undertake the duties in 4.1 on behalf of the member Councils to administer the Scheme
- 1.1.6 **'Committee'** means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.7 **'Scheme'** means the Great Southern Treasures scheme;
- 1.1.8 **'Memorandum'** means this Memorandum of Understanding;
- 1.1.9 **'Operating Guidelines'** means the guidelines (as amended from time to time) referred to in Clause 6 of this Memorandum;
- 1.1.10 **'Other Member Councils'** means the Member Councils that are not the Host Council.

1.2 Interpretation

- 1.2.1 The Background set out above forms part of this Memorandum and the Member Councils agree that the Background is true and accurate.
- 1.2.2 Unless the contrary intention appears:
 - 1.2.2.1 Words noting the singular shall include the plural and vice versa.
 - 1.2.2.2 Reference to any gender shall include every other gender and

words denoting individuals shall include corporations and vice versa.

- 1.2.2.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently in force at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.
- 1.2.2.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.2.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

2. Term

- 2.1 The term of this Memorandum shall be three (3) years
 - 2.1.1 The first MoU will commence on 1 Jan 2021 and expire on the 30 June 2023, unless otherwise agreed or extended by the Member Councils in writing.
- 2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

3. Negotiate in Good Faith

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

4. The Member Councils' Obligations

The Member Councils agree that each of them shall have the following obligations in respect of the **Great Southern Treasures Scheme**;

4.1 Host Council

On behalf of the Other Member Councils, the Host Council agrees;

4.1.1 Administration

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme;

4.1.2 Membership of the Committee

- 4.1.2.1 to appoint the Chief Executive Officer or the CEOs nominated representative to the Committee;
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines;

4.1.3 Finances

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a yearly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils and EO, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all moneys received and paid for in relation to the Scheme;

4.1.4 Executive Officer (EO)

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an employment or contractual arrangement with the Executive Officer on terms and conditions that the Member Councils determine as appropriate;
- 4.1.4.2 to instruct the Executive Officer in accordance with directions given to it by the Committee (if any);
- 4.1.4.3 to provide the Executive Officer with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be provided to enable the Executive Officer to effectively carry out their duties;
- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;

- (a) liaise with the Executive Officer in relation to the terms, conditions and operation of the Scheme; and
- (b) supervise the conduct of and compliance of the Executive Officer;

4.1.4.5 not to terminate the Executive Officer without the approval of the Other Member Councils. For the purposes of this clause, 'approval' means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote;

4.2 The Other Member Councils

The Other Member Councils agree;

4.2.1 Finance

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

4.2.2 Membership of the Committee

4.2.2.1 to appoint the Chief Executive Officer or representative to the Committee;

4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;

4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;

4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

4.3 All Member Councils

The Member Councils agree:

4.3.1 Reporting

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

4.3.2 Collaboration

- a) Achievement of the GST purpose
- b) Strategic direction of the GST and its management;
- c) Oversee the delivery of the annual implementation plan;
- d) Work cooperatively with other members
- e) Promote the GST
- f) Participate in GST decision-making processes at meetings;
- g) Represent and undertake actions on behalf of GST as authorised by the Committee;
- h) Form sub committees of the GST and
- i) Perform such other functions as are given to the member by the Act or any other written law.

5. Scheme Committee

- 5.1 The Member Councils agree to establish a Committee for the purposes specified below.
- 5.2 The Committee representatives shall meet at the times and places determined by the Committee (but in any case, at least quarterly) for the purposes of:
 - 5.2.1 considering the strategic direction of the Scheme;
 - 5.2.2 considering any major policy issues in relation to the Scheme; and
 - 5.2.3 reviewing, discussing and preparing budgets for the Scheme.
- 5.3 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.
- 5.4 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.
- 5.5 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.
- 5.6 The Committee shall appoint an Independent Chairperson (a person who is not a representative on the committee) for a term of the MoU who will be eligible for reappointment unless he/she resigns in which case the Committee will appoint a new Chairperson to chair the meetings.
- 5.7 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.
- 5.8 One representative of each Member Council (Chief Executive Officer or other such representative) has one vote on the Committee

6. Operational Guidelines

- 6.1 Upon execution of this Memorandum, the Chief Executive Officer or representative of each of the Member Councils shall prepare and implement Operational Guidelines which the Chief Executive Officers or representatives shall be capable of amending from time to time as the Chief Executive Officers or representatives see fit.
- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the principal document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the Scheme in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

7. Variation

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

8. Withdrawal

- 8.1 Member Councils agree to commit to the term (3yrs) of the MoU. They can not withdraw prior to the conclusion of the MoU term.
- 8.2 If a Member Council of the **Great Southern Treasures** wishes to no longer participate, that Council must give twelve (12) months written notice (the 'Notice Period') to the other Member Councils at the commencement (first month) of the final year of the MoU.
- 8.3 Notwithstanding withdrawing from the Scheme that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

9. Additional Members

- 9.1 If another council wishes to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
 - 9.1.1 to be bound by the terms and conditions of this Memorandum;
 - 9.1.2 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

10. No Partnership

This Memorandum does not create or evidence a partnership between the Member Councils.

11. Winding Up

11.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:

11.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and

11.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.

11.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the CostSchedule.

12. Disputes Between Member Councils

12.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

12.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

12.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

12.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.

EXECUTED as a Memorandum of Understanding

THE COMMON SEAL of SHIRE OF BROOMEHILL-TAMBELLUP)
was hereunto affixed in the presence of:)

President



Chief Executive Officer

THE COMMON SEAL of SHIRE OF CRANBROOK)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF GNOWANGERUP)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KATANNING)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

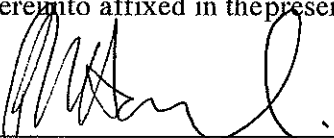
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President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF GNOWANGERUP)
was hereunto affixed in the presence of:)

Trina Gann

President

Aaling *[Signature]*

Chief Executive Officer



THE COMMON SEAL of SHIRE OF KATANNING)
was hereunto affixed in the presence of:)

President

Chief Executive Officer

EXECUTED as a Memorandum of Understanding

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President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KATANNING)
was hereunto affixed in the presence of:)



President



Chief Executive Officer



THE COMMON SEAL of SHIRE OF KENT
was hereunto affixed in the presence of:

)
)

SR Lacey
President

RPMiller
Chief Executive Officer



THE COMMON SEAL of SHIRE OF KOJONUP
was hereunto affixed in the presence of:

)
)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF PLANTAGENET
was hereunto affixed in the presence of:

)
)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF WOODANILLING
was hereunto affixed in the presence of:

)
)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF KENT
was hereunto affixed in the presence of:

)
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President

Chief Executive Officer

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)
)

President

A) Chief Executive Officer



THE COMMON SEAL of SHIRE OF PLANTAGENET
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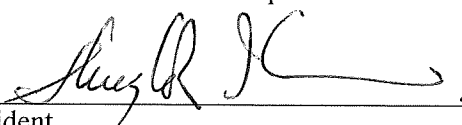
)
)

President

Chief Executive Officer

THE COMMON SEAL of SHIRE OF WOODANILLING
was hereunto affixed in the presence of:

)
)



President



Chief Executive Officer
Great Southern Treasures Scheme



SERVICES SCHEDULE

The following Services will be provided by the Scheme:

GST Purpose

To build the brand and awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide.

GST Mission

Collectively plan and equally promote the tourism assets, experiences and events across member local governments.

Chair Services

- a. Achievement of the GST purpose
- b. Assist in the strategic direction of the GST and its management;
- c. Identify opportunities for the GST;
- d. Participates in GST decision-making processes at meetings of the Committee;
- e. Represent and undertake actions as directed by the Committee;
- f. Assist to ensure the advice and information is available to the Committee so that informed decisions can be made;
- g. Performs such other functions as are given by the GST Council.

Executive Officer Services

- a. Action GST decisions
- b. Keep the accounts of the GST in order and receive all monies
- c. Adhere to all financial and legal responsibilities
- d. Custody of all books, documents, records and registers of the GST
- e. Assist in implementing the Strategic Plan
- f. Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
- g. Foster partnerships
- h. Regular communication within the GST and to key stakeholders
- i. Any other function as specified or directed by the GST Committee or Chair

COSTS SCHEDULE

Annual subscription (12 months) for Member Councils is for the life of the MoU (ex GST). It is reviewed at the end of the MoU by Participants.

- a) Member Council - Tier 1 (under 1000 population) \$7,000p.a
- b) Member Council - Tier 2 (1001 – 2000 population) \$11,000p.a
- c) Member Council - Tier 3 (2001 plus population) \$17,500p.a

HOST COUNCIL FOR THE TERM OF THIS MOU

Shire of Broomehill-Tambellup



Shire of
Katanning

Heart of the Great Southern

DRAFT

Volunteer Bushfire Brigade Guidelines
and Operational Procedures

NOVEMBER 2022



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The following Plans and Policies are to be read in conjunction with these guidelines

Bushfire Act 1954

Work Health and Safety Act 2020

Shire of Katanning Code of Conduct

Equal Opportunity Act 1984

State Hazard Plan - Fire

State EM Policy - Emergency Public Information.

State EM Policy - Community Evacuations.

State EM Policy - Traffic Management During Emergencies.

There may be other Plans and Policies that are relevant to this document, please refer to those if required.

Road Verge Burning Procedure	41-42
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Guidelines Review

Date	Details of amendment	Amended by	Approved By
21 October 2014	Guidelines initiated and endorsed by BFAC	Produced by CESM in consultation Bushfire Advisory Committee	BFAC
17 December 2014			Endorsed by Council
24 April 2018	Update on information in BOP'S	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council
30 October 2020	Update information	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council December 2020
November 2022	Update Training, WHS and Covid Procedures	CESM in consultation with CEO, CBFCO, DCBFCO	

10.3.3

Distribution of the Katanning Bushfire Guidelines will be to all Fire Control Officers, Shire CEO, Shire CESM New members, Shire Website.

GENERAL NOTES / RECOMMENDED FUTURE CHANGES

Acronyms

AIIMS – Australasian Inter – Services Incident Management System.

BFB – Bushfire Brigades.

BFAC – Bushfire Advisory Committee.

BOPS – Brigade Operational Procedures.

CBFCO – Chief Bushfire Control Officer.

CESM – Community Emergency Services Manager.

CEO – Chief Executive Officer.

DBFCO – Deputy Bushfire Control Officer.

PaW – Parks and Wildlife.

DFES – Department for Fire and Emergency Services.

DO – District Officer.

FCP – Forward Control Point.

FCO – Fire Control Officer.

FRS – Fire and Rescue Service.

HVMB - Harvest and Vehicle Movement Ban

ISG – Incident Support Group

LGGS – Local Government Grant Scheme.

OMS – Operational Management System.

SMS – Short Message Service.

SEMP – State Emergency Management Policy.

TRK – Training Resource Kit.

UHF – Ultra High Frequency.

VHF – Very High Frequency.

DER - Department of Environment and Regulation

FIRE AND EMERGENCY SERVICES AUTHORITY OF WESTERN AUSTRALIA ACT 1998

SECTION 37 - PROTECTION FROM LIABILITY

(1) Subject to section (2), a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services acts.

(1a) without limiting subsection (1) a person is taken to be performing a function under an emergency services act if the person is -

- (a) A member or officer of a private fire brigade or a volunteer fire brigade who take part in an activity carried out by the brigade for the purpose for which it was formed.
- (b) A volunteer firefighter who is carrying out normal brigade activities (within the meaning of the Bushfire Act 1954).

IT IS THE RESPONSIBILITY OF EVERYONE ON THE FIRE GROUND TO MAKE THE ENVIRONEMENT AS SAFE AS POSSIBLE FOR ALL.

1. VOLUNTEER BUSHFIRE BRIGADES

1.1 Establishment of a Bushfire Brigade

The Council will establish and maintain sufficient Bushfire Brigades to provide proper and adequate fire protection for the municipality.

1.2 Name and Officers of a Bushfire Brigade

On establishing a Bushfire Brigade the Local Government is to

- a) Give a name to the Bushfire Brigade and or associated sub-areas.
- b) Specify the area in which the Bushfire Brigade is primarily responsible for carrying out the normal Brigade activities.
- c) Appoint Fire Control Officers.

When considering the appointment of Fire Control Officers, the Local Government is to have regard to the qualifications and experience that may be required to fill each position.

If a position becomes vacant then the Local Government is to appoint a person nominated by the Brigade to fill the vacancy within a specific time frame agreeable to the Local Government and the brigade.

The current Brigade names and profiles are as follows:

Brigade	Profile
Badgebup	Farmer Response
Carrolup	Farmer Response
Central	Rural Brigade
Merrebin	Farmer Response

1.3 Composition of Bushfire Brigade

Membership of a Brigade may consist of the following categories:

- a) Fire Control Officer (s)
- b) Captain
- c) Fire Control Officer /Captain
- d) Lieutenants
- e) Secretary/Treasurer
- f) Maintenance person
- g) Active Fire Fighting Members
- h) Auxiliary Members

Chairperson

A person elected by the Brigade at its Annual General Meeting to chair the Brigade meetings.

Captain

A person elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

Lieutenants

Persons elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

Secretary/Treasurer (if required)

A person elected by the Brigade at its Annual General Meeting to look after the clerical and bookkeeping functions of the brigade.

Maintenance Officer (or if not appointed the brigade Captain)

A person/s elected by the Brigade at its Annual General Meeting to look after the Brigade appliance /s and equipment.

1.4 Annual General Meeting

Each Brigade when required to deal with brigade matters should hold its Annual General Meeting during the period March to September at which elections of Brigade Offices shall take place. Brigades shall advise Council of the incoming officers as soon as practical after an AGM so updates can be carried out, and the officers can be ratified by council.

1.5 Dissolution of a Bushfire Brigade

In accordance with Section 41(3) of the Bushfires Act, the Local Government may cancel the registration of a Bushfire Brigade if it is of the opinion that the Bushfire Brigade is or has not complied with:

- a) The Act;
- b) This Procedures document;
- c) The rules governing the operation of Bushfire Brigades
- d) Is not achieving the objective for which it was established.

If the Local Government cancels the registration of a Bushfire Brigade, alternative fire control arrangements are to be made in respect of the Brigade area.

2. RULES GOVERNING THE OPERATION OF BUSHFIRE BRIGADES

2.1 Objects of Bushfire Brigades

The objects of the Bushfire Brigade are to carry out:

- a) The normal Brigade activities.
- b) The functions of the Bushfire Brigade which are specified in the Bushfire Act 1954 and the Shire of Katanning's Guidelines and Standard Operational Procedure's for Bushfire Brigades.

2.2 Management of Bushfire Brigade

The committee of the Bushfire Brigade is to have the following functions to:

- a) Recommend to the Local Government amendments to this Operation and Procedures Guideline.
- b) Propose a motion for consideration at any meeting of the Bushfire Brigade.
- c) Recommend to the Local Government equipment needs to be supplied by the Local Government to the Bushfire Brigades.

2.3 Meetings of Bushfire Brigade**Committee Meetings**

- a) May be called at any time by the FCO/Capt by giving at least 7 days' notice to all Brigade members and if deemed necessary the Chief Bushfire Control Officer and Community Emergency Services Manager.

Special Meetings

- b) The brigade FCO/Capt is to call a special meeting when 5 or more Brigade members request one in writing.
- c) At least 7 days' notice of a special meeting is to be given by the FCO/Capt to all Brigade members, Chief Bushfire Control Officer and the Community Emergency Services Manager.
- d) In the notice given the FCO/Capt is to specify the business that is to be conducted at the meeting.
- e) No business is to be conducted at a special meeting beyond that specified in the notice given in relation to the meeting.

Annual General Meeting

- a) At least 14 days' notice of the Annual General Meeting is to be given by the FCO/Capt to all Brigade members the Chief Bushfire Control Officer and the Community Emergency Services Manager
- b) At the Annual General Meeting the Bushfire Brigade is to:
 - i. Elect the Brigade officers from among the Brigade members if required for that year.
 - ii. Nominate member(s) as FCO(s) and
 - iii. Deal with any general business.

Quorum

The quorum of a meeting of the Bushfire Brigade is at least 50% of the number of officers of the Bushfire Brigade.

Voting

Each brigade member is to have one vote; however, in the event of an equality of votes, the FCO/Capt (or person presiding) may exercise a casting vote.

2.4 Disagreements

Any disagreement between Brigade members may be referred to either the Captain or to the Committee. Where a disagreement is considered by the FCO/Capt or the Committee to be of importance to the interest of the Bushfire Brigade. Then the FCO/Capt or Committee as the case may be, is to refer the disagreement to an Annual General Meeting, ordinary meeting or a special meeting of the Bushfire Brigade.

The Local Government by recommendation of the Chief Bushfire Control Officer or CEO is the final authority on matters affecting the Bushfire Brigades and may resolve any disagreement that is not resolved.

2.5 Notices

- a) Notices of meetings of the Bushfire Brigade are to be circulated through an agreed format to each Brigade member.
- b) Notice of meetings of the Committee may be given in writing in accordance with subclause (1) or by such means as the Committee may decide by an absolute majority at the meeting of the Committee.
- c) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- d) Where any notice other than a notice of meeting is to be given under the Rules, the notice is to be:
 - i. In writing
 - ii. Unless otherwise specified, given to or by the Captain /Fire Control Officer;
 - iii. Given by –
 - a. Personal delivery;
 - b. Post;
 - c. Email.
 - d. SMS
 - e. Bushfire radio network.
 - f. WhatsApp

Taken as the case may be:

- a. at the time of personal delivery
- b. 5 business days after posting; or
- c. on printing of the sender's transmission report.

3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS

3.1 Rules to Govern

The appointment, dismissal and management of Brigade members by the Bushfire Brigade are governed by the Rules.

3.2 Equal Opportunity

The Brigade and the Local Government recognise its legal obligations under the Equal Opportunity Act, 1984 and will actively promote equal employment based on merit to ensure that discrimination does not occur on the grounds of:-

- Gender
- Marital status
- Pregnancy
- Race
- Religious convictions
- Political convictions
- Physical impairment
- Age
- Family status and
- Racial vilification.

In accordance with the Equal Opportunity Act, 1984, both direct and indirect discrimination in the areas of recruitment and selection, training, health and safety and medical issues, conditions of employment and promotions, will not be tolerated. All policies and procedures in these areas will be directed towards providing equal employment to all volunteers provided that their relevant experience skills and ability to meet the minimum standards.

Furthermore, the Shire of Katanning and the Katanning Bushfire Brigade considers direct and indirect sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstances, and all volunteers should be able to work in an environment free of intimidation and sexual harassment.

Sexual harassment is a general term covering unwelcome sexual behaviour. This includes, but is not limited to:-

- a) Unwanted physical contact such as touching and pinching;
- b) Lewd comments or joked about a person's physical appearance or private life;
- c) Request for sexual favours; and
- d) The display of pornography

Both the Equal Opportunity Act 1984 and the Criminal Code make it unlawful for a person to incite racial hatred, racial violence, serious contempt or severe ridicule of a person or group of persons on the grounds of their race. Accordingly, the Shire of Katanning and the Shire of Katanning Bushfire Brigades will not tolerate and form of racial hatred or racial harassment under any circumstances. This includes, but not limited to:

- 1) Publication of material, or possession of material for publication, to incite racial hatred. Display of material, or possession of material for display, to harass a racial group or individual.

Managers and supervisors must ensure that all employees are treated equitably in accordance with the grounds listed. They must also ensure people who make complaints or are witnesses are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. People will not be disadvantaged in their volunteer work as a result of lodging a complaint.

Appropriate action will be taken against anyone who discriminates or victimises a co-worker, client, or member of the Local Government.

The Shire of Katanning and the Shire of Katanning Bushfire Brigades is committed to providing an environment that is free of all forms of discrimination or harassment. In addition, the equal employment opportunity goal of the Shire of Katanning is designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees and volunteers where each has the opportunity to progress to the extent of their ability.

If any member of the brigade feels that they are being treated unfairly under the Equal Opportunity Policy, they are to contact the Shire of Katanning CEO.

3.3 Work Health and Safety

The Shire of Katanning and the Shire of Katanning's Bushfire Brigades are totally committed to establishing and maintaining, so far as reasonable, the highest standards of work safety and health for all employees and volunteers.

This will be achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

The Chief Executive Officer is the responsible officer.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for performing the job. This incorporates instruction in safe working practises and procedures, and an awareness of all hazards associated with their work.

Volunteer has responsibility in accident and injury protection; and will be encouraged to participate in improving standards of workplace safety and health.

Members are responsible for:

- a) Maintaining work practises that are safe and minimise risk to health and safety.
- b) Encourage others to work in a safe and healthy manner.
- c) Brigade Members must follow State Government Health Directives for Emergency Services Volunteers Eg Covid.
- d) Supporting and promoting WHS in the workplace.
- e) Reporting and rectifying unsafe conditions that comes to their notice.
- f) Their own health and safety, and the health and safety of others affected by their actions within the brigade and the community.

3.4 Code of Conduct

General

Brigade members are to act in a professional manner at all times, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display.

Brigade members are at all times to show courtesy to members of the public and staff and members of the Local Government.

Any members of the brigade found to cause disharmony, or by actions or speech to bring the brigade, or the Shire of Katanning into disrepute, or to act in other than a professional manner shall be disciplined.

Alcohol and Drugs

Alcohol and drugs are not to be consumed at all whilst on duty.

Members must not operate DFES BFB vehicles or private Units whilst under the influence of alcohol, non-prescription drugs or prescription drugs that could change your ability to act in a safe manner.

Members of Other Emergency Services.

Members are to respect personnel from other Emergency Service Organisations and their knowledge, experience and skills when working with them. If any member has a matter of concern or conflict with a member from another Emergency Service, they are to submit it in writing to the Shire of Katanning CEO who will deal with the matter as in accordance with procedures.

4. COMMITTEE

4.1 Bushfire Advisory Meeting

Council shall form and maintain a Bushfire Advisory Committee to formulate for Councils consideration, recommendations and policy on matters relating to bushfire prevention, control and extinguishment, as provided for by Section 67 of the Bushfires Act 1954 (as amended).

Composition of Voting Delegates

- a) The Shire of Katanning will nominate one council representative to attend meetings.
- b) The Chief Bushfire Control Officer;
- c) The Deputy Chief Bushfire Control Officer;
- d) One Bushfire Control Officer (appointed by the Shire in accordance with the Act) nominated by each Brigade;
- e) Each Brigade shall nominate a proxy to attend at committee meetings where a delegate is unable to attend. It shall be the responsibility of a delegate to notify his/her proxy should he/her for any reason is unable to attend particular meeting.
- f) The Community Emergency Services Manager
- g) Council shall appoint a minute taker.

Observers and Advisors

Observers may attend with no voting rights.

Function

- a) To advise Council on all matters relating to the operation of the Bushfires Act 1954.
- b) To advise Council on the best and most efficient means of maximising fire control resources in the district.

4.2 Quorum

A quorum shall consist of more than one half of the voting Committee.

4.3 Voting

At meetings of the Committee each member shall have one vote and in the case of equal votes. The Chairperson shall exercise a casting vote. Observers, advisers and ex – officers, members may not vote on any matter.

Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson, or in conformity with Council Standing Orders.

4.4 Bushfire Advisory Committee recommendations

Recommendations of the Bushfire Advisory Committee will be referred to the earliest possible meeting of Council.

4.5 Meetings

1 Ordinary and Special

Ordinary meetings of the committee shall be held as required.

Written notice shall be given to all Committee members, at least fourteen (14) days prior to the meeting.

Other meetings of the Committee may be convened:

- a) By the Chairperson.
- b) By written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven (7) days' notice and stating purpose of the meeting.
- c) By the Council or its nominated members.

The time and venue of meetings shall be determined by the Chairperson, or Council nominated member, having due regard to the general convenience of the Committee members.

4.6 Election of Committee Members

At the preseason BFAC meeting the Committee if required is to recommend the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, Fire Control Officers as appointed to Council. And the Fire Weather Officers as gazetted by DFES.

In the event that the Meeting is unable or unwilling to make such nominations, Council will appoint the above Executive positions.

4.7 Use of Council Meeting Facilities

Council shall provide use of a Council facility for the ordinary meetings of the Bushfire Brigade Association Meeting and BFAC.

4.8 Minutes

A copy of the minutes of the Committee meeting shall be circulated to Council and Committee members.

4.9 Reports to the Bushfire Advisory Committee

- a) The CBFCO shall report on matters relevant to the Committee
- b) The Delegates from each Brigade shall report on matters relevant to the Committee
- c) Council delegates shall report on matters relevant to the Committee.
- d) Other agencies that may be in attendance shall report on matters relevant to the Committee.

4.10 Appointment of Fire Control Officers

The Committee shall recommend Fire Control Officers appointments to Council.

5. TRAINING OF MEMBERS

5.1 Training Officer

Councils CESM is the Shires Training Coordinator.

5.2 Basic Training

Council will be responsible for basic training of its bushfire personnel through its Training Coordinator utilising program content and training resources developed by the Department of Fire and Emergency Service and other training agencies if required.

5.3 Completion of the Firefighters Course

Council requires all registered firefighting brigade members to have completed the following Training. Recognition of prior learning can be taken into consideration.

- a) Local Government Induction Package
- b) Farmer Response Brigades – Rural Fire Awareness.
- c) DFES Appliance Brigade – Induction Package, Bushfire Safety Awareness, Fire Fighting Skills

Council Fire Control Officers are required to complete the following training

- A Fire Control Officer Course and AIIMS Awareness. (AIIMS Awareness training is available online.)
- b) Fire Weather Officers are required to complete the Fire Control Officer Course.

A range of additional training courses are available on request to the CESM. Upon completion Council will arrange for a 'Record of Completion' and personnel protective equipment (PPE) to be presented.

5.4 Training Expenses

All training expenses are covered by the Local Government Grant Scene (LGGs) this included fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the CESM prior to course date. Receipts are to be presented to the CESM within 5 working days of course completion.

6. BUSHFIRE BRIGADE MEMBERSHIPS

6.1 Types

The membership of a Bushfire Brigade consists of the following:

- a) Fire Fighting members;
- b) Auxiliary members.

Fire Fighting Members - Are those persons being at least 16 years of age who are trained or competent to undertake normal Bushfire Brigade activities.

Auxiliary Members - Are those persons who are not 'firefighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade This is a non-combat role.

6.2 Application for Membership

An application for membership is to be on the Bushfire Service Membership Application form.

6.3 Process for Application for Membership

Applications for membership are to be forwarded to the CESM for processing.

6.4 Decision on application for membership

The Brigades Executive may approve an application for membership unconditionally or subject to any conditions or refuse to approve an application for membership. If a brigade refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practical, but not more than ten days after the decision is made, to the applicant and the advice that the applicant has the right to object to the Local Government.

6.5 Termination to Membership

Membership of the bushfire brigade terminates if the member:

- a) Dies;

- b) Gives written notice of resignation to the Local Government;
- c) Is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical ill - health;
- d) Is dismissed by the Committee;
- e) Is dismissed by the Council;
- f) Does not follow the State Health Direction for Emergency Services volunteers eg Covid
- g) Leaves the district permanently without terminating their Brigade membership, or
- h) Fails to meet the membership criteria.

The brigade secretary is to supply details of terminations to the Local Government CESM. The CESM will then inform DFES of the updates.

7. ADMINISTRATION

7.1 Fire Occurrence Reports.

All fires shall be reported to the CBFCO and the CESM, so Fire Reports can be completed. Who will ensure the incident is entered onto the DFES OMS data base. Reports may also be submitted progressively to the Bushfire Advisory Committee for necessary action.

7.2 Centralising Ordering

All procurements made for or on behalf of brigades will be through Councils CESM or nominated person who will have due regard to Council existing policies and budgets. No purchases can otherwise be made to suppliers by brigades unless brigades own funds are used.

8. CLOTHING AND FOOTWEAR

Protective garments shall be worn at all times whilst actively engaging in fire protection activities such as training, burning off, fire suppression. These garments may include coveralls, bushfire jacket and pants, safety helmet, gloves, goggles (or full-face respirator) and boots. Minimum standard is long pants, long sleeve shirt from natural fibre, boots, goggles, smoke mask and gloves or (full face respirator). Council through the LGGS will fund the annual purchase of this equipment.

9. COMMUNICATIONS

9.1 Radio Network for Fire Fighting Communications

DFES shall be responsible for the provision of any necessary Bushfire radios for brigades (WAERN). FCO and brigade vehicles are to establish an efficient radio network for firefighting communications. Records shall be maintained by Local Government of DFES supplied radios and their location. The Black Bushfire Radios are the property of the Shire of Katanning and will be maintained by the Shire of Katanning.

The first WAERN radio allocation for a Fire Control Officer must be installed in their fire unit. Other radio installation locations can be determined by the Fire Control Officer.

No brigade member may use bushfire frequencies for any other purpose than firefighting or normal maintenance checks unless otherwise authorised.

9.2 Maintenance of Radios.

Radio checks including handheld radios are to be conducted on a weekly basis during the fire season.

DFES are responsible for the ongoing serviceability for the WAERN radio network. Radios that require maintenance are to be reported to the CESM or nominated person. The CESM will then make sure maintenance work is completed.

10. PURCHASING OF FIRE FIGHTING EQUIPMENT

10.1 Purchases

Council may allocate funds from its annual LGGS for purchasing and maintenance of firefighting equipment. The aim when purchasing shall be to DFES standardised firefighting equipment where possible.

All requests from Brigades are to be through the CESM or nominated person. Purchases made by a brigade member/s are the brigade's responsibility if purchases have not followed correct channel.

10.2 Foam

An annual quantity of foam, if needed, will be purchased, and stored. Requests can be made through the CESM, CBFCO or nominated person to access the foam.

10.3 Fast Fill Trailers

Fast Fill Trailers are strategically located across the Shire and are to be maintained to a level determined by the BFAC or CBFCO. The Shire of Katanning will maintain and carry out pre season maintenance.

11. APPLIANCE SHIRE/ DFES

11.1 Tasking of Equipment

It is the fire unit owner's responsibility to have the vehicle in a reasonable condition. If Local Government or DFES Officers observe equipment, which it considers as inappropriate for a task or is unsafe, it may be required to be withdrawn from the fire ground.

11.2 Mechanical Repairs / Damage

Any mechanical repairs of a routine nature required for recognised Bushfire vehicles e.g. DFES Fire Appliance, Fast Fill Trailer shall be directed to Council Workshop Supervisor by the CESM, CBFCO or nominated person.

Accidental damage at an incident caused to fire units, including privately owned equipment will be reported to the CBFCO and Councils CESM immediately so the problem can be addressed.

All mechanical faults /repairs are to be reported to Council CESM or CBFCO immediately so the problem can be addressed.

11.3 Servicing

The CESM or nominated person in consultation with Council's workshop manager will organise for an annual service of all brigade vehicles.

The brigade shall be required to adopt the following guidelines for care of all fire units and equipment: -

- a. All fire units shall be kept clean and free of rubbish when not in use.
- b. Units are not to be used for any private or contact work outside the normal brigade operation.
- c. The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.
- d. Fortnightly vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted. Faults shall be immediately reported to the CESM or nominated person.

11.4 Licensing and Insurance

Council shall, through the LGGs Operating budget be responsible for licensing and insurance of Bushfire fighting vehicles, buildings and equipment.

11.5 Housing

All DFES fire fighting vehicles and Fast Fill Trainers are to be housed in a garage, shed or other suitable building.

11.6 Private Use

Under no circumstances is a Brigade firefighting unit to be used for private purposes.

11.7 Fuel

Council will, through the LGGs operating budget, pay for the fuel costs associated with the use of mobile firefighting equipment, subject to the following guidelines: Fuel for the Central Brigade appliance can be obtained through swipe card from the shire depot.

11.8 Vehicle Logbooks

Vehicle logbooks must be completed each time the vehicle is driven showing the date, purpose of use, kilometres travelled, name of driver and the driver's signature.

11.9 Location and Operational Status of the Brigade's Appliances

The brigade FCO/ Capt will at all times keep the CBFCO/ Shire CESM of any change in the day-to-day location and operational status of appliance under the control of a brigade.

11.10 Manning of the Fire Fighting Appliances

A firefighting appliance should be manned by no less than two trained persons while actively engaged in firefighting or fire control activities.

Members may drive the appliances to an incident on their own but MUST NOT become involved in firefighting activities until crew levels as above are achieved.

11.11 Drivers Licence

The driver of any firefighting appliance or fire control vehicle will hold a current driver's licence of the class appropriate for the appliance or vehicle being driven and be either:

- a. A Council employee
- b. Any person authorised by the Chief Bushfire Control Officer, his/her Deputy, or a Brigade FCO/Captain.

11.12 DFES Driving Guidelines

The following are the priority driving codes under which appliances are permitted to travel:

- 1) CODE 1 – Unit to respond with due haste life/property in immediate danger. Must not exceed the speed limit by more 20km/hr.
 - a) Emergency warning lights used at all times during travel and operation at incident.
 - b) Siren must be used during travel to incident.
 - c) All speed signs of the road traffic act to be obeyed
 - d) All traffic lights and road traffic signals/signs to be obeyed unless the driver of the fire appliance is confident that it is safe and expedient to contravene and that other traffic will give way to the fire appliance.
 - e) Rail crossing signals and boom gates to be obeyed at all times.

Normal road conditions are to be used when returning to station, attending training or exercises and general operations.

Note: - A probationary driver is not to drive a vehicle under emergency conditions.

11.13 Incident Controller Equipment Requests

Incident Controller may request through either the Shires CESM or DFES Regional office the hiring of privately owned equipment for fire suppression once Local Government has exhausted its capability. Permission must be sought prior to any machinery or other equipment being utilized.

12. ELECTRICAL EXPENSES

The Council through the LGGS will meet all electrical costs associated with Brigade Fire Stations.

13. INSURANCE COVER

Council will maintain a continuous policy for firefighters and firefighting equipment in accordance with the provision of Section 37 of the Bush Fires Act.

Interest Insured – Injury / Disability /Death to firefighters and assistance whilst in or travelling to or from any place of a bush fire. This includes non-firefighter personnel working under the direction of the Incident Controller.

Damaged to any appliance, equipment or apparatus of a bushfire brigade or any private owned appliance, equipment or apparatus that is being used under the direction or control of a Bushfire Control Officer or member in accordance with the provisions of the Bushfires Act.

Location – Anywhere within the district of the local authority and adjoining Shires or otherwise provided under the Bushfires Act 1954.

Sum Insured – Disability or Injury in accordance with the benefits of the Workers Compensation and Rehabilitation Act and the Bushfires Act.

Damage – Injury or damage limitations shall be in accordance with the shires Bushfire Brigades Insurance Policy.

Extensions - Travelling to or from normal brigade's activities. Disability or Injury the benefits of that portion of the State Government Insurance Officers Policy dealing with Disability or Injury Benefits will operate in respect to Volunteers Firefighters whilst such persons are proceeding to or returning from normal brigade activities under the Bushfire Act 1954 without any deviation or interruption unconnected therewith.

14. COUNCIL WORK FORCE – FIRE FIGHTING

Council acknowledges that it will provide, where authorised by the Chief Executive Officer or his/her delegated officer, available personnel and equipment from its work force as required for emergency situations. The CESM or nominated person is to direct Council's involvement on these occasions taking into consideration the nature of the work required, suitable PPE, communications and training.

15. PROTECTIVE BURNING BY BRIGADES ON ANY LAND

Brigades are NOT to carry out protective burning on lands unless the RELEVANT FORMS have been completed giving authorisation. These forms are available through the Shire CESM or nominated person.

16. ROADSIDE BURNING

Brigades must seek authorisation through the CEO to conduct any burning of roadside verges outside of a wildfire incident. Please view Burning Roadside Verge Procedure in the BOP

17. FIRES OUTSIDE SHIRE BOUNDARIES

A Bush Fire brigade member shall notify at the first opportunity to the CESM who in turn will record there attendance outside of the local shire boundaries.

18. WELFARE

18.1 Meals

In the event that meals are required for volunteers on duty at the scene of a fire the CESM or nominated person must be contacted for authorisation before the meals are sourced.

18.2 Peer Support

Brigade members are advised that DFES Peer Support personnel are available if required – contact the CESM or People Sense Direct on 1300 307 912. All contacts remain strictly confidential.

18.3 Debrief

A HOT DEBRIEF will be conducted on site at the conclusion of a bushfire with any issues being presented to the next BFAC Meeting. For multi-agency fires a date is to be set within 2 weeks of the incident occurring with the debriefing notes being presented to at the next LEMC.

19. EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.

Any Incident Controller considering evacuation must comply with the State EM Policy.

20. ROLES AND RESPONSIBILITIES

Chief Bushfire Control Officer

The principle responsibilities of the CBFCO include:

- a) During fire incidents manage the fire incident resources of the local and brigades and support the command functions undertaken by Brigade FCO's. Request activation of the ISG to support the incident if required.
- b) Establish and maintain effective communication and liaison with group personnel and Brigade Officers to facilitate prompt response and recovery to all incidents.
- c) At Local Government level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery to all incidents.
- d) Ensure that Brigade Officers have taken command and correct organisational structure; assigning resources to combat the incidents and undertaking tasks in accordance with established procedures.
- e) Represent the interest of Local Government and its bushfire personnel at a regional level.
- f) Attend any meetings as required or appoint his/her nominee (LEMC and ROAC).

Deputy Chief Bushfire Control Officer

- a) The principle responsibilities of the DCBFCO include:

As per CBFCO above a, b, c

- d) Act in the position of CBFCO in his/her absence.

Fire Control Officers / Captain

The role and responsibilities of a Fire Control Officer / Captain will be as depicted in Clause 39 (1) of the Bushfires Act 1954(as amended). These include:

- a. Assume the role of Incident Controller during incidents.
- b. To issue Permits to Burn if authorised by Council.
- c. Request the use of or to hire privately owned equipment to fight fires through the CBFCO / CESM or nominated person.

Brigade Secretary If Appointed

The brigade secretary is to:

- a) Be in attendance at all meetings and keep a correct minute and account of the proceedings of the Bushfire Brigade in a book which shall be open for inspection by Brigade members at any reasonable time. Forward copies of minutes to the Local Government for recording.
- b) Prepare and send out all necessary notices of meetings.
- c) Maintain a register of all current Brigade members, which includes each brigade members contact details and type of membership.

Fire Weather Officer

A Council / DFES appointed officer that follows the procedures set out under the Bushfires Act 1954 Section 38 and as recommended by BFAC.

21. COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS

Fire Breaks Inspections.

All fire break inspections will be conducted as near as practical to the compliance date by the Shires duly appointed Officers.

FCO are to notify Shire Officers of non-compliance issues within the rural location. All reported non-compliance issues are addressed internally with strict confidence.

22. BUSHFIRE ACT INFRINGEMENTS

Breaches of the Bushfires Act

Brigade Officers shall report breaches of the Bushfires Act, including details taken of Officers action to the CESM or nominated person. Breaches could include operation of machinery during a HVMB or burning within the Restricted Burn Period without a Permit.

Breaches are to be reported as soon as practicable to the Shire Officer so action can be taken.

23. HARVEST AND VEHICLE MOVEMENT BANS / VEHICLE MOVEMENT BANS

Harvest and vehicle movement bans are implemented by Council Appointed Officers when the Fire Danger Index reaches a nominated figure or the weather /resources on the day require a ban.

Due to changes to the Fire Danger Rating system this section will be updated in 2023 once the changes are implemented and a new figure under the new system is agreed upon.

Once the nominated figure has been reached and consultation with brigade officers has been completed the appointed Officer will notify all those parties on the HVMB SMS list of the ban and of the time the ban will be implemented from. Information on implementing the process can be located in the FCO Operations Handbook which includes notification to all on the Shires HVMB SMS system, WhatsApp Groups, ABC / local radio and email to neighbouring shires. Removal of the Harvest and Vehicle Movement Ban is retracted by following the procedure on the FCO Operations Handbook.

10.3.3

Any breaches to the Harvest and Vehicle Movement Ban must be immediately reported to the Councils appointed Officer, CBFCO, DCBFCO, FCO and or CESM so the situation can be addressed.

24 TOTAL FIRE BAN

Total Fire Bans are implemented by DFES. Procedure for Total Fire Bans can be located in the Bushfire Act Section 22 or on the DFES website. Total Fire Bans do not impact normal farming activities apart from “hot works”.

25. PERMITS TO BURN PROCEDURE

Permits to Burn are issued by Council appointed Officers ‘Fire Control Officers’ to property owners to carry out burning during the Restricted Burning Time set out in the Councils “Fire Management Requirement Notice”.

Permit holders that do not follow procedures required under a Permit to Burn are to be reported by the FCO to the CBFCO, DCBFCO and or CESM immediately so the situation can be addressed.

FCO’s are NOT to issue Permit to Burn to themselves. The FCO must obtain a permit from another authorised Officer.

On issuing a Permit the Fire Control Officer is to forward a copy to the Shire of Katanning’s CESM so the Permit to Burn can be recorded at the Shire.

Permit To Burn books once completed are to be returned to the Shire as they are a legal document and are required to be stored as such.

26. MORNING RADIO SCHEDS

Radio scheds will take place at an appointed time determined by the CBFCO or nominated Council Appointed Officer. All FCO’s are to be available for scheds and if not available are required to contact the CBFCO/ DCBFCO for that day to discuss items that have been raised on the morning scheds call up.

Morning radio scheds will incorporate the daily weather forecast, and if required information on permits to burn that have been issued within the rural areas.

Brigade
OPERATION
PROCEDURES
BOP's

BUSHFIRE BRIGADE OPERATING PROCEDURES (BOP's)

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Bushfire Operational Procedure

1

INCIDENT NOTIFICATION PROCEDURES

1. **BRIGADES**

- 1.1 The Brigade member assuming the FCO or Incident Controller role at a fire incident shall notify the CBFCO or DCBFCO and the CESM.
 - i. when mobile to a fire incident and or
 - ii. upon arrival at a fire incident.
- 1.2 ASAP on arrival, provide a Situation Report (see Incident Controller Checklist in Handbook) to the CBFCO or DCBFCO and the CESM so situational awareness can be gained and an incident can be created if this has not already be done.
- 1.3 ASAP after arrival complete the “Operations Pre- Starts” and set up a Forward Control Point.
- 1.4 The IC will need to determine if a Bushfire Advice, Watch and Act or an EMERGENCY WARNING will be required. If the CESM is not available, contact the Regional Duty Coordinator (contact number can be located in the FCO Handbook)

Bushfire Operational Procedure

2

DRIVING GUIDELINES

A. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

1. All drivers must hold a current and appropriate class of driving licence necessary for the appliance being driven and not exceed the speed limit by more than 20km /hr.
2. Drivers holding “P” Plates may drive appliances as part of Driver Training, however, they are **not** to drive to or at emergency/incidents.
3. Driver is **not** to operate fire appliance for longer than a 12hour shift.

B. CODE 1

Unit to respond with due haste Life/Property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. Siren must be used during travel to incident.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. All Traffic Lights and Road Traffic Signals/Signs to be obeyed “Unless the driver of the Fire Appliance is confident that it is safe and expedient to “contravene” and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at **ALL** times as well as Roadworks signage and lollipop /Stop signs .

C. CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. No emergency warning lights and sirens are to be used.
2. All Road Traffic Codes to be complied with.

D. DRIVING REQUIREMENTS FOR OFFROAD USE

1. Four-wheel drive vehicles may operate in 4x4 Low Range when driving off road.
2. Minimum speed to be used to ensure safety of occupants.

BOP B2 cont.

3. Exhaust brake were fitted to be engaged as required.

E. GENERAL

1. Bush Firefighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Driver must not use 2-way radios whilst driving.
5. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
6. Smoke hazard signs to be installed on roads where Bush Fire Brigades operating.
7. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

Bushfire Operational Procedure

3

PERSONNEL PROTECTIVE EQUIPMENT FOR BUSHFIRE BRIGADES ON THE FIRE GROUND

STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:-

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-firefighting task.

All PPE remains under the property of the Local Government and must be returned once a brigade member ceases with the Brigade.

MINIMUM STANDARD FOR BUSH FIRE FIGHTING

Approved Proban Coveralls/ Jacket Pants (one or two piece)

Bush Fire Service Approved Helmet as appropriate.

Fire Gloves, Goggles and Smoke Mask or Full-Face Respirator. Fire Boots are available.

EQUIVALENT STANDARD FOR FIREFIGHTERS is cotton/woollen long trousers, long sleeve shirt, safety boots, Fire Gloves, Goggles and Smoke Mask or Full Face Respirator. Helmet as appropriate.

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual firefighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances and be allowed on the fire ground.
- The appearance and conduct of the Shires Bush Fire Brigade members whilst wearing either operational dress or uniform is to be such that will not cause any criticism upon the Shires Bushfire organisation.

Bushfire Operational Procedure

4

USE OF THE AUSTRALASIAN INTER SERVICES INCIDENT MANAGEMENT SYSTEM AIIMS

Introduction

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents which occur someone must assume control and devote their time and energy to managing the situation. The Shire has adopted the AIIMS Structure to manage all fire incidents. Volunteer Bushfire Brigades are encouraged to obtain training in AIIMS for effective management of emergency situations. (AIIMS Training is available online through the DFES Volunteer Hub)

Initial AIIMS & FCP

Upon arrival at a fire incident, the Officer In Charge of the first arriving crew will assume responsibility as Incident Controller until relieved by an officer from the responsible agency for the fire. The relieving officer may be another Bushfire Brigade Officer a DPAW, VFRS or DFES Officer.

Amongst the initial tasks arranged by the Incident Controller will be:

- The establishment of a Forward Control Point (FCP).
- Report incident to DFES Comms (The contact number is in the FCO Operational Handbook)
- The gathering of fire ground information, location of infrastructure, fire behaviour, rate of spread, fuel types, prevailing weather conditions, weather forecasts, topography and local knowledge.
- Initiate community warning level if appropriate through the CESM.
- The establishment of what resource are already on the fire ground and if additional resources are required at the particular fire incident.

Understandably, the size of the fire and amount of resources involved will dictate the size of the AIIMS function, which is entirely flexible. AIIMS may be no more than a FCO with a map and Fire Diary on the bonnet of his vehicle. For large scale fires involving several agencies the AIIMS structure may involve a multi-agency team operating from a sophisticated, complex FCP.

Where the size of the fire incident so dictates, Brigades will request assistance from the Shire to establish and maintain an AIIMS structure for a fire incident.

Covid

Brigade Members must adhere to the directions by the State Chief Health Officer given to
Emergency Service Volunteers eg Covid

Bushfire Operational Procedure

5

DRUG AND ALCOHOL CONSUMPTION

1. The Shires Bush Fires Brigade personnel must **NOT** respond to an incident or participate in any Bush Fires operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.
2. Alcohol must **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
3. Alcohol must **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
4. When driving, personnel must comply with Road Traffic Regulations.
5. The Shires Bushfire Brigade personnel must **NOT** respond to an incident or participate in any Bushfire operations if non-prescription illegal drugs have been taken or prescription drugs are affecting your ability to work in a safe manner.

Bushfire Operational Procedure

6

INCIDENT REPORTS

FIRE/INCIDENT REPORTS

All Shire Bushfire Brigades are to complete a Fire/Incident Report Form **every time** they are mobilised in response to **any fire or incident or false alarm. This can be done over the phone by contacting the CESM who will in turn complete the form and submit to records and finalize in DFES's OMS.**

The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the paper report should be submitted **within seven days** of the fire/incident.

SUSPICIOUS FIRES

Where Bushfire Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, the FCO or CESM is to complete a Wildfire Attendance & Information Report. (Located on the DFES Volunteer Hub) The report should be forwarded to the Shire **within 24 hours of the fire.**

All care should be taken to preserve the fire area near to the ignition point and police will be notified.

The purpose of this latter report is to assist the Arson Squad with its investigations.

Bushfire Operational Procedure

7

ROAD CLOSURES

Fire burning on or near road verges, or fire that may impact a road within a time frame with smoke obscuring vision, is potentially the most dangerous situation in which volunteers and the general public can find themselves. More firefighters have been killed or injured in this situation than any other firefighting activity.

Where a road closure would directly or indirectly assist the Shire Bushfire Brigades in its efforts to extinguish or control a bush fire, then the road MUST be closed by a Bush Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by a Brigade Captain or the most Senior Member of the Bush Fire Brigade under Section 44 of the Act.

IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF CREW SAFETY, FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES / MACHINERY.

Extreme caution must be taken and the following procedures must be followed at all times:-

- The Incident Controller will request immediately support from Shire Officers to provide traffic control through the CESM / Works Manager, Police or Main Roads.

Volunteers Controlling Traffic

- Until traffic assistance is in place, traffic control of the immediate fire area may be conducted by properly dressed Firefighters, as issued by the Shire. **Firefighters are NOT to give alternate directions / detours to motorists when roads are closed as this is done by Main Roads or the local Shire. Road closures should be at an intersection to assist traffic in exiting the area.**

BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY.

NO ROAD IS TO BE RE OPEN UNTIL AN INSPECTION OF THE ROADVERGE HAS BEEN COMPLETE BY A SHIRE OR MAIN ROADS OFFICER AND GIVEN THE ALL CLEAR.

Bushfire Operational Procedure

8

REFUSE SITE FIRES

NOTIFICATION

All fires occurring within the Refuse site including garden refuse areas or bush areas, are to be reported to the CESM, Environmental Health Officer or another authorised Shire Officers. The Shire will then notify the necessary agency - Department of Environment and Regulation.

RESPONSE

Brigade Response will be as for a Rural Type Fire or as indicated in their Brigade Response Plan.

- a) The Volunteer Fire & Rescue Service are to be requested to attend the incident if a Hazmat fire or there is potential to become a Hazmat Incident.
- b) Brigade members to remain clear of danger zone, remain up-wind of incident. Attend to adjacent vegetation fires **if it is safe to do so**.

NOTE

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

- c) If incident is confirmed to be hazardous, Brigade members will assist Fire & Rescue Service who will assume the Lead Combat Authority Role.
- d) Consideration will be given to evacuation of persons likely to be affected by fire products.
- e) If incident is confirmed to be nonhazardous by Fire & Rescue Service or Shire Officer, Councils Waste Coordinator or the Fire Control Officer present, Brigade members can become involved in Fire Suppression as directed by the Incident Controller.

It cannot be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all refuse site fire situations.

Bushfire Operational Procedure

9

INCIDENT NOTIFICATION

Initial Notification

Notification of fires can take place at any time during the day or night. In some instances, fires are reported through the Emergency Triple '000' system which in turn results in VFRS being notified for fires within the Gazetted town site. Bushfire Brigades will be notified for all fire reported outside the gazetted area. DFES Comms notifies one of the following in order of precedence as per Local Government 000 Agreement:

- Shire of Katanning Chief Bushfire Fire Control Officer
- Shire of Katanning Deputy Chief Bushfire Control Officer
- Shire of Katanning CESM
- DFES Regional Office – DO.

Alternatively, notification of fires by members of the public (not through the '000' system) may be directed to:

- The Shire of Katanning on – 98 219999
- The Fire Control Officer (FCO) for the Brigade area where the fire has been reported,
- Brigade Areas WhatsApp group

Once the Shire of Katanning, CBFCO, DCBFCO or CESM are notified of a fire within the area of responsibility they will in turn:

- Alert the applicable FCO or Brigade members that a fire has been reported in their Brigade area and register the incident with DFES Comms.
- Provide assistance were requested to the Brigade in terms of Incident Management, backup resources logistics, & weather forecasts.
- Where the reported fire has potential implications for either DBCA or VFRS, notify those agencies.

Brigade Internal Call Out Procedures

The Shire of Katanning's Volunteer Bushfire Brigades are encouraged to devise and arrange their own internal call out procedures in order to mobilise Brigade resources. These internal procedures may utilise:

- SMS through DFES.
- SMS through the Shire SMS system
- VHF or UHF radio facilities.
- The local telephone system.
- WhatsApp

10.3.3

BOP B9 cont.

Brigades should compile, continually revise and update call out lists for all their members. These call out lists should include details of members names, their addresses and contact details (both working and after-hours contacts are preferable).

Bushfire Operational Procedure

10

FIRE LIGHTER FUEL / DRIP TORCH

All Shire of Katanning Volunteer Bushfire Brigades are to use the 75% diesel to 25% unleaded in Firelighters.

Refer to manufacturer's instructions for further details on safety and maintenance .

Bushfire Operational Procedure

11

ACCIDENT / PROPERTY LOSSES REPORTING

Any loss or damage of appliance, equipment and apparatus either of the bushfire brigade or private property owned that is used under the direction of the Incident Controller or another officer of the bushfire brigade is covered by insurance.

All injuries and near misses are to be reported to the Incident Controller who will organise the appropriate response to the circumstances.

Injury, near misses and damage to a vehicle/s will be reported to the CESM who will complete the shires Incident Report Form and submitted to the OSH Committee by the CESM for review.

Bushfire Operation Procedure

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ELECTRICAL HAZARDS

Once an electrical hazard has been identified the following procedure must be followed:

Pole Top Fires

- On arrival at the incident treat all wires as live.
- Secure the area from personnel and members of the public.
- Determine a safe distance from the hazard. **Minimum safe distance for low voltage wires is 10 metres.**
- Tape area off; if this is not possible appoint an officer to stay at location.
- Notify Western Power through DFES COMMS or on the Western Power 13 13 51. The following information will be required: Pole number from the nearest safest pole, Address / nearest intersection, are there lines down, how many poles have been affected.

Structural Fires

If the electricity is to be disconnected, it is the responsibility of the officer to check that power is switched off at the main board and that the fuses have been removed.

When disconnecting the power supply

- The switch is to be operated with the back of the hand at arm's length.
- The officers head is to be turned away to avoid possible flash injuries.

240 Volt Power Generated By Solar Panels

All Emergency Services responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

Only engage in firefighting activity if you have direct knowledge and/ or are training in Solar Panel firefighting.

Bushfire Operational Procedure

13

ENTRAPMENT AT A BUSHFIRE

Maintain Situational Awareness:

- Ensure crews are initially briefed on the task and risks
- Ensure crews remain aware of the current and forecast situation

Maintain Sound Work Practices:

- Maintain the minimum 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with due reference to **LACES**.
 - L – LOOKOUT. Seek positions of observation and regularly patrol.
 - A – AWARENESS. Maintain situational awareness and act decisively.
 - C – COMMUNICATION. Be in communication.
 - E- ESCAPE ROUTE. Consistently re-assess potential escape routes.
 - S - SAFETY ZONE. Work from a known anchor point.

Ensure all crews understand the DEAD MAN ZONE

BURNOVER PROCEDURE FOR DFES APPLIANCE

Note - Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.

- Activate the EMERGENCY AVL BUTTON as per training / guidelines.
- Transmit EMERGENCY message. EMERGENCY EMERGENCY EMERGENCY
- Activate beacons / emergency warning devices and siren.
- Request aerial assistance if available.
- Close hose lines and all crews return to vehicle.
- Park appliance on a burnt/ clear area in a position that affords as much protection as possible for the crew. With the rear of the appliance facing the fire front.
- Conduct a head count to ensure all the crew are present
- Take cover in the cabin. Activate the WATER DELUGE SYSTEM from the appliance.
- Dress in full PPE if not already and activate the IN-CAB AIR as per training / guidelines.
- Crew to cover with blanket/ protection.
- STAY INSIDE THE VEHICLE
- Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER
- Wait for assistance.

10.3.3

BOP B13 cont.

After the fire front has passed:

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

BURNOVER PROCEDURE FOR FARMER FIRE FIGHTING UNITS

- Transmit EMERGENCY message.
- Close hose lines and return to vehicle.
- Park vehicle on a burnt / clear area in a position that affords as much protection as possible for the crew. With the rear of the vehicle facing the fire front.
- Set up deluge system if there is one on the unit.
- Take cover in the vehicle.
- Dress in full PPE if not already.
- Get below the glass windows to shield from radiant heat.
- Leave the engine running and have the air conditioning on recycle.
- Crews to cover with a blanket if one is available. Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER.
- Wait for assistance.

After the fire front has passed:

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

Bushfire Operational Procedure

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BURNOVER BLANKET DFES APPLIANCE

Burnover blankets are a piece of equipment for protecting firefighter out on the fire line. The blankets are made from light weight, patented material (not wool). The blanket is located in the red protective sleeve or bag, mounted in the DFES / Shire appliance.

The blanket is 2m x 2m in size and each blanket can only be used once. There is one blanket per seat in appliance.

Using the Blanket

- First locate the blanket in the appliance. The blankets are fixed in positions appropriate to the appliance and must not be relocated.
- Make sure you are aware of the location of the blanket in the vehicle that you use.
- Obtain the blanket from its storage bag by lifting the flap and remove the vacuum-packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways. Removing the blanket from the cover and disregard the cover out of the appliance.
- Unfold the burn over blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- The whole process including locating and deployment should take 20 seconds or less.

Bushfire Operational Procedure

15

RED FLAG WARNING

Red Flag Warnings are a message system that provides a process to ensure critical information (such as weather changes) is confirmed as received by all at a incident.

- Red Flag Warnings are to be precise messages which convey present or impending hazards to responders. E.g. weather changes, fire behaviour, equipment failure etc.
- Red Flag Warning are to be initiated within the command hierarchy – IC.
- Red Flag Warnings are to be passed onto all personnel at the incident, including those from other agencies and private contractors.
- At all levels, red flag warning are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgement of Red Flag Warnings are to be logged.

Standard message

RED FLAG WARNING. Personnel are advised of <actual forecast where appropriate> conditions that may present a hazard to personnel as follows< actual / forecast conditions>. Personnel are to < describe specific actions required to be taken > This message is to be passed on to all personnel on the fire ground. This information must be written in your fire diary.

Acknowledge

Bushfire Operational Procedure

16

AUTOMATIC VEHICLE LOCATOR – AVL

The AVL system provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records the vehicle location, speed, and if lights and siren have or are being activated. DFES Officers, CESM and authorised Brigade Officers have access to the link to track appliance locations across the state.

Procedure

- **Testing of the AVL system is to be carried out on a monthly basis** to keep the system updated with new software. This should be done as close to the first of each month as possible. Testing diagram located in the appliance.
- The system is connected to the 3G network and if this is not available the system will link to a satellite.
- Under normal conditions the light will be showing GREEN.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn RED until DFES Comms acknowledges, then the light will show GREEN again. Once activated DFES Comms will contact the Incident Controller for the fire, the Duty Officer for the region or the CESM to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Comms to notify them of the mistake.
- Refer to Operational brochure and general information sheet that is located in the appliance for further information.
- Any issues with the system please contact the CESM to follow up.

Bushfire Operational Procedure

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ROAD VERGE BURNING PROCEDURE

The Road Verge Burning Procedure is to provide clear guidelines for the burning of road verges throughout the Shire of Katanning.

Procedure

- Must be obtained for all roadside burning. (12 months of the year.)
- A Permit is to be issued prior to any road verge burn in accordance with this procedure.
- The Shire Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges and only after a site inspection has been carried out by authorised persons.
- Burns are to be conducted by the relevant Bush Fire Brigade member or authorized Shire Staff. No road verge burning may be carried out by individuals unless authorised.
- No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council, unless written approval has been received from the controlling body.
- Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bushfire and the weather patterns and forecast for that time of year.
- Permits to burn road verges will only be issued to Brigade Fire Control Officer or member of the public and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines.
 - Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
 - Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;
 - Ensure acceptable weather conditions have been considered;
 - Comply with normal permit requirements;
 - Only one side of a road to be burnt in any one year;
 - No single hazard reduction burns to exceed 500 meters along a single road verge;
 - Adjoining strips may not be burnt within three years;
 - Adjacent verges are not to be burnt within three years.
- If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:

10.3.3

- Fuel tons per hectare.
 - Assets and locations.
 - Vegetation type.
 - Fire History.
 - Weather patterns.
-
- The use of fire to abate fire hazards and to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified. In general, these related to road verges where native plant species have been replaced by annual weeds and grasses. Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
 - On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary, by Shire staff or its appointed contractors.



Shire of
Katanning
Heart of the Great Southern

*Our Ref: AM/22/120
File No: GV.CM.2*

COMMUNITY GRANTS PROGRAM

MINUTES OF THE COMMUNITY GRANTS PROGRAM COMMITTEE MEETING

Dear Community Grants Program Committee, here are the minutes for the Community Grants Program meeting held on Wednesday 7 December 2022, at the Shire of Katanning in the Conference Room, 52 Austral Terrace, Katanning at 10:00am.

Table of Contents:

1. Opening of Meeting
2. Record of Attendance
3. Disclosure of Financial/Impartiality Interests
4. Confirmation of Minutes of Previous Meeting
5. New Business
6. Committee Recommendation to Council
7. Next Meeting
8. Closure of Meeting

1. OPENING OF MEETING

The meeting was declared open by the Chair at 10:05am.

2. RECORD OF ATTENDANCE

Present

Members: Cr John Goodheart – Chair
Cr Kristy D’Aprile
Cr Michelle Salter

Council Officers: Denise Gobbart, Manager
Natassia Shirazee, Community Relations Officer

Apologies: Julian Murphy, Chief Executive Officer

Minute Taker: Natassia Shirazee, Community Relations Officer

3. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

None to disclose.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Community Grants Program Committee Meeting – Monday 6 December 2021
(SEE ATTACHED MINUTES)

MOVED: CR KRISTY D’APRILE SECONDED: CR JOHN GOODHEART

That the minutes of the Community Grants Program Committee Meeting held on Monday 6 December 2021 be confirmed as true and correct.

Voting Requirement: Simple Majority

CARRIED: 3/0

5. NEW BUSINESS

Quick Response Grants Program – Approval Request for Katanning Men’s Shed for \$599.09

Full Organisation Name: Katanning Men’s Shed

Brief Description of Organisation: The group’s aim is to continue to establish and maintain a venue where members can meet, have fun and engage on practical projects for themselves or the community; maintain their health and well-being by participation and interaction and to ensure that the Katanning Men’s Shed develops into a valuable community facility supported by a thriving and active membership. They have enhanced this vision and have also included students from Alta1 as well as support for special needs participants who attend regularly with their supervisors for social interaction.

Project Title: Purchase of Heavy Duty Router

Project Description: The Katanning Men’s Shed have used a heavy duty router to round off sharp corners of recycled pallet timber since its inception. A start up grant was received to purchase tools for the shed at its inception and the router was among the essential power tools purchased with the grant in 2009. After many years of faithful service, the shed’s router has burnt out and they are currently borrowing a member’s router until they can purchase a replacement.

Estimated project start date: As soon as funding is available

Location of project: Katanning – purchase from local hardware store for use in Katanning Men’s Shed

Expected project benefits to the community: The heavy duty router is a vital piece of equipment for finishing pine timber after it has been planed. The Katanning Men’s Shed have many projects that require the equipment that are for the community. Services from the shed include:

- Small private projects – furniture repairs, furniture/homewares building
- Shire projects – repairing ANZAC cannon, constructing library boxes, streetscape projects, Harmony Festival seating and decoration products
- Pallet up-cycling projects – patio tables, chairs, saddle rack, garden wheelbarrow planters
- Projects for community groups – Piesse Show Stand for Ag Show, working with groups such as Hospital Aged Care, Landcare, School P&C’s, Service Clubs, Historical Society, Domestic Violence Group and Churches

Other community groups and/or key people involved in the project: Local hardware store, H Hardware

Project expenditure: Heavy Duty Router \$599.09

Requested Amount from Council: \$599.09 ex GST

MOVED: CR KRISTY D’APRILE

SECONDED: CR MICHELLE SALTER

That the Community Grants Program Committee Meeting approve a CEO Donation for the Katanning Men’s Shed application for \$599.09 through the Quick Response Grants Program.

Voting Requirement: Simple Majority

CARRIED: 3/0

Community Grants Program (ATTACHMENT)

File Ref: GS.AE.1

Reporting Officer: Community Relations Officer, Natassia Shirazee

Date Report Prepared: 1 December 2022

Issue:

To consider applications for the 2022-23 Community Grants Program.

Body/Background:

The Community Grants Program funding was advertised in October 2022 and November 2022 with advertisements in the Great Southern Herald, the Shire of Katanning Website, Shire Matters Newsletter, emails and word-of-mouth to the community and on Facebook.

The Community Grants Program (CGP) provides funding support in three categories; Minor Community Grant (up to \$5000), Major Community Grant (Over \$5000) and Triennium Community Grant (3 year approval- Minor or Major), to enable organizations to develop projects that increase participation and benefit the community.

At the closing date 3 applications were received: 1 application requesting a minor community grant, 2 applications requesting a major community grant and no applications requesting a triennium grant. The application process was coordinated by the Community Relations Officer, Natassia Shirazee.

10.3.4

The Community Grants Program for 2022-23 has \$24,000.00 ex GST available in the budget with \$10,000.00 ex GST already allocated to the second year of the triennium grant agreement with the Katanning Historical Society. The total amount in the budget is \$34,000.00 ex GST.

SUMMARY OF APPLICANTS:

MINOR COMMUNITY GRANTS (UP TO \$5,000)

Full Organisation Name: Katanning Scout Group
Project Title: Lighting Upgrade Katanning Scout Hall
Requested Amount from Council: \$2,560.00 ex GST
Total Project Cost: \$3,130.28 ex GST

MAJOR COMMUNITY GRANTS (OVER \$5,000)

Full Organisation Name: St Andrews Anglican Church Katanning
Auspice Organisation: Bunbury Diocesan Trustees
Project Title: Painting Building Rooves
Requested Amount from Council: \$7,000.00 ex GST
Total Project Cost: \$9,600.00 ex GST

Full Organisation Name: Katanning Baptist Church
Project Title: Carols in the Park 2023
Requested Amount from Council: \$14,000.00 ex GST
Total Project Cost: \$23,832.72 ex GST

COMMUNITY GRANTS PROGRAM BUDGET AND REQUEST TOTALS

Community Grants Program Budget 2022-23:	\$34,000.00 ex GST
Katanning Historical Society Triennium Grant:	\$10,000.00 ex GST
Community Grants Program Available Budget:	\$24,000.00 ex GST
 Total cash contribution requested excluding GST:	 \$23,560.00 ex GST
Total in-kind contribution requested:	\$0

APPLICATION 1 - MINOR COMMUNITY GRANT (UP TO \$5,000)

Full Organisation Name: Katanning Scout Group

Brief Description of Organisation: Katanning Scout Group is a voluntary, non-political, educational movement for young people aged 5-14. They are open to all, regardless of gender, race, religion or sexuality. The aim of Scouting is to encourage the social, physical, intellectual, emotional and spiritual development of young people so they may play a constructive role in society as responsible citizens and as members of their local and international communities. This aim is achieved through strong and active programs that inspire young people to do their best and to always be prepared.

Project Title: Lighting Upgrade Katanning Scout Hall

Project Description: The current halogen lights in the Scout Hall date from when the building opened in 1977. They are dim, use a lot of electricity, are a funny colour and when they burn out, are difficult to replace due to the height of the ceiling. The current halogen lights also cost around \$90.00 a bulb, which only last 5-10 years each.

The Katanning Scout Group would like to upgrade to modern LED lights which would have the advantage of being brighter, using less electricity and lasting an estimated 30 years between replacement.

Estimated project start date: As soon as funding available.

Location of project: Katanning Scout Hall

Expected project benefits to the community: Currently they struggle to read printed material in the evenings as the lighting is so dim. Proper lighting will improve the quality of the Scout and Guide programs in Katanning. Scouting is a program that encourages the development of young people so that they take a constructive place in society and as members of their communities. Actively engaged, well-rounded, contributing members of society can only be a positive to Katanning.

Other community groups and/or key people involved in the project: Local electrician Dave Dilley, scissor lift hire from local business Mini Projects Katanning.

Project expenditure (items with amounts shown are from CGP funding:

- 7x LED HiBay Lights (\$332.75ea) \$2,329.25
- 7x 3-pin sockets (\$7.99ea) \$55.93
- Dave Dilley's Electrical Labour \$315.00 (\$174.82 from CGP)
- Scissor Lift Hire
- Labourer Mark Sander

Applicant Cash Contribution: \$570.28

Applicant In-Kind Contribution: \$0 ex GST

Requested Amount from Council: \$2,560.00 ex GST

Total Project Cost: \$3,130.28.00 ex GST

APPLICATION 2 - MAJOR COMMUNITY GRANT (OVER \$5,000)

Full Organisation Name: St Andrews Anglican Church Katanning

Auspice Organisation: Bunbury Diocesan Trustees

Brief Description of Organisation: The Anglican Parish of St Andrew's Katanning provide spiritual wellbeing and assistance to the disadvantaged. As a religious body they focus on operating outreach programs benefiting vulnerable, unemployed people, young families and the environment in which we live.

Services and activities include:

- Weekly church services
- Support to the community with emotional and financial aid
- Weddings, baptisms and funerals
- Fete and use of the hall for visiting events

Project Title: Painting Building Rooves

Project Description: The application is for the costs for a contractor to paint the church rooves which haven't been painted for many years and are starting to rust and deteriorate.

The church is 124 years-old and maintenance is a big issue. They are required to maintain the hall and the next big job after this project is to paint the roof of the hall and the stanchions.

Estimated project start date: November 2022 – November 2023 (application received in November but project has not commenced yet)

Location of project: Anglican Church, Aberdeen Street Katanning

Expected project benefits to the community: The church will be able to continue to provide spiritual guidance, emotional/financial aid to those in need and the buildings can continue to be opened for community events, Sunday service, baptisms, weddings and funerals.

Other community groups and/or key people involved in the project: No other organisation except for contractor Taylor's Painting Service which is a local supplier.

Project expenditure:

- Church Roof – Pressure clean, seal & paint \$9,600.00 ex GST (\$7,000.00 ex GST of CGP)

Applicant Cash Contribution: \$2,600.00 ex GST

Applicant In-Kind Contribution: \$0.00 ex GST

Requested Amount from Council: \$7,000.00 ex GST

Total Project Cost: \$9,600.00 ex GST

APPLICATION 3 - MAJOR COMMUNITY GRANT (OVER \$5,000)

Full Organisation Name: Katanning Baptist Church (for Carols in the Park)

Brief Description of Organisation: The Carols in the Park is run by the combined churches of Katanning with this application via the Katanning Baptist Church. The committee behind Carols in the Park aim to bring joy to the community at Christmas through family friendly activities, song, festive spirit and a Christmas message.

The Carols in the Park event (previously Carols by Candlelight) is a long-standing event (over 20 years) which is loved and well-attended by a wide range of people in the community. They have always provided free family-friendly fun activities for people to enjoy before the carols service. Many of the community participate in the performances and are encouraged to contribute items for Christmas hampers for people in need in the community.

Project Title: Carols in the Park 2023

Project Description: The Carols in the Park 2023 event will be over one afternoon/evening; probably on Saturday 9 or Sunday 10 December 2023 at the Piesse Park Amphitheatre. Family-friendly events from 4-7pm which include: an animal farm and camel rides, inflatables (bouncy castle, slide and obstacle course), face painting, lawn games and a treasure hunt. Local and Great Southern Food Vans and pre-carols music/entertainment by local performers.

Until now, the Carol's event has been funded through contributions from the Katanning Churches and individuals. The sound system, prior to 2022 has been provided and operated by members of the Katanning Baptist Church and Foursquare Church. Moving forward, they plan to hire professional lighting and sound equipment and a technician to ensure a high production quality with the growing crowds – this is being trialled in 2022.

Estimated project start date: Likely Saturday 9 or Sunday 10 December 2023 event.

Location of project: Katanning Piesse Park Amphitheatre

Expected project benefits to the community: The event provides and opportunity for the community to join together in celebrating Christmas. The free family-friendly activities before the Carols services allow children (and adults) to have fun, socialise and relax during what can be a busy time of year. Christmas hamper items are also collected to be distributed to local organisations who assist with feeding those in need in the community.

Other community groups and/or key people involved in the project: The event primarily involves the combined churches of Katanning with support from Youth Care. The invite to be involved extends to local emergency service groups such as St Johns, Katanning Police and Fire Brigade; local groups such as school P&Cs, Girl Guides, Rotary etc. Local Katanning businesses for the food vans and some event suppliers (security, sound & lighting) such as Flaver Productions and Katanning Security Protection.

Project expenditure (items with amounts shown are from CGP funding):

- Lighting, sound, staging and inflatables \$5339.06
- Security \$1,350.00
- Animal farm \$1,200.00
- Camels \$3,250.00
- Candles and glowsticks \$2,881.82
- Printing of fliers and song booklets
- Family fun fair – volunteer hours
- Face painting, entertainment and consumables
- Hope Café Stall – volunteers and goods

Applicant Cash Contribution: \$654.12
Applicant In-Kind Contribution: \$8,757.72
Other Cash Contribution: \$400.00 (Katanning H Hardware)
Requested Amount from Council: \$14,000.00 ex GST
Total Project Cost: \$23,832.72 ex GST

Note: At the Public Ordinary Council Meeting for September 2022, Council granted \$2,500.00 as a CEO Donation for the Carols in the Park 2022. There is no acquittal required for this donation and therefore does not impact the eligibility of this application.

COMMUNITY GRANTS PROGRAM BUDGET AND REQUEST TOTALS

Community Grants Program Budget 2022-23:	\$34,000.00 ex GST
Katanning Historical Society Triennium Grant:	\$10,000.00 ex GST
Community Grants Program Available Budget:	\$24,000.00 ex GST
Total cash contribution requested excluding GST:	\$23,560.00 ex GST
Total in-kind contribution requested:	\$0
CGP Committee recommended cash contribution:	\$17,120.00 ex GST
Amount remaining after recommended cash contribution:	\$16,880.00 ex GST
Recommended in-kind contribution:	\$0

ADDITIONAL COMMENTS

Community Grants Program – Application Months Change Suggestion

Issue:

To consider changing the Community Grants Program opening dates to July and August with approval going to Council in September as of the 2023-24 Financial Year.

Body/Background:

The Community Grants Program was updated at the Public Ordinary Council Meeting September 2020 with changes for the funding to be advertised in October and November with applications going to Council at the December Ordinary Council Meetings.

After two financial years of this process, it was identified that applications for projects within a financial year between July – December have either not been able to be funded or would need to have their grant applied for in one financial year with the funds being released early or rolled into the following financial year.

Officer's Comment:

Recommendation to move the process closer to align when the annual budgets are finalised to allow for projects to be funded without the need to roll over funds into following financial years. This would be for the program to be open for applications from 1 July and closing 31 August with applications sent to the September Ordinary Council Meeting.

Statutory Environment: *Local Government Act 1995*

Policy Implications: 2.9 Community Grants Program. Applications were assessed in accordance with the Policy Guidelines.

Financial Implications: Sufficient funds are allocated in Councils 2022/2023 Budget to cover the cost of the recommended grant contributions.

Strategic Implications: Shire of Katanning Strategy Community Plan 2022-2032

PREVIOUS SUCCESSFUL APPLICANTS

Group	Project	Amount Approved	Round	Status
Katanning Croquet Club	Katanning Croquet Club Shed	\$15,818.18	2021-22	Complete. Acquittal extended to 30 May 2023
Katanning & Districts Pool Association Inc	Pool Hall Revamp Project	\$8,000.00	2021-22	Complete. Acquittal processed.
Katanning Historical Society	Building Maintenance, Upgrades and Purchase of Display Equipment Project	\$10,000.00 (Year 1 of 3-Year agreement)	2021-22	In-progress. Acquittal still to be received before next amount processed.

6. COMMITTEE RECOMMENDATION TO COUNCIL

MOVED: CR MICHELLE SALTER

SECONDED: CR KRISTY D'APRILE

That the Community Grants Program Committee make the following recommendations for the Community Grants Program to Council:

1. That Council approve the following grant recommendations for the 2022-23 Community Grants Program
 - a. Approve Katanning Scout Group \$2,560.00 ex GST for the Lighting Upgrade for Katanning Scout Hall as listed in the application;
 - b. Deny Bunbury Diocesan Trustees on behalf of St Andrews Anglican Church Katanning, \$7,000.00 ex GST for the Painting Building Rooves Project as listed in the application;
 - c. Approve the Katanning Baptist Church \$4,560.00 ex GST for the Security, Sound, Lighting and Staging of the Carols in the Park 2023 as listed in the application;
2. That Council holds a second funding round to be held for the remaining funds, opening for advertising in February and March 2023 with funding announced following approval by Council in April 2023.
3. That Council approves the change to the Community Grants Program funding application dates to July and August as of the 2023-2024 Financial Year.

Voting Requirement: Simple Majority

CARRIED: 3/0

7. NEXT MEETING

The next meeting will be held when required.

8. CLOSURE OF MEETING

This meeting was declared closed at 10:51am.

Community Grants Program (CGP) Application Form

Community Grants Program applications open each year on 1 October close on 30 November and will go to the Public Ordinary Council Meeting in December. Late applications will not be accepted.

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

APPLICATION ROUND/YEAR	
Which financial year are you applying for? (e.g.: 2022/2023)	2022/2023
What type of grant are you applying for? (Minor, Major or Triennium)	Minor

GROUP/ORGANISATION DETAILS	
Group/organisation name:	KATANNING MENS SHED INC
Postal address:	PO BOX 179 KATANNING WA 6317
ABN:	25 110 810 135
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicing organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website https://www.katanning.wa.gov.au/documents/ <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input checked="" type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

GROUP/ORGANISATION CONTACT PERSON	
Contact Title & Name <i>Eg. Mr Joe Bloggs</i>	MR PETER JOLLY
Position title in the group/organisation:	SECRETARY / TREASURER
Contact numbers:	0438353580
Email:	katanningmensshed@gmail.com
GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
Contact Person Title & Name <i>Eg. Mr Joe Bloggs</i>	MR ROSS THOMAS
Position title in the group/organisation:	PRESIDENT
Contact numbers:	0457965839
Email:	sandieross44@gmail.com

AUSPICING ORGANISATION (IF APPLICABLE)	
Auspicing organisation name:	N/A
ABN of auspicing organisation:	
Contact Person Title & Name <i>Eg. Mr Joe Bloggs</i>	
Position title in the group/organisation:	
Contact numbers:	
Email:	

ABOUT GROUP/ORGANISATION

Briefly describe your group/organisation's aims?

To establish and maintain a venue where members can meet, have fun and engage on practical projects for themselves or the community, maintain their health and well-being by participation and interaction and to ensure that the Katanning Men's Shed develops into a valuable community facility supported by a thriving and active membership.

We have enhanced this vision beyond ourselves to also include students from ALTA1 as well as support for special needs participants who attend regularly with their supervisors for social interaction.

The services/activities your group/organisation provides to the community?

Small private projects such as furniture repairs, larger projects for community groups or organisations eg: The replica 1906 Piesse Show Stand for the Ag Society. **Shire projects** such as repairing the Anzac cannon, constructing Library Boxes, Streetscape Projects, Harmony Festival projects. **Pallet up cycling projects** such as patio tables, chairs, saddle racks, garden wheelbarrow planters.

Projects for community groups such as Hospital Aged Care, Landcare, School P&C's, Service Clubs, Historical Society, Domestic Violence Group and Churches.

Which are your main target groups?

- | | | |
|--|---|--|
| <input type="checkbox"/> General community | <input type="checkbox"/> Women | <input type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10 | <input checked="" type="checkbox"/> Men | <input type="checkbox"/> People with disabilities and/or carers |
| <input type="checkbox"/> Youth 11-25 | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____ |

If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?

- | | |
|--|---|
| <input type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters |
| <input type="checkbox"/> Annual report | <input checked="" type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Flyers | |

Has your organisation received funding from the Shire in the last two years?

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☒ No – skip to Project Details
- ☐ Yes – please answer below questions

If applicable, please list the years and amounts of funding from the Shire in the last two years.

Year		Amount	
Year		Amount	

If applicable, has your organisation provided an acquittal to the Shire for each grant?

- ☐ Yes - The organisation's acquittal has been received by the Shire.

PROJECT DETAILS	
Project Title	PURCHASE OF HEAVY DUTY ROUTER
<p>Please outline your project/funding request?</p> <p>Mens Shed has used a heavy duty router to round off sharp corners of recycled pallet timber since its inception.</p> <p>A start up grant was received to purchase tools for the shed at its inception and a heavy duty router was among the essential power tools we purchased with the grant in 2009.</p> <p>After many years of faithful service our shed router has burnt out and we are currently using a members router until we can purchase a replacement.</p>	
Total Project Cost (excluding GST, please include in-kind and financials)	\$ 599.09
<p>On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)</p> <p>N/A</p>	
<p>How and where will your project/purchases take place?</p> <p>Purchase from a local hardware store</p>	
<p>What is your group/organisation's contribution to your project? Please include in-kind and financials.</p> <p>If our request is only partly funded we will make up the difference to the purchase price</p>	
<p>How many people do you anticipate will attend/participate in your project once completed?</p> <p>N/A</p>	
<p>How many people from the region do you anticipate will attend/participate in your project once completed?</p> <p>N/A</p>	

What benefits will your project deliver to the Katanning community?

N/A

Explain how you know the project is needed and supported by the community?

N/A

Name any other groups/individuals that will be involved in the project? (Please attach letters of support)

N/A

If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?

The heavy duty router is a vital piece of equipment for finishing pine timber after it has been planed.
The router is housed under a special router table and is used to finish the corners of timber used in all our pine projects.

If your application is unsuccessful in the CGP, how will the project be delivered?

We will continue to wear out members routers.

PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

Detailed description of the good and/or services:

1 MAKITA 12.7mm (1/2") 2,100watt variable speed PLUNGE ROUTER

LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

SUPPLIER 1

Supplier	H Hardware	Quote \$ (ex GST)	599.09
Contact Name	Ash Severin	Contact Number	08 9821 1411
Delivery		Availability	

SUPPLIER 2

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

SUPPLIER 3

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

Have three quotations been obtained:

☐ Yes ☒ No

If no, please explain the reason for not obtaining three quotes:

Makita products have a standard retail book price that all retailers quote from

Is the quotation accepted, the lowest price?

☒ Yes ☐ No

If no, please explain the reason for not accepting the lowest price:

PROJECT BUDGET		
Please note that applications with multiple funders/contributors are favoured.		
PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.		
Use https://gstcalculator.com.au/ to obtain the amounts excluding GST.		
In-kind hours: Please visit https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/ to determine your organisations in-kind hours for the project.		
PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
Community Grant from Katanning Shire	599.09	
TOTAL INCOME:	599.09	

PROJECT COSTS		
PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
Purchase Router	599.09	Katanning Shire
TOTAL EXPENDITURE:	599.09	



DECLARATION FROM ORGANISATION
We declare that the organisation we represent does not operate for profit and the information given in

TOTAL EXPENDITURE:	599.09	

DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:	David Ross Thomas	Full name:	Peter John Jolly
Position title:	President	Position title:	Secretary / Treasurer
Signature:		Signature:	
Date:	25/11/22	Date:	25/11/22

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

CHECKLIST

Please ensure you have:

- ☒ Read the application guidelines carefully
- ☒ Completed **ALL** sections of the Application Form
- ☒ Attached Copies of quotes for all expenditure requested through the CGP
- ☒ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☒ Attached any Letters of support from other groups

10.3.4



Katanning H Hardware
5 Claude Street
KATANNING WA 6317
Ph: 08 9821 1411
ABN: 98 350 814 019

Quoted	DUE DATE	ORDER #	OPERATOR	STATION	PAGE
22/11/2022 01:24PM	22/11/2022		Ash	2	1

Quoted To:
Katanning Men's Shed (1686)
PO BOX 179
KATANNING WA 6317
Phone: 9821 5464
Mobile: 0457 965 839

Printed: 22/11/2022
Expires: 22/11/2022

Quotation 102000123

Code	Description	Qty	Unit	Retail	Disc\$	Total GST	Total
8017001	12.7MM (1/2") PLUNGE ROUTER, 2,100W, VARIABLE SPEED	1	Each	659.00	NETT	59.91	659.00

Nett Total: **\$659.00**
(Includes GST of: \$59.91)

BSB: 306-014 ACCOUNT: 0155682



1/2/1/1/1/OL

Certificate of Currency

Insured:	Australian Men's Shed Association ABN 84 144 866 277 (AMSA) and all Individual Sheds accepted as being part of AMSA and the members of all noted entities as per the shed register provided by AMSA	
Specific Shed Noted	Katanning Mens Shed Inc	
Policy Number:	93397884	
Policy Type:	Public and Product Liability	
Policy Period:	From: 28 February 2022 4:00pm Local Standard Time L.S.T To: 28 February 2023 4:00pm Local Standard Time L.S.T	
Limits of Liability:	Each Occurrence Limit:	\$40,000,000
	Each Act (Advertising Injury And Personal Injury) Limit:	\$40,000,000
	Products Hazard Aggregate Limit:	\$40,000,000
	Advertising Injury Aggregate Limit:	\$40,000,000
	Pollution Aggregate Limit:	\$40,000,000
	All Values are in Australian Dollars	
Territorial Limits:	Anywhere in the world except the United States of America, its territories or possessions, Canada and Puerto Rico.	
Interested Party:	Shire of Katanning	
Date:	28 February 2022	

This certificate is issued as a matter of information only, it provides a summary of the scope of the cover and confers no rights to the certificate holder or the mentioned insured. This certificate does not amend, extend or alter the coverage provided by the policy above.

Signed for the Company:



Anglican Parish of St Andrew's Katanning

P.O. Box 60, Katanning. Ph: 9821 1986

Katanning Men's Shed,
KATANNING WA 6317
31st January 2022

Dear Members,

On behalf of St Andrew's Katanning Parish Council, I write to thank you most sincerely for repairing the Bishop's Crozier that needed to be fixed.

None of our men from the church were able to tackle this job and we were delighted to come and pick it up last week.

This is not the first time that The Katanning Men's Shed has come to our assistance and we really appreciate the effort they put in to help us with what we require done.

Once again, many many thanks.



Yours Sincerely,

Mrs Sylvia F. Spicer
Parish Secretary/ sylviafspicer@gmail.com



Katanning Men's Shed
17 Daping Street
KATANNING WA 6317

To the wonderful men at the Katanning Men's Shed

St Patrick's Primary School would like to thank the Katanning Men's Shed for building our Buddy Bench for the school playground.

Special thanks to Peter Jolly for organising and to Geoff Flack for his wonderful craftsmanship in building the bench.

We appreciate the hard work that went into making this bench for our school and are proud to have developed a community partnership benefiting both the children of St Patrick's and the men of Katanning Men's Shed.

The Buddy Bench will be a special place for children to sit at school if they are feeling lonely or worried, a place where other children can show kindness and compassion and look out for each other.

Thank you for being part of our special project and I will send through some photos once it's in place and decorated.

Once again, many thanks

Yours sincerely

Andrew Gammon
Principal



01/10/2021

To the Gentlemen of the Katanning Men's Shed.

I would like to take this opportunity to thank you all for your kind donation of the potter's bench. It is absolutely wonderful for us to feel supported by a community group in Katanning. This will be raffled off for Christmas and all the proceeds will go to restock our Community Harvest (food bank) shelves over Christmas. If you would like a book of raffle tickets to have at the shed to sell please let us know.

Once again Thank You it is great to get some support from a community group.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Karen Moore'.

Karen Moore
Manager
Katanning neighbourhood Centre
16 Albion Street
Katanning WA 6317
PH: 08 98214433
Email: kis@katel.net.au

Community Grants Program (CGP) Application Form

Community Grants Program applications open each year on 1 October close on 30 November and will go to the Public Ordinary Council Meeting in December. Late applications will not be accepted.

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

APPLICATION ROUND/YEAR	
Which financial year are you applying for? (e.g.: 2022/2023)	2022/23
What type of grant are you applying for? (Minor, Major or Triennium)	Minor

GROUP/ORGANISATION DETAILS	
Group/organisation name:	Katanning Scout Group
Postal address:	<p>c/- 11 GOLF LINKS ROAD</p> <p>KATANNING . WA 6317</p>
ABN:	59 653 914 921
Does your group/organisation have Public Liability Insurance?	<input type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicng organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicng organisation) registered for the Goods and Services Tax (GST)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website https://www.katanning.wa.gov.au/documents/ <p><i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i></p> <p><i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i></p>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input type="checkbox"/> Incorporated Association <input checked="" type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <p><i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicng organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i></p> <p><i>Please attach a letter of support from the auspicng organisation and a copy of their Certificate of Currency.</i></p>

GROUP/ORGANISATION CONTACT PERSON

10.3.4

Contact Title & Name <i>Eg. Mr Joe Bloggs</i>	Mrs Hilary Harris
Position title in the group/organisation:	Katanning Group Leader
Contact numbers:	0428 221 501
Email:	hharris@katel.net.au

GROUP/ORGANISATION ALTERNATE CONTACT PERSON

Contact Person Title & Name <i>Eg. Mr Joe Blogs</i>	Mr Mark Sander
Position title in the group/organisation:	Cub Section Leader Katanning
Contact numbers:	0428 393 796
Email:	Marksander78@gmail.com

AUSPICING ORGANISATION (IF APPLICABLE)

Auspicing organisation name:	
ABN of auspicing organisation:	
Contact Person Title & Name <i>Eg. Mr Joe Blogs</i>	
Position title in the group/organisation:	
Contact numbers:	
Email:	

Briefly describe your group/organisation's aims?

Katanning Scouting Group is a voluntary non-political educational movement for young people aged 5-14. We are open to all, regardless of gender, race, religion or sexuality.

The aim of Scouting is to encourage the social, physical, intellectual, emotional, and spiritual development of young people so they may play a constructive role in society as responsible citizens and as members of their local and international communities. This aim is achieved through a strong and active program that inspires young people to do their best and to always be prepared.

The services/activities your group/organisation provides to the community?

Katanning Scouting Group currently runs three sections; Joey Scouts aged 5-7, Cub Scouts aged 8-10 and Scouts aged 11-14. Each week we run a program for each of the three sections for 1 hour, 1.5 hours and 2 hours respectively. Currently we have 29 youth (11 girls/18 boys) from a range of cultural backgrounds. At our weekly hall meetings we teach life skills like 1st Aid, cooking, bushcraft, handicrafts, manual arts, campfire cooking, citizenship and many other activities. Each of our sections have one local camp a term, and one major camp a year, where we teach camping skills, outdoorsmanship and many other skills.

We also share our hall with Katanning Girl Guides who have a similar program for their 10 girls.

Which are your main target groups?

- | | | |
|---|----------------------------------|--|
| <input type="checkbox"/> General community | <input type="checkbox"/> Women | <input type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input checked="" type="checkbox"/> Children 0-10 | <input type="checkbox"/> Men | <input type="checkbox"/> People with disabilities and/or carers |
| <input checked="" type="checkbox"/> Youth 11-25 | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____ |

If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?

- | | |
|---|---|
| <input checked="" type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters |
| <input type="checkbox"/> Annual report | <input checked="" type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Flyers | |

Has your organisation received funding from the Shire in the last two years?

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☒ No – skip to Project Details
- ☐ Yes – please answer below questions

If applicable, please list the years and amounts of funding from the Shire in the last two years.

Year	Amount
------	--------

If applicable, has your organisation provided an acquittal to the Shire for each grant?

- ☐ Yes - The organisation's acquittal has been received by the Shire.
- ☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS

Project Title	Lighting upgrade Katanning Scout Hall
Please outline your project/funding request?	
<p>The current halogen lights in the Scout hall date from when the building opened in 1977. They are dim, use a lot of electricity, are a funny colour, and when they burn out are difficult to replace due to the height of the ceiling. The halogen lights also cost around \$90 a bulb, and only last 5-10 years each.</p> <p>The Katanning Scout Group would like to upgrade to modern LED lights. These would have the advantage of being brighter, using less electricity, and lasting an estimated 30 years between replacement.</p> <p>They will also allow us to see properly when in the hall in the early evening, especially in Winter when it is dark early.</p> <p>Dave Dilley the electrician has quoted to replace the lights.</p>	
Funding Requested (excluding GST)	\$2,560
Total Project Cost (excluding GST, please include in-kind and financials)	\$3,130.28
On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)	
<p>Electrician Dave Dilley estimates one week for delivery of materials after grant awarded. Then a day to install once Scissor lift available to be booked.</p>	
How and where will your project/purchases take place?	
<p>Electrician Dave Dilley will organise from his Perth suppliers.</p> <p>Mini Projects Katanning will book in hire of Scissor lift on day required</p>	
What is your group/organisation's contribution to your project? Please include in-kind and financials.	
<p>David Dilley is donating part of his time</p> <p>Michael Lockhart is donating his businesses hire of the Scissor lift</p> <p>Mark Sander has donated his time to organise the application, and will spend the day labouring for David Dilley, and collecting and returning the Scissor lift.</p>	
How many people do you anticipate will attend/participate in your project once completed?	
<p>Weekly 29 Scouts and 10 Girl Guides aged between 5 and 15 attend our hall for meetings weekly. Plus eight adult leaders across the two organisations.</p>	
How many people from the region do you anticipate will attend/participate in your project once completed?	
<p>When Katanning Scout Group hosts District Camps, anything from 40-60 kids from the Great Southern</p>	

What benefits will your project deliver to the Katanning community?

Proper lighting will improve the quality of the Scout and Guide programs in Katanning.

Scouting is a program that encourages the physical, intellectual, social, emotional and spiritual development of young people so that they take a constructive place in society as responsible citizens, and as members of their local, national and international communities.

Actively engaged, well rounded, contributing members of society can only be a positive for Katanning.

Explain how you know the project is needed and supported by the community?

Currently we struggle to read printed material in the evening as the lighting is so dim. Having appropriate lighting will make it a lot easier to deliver quality Scout and Guide programs.

Every local supplier we have approached has immediately offered their time. Every former Scout and Guide you ever meet has only good things to say about their time in Scouting.

Name any other groups/individuals that will be involved in the project? (Please attach letters of support)**If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?**

LED lighting for the Katanning Scout Hall.

If your application is unsuccessful in the CGP, how will the project be delivered?

Katanning Scouts will continue to save and fundraise. It may take some years however, as we have only just saved the \$3,500 needed to refasten and repair our 45 year old roof.

PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

Detailed description of the good and/or services:

High bay LED lights make up the bulk of the cost of the project.

LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

SUPPLIER 1

Supplier	Stonex	Quote \$ (ex GST)	\$ 2,085.65
Contact Name	https://stonex.com.au/products/led-high-bays-150w?_pos=1&_sid=3459d3d4f&_ss=r		
Delivery	Free	Availability	One week of order

SUPPLIER 2

Supplier	The Lighting Outlet	Quote \$ (ex GST)	\$2,216.30
Contact Name	https://thelightingoutlet.com.au/products/maxi-led-pendant-light-50w-3000k-4000k-5000k-in-silver?variant=39485085057066&srsId=AYJSbAfQPm7ddM2hM-VE7bdyZNjYO3y_d_B_XO8_5OUzKCZsRUEDKitByl4		
Delivery	\$21.95	Availability	One week of order

SUPPLIER 3

Supplier	David Dilley Electical	Quote \$ (ex GST)	\$2,329.25
Contact Name	David Dilley	Contact Number	0409 518 415
Delivery	Included	Availability	One week of order

Have three quotations been obtained:

☒ Yes ☐ No

If no, please explain the reason for not obtaining three quotes:

Is the quotation accepted, the lowest price?

☐ Yes ☒ No

If no, please explain the reason for not accepting the lowest price:

David Dilley recommended his lights for better quality.

PROJECT BUDGET

10.3.4

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

In-kind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations in-kind hours for the project.



PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
LED HiBay lights c/w flex & plug \$332.75ea x 7	\$2,329.25	Confirmed
3 pin sockets \$7.99 x 7	\$55.93	Confirmed
Dave Dilley's Electrical 7 x 30 minutes @ \$90 hr	\$315	Confirmed
Scissor Lift Hire 'Mini Projects Katanning'	\$300	Confirmed
Labourer Mark Sander, plus collecting lift 5 hrs x \$56.02	\$130.10	Confirmed
TOTAL INCOME:	\$3,130.28	

PROJECT COSTS		
PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
<i>For example: Newspaper Advertisement</i>	<i>500</i>	<i>CGP</i>
<i>For example: Purchase of chairs</i>	<i>500</i>	<i>CGP</i>
<i>For example: Venue hire</i>	<i>200</i>	<i>Own organisation in-kind contribution</i>
<i>For example: Bouncy Castle hire</i>	<i>2000</i>	<i>Lotterywest</i>
TOTAL EXPENDITURE:		

DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:	Hilary Harris	Full name:	Mark Sander
Position title:	Katanning Scouts Group Leader	Position title:	Cub Scouts Section Leader Katanning
Signature:		Signature:	
Date:	30/11/22	Date:	30/11/22

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

CHECKLIST

Please ensure you have:

- ☒ Read the application guidelines carefully
- ☒ Completed **ALL** sections of the Application Form
- ☒ Attached Copies of quotes for all expenditure requested through the CGP
- ☒ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☐ Attached any Letters of support from other groups

Please send this application via one of the following:

Mail

Shire of Katanning
PO Box 130, Katanning, WA, 6317

Email

admin@katanning.wa.gov.au

In person

52 Austral Terrace, Katanning



CERTIFICATE OF CURRENCY

This Certificate certifies that as of the date of issue the policy is current until the expiry date, subject to the issued policy terms and conditions. This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder. It is not intended to amend, extend, alter, replace or override the coverage afforded by the policy. It is provided as a summary only of the cover provided and is current only at the date of issue.

POLICY TYPE: Broadform Liability Insurance

POLICY NUMBER: 06.080.0584352

INSURED: The Scouts Association of Australia (Western Australia Branch)
ABN: 59 653 914 921

SITUATION AND/OR PREMISES: At & From: 133 Scarborough Beach Road, Mount Hawthorn WA 6016

GEOGRAPHICAL LIMITS: Anywhere in the World excluding USA or Canada
(Subject to the terms, conditions and exclusions of the policy wording)

BUSINESS: Principally an association for persons involved in all facets of the scouting movement including but not limited to youth development and education, leisure, camping, adventure training, abseiling, canoeing, aerial runway activities, off-road driving, tramping, fund raising and charity work activities, delivery of accredited youth leadership training, collection of materials for sale/resale and retailing goods, can & bottle collection services including all associated activities, past or present including property owners and/or occupiers, lessor, lessees, bailees, and landlords and any other activity incidental thereto.

INSURER: Ansvar Insurance

EXPIRY DATE OF INSURANCE: 31 May 2023

LIMITS OF LIABILITY: Public Liability: \$ 50,000,000
Products Liability: \$ 50,000,000

DATE OF ISSUE: 30 May, 2022

Signed at Perth Western Australia.
Yours faithfully,

Brett Piggott
Executive Director
Willis Temby Insurance Brokers



College of
Electrical
Training

Connect Your Mind

LED Hi Bay lights c/w
flex and plug.

332.95. Permite.

Will need 3 pin socket if
not already installed.

Dave Dillea 0409518415.

Northern Campus
9 Cressall Rd, Balcatta WA 6021
PO Box 811, Balcatta WA 6914
telephone (08) 9240 7700
facsimile (08) 9240 4349

www

Southern Campus
5 Avior Ave, Jandakot WA 6164
PO Box 3857, Success WA 6964
telephone (08) 9417 8166
facsimile (08) 9417 8766



Community Grants Program (CGP) Application Form

Community Grants Program applications open each year on 1 October close on 30 November and will go to the Public Ordinary Council Meeting in December. Late applications will not be accepted.

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

APPLICATION ROUND/YEAR	
Which financial year are you applying for? (e.g.: 2022/2023)	2022/2023
What type of grant are you applying for? (Minor, Major or Triennium)	MAJOR

GROUP/ORGANISATION DETAILS	
Group/organisation name:	St Andrews Anglican Church
Postal address:	Aberdeen St Katanning WA 6317
ABN:	49 932 807 191
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicing organisation to apply for the CGP that has a Certificate of currency
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website https://www.katanning.wa.gov.au/documents/ <i>If your group is required to be registered but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is not required to be registered for GST, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input type="checkbox"/> Incorporated Association <input checked="" type="checkbox"/> Not for Profit Company or charity <input checked="" type="checkbox"/> Other (please specify) <u>Christain Church</u> <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

GROUP/ORGANISATION CONTACT PERSON	
Contact Title & Name Eg. Mr Joe Bloggs	Ms Therese Reynolds
Position title in the group/organisation:	church Warden,
Contact numbers:	04 28 136 18 00
Email:	tresridge45@yahoo.com.au

GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
Contact Person Title & Name Eg. Mr Joe Bloggs	Mr & Mrs Tom + Sylvia Spicer
Position title in the group/organisation:	church Warden + church Secretary/treasurer
Contact numbers:	08 98 24 1187 0439 577 507
Email:	sylviafspicer@gmail.com

AUSPICING ORGANISATION (IF APPLICABLE)	
Auspicng organisation name:	BUNBURY DIOCESAN TRUSTEES
ABN of auspicng organisation:	78 272 188 449
Contact Person Title & Name Eg. Mr Joe Bloggs	Evelyn Belinghori
Position title in the group/organisation:	Property Administrator
Contact numbers:	08 9721 2100
Email:	admin@bunbury.org.au

ABOUT GROUP/ORGANISATION			
Briefly describe your group/organisation's aims?			
Maintaining church property Painting St Andrew's Church roof & Hall roof			
The services/activities your group/organisation provides to the community?			
Weekly church services support the community with emotional & financial aid Weddings Baptisms + Funerals. Fete & use of hall for visiting events.			
Which are your main target groups?			
<input checked="" type="checkbox"/> General community <input type="checkbox"/> Women <input type="checkbox"/> Aboriginal or Torres Strait Islander people <input type="checkbox"/> Children 0-10 <input type="checkbox"/> Men <input type="checkbox"/> People with disabilities and/or carers <input type="checkbox"/> Youth 11-25 <input type="checkbox"/> Seniors <input type="checkbox"/> Other (please specify) _____			
If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?			
<input type="checkbox"/> Press release <input type="checkbox"/> Banners/Posters <input checked="" type="checkbox"/> Annual report <input type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. <input checked="" type="checkbox"/> Social media <input checked="" type="checkbox"/> Other (please specify) <u>A thank you letter.</u> <input type="checkbox"/> Flyers			
Has your organisation received funding from the Shire in the last two years?			
Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).			
<input checked="" type="checkbox"/> No – skip to Project Details <input checked="" type="checkbox"/> Yes – please answer below questions			
If applicable, please list the years and amounts of funding from the Shire in the last two years.			
Year	2020	Amount	\$2,145.00
Year		Amount	
If applicable, has your organisation provided an acquittal to the Shire for each grant?			
<input type="checkbox"/> Yes - The organisation's acquittal has been received by the Shire. <input type="checkbox"/> No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.			

PROJECT DETAILS	
Project Title	Painting building rooves
Please outline your project/funding request?	
<p>We have approached a painting contractor to paint Church roof & Hall roof. Rooves having been painted for many years and are starting to rust & deteriorate.</p>	
Funding Requested (excluding GST)	\$7,000 - \$14,000
Total Project Cost (excluding GST, please include in-kind and financials)	\$14,000
On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)	
Nov 2022 to Nov 2023.	
How and where will your project/purchases take place?	
At Church building Aberdeen St	
What is your group/organisation's contribution to your project? Please include in-kind and financials.	
Church can provide some of funds - around \$7,000	
How many people do you anticipate will attend/participate in your project once completed?	
We usually have around 20 people per week.	
How many people from the region do you anticipate will attend/participate in your project once completed?	
Depending on event /service - Christmas service can have 50 people.	

What benefits will your project deliver to the Katanning community?

To be able to continue to provide spiritual guidance, To provide emotional / financial aid to those in need.
Buildings can be opened for community events.
Provide Baptisms, weddings + Funerals.

Explain how you know the project is needed and supported by the community?

People attend church services each Sunday.
Many in community come to church office for support.

Name any other groups/individuals that will be involved in the project? (Please attach letters of support)

No other groups or individuals are involved.

If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?

No equipment ~~is~~ to be purchased

If your application is unsuccessful in the CGP, how will the project be delivered?

We will have to fund raise + save
Not spend our funds on other essential service.

PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

Detailed description of the good and/or services:

LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

SUPPLIER 1

Supplier	TAYLOR'S PAINTING SERVICE	Quote \$ (ex GST)	9,600.00
Contact Name	LANCE TAYLOR	Contact Number	0422 213 274
Delivery	Email lance1960taylor@gmail.com	Availability	or 9824 1552

SUPPLIER 2

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

SUPPLIER 3

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

Have three quotations been obtained:

☐ Yes ☒ No

If no, please explain the reason for not obtaining three quotes:

UNAVAILABILITY of CONTRACTORS IN AREA

Is the quotation accepted, the lowest price?

☐ Yes ☐ No

If no, please explain the reason for not accepting the lowest price:

PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

In-kind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations in-kind hours for the project.

PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
<i>For example: CGP grant request</i>	1000	<i>Unconfirmed</i>
<i>For example: Own organisation cash contribution</i>	500	<i>Confirmed</i>
<i>For example: Own organisation in-kind contribution</i>	200	<i>Confirmed</i>
<i>For example: Lotterywest grant</i>	2000	<i>Pending</i>
TOTAL INCOME:		



PROJECT COSTS

PROPOSED PROJECT COSTS	PROJECT COSTS	FUNDING SOURCE
For example: Newspaper Advertisement	500	CGP
For example: Purchase of chairs and tables	500	CGP
For example: Venue hire	200	Own organisation in-kind contribution
For example: Bouncy Castle hire	2000	Lotterywest
Paint		
Scaffolding		
Labour		
(contribution)		
TOTAL EXPENDITURE:		

DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

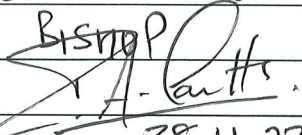
Signed by TWO senior members of organisation:

Full name:	Ms Mary Therese Reynolds	Full name:	THOMAS HAY SPICER
Position title:	Church Warden / Lay Minister	Position title:	CHURCH WARDEN LAY MINISTER
Signature:		Signature:	
Date:	28/10/22	Date:	15/11/2022

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:	IAN ALEXANDER COOPER	Full name:	
Position title:	BISHOP	Position title:	
Signature:		Signature:	
Date:	28.11.22	Date:	

CHECKLIST

Please ensure you have:

- ☐ Read the application guidelines carefully
- ☐ Completed ALL sections of the Application Form
- ☐ Attached Copies of quotes for all expenditure requested through the CGP
- ☐ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☐ Attached any Letters of support from other groups

Please send this application via one of the following:

Mail

Shire of Katanning
PO Box 130, Katanning, WA, 6317

Email

admin@katanning.wa.gov.au

In person

52 Austral Terrace, Katanning

QUOTATION

DATE: 9/11/21	VALID TILL:	QUOTATION NUMBER ZC 3343979
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DATE: 9/11/21	VALID TILL:	QUOTATION NUMBER ZC 3343979
---------------	-------------	-----------------------------


DATE: 9/11/21	VALID TILL:	QUOTATION NUMBER ZC 3343979
---------------	-------------	-----------------------------

FROM: Taylor's Painting Service	TO: ST. Andrews
ABN: 31158479024	

FROM: Taylor's Painting Service	TO: ST. Andrews
ABN: 31158479024	

FROM: Taylor's Painting Service	TO: ST. Andrews
ABN: 31158479024	

It gives us pleasure to submit the following Quotation

QTY	DESCRIPTION	TOTAL
	Outside of church. Painted areas to be pressure cleaned. Patched & sealed followed by two coats of exterior lowshein.	\$4,500
	Roof Church: To be pressure cleaned, sealed followed by two coats of lowshein roof paint.	\$9,600
	Hall: All painted areas on outside to be pressure cleaned & patched & sealed, followed by 2 coats of exterior paint.	\$7,800
	Roof of Hall: To be pressure cleaned, sealed & followed by two coats of lowshein roof paint.	\$11,500
	All paint included with a five year guarantee	
SIGNED: 		SUB TOTAL
		GST
		TOTAL INCLUSIVE

SIGNED: *h T m*

SUB TOTAL

SIGNED: h T [Signature] GST

Spirax 502	TOTAL INCLUSIVE OF GST
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Anglican Parish of St Andrew's Katanning

P.O. Box 60, Katanning. Ph: 9821 1986

Shire of Katanning
52 Austral Terrace
KATANNING 6317
1st December 2022.

For the Attention of Natassia Shirazee
Community Relations Officer

Dear Natassia,

On behalf of the Parish Council of St Andrews Anglican Church Katanning, I write in regard to your email re specific questions in regards to the application form filled in for a Grant which We applied for via our Anglican Diocese of Bunbury.

Re specific amount requested –we wish to apply for a Grant of \$7000.00

In regards to the budget table – we will be funding the required amount

From either our Working Account which is built up from giving by parishioners

We also have a Maintenance Account which is funded via renting of our Rectory adjacent to the church

I attached a copy off the Quote from the Painter and it had the amount he quoted as \$9,600.00 to Paint the roof.

Certificate of Currency – The Diocese of Bunbury has forwarded this to you.

The Diocese have signed the application and handled it from their end and apparently that is sufficient.

We look forward to hearing from you further re our application. Our church is 124 years old And maintenance is a big issue. We also are required to maintain the Hall which was 100 years old in 2011. Our next big job is to paint the roof of the hall and the stanchions.

Thank you for your attention to the matter.
Yours Sincerely,

Mrs Sylvia F. Spicer
Parish Secretary/ sylviafspicer@gmail.com

Community Grants Program (CGP) Application Form

Community Grants Program applications open each year on 1 October close on 30 November and will go to the Public Ordinary Council Meeting in December. Late applications will not be accepted.

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

APPLICATION ROUND/YEAR	
Which financial year are you applying for? (e.g.: 2022/2023)	2022/2023
What type of grant are you applying for? (Minor, Major or Triennium)	Major

GROUP/ORGANISATION DETAILS	
Group/organisation name:	Carols in the Park (through the Katanning Baptist Church Inc.)
Postal address:	PO Box 709, Katanning, WA, 6317
ABN:	12 498 962 347
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicng organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicng organisation) registered for the Goods and Services Tax (GST)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website https://www.katanning.wa.gov.au/documents/ <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input checked="" type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicng organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicng organisation and a copy of their Certificate of Currency.</i>

GROUP/ORGANISATION CONTACT PERSON	
Contact Title & Name <i>Eg. Mr Joe Bloggs</i>	Mrs Tania Severin
Position title in the group/organisation:	Carols in the Park Co-ordinator and Deacon for Administration
Contact numbers:	0448 211 511
Email:	ashtansevy@bigpond.com
GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
Contact Person Title & Name <i>Eg. Mr Joe Bloggs</i>	Jesse Dixon
Position title in the group/organisation:	Pastor
Contact numbers:	0433 738 037
Email:	jesse.dixon@katanningbaptist.org.au

AUSPICING ORGANISATION (IF APPLICABLE)	
Auspicing organisation name:	
ABN of auspicing organisation:	
Contact Person Title & Name <i>Eg. Mr Joe Bloggs</i>	
Position title in the group/organisation:	
Contact numbers:	
Email:	

ABOUT GROUP/ORGANISATION

Briefly describe your group/organisation's aims?

The Carols in the Park event aims to bring joy to our community at Christmas through family friendly activities, song, festive spirit and a Christmas message.

The event is run by the combined churches of Katanning, with this application coming through the Katanning Baptist Church.

The services/activities your group/organisation provides to the community?

The Carols in the Park event (previously Carols by Candlelight) is a long-standing event which is loved and well-attended by a wide range of people in our community. We have always provided free family friendly fun activities for people to enjoy before the carols service. The service itself involves many people through the community choir, band, kids item and readings. Participants can sing along using the complimentary song booklets and candles and enjoy listening to the music and Christmas message. People are also invited to contribute items for Christmas hampers for people in need in our community.

Which are your main target groups?

- | | | |
|---|----------------------------------|--|
| <input checked="" type="checkbox"/> General community | <input type="checkbox"/> Women | <input type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10 | <input type="checkbox"/> Men | <input type="checkbox"/> People with disabilities and/or carers |
| <input type="checkbox"/> Youth 11-25 | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____ |

If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?

- | | |
|---|--|
| <input type="checkbox"/> Press release | <input checked="" type="checkbox"/> Banners/Posters |
| <input checked="" type="checkbox"/> Annual report | <input type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input checked="" type="checkbox"/> Social media | <input type="checkbox"/> Other (please specify) _____ |
| <input checked="" type="checkbox"/> Flyers | |

Has your organisation received funding from the Shire in the last two years?

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☐ No – skip to Project Details
- ☒ Yes – please answer below questions

If applicable, please list the years and amounts of funding from the Shire in the last two years.

Year	2022	Amount	\$2,500.00
Year		Amount	

If applicable, has your organisation provided an acquittal to the Shire for each grant?

- ☒ Yes - The organisation's acquittal has been received by the Shire.
- ☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS	
Project Title	Carols in the Park 2023
<p>Please outline your project/funding request?</p> <p>The Carols in the Park 2023 event will be over one afternoon/evening; probably on Saturday the 9th or Sunday 10th of December 2023 at the Piesse Park Amphitheatre.</p> <p>We plan to have family friendly events from 4-7pm, including an animal farm and camel rides, inflatables (bouncy castle, slide and obstacle course), face painting, lawn games and a treasure hunt, as well as food vans (Gypsy Kitchen, Little Wheel Bar-O coffee van, Ice-creamery, sausage sizzle and hopefully a couple more). We aim to have some pre-carols music entertainment by local performers.</p> <p>The Carols service will run from 7 – 8:30pm. A choir and band made up of local people will lead the singing and words and candles will be provided to the public so they can join in. There will be participation from many churches within Katanning, a children's choir and skit, a Karen choir, and a Christmas message. There will also be an opportunity for people to contribute pantry items to go to people in need in our community.</p> <p>Until now the Carol's event has been funded through contributions from the Katanning Churches and individuals. The sound system, prior to 2022 has been provided and operated by members of the Katanning Baptist Church and Foursquare Church.</p> <p>Moving forward, we would like to hire professional lighting and sound equipment and a technician to ensure a high production quality that everyone can enjoy, which is being trialled in 2022.</p> <p>With increased ambition comes increased costs, and as such, we would like to apply to the Shire of Katanning for funding support.</p>	
Funding Requested (excluding GST)	\$14,000.00
Total Project Cost (excluding GST, please include in-kind and financials)	\$23,832.72
<p>On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)</p> <p>Saturday the 9th or Sunday 10th of December 2023 (probable date)</p>	
<p>How and where will your project/purchases take place?</p> <p>At Katanning Piesse Park Amphitheatre.</p>	

What is your group/organisation's contribution to your project? Please include in-kind and financials.

The combined churches will cover the printing of song books and fliers/letter drop leaflets and purchase supplies for children's activities. Volunteers will deliver the fliers, organise and run additional children's activities (lawn games, treasure hunt, face painting etc), provide water and a first aid station, provide the entertainment, band and choir, clean up, and collate and deliver the pantry donations.

How many people do you anticipate will attend/participate in your project once completed?

~1000

How many people from the region do you anticipate will attend/participate in your project once completed?

~1000

What benefits will your project deliver to the Katanning community?

The Carols in the Park event provides an opportunity for our community to join together in celebrating Christmas. The free family friendly activities before the Carols service allow children (indeed people of all ages) to have fun, socialise and relax during what can be a busy time of year. The Carols service encourages everyone to join in with singing, which is an uplifting experience, or to sit back and enjoy listening to the music and message.

Christmas hampers items are also collected to be distributed to local organisations who assist with feeding those in need in our community.

Explain how you know the project is needed and supported by the community?

The Carols in the Park event (previously called Carols by Candlelight) has been running for over 20 years and is a well-attended and valued event in our community. The event was first held at Kobeelya, then moved to the Town Library lawn and to the Town Square when that area was rejuvenated. In recent years we have had more people attend the event and noticed that the large crowd has outgrown the event space. We've had to close Clive St to allow safe space for the attendees and activities, and the choir and band have been tightly positioned on the stage. In 2022 the event will be held at the Piesse Park Amphitheatre and we anticipate a large crowd. We regularly hear positive responses from attendees and comments of keen anticipation for this annual event.

Name any other groups/individuals that will be involved in the project? (Please attach letters of support)

This event primarily involves the combined churches of Katanning, with support from Youth Care (which involves members from multiple churches).

We will invite our local emergency service groups (St Johns, Police and Fire Brigade) to attend and invite local groups (eg P&C groups/girl guides/Rotary) and catering businesses (eg Gypsy Kitchen, Little Bar-O, ice-Creamery) to provide food options for attendees.

If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?

We are not applying for funding for any equipment

If your application is unsuccessful in the CGP, how will the project be delivered?

We will still deliver a Carols in the Park event; however, it will not be able to be at the scale envisaged in this grant application and may need to move back to the Town Square. We would need to significantly reduce the variety of activities in the family fun fair portion of the event, particularly the hiring of external providers. We would have to ask the combined churches to contribute to the key costs of lighting, sound, security, candles and printing.

PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

Detailed description of the good and/or services:

To ensure a high-quality experience we would like to hire professional lighting and sound equipment and a technician. This includes lighting of the Amphitheatre, sound (foldback and front of house) for musicians, choir and speaker, additional choir staging, drapes and labour.

We will hire inflatables (obstacle course, slide and bouncy castle) and need to pay for a professional operator and delivery. We will also hire an animal farm and camel-ride operator.

We will buy candles and glowsticks to give out to attendees to use in the Carols service.

We will need to hire security to ensure the safety of all involved.

LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

SUPPLIER 1 (Lighting, sound and inflatables)

Supplier	Flaver Productions	Quote \$ (ex GST)	\$5339.06
Contact Name	Jacob Arnold	Contact Number	0400 756 332
Delivery	\$500.00 (included in quote)	Availability	Yes
<i>Please note: The quote for this year includes a sponsorship /equipment discount of \$622.96 which is not guaranteed for 2023 and so has not been deducted in the above quote.</i>			

SUPPLIER 2 (Security)			
Supplier	Katanning Security Protection	Quote \$ (ex GST)	\$1350.00
Contact Name	Roy and Paula Cole	Contact Number	0448 991 225
Delivery	Nil	Availability	Yes
SUPPLIER 3 (Animal farm)			
Supplier	Old MacDonalds Farm	Quote \$ (ex GST)	\$1200.00
Contact Name	Rhiannon Whitney	Contact Number	0437 789 949
Delivery	Included in quote	Availability	Yes
SUPPLIER 4 (Camels)			
Supplier	CamelWest	Quote \$ (ex GST)	\$3250.00
Contact Name	Jon	Contact Number	0437 404 037
Delivery	Included in quote	Availability	Yes
SUPPLIER 5 (Candles and glowsticks)			
Supplier	Glowstix Australia	Quote \$ (ex GST)	\$2881.82
Contact Name	Norm	Contact Number	1300 858 100
Delivery	Included in quote	Availability	Yes
Have three quotations been obtained:			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If no, please explain the reason for not obtaining three quotes:			
<p>We have only been able to source one quote for each of the aspects of the grant as these were the only providers available and/or are local. Jacob Arnold (Flaver Productions) is living locally and provided a very reasonable quote which would be far less than a provider who needed to travel to bring sound and light equipment. He has also been very helpful in offering planning advice. Old MacDonald's Farm and CamelWest were the only providers of this nature we could find who were willing to travel to Katanning. Katanning Security Protection is a local firm. Glowstix Australia is a company we have used before who provide very competitive rates.</p>			
Is the quotation accepted, the lowest price?			
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain the reason for not accepting the lowest price:			


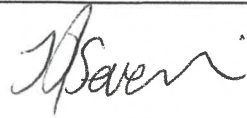
PROJECT BUDGET		
Please note that applications with multiple funders/contributors are favoured.		
PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.		
Use https://gstcalculator.com.au/ to obtain the amounts excluding GST.		
In-kind hours: Please visit https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/ to determine your organisations in-kind hours for the project.		
PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
CGP grant request	\$14,000.00	Unconfirmed
Donation to cover printing of fliers and song booklets	\$400.00	Confirmed
Own organisation in-kind hours Includes setting up and running family friendly activities, musicians, choir, speaker and cleaning up. (20 people x 8 hours x \$48.01/hr (mixed ages))	\$7681.60	Confirmed
Own organisation in-kind contributions: Hope Café stall providing free water, tea, coffee and biscuits/cake. (4 people x 3 hours x \$48.01/hr = \$576.12 Plus donations of food/drink = \$500.00)	\$1076.12	Confirmed
Projected income from camel rides (\$5/child, \$10/adult; average \$7.50 per ride 3 camels x 10 rides/hr x 3hrs)	\$675.00	Projected
TOTAL INCOME:	\$23,832.72	

PROJECT COSTS		
PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
Lighting, sound and inflatables	5339.06	CGP
Security	1350.00	CGP
Animal farm	1200.00	CGP
Camels	3250.00	CGP
Candles and glowsticks	2881.82	CGP
Printing of fliers and song booklets	400.00	Katanning H Hardware
Family fun fair – volunteer hours	7681.60	Katanning Baptist Church
Family fun fair – goods and services (face painting, entertainment, consumables)	654.12	Camel rides + Katanning Baptist Church
Hope Café Stall – volunteers and goods	1076.12	Katanning Baptist Church
TOTAL EXPENDITURE:	\$23,832.72	

DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:	Jesse Dixon	Full name:	Tania Severin
Position title:	Pastor	Position title:	Deacon for Administration
Signature:		Signature:	
Date:	28/11/22	Date:	28/11/2022

DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of _____ and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

CHECKLIST

Please ensure you have:

- ☐ Read the application guidelines carefully
- ☐ Completed ALL sections of the Application Form
- ☐ Attached Copies of quotes for all expenditure requested through the CGP
- ☐ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☐ Attached any Letters of support from other groups

Please send this application via one of the following:

Mail

Shire of Katanning
PO Box 130, Katanning, WA, 6317

Email

admin@katanning.wa.gov.au

In person

52 Austral Terrace, Katanning



CERTIFICATE OF CURRENCY

In our capacity as Baptist Insurance Services Managers for the Baptist Union of Australia and Others, we hereby certify that the following Insurance Contract is current to 30/9/2022.

<u>INSURED:</u>	The Baptist Union of Australia and its constituents
<u>CLASS OF INSURANCE:</u>	General and Products Liability
<u>CONSTITUENT:</u>	Katanning Baptist Church (Carols by Candlelight)
<u>LIMIT OF INDEMNITY:</u>	\$250,000,000.00 any one occurrence
<u>INSURER:</u>	CCI
<u>POLICY NUMBER/S:</u>	13 PLG 0162145
<u>PERIOD OF INSURANCE:</u>	30/9/2021 - 30/9/2022 to 4.00pm
<u>GEOGRAPHICAL LIMITS:</u>	Anywhere in Australia

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy, or assume continuity of the policy beyond the above date.



Signed :
Baptist Union of Australia
Date: 25th August 2022

KATANNING SECURITY PROTECTION PTY LTD

ABN: 84 621 763 497
 ACN: 621 763 497
 PO BOX 613, KATANNING, WA 6317
 Phone- 0448991225
 Email: info@katasec.com.au

QUOTE NO: 00000587
 Date: 29/08/2022

QUOTE

Katanning Ministers Fraternal
 21 Conroy Street
 Katanning WA 6317
 Australia

Delivery Address:

Katanning Ministers Fraternal
 21 Conroy Street
 Katanning WA 6317
 Australia

QUANTITY	ITEM CODE	DESCRIPTION	UNIT PRICE(ex-GST)	DISC %	TOTAL PRICE(ex-GST)
4.5	Crowd Control	Crowd Control x 3 Guards \$100.00 per guard per hour Carols by Candlelight 10 December 2022 1600pm to 2030pm Piesse Park	\$300.00		\$1,350.00

Delivery via:
Delivery Date:
Salesperson:

Subtotal:	\$1,350.00
Freight (ex-GST):	\$0.00
GST:	\$0.00
Total (inc-GST):	\$1,350.00
Paid to Date:	\$0.00
Balance Due:	\$1,350.00

Powered by **MYOB**

ALL PRICES QUOTED REMAINS VALID FOR 14 DAYS
ALL PRICES QUOTED ARE GOVERNED BY FAIRWORK GUIDELINES

THANK YOU FOR THE OPPORTUNITY TO ASSIST WITH YOUR SECURITY REQUIREMENTS

I/WE ACCEPT THIS QUOTE: _____

Signature: _____ Date: ____/____/____

Minister's Fraternal

ashtansevy@bigpond.com

Flaver Productions

ABN: 29 308 144 993

14 Ovadell Place

6155 Canning Vale Oceania

Australia

0400756332

hello@flaverproductions.com.au

10.3.4
Flaver
Productions

Quote #503

Date 04-07-2022
Order #452
Pickup 10-12-2022 09:00 AM
Return 11-12-2022 09:00 AM

		Price	Tax	Total
FOH CONTROL				
1 x	Soundcraft Si Expression 2 (24ch Digital Mixing Console)	\$250.00	GST	\$250.00
1 x	24ch Digital Multicore	\$200.00	GST	\$200.00
FOH SPEAKERS				
1 x	CVR Single Line Array 2x 21" Subs, 4x Dual 10" Array Boxes 2x Pole Adapters Power Cables	\$800.00	GST	\$800.00
MONITORS				
6 x	EV ZLX 12" Powered Speaker (or equiv)	\$50.00	GST	\$300.00
MICROPHONES				
1 x	Microphone Package 6x SM58 vocal mics 4x SM57 Instrument Mic 4x CM3 Condensor Mics 1x Beta 52 Drum Mic 4x E904 Clip-on Tom Mic 4x Klark Teknik DI	\$100.00	GST	\$100.00
1 x	Shure Wireless Microphone Handheld	\$80.00	GST	\$80.00
STANDS				
1 x	Microphone Stands package (8 tall, 8short)	\$60.00	GST	\$60.00
LIGHTING				
12 x	LED Par RGBW	\$20.00	GST	\$240.00
2 x	Lighting Stand with T bar	\$20.00	GST	\$40.00
1 x	DMX Master3 Lighting Console	\$40.00	GST	\$40.00
1 x	DMX Lighting Cables	\$40.00	GST	\$40.00
CABLES				

10.3.4

1 x	Stage Cable Packer		\$120.00	GST	\$120.00
	10x 10m XLR				
	10x 5m XLR				
	5x 3m XLR				
	1x 20m 10amp ext				
	4x 10m 10amp ext				
	6x 5m 10amp ext				
	6x 4way power board				
1 x	8ch drop boxes		\$20.00	GST	\$20.00
STAGING					
2 x	300mm Beartrap/ rostra stage section (1.8m, 1.2m)		\$40.00	GST	\$80.00
DRAPES					
4 x	3x6m Black Drapes		\$25.00	GST	\$100.00
LABOUR					
2 x	Load In	3 hours	\$120.00	GST	\$240.00
4 x	Technician (1x Tech @ 4 hours inc sound check)		\$80.00	GST	\$320.00
1 x	Load Out	2 hours	\$80.00	GST	\$80.00
1 x	SPONSORSHIP / EQUIPMENT DISCOUNT (20%)		\$-622.96		\$-622.96
INFLATABLES					
1 x	Toxic Obstacle Course		\$409.09	GST	\$409.09
	12m long 3m Wide 4m Tall				
	Require at least a 1.2m buffer zone around the whole inflatable VEHICLE ACCESS IS REQUIRED!				
	http://cloutzeventhire.com.au/toxic-obstacle-course.aspx				
1 x	Space Wars Slide		\$409.09	GST	\$409.09
1 x	4X4 Standard Castel		\$154.55	GST	\$154.55
1 x	4X Bouncy Castle/Inflatable Operator @ 4 HOURS		\$756.32	GST	\$756.32
1 x	Inflatables Delivery Free		\$500.00	GST	\$500.00
Subtotal					\$4,716.09
Total excl. taxes					\$4,716.09
GST					\$533.90
Total incl. taxes					\$5,250.00
Security deposit					\$100.00

A 25% deposit is required to confirm your booking. Upon paying the deposit you agree to the terms and conditions located at www.flaverproductions.com.au/terms-conditions/

For direct debit, please quote your quote or order number as a reference

PLEASE NOTE OUR ACCOUNT DETAILS HAVE RECENTLY CHANGED

Name: Jacob Arnold

BSB: 086-006

Account#: 924127415

10.3.4

Security Deposits

All orders have a \$100 Security Deposit additional to the equipment hire fee, this can be paid either via direct deposit, cash or a credit card hold. Security deposits will be returned upon inspection at pickup/return via the same method received.

10.3.4

From: omfeast <omfeast@omfarms.com.au>

Sent: Friday, 22 July 2022 1:15 PM

To: ashtansevy@bigpond.com

Cc: carolync4321@gmail.com

Subject: RE: Carols by Candlelight Katanning

Hi Tania,

We would love the opportunity to bring Macdonald's Travelling Farm to your event.

We bring: *(subject to availability)* 4 kid goats, 4 lambs, 6 bantam chickens, 2 ducks, 1 rabbit* ,1 goose And either a calf, piglet, alpaca or miniature horse. (**may not be available on very hot days*)

Old Macdonald's Farms specialise in a supervised large walk-in farm that is a fully interactive where the children can come in to pat, brush and handfeed our diverse range of farm animals.

We have a strong focus on our animal's wellbeing as well as education and fun for kids of all ages.

Our display is tailored for large scale events holding up to 30 people in the farm at any given time.

The price for the 3 hour Walk in visit will be:

\$1200 + Gst=1320

- ★ Our animals are happy, healthy, clean and loved and undergo regular worming and vaccinations.
- ★ Our farm carry's full public liability insurance for \$20000000 and complies with all Department of Agriculture and RSPCA guidelines.
- ★ Our experienced and caring staff carry working with children cards
- ★ Our staff will arrive approximately 1 hour prior to set up and be ready for the start time.
- ★ We require drive on access wherever possible with flat ground roughly 7m X 11m to set up.
- ★ Our Vehicle remains with the farm unless other arrangements are made
- ★ Our Animals are happiest outside on grass however we can set up on pavement or even inside for an additional fee if notified when booking.

Please be aware that Council permission must be obtained for the farm to set up in a park. Please apply for this permit directly from your local council. We will provide you with a copy of our Public Liability Certificate upon confirmation.

10.3.4

Due to Public Liability Insurance regulations we are able to set up our Large tent on grass/dirt only (where we are able to secure it to the ground with pegs) otherwise we will provide a small shade canopy. We are happy to work with local councils to any meet any requirements they may have.

You can visit the national website at www.oldmacdonalds.com.au to view our set up or find us on Facebook

Old Macdonald's Travelling Farm WA East and Old Macdonald's Travelling Farm WA South Franchise

Please reply at your soonest convenience with the attached booking form to secure this booking. Should you require any further information please do not hesitate to contact us on 0437789949 or via return email.

Kind regards,
Old MacDonalds Farm

Rhiannon Whitney
Bookings Manager
W.A South & East
Mob: 0437 789 949
Old Macdonald's Travelling Farm
www.oldmacdonalds.com.au



Old Macdonald's Farms offer a supervised large walk-in farm that is a fully interactive where the children can come in to pat, brush and handfeed our diverse range of roughly 20-30 farm animals.

We have a strong focus on our animal's wellbeing as well as education and fun for kids of all ages.

Our display is tailored for large events holding up to 30 people in the farm at any given time.

Our farm carry's full insurance and WWC cards and complies with all Department of Agriculture and RSPCA guidelines.

From: ashtansevy@bigpond.com <ashtansevy@bigpond.com>

Sent: Friday, 15 July 2022 9:07 AM

To: omfeast@bigpond.com

Subject: Carols by Candlelight Katanning

Hi Rhiannon

10.3.4

Hi Tania,

Our fee is calculated as \$200 per camel per hour for 4 hours plus GST for metro
For country we will need to allow driving time to and from for staff and fuel 1 truck and trailer
1 Ute and trailer (loading platform)

So...

Camels	\$2400.00
Staff	\$ 400.00
Fuel 1200kms.	\$ 450.00
Total	\$3250.00
Plus GST	

Thanks for the opportunity to quote Tania, please feel free to call me if you wish

Regards

Jon

CamelWest

0437404037

10.3.4

From: Glowstix Australia Pty Ltd <info@glowstix.com.au>
Sent: Thursday, 1 September 2022, 6:38 am
To: Tania Severin <ashtansevy@bigpond.com>
Subject: RE: Carol's in the Park

Hi Tania,

Sorry for the delay

I have been away from the office for the last few days.

We can extend the early bird offer to you until Monday next week.

The cost of the rainbow candles will be \$2.40ea GST inc

Cost of the glowsticks GA61TU – (6 inch thick style) will be \$0.77ea GST inc

We no longer stock the slim style 6-inch sticks.

So 1000 candles at \$2.40ea = \$2400.00 GST inc
1000 glowsticks GA61TU at \$0.77ea = \$770 GST inc
Total = \$3170.00 GST inc (\$2881.82 GST ex)
In regards to a logo.

If you can confirm your logo by Tomorrow or Latest Monday next week I can include your print job in the promotion that expired end of July where you receive one free logo printed in one colour.

If you require a second logo I can offer this to you for \$150 + GST = \$165.00

If you are unable to get an answer by Monday next week then we will miss the cut off for the printing factory in China and we will have to print your candles locally.

The local cost for printing candles will be as follows.

Set up cost to create the logo \$165 per logo one colour

Cost to print each candle \$0.55 per colour

Please advise if you require further info

Kind Regards

Norm
Glowstix Australia Pty Ltd
www.glowstix.com.au
1300 858 100



COUNCIL POLICY

Citizenship Ceremonies

Policy No:	1.2						
Policy Subject:	Citizenship Ceremonies						
Objectives:	To recognise the importance of this occasion to new Australians. To promote and celebrate Katanning's Multicultural community.						
Policy Statement:	As a rule Council will conduct Citizenship Ceremonies at major community events such as Australia Day or in the Council Chambers prior to an Ordinary Council Meeting. That Council provide a small plant to all those people receiving a Citizenship Certificate.						
Guidelines:	<ol style="list-style-type: none"> 1) Citizenship Ceremonies will be conducted by one of the following Shire representatives: <ol style="list-style-type: none"> a. Shire President b. Shire Deputy President c. Shire CEO 2) Citizenship Ceremonies will be open to the families and friends of those people receiving their Citizenship Certificates and the general public. 						
Resolution No:	<table> <tr> <td>Committee</td><td>A8/97</td></tr> <tr> <td>Ordinary Council</td><td>FC44/97</td></tr> </table>	Committee	A8/97	Ordinary Council	FC44/97		
Committee	A8/97						
Ordinary Council	FC44/97						
Resolution Date:	25 July 1996						
Amended:	<table> <tr> <td>22 October 2008</td><td>OC49/09</td></tr> <tr> <td>22 October 2014</td><td>OC106/14</td></tr> <tr> <td>24 July 2018</td><td>OC92/18</td></tr> </table>	22 October 2008	OC49/09	22 October 2014	OC106/14	24 July 2018	OC92/18
22 October 2008	OC49/09						
22 October 2014	OC106/14						
24 July 2018	OC92/18						
Source:	Administration						
Date of review:	October annually						
Review							
Responsibility:	Chief Executive Officer						

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Shire of **Katanning** Heart of the Great Southern

COUNCIL POLICY

Records Management

Policy Number:	1.3
Policy Subject:	Records Management
Objective:	To ensure complete and accurate records are maintained of the decisions and activities carried out by, or on behalf of, the Shire of Katanning and to ensure compliance with the State Records Act 2000.
Policy Statement:	<p>The Shire of Katanning is committed to making and keeping full and accurate records of its business transactions and official activities. Records can be, but are not limited to, any record of information in any medium including letters, files, emails, word processed documents, databases, photographs and social media messages.</p> <p>Records created and received by Shire personnel, elected members and contractors, irrespective of format, are to be managed in accordance with the Shire's Record Keeping Plan and Records Management Procedure Manual. Records will not be destroyed except by reference to the State Records Office's General Disposal Authority for Local Government Records.</p> <p>The Shire is responsible for the security and protection of all records created or captured as part of the Shire's day to day operations. All Shire staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the Shire's business.</p> <p>It is the responsibility of all staff to ensure that the business, operational and administrative activities of the Shire are appropriately documented and that records are created and maintained in fulfilment of legislative requirements.</p> <p>Access to Shire records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the <i>Freedom of Information Act 1992</i> and the Shire's policy on Freedom of Information. Access to the Shire's records by elected members will be through the CEO in accordance with the <i>Local Government Act 1995</i>.</p> <p>Records will only be destroyed or otherwise disposed of by reference to the <i>General Disposal Authority for Local Government Records</i> issued by the State Records Office, and following authorisation from the Chief Executive Officer. Records identified as a State</p>

10.3.5

Archive should be transferred to the State Records Office in accordance with the requirements of the *General Disposal Authority for Local Government Records*.

All significant records, irrespective of format, are to be registered, classified and captured into the Shire's official record keeping systems. All correspondence should be attached to a corporate file.

Records created or received by elected members of the Shire, in the performance of their functions and roles as specified in the *Local Government Act 1995*, are government records and will be managed in accordance with the Shire's Records Keeping Plan and the *State Records Act 2000*. This policy applies to any record documenting decisions which are made outside normal Shire or Committee meetings.

Local government records fall into one of two categories:

Local government records of continuing value

Local government records of continuing value are those records created or received containing information of:

- a) administrative value to the Shire, including records which:
 - i. provide an interpretation of the Shire's policy or the rationale behind it;
 - ii. document progress and coordination of responses to issues;
 - iii. document formal communications and/or transactions, such as a Minute report or submission between elected members and another party; and
 - iv. document elected members' decisions, directives, reasons and actions
- b) legal value to the Shire including records which document compliance with statutory requirements or court orders which stipulate the retention of records;
- c) evidential value such as information about the legal rights and obligations of the Shire of Katanning including elected members, ratepayers, organisations and the general community; and
- d) historical value to the Shire of Katanning and to the State.

Records of no continuing value (Ephemeral)

These records do not need to be incorporated into the Shire's recordkeeping system and can be destroyed when reference to them ceases, but only in accordance with the General Disposal Authority for Local Government Records (GDA LG). Elected members should contact the Chief Executive Officer for advice prior to destroying any records.

Resolution No: Ordinary Council OC123/04

Resolution Date: 25 February 2004

Amended:

23 September 2009	OC43/10
22 October 2014	OC/106/14
27 June 2017	OC81/17
27 March 2018	OC29/18

Source: Administration

Date of Review: October annually

Review

Responsibility: ~~Executive Manager Finance & Administration~~ Executive Manager Corporate & Community



COUNCIL POLICY

Asset Management Policy

Policy No:	1.4
Policy Subject:	Asset Management Policy
Policy Statement:	The Shire will provide an agreed level of service for the assets and services it is responsible for, in an economically sustainable manner.
Legislation and other reference:	Local Government Act 1995 Strategic Community Plan Long Term Financial Plan International Infrastructure Management Manual

Objectives:

The purpose of this policy is to describe what needs to be considered to ensure:

- Management of assets is undertaken in a structured and integrated way in keeping with the City's strategic objectives.
- Risk is managed appropriately; and
- Legislative, regulatory, and community obligations are met with consideration to available resources.

Introduction:

The Shire of Katanning recognises that prudent asset management is essential to achieve its vision and provide agreed levels of service in a cost-effective manner for present and future generations.

Council, in accordance with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 is required to:

- Show that its asset base is not consumed at a rate that will adversely affect service delivery.
- show that sufficient funding is available for planned asset replacements.
- Consider equity between present and future generations.
- Consider the efficient, effective, and proper management of its operations.
- Consider planning for the future.

Principles:

Council will give priority in its annual budget and long-term financial plan to the maintenance, operation, and renewal of existing assets.

Council will demonstrate when approving the acquisition of new assets that the following issues have been considered:

- The new assets whole of life costs and benefits.
- That the new asset fulfils priority community needs; -
- The impact on current and future rates and charges; and
- That sufficient funding will be available for the future operation, maintenance, and renewal of the new asset.

Council's Asset Management Strategy and Asset Management Plans will inform the direction and priorities of asset acquisition, operation, maintenance and replacement.

Resolution No: Ordinary Council OC92/18

Resolution Date: 24 July 2018

Amended:

Source: Infrastructure & Assets

Date of review: September 2020

Review

Responsibility: Executive Manager Infrastructure & Assets

COUNCIL POLICY

Habitual or Vexatious Complainants

Policy No: 1.13

Policy Subject: Habitual or vexatious complaints

Objectives: Habitual or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complaints is that they are time consuming and wasteful of resources in terms of officer and member time and displace scarce human resources that could otherwise be spent on Council priorities. Whilst Council endeavours to respond with patience and sympathy to all needs of all complainants, there are times when there is nothing further which can reasonably be done to assist or rectify a real or perceived problem.

1. To identify situations where a complainant, either individually or as part of a group, or a group of complainants, might be habitual or vexatious and ways of responding to these situations.
2. This policy is intended to assist in identifying and managing persons who seek to be disruptive to the Council through pursuing an unreasonable course of conduct.

The term “vexatious” is recognised in law and means “denoting an action or the bringer of an action that is brought without sufficient grounds for winning, purely to cause annoyance to the defendant”.

Policy Statement: Habitual or Vexatious Complainants

1. For the purpose of this policy, the following definition of habitual or vexatious complainants will be used:

The repeated and/or obsessive pursuit of:

- (i) Unreasonable complaints and/or unrealistic outcomes; and/or
- (ii) Reasonable complaints in an unreasonable manner.

2. Where complaints continue and have been identified as habitual or vexatious in accordance with the criteria set out in Schedule A, the CEO, following discussions with the ~~Senior Staff group~~ Executive Team, will seek agreement to treat the complainant as a habitual or vexatious complainant and for an appropriate course of

action to be taken. Schedule B details the options available for dealing with habitual and vexatious complaints.

3. The CEO will notify complainant, in writing, of the reasons why their complaint has been treated as habitual or vexatious, and the action will be taken. The CEO will also notify the elected members that a constituent has been designated as a habitual or vexatious complainant.
4. Once a complainant has been determined to be habitual or vexatious, their status will be kept under review after one year and monitored by the CEO with reports being taken to Council as required. If a complainant subsequently demonstrates a more reasonable approach then their status will be reviewed.

Guidelines

Schedule A – Criteria for determining habitual or vexatious complaints

Complainants (and/or anyone acting on their behalf) may be deemed to be habitual or vexatious where previous or current contact with them shows how they meet one of the following criteria:

Where complainants:

1. Persist in pursuing a complaint where the Council's complaints process has been fully and properly implemented and exhausted.
2. Persistently change the substance of a complaint or continually raise new issues or seek to prolong contact by continually raising further concerns or questions whilst the complaint is being addressed. (Care must be taken, however, not to disregard new issues which are significantly different from the original complaint as they need to be addressed as separate complaints).
3. Are repeatedly unwilling to accept documented evidence given as being factual or deny receipt of an adequate response in spite of correspondence specifically answering their questions or do not accept that facts can sometimes be difficult to verify when a long period of time has elapsed.
4. Repeatedly do not clearly identify the precise issues which they wish to be investigated, despite reasonable efforts of the Council to help them specify their concerns, and/or where the concerns identified are not within the remit of the Council to investigate.
5. Regularly focus on a trivial matter to an extent which is out of proportion to its significance and continue to focus on this point. It is recognised that determining what is a trivial matter can be subjective and careful judgement will be used in applying this criteria.
6. Have threatened or used physical violence towards employees at any time. This will, in itself, cause personal contact with the complainant and/or their representative to be discontinued and the complaint will, thereafter, only be continued through written communication. The Council has determined that any complainant who threatens or uses actual violence towards employees will be regarded as a vexatious complainant. The complainant will be informed of this in writing together with a notification of how future contact with the Council is to be made.

7. Have, in the course of addressing a registered complaint, had an excessive number of contacts with the Council – placing unreasonable demands on employees. A contact may be in person, by telephone, letter, email or fax. Judgement will be used to determine excessive contact taking into account the specific circumstances of each individual case.
8. Have harassed or been verbally abusive on more than one occasion towards employees dealing with their complaint. Employees recognise that complainants may sometimes act out of character in times of stress, anxiety or distress and will make reasonable allowances for this. Some complainants may have a mental health disability and there is a need to be sensitive in circumstances of that kind.
9. Are known to have recorded meetings or face to face/telephone conversations without the prior knowledge and consent of other parties involved.
10. Make unreasonable demands on the Council and its employees and fail to accept that these may be unreasonable, for example, insist on responses to complaints or enquires being provided more urgently than is reasonable or within the Council's complaints procedure or normal recognised practice.
11. Make unreasonable complaints which impose a significant burden on the human resources of the Council and where the complaint:
 - Clearly does not have any serious purpose or value; or
 - Is designed to cause disruption or annoyance; or
 - Has the effect of harassing the public authority; or
 - Can otherwise fairly be characterised as obsessive or manifestly unreasonable.
12. Make repetitive complaints and allegations which ignore the replies which Council officers have supplied in previous correspondence.

Schedule B – Options for dealing with habitual or vexatious complainants.

The options below can be used singularly or in combination depending on the circumstances of the case and whether the complaint process is ongoing or completed.

1. A letter to the complainant setting out responsibilities for the parties involved if the Council is to continue processing the complaint. If terms are contravened, consideration will then be given to implementing other action as indicated below.
2. Decline contact with the complainant, either in person, by telephone, by fax, by letter, by email or any combination of these, provided that one form of contact is maintained. This may also mean that only one named officer will be nominated to maintain contact (and a named deputy in their absence). The complaint will be notified of this.
3. Notify the complainant, in writing, that the Council has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. The complainant will also be notified that the correspondence is at an end, advising the complainant that they are being treated as a habitual or vexatious complainant and as such the Council does not intend to engage in further correspondence dealing with the complaint.
4. Inform the complainant that in extreme circumstances the Council will seek legal advice on habitual or vexatious complainants.
5. Temporarily suspend all contact with the complainant, in connection with the issues relating to the complaint being considered habitual or vexatious, while seeking legal advice or guidance from our solicitor or other relevant agencies.

10.3.5

Resolution No:	Ordinary Council	OC76/18
Resolution Date:	26 June 2018	
Amended:		
Source:	Administration	
Date of review:	October annually	
Review		
Responsibility:	Chief Executive Officer	



COUNCIL POLICY

Discount on Leisure Centre & Aquatic Centre Memberships

Policy No:	2.1	
Policy Subject:	Discount on Leisure Centre & Aquatic Centre Memberships	
Objective:	To promote improved health, fitness and wellbeing amongst Councillors and Council staff which improves productivity by encouraging them to use the facilities available at the Katanning Leisure Centre and Aquatic Centre.	
Policy Statement:	All Councillors, full time staff, and permanent part-time staff (<u>and their immediate family</u>) are eligible for a discounted Leisure Centre and/or Aquatic Centre membership. The cost of membership for Councillors, full time and permanent part-time staff will be equivalent to 50% of the cost of a Single Gold Pass <u>Full</u> Membership for the Katanning Leisure Centre or 50% of the cost of a single adult <u>Full</u> S season M membership for the Aquatic Centre.	
Guidelines:	Councillors and Council staff that take advantage of this offer will also be entitled to include their immediate family (spouse/partner and children under the age of 18) on their membership at no additional charge <u>50% discount</u> .	
Resolution No:	Committee Ordinary Council	FP 09/01 OC16/01
Resolution Date:	27 July 2000	
Amended:	27 March 2002 26 March 2003 23 August 2006 22 October 2008 26 October 2011 22 October 2014 23 October 2018	OC217/02 OC165/03 OC21/07 OC49/09 OC29/12 OC/106/14 OC134/18
Source:	Manager of Community and Recreation Services	
Review Date:	October annually	

Review

Responsibility:

~~Director of~~Executive Manager Corporate ~~and~~ & Community Services

10.3.5



COUNCIL POLICY

Application of Early Rate Payment Discount

Policy No:	2.3						
Policy Subject:	Application of Early Rate Payment Discount						
Policy Statement:	To provide clarity on when “early payment” discount will be applied;						
Objectives:	To allow any early payment incentive to ratepayers who choose to mail their payment and thus not disadvantage those who reside outside of the Katanning District.						
Guidelines:	<ol style="list-style-type: none"> 1) If a rates payment is mailed on, or before, the day prior to the due date and the envelope postmark clearly shows the date of postage the discount for early payment will be allowed, regardless of when the payment is received by Council. 2) Envelopes are to be kept identifying the date of postage. 3) Rate payments received by electronic fund transfer must reach Council bank account on or before the due date. Payments received after the due date will not be eligible for the early rate payment incentive. 						
Resolution No:	Ordinary Council						
Resolution Date:							
Amended:	<table> <tr> <td>22 October 2008</td><td>OC49/09</td></tr> <tr> <td>22 October 2014</td><td>OC/106/14</td></tr> <tr> <td>27 March 2018</td><td>OC29/18</td></tr> </table>	22 October 2008	OC49/09	22 October 2014	OC/106/14	27 March 2018	OC29/18
22 October 2008	OC49/09						
22 October 2014	OC/106/14						
27 March 2018	OC29/18						
Source:	Manager of Finance						
Date of review:	October annually						
Review Responsibility:	Executive Manager Finance & Administration <u>Executive Manager Corporate & Community</u>						



COUNCIL POLICY

Material Variance

Policy Number:	2.4	
Policy Subject:	Material Variance	
Policy Statement:	Determining a material variance amount to be reported in the Statement of Financial Activity.	
Objective:	To ensure compliance with Australian Accounting Standard 5 Materiality.	
Guidelines:	<p>In the preparation and presentation of financial reports, Council is required to adopt a percentage and/or value in accordance with Australian Accounting Standard 5 Materiality, to be used in the statement of financial activity for reporting material variances. Materiality is defined as ‘information is material if its omission, misstatement or non-disclosure has the potential to adversely affect:</p> <ul style="list-style-type: none">1) Decisions about the allocation of scarce resources made by users of the financial report; or2) The discharge of accountability by the management or governing body of the entity’. <p>Any variance +/- 10% or \$10,000, whichever is the greater, will be disclosed in the monthly statement of financial activity.</p>	
Resolution No:	Ordinary Council	OC32/06
Resolution Date:	24 August 2005	
Amended:	22 October 2014	OC/106/14
	27 March 2018	OC29/18
Source:	Manager of Finance	
Date of Review:	October annually	
Review Responsibility:	Executive Manager Finance & Administration	

COUNCIL POLICY

Purchasing

Policy No: 2.5

Policy Subject: Purchasing

Policy Statement: The Shire of Katanning is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the Local Government Act 1995 (the “Act”) and Part 4 of the Local Government (Functions and General) Regulations 1996, (the “Regulations”). Procurement processes and practices to be complied with are defined within this Policy and the Shire of Katanning’s prescribed procurement procedures.

Objectives: The objectives of this Policy are to demonstrate Council’s local leadership to provide economic stimulation with a strong focus on purchasing from businesses operating in Katanning and to ensure that all purchasing activities:

- Demonstrate that best value for money is attained for the Shire of Katanning;
- Are compliant with relevant legislation, including the Act and Regulations;
- Are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire of Katanning;
- Mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- Ensure that sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- Are conducted in a consistent and efficient manner across the Shire of Katanning and that ethical decision making is demonstrated.

Ethics & Integrity: All officers and employees of the Shire of Katanning undertaking purchasing activities must have regard to the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Katanning must act in an honest and professional manner at all times which supports the standing of the Shire of Katanning.

Purchasing Principles: The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken by the authorised purchasing officer for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Katanning's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Katanning by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money: Value for money is determined by the consideration of price, risk and qualitative factors assessing the most advantageous outcome achievable for the Shire of Katanning.

As such, purchasing decisions must consider qualitative and risk factors and not be based purely on the lowest price.

Assessing Value for Money:

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- the supplier's financial viability and capacity to supply without risk of default, competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and

- providing opportunities to support and stimulate local businesses within the Shire of Katanning and wider Defined Area to be given the opportunity to quote for providing goods and services wherever possible as per the Buy Locally-Regional Price Preference.

Purchasing Requirements:

Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire of Katanning, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Katanning.

Policy

Purchasing that is \$250,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this policy under “Purchasing Thresholds”.

Purchasing that exceeds \$250,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under “Tender Exemptions” in this Policy is not deemed to be suitable.

Purchasing Value Definition

Determining Purchasing Value is to be based on the following considerations:

1. Cost exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Katanning will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original expected purchasing value.

Purchasing from Existing Contracts

Where the Shire of Katanning has existing contracts in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Katanning must consult its Contracts Register in the first instance before seeking to obtain any further quotes or tenders.

Purchasing Thresholds

The table below prescribes the purchasing process that the Shire of Katanning must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$500	<p>Purchase directly from suppliers.</p> <p>The preference is to purchase from a Shire based business if a suitable supplier can be sourced.</p> <p>Alternative suppliers are encouraged to be used to ensure best value for money and adequate market share.</p>
Over \$500 Up to \$10,000	<p>Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire of Katanning, obtaining at least one (1) verbal or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Katanning; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
Over \$10,000 and up to \$50,000	<p>Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Katanning; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.

Over \$50,000 to \$250 000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre- determined evaluation of criterion that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Katanning; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Katanning, through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
\$250,000 and above	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 5.7 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire of Katanning tender procedures. The procurement decision is to be based on pre-determined evaluation a criterion that assesses all value for money considerations in accordance with the definition stated within this Policy or</p> <p>Obtain at least three (3) quotations directly from suppliers on a WALGA Preferred Supplier Panel using Vendor Panel eQuotes. If there are more than three (3) preferred suppliers on the supplier panel, quotations must be sought from each preferred supplier, as considered appropriate by the Officer.</p>

Whenever it is not possible to meet the purchasing requirements of the Shire, appropriate justification must be documented through records in accordance with the Shire's Record Management practice.

Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Executive Manager may, at their discretion, waive the requirements to obtain quotes providing that written justifiable reasons for such waiver are provided by the responsible Officer and documented through records.

Forms and Quotations:

Verbal

Where a verbal quotation is required under this policy then both the request for quotation and submission of quotation, may occur verbally or in writing.

Written

Where a written quotation is required under this policy then both the request for quotation and the submission of a quotation must occur in writing.

Quotations

Both a verbal and written request for quotation must include:

- Details of goods and services required;
- The time when goods and services are required; and
- A date by which the quotation must be submitted
- A copy of the Record of Quotations Obtained for Purchase document to be completed and attached to the Purchase Order.

Tendering Exemptions:

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire of Katanning; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Inviting Tenders Under the Tender Threshold:

Where considered appropriate and beneficial, the Shire of Katanning may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should only be made after considering the benefits of this approach in comparison with the costs, risks, and timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Katanning's tendering procedures must be followed in full.

Sole Source of Supply:

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Katanning is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Katanning must use its best endeavours to determine if the sole source of

supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Shire of Katanning may publicly invite an expression of interest to effectively determine that only one sole source of supply still genuinely exists.

Anti-Avoidance:

The Shire of Katanning shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases:

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Katanning in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Records Management:

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)* the Shire of Katanning's Records Management Policy and associated procurement procedures.

For the quotation process, this includes:

- Quotation documentation
- File notes for verbal quotes
- Internal documentation
- Purchase orders or requisitions
- Any other relevant correspondence.
- A copy of the Record of Quotations Obtained for Purchase document to be completed and attached to the Purchase Order.

For the tendering process, this includes:

- Advertising
 - Tender documentation
 - Evaluation documentation
 - Enquiry and response documentation; and
 - Notification and award documentation
-
- Where a verbal quotation is required under this policy then the following information must be noted on the Record of Quotations Obtained for Purchase document and attached to the Purchase Order.
 - Details of goods and services required;
 - The name of any supplier who was requested to provide a quotation and the date on which it was requested; and
 - The name of any supplier who submitted the quotation, the amount of the quotation and the date on which it was received.

Where a written quotation is required under this policy then the written request for quotation, the amount of the quotation and the date on which it was received.

Sustainable Procurement and Corporate Social Responsibility:

The Shire of Katanning is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Shire of Katanning shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes.

Buy Local Policy:

A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire of Katanning's Regional Price Preference Policy.

Purchasing from Disability Enterprises:

Pursuant to Part 4 of the Local Government (Functions and General) Regulations 1996, the Shire of Katanning is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

Purchasing from Aboriginal Businesses:

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire of Katanning is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses or businesses that demonstrate a high level of aboriginal employment.

Panel of Pre-Qualified Suppliers:

Policy Objectives:

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire of Katanning determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and

- the Shire of Katanning has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire of Katanning will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel:

Should the Shire of Katanning determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire of Katanning.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire of Katanning must appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire of Katanning must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work amongst Panel Members:

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.4; or
- ii. purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 11.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis

of value for money in every instance; or

- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire/Town/City is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire of Katanning may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel:

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire of Katanning's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire of Katanning and Panel members.

Recordkeeping:

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement planning and approval documentation which describes how the procurement process is to be undertaken to create and manage the Panel;
- Request for applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;

- Contract Management Plans which describes how the contract will be managed; and
- Copies of any framework agreements entered into with pre-qualified suppliers.

The Shire of Katanning is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Resolution No: Ordinary Council OC49/09

Resolution Date: 22 October 2008

Amended:

25 June 2009	OC157/09
23 September 2009	OC43/10
23 February 2011	OC292/11
27 April 2011	OC331/11
25 October 2011	OC29/12
23 November 2011	OC58/12
14 December 2011	OC78/12
27 June 2012	C173/12
25 July 2012	OC198/12
24 July 2013	OC86/13
25 September 2013	OC112/13
22 October 2014	OC106/14
26 February 2015	OC7/15
23 September 2015	OC96/15
24 November 2015	OC120/15
27 September 2016	OC108/16
27 March 2018	OC29/18
24 March 2020	OC33/20
26 May 2020	OC46/20
27 July 2021	OC85/21

Source: Finance & Administration

Review

Responsibility: Executive Manager Corporate & Community



COUNCIL POLICY

Asset Capitalisation Threshold

Policy Number	2.6
Policy Subject	Asset Capitalisation Threshold
Policy Statement	The following capitalisation threshold for each classification of property, plant equipment and infrastructure asset shall apply.
Objectives	To assist with budget preparation and financial reporting of all Assets held within the Shire of Katanning.
Guidelines	1) All asset purchases will be in accordance with the following Capitalisation threshold and Asset Classes;

Asset Class	Capitalisation Threshold	Depreciation
<u><i>Property, Plant & Equipment</i></u>		
Buildings	\$5,000	2%
Land – ALL	N/A	
Furniture & Fittings	\$5,000	10%
Paintings & Sculptures	All	1%
Equipment	\$5,000	10-33.3%
Plant	\$5,000	10-20%
Motor Vehicles	All	25%
<u><i>Infrastructure</i></u>		
Roads	\$10,000	2.5-5%
Footpaths	\$10,000	2%
Drainage	\$10,000	2%
Bridges	\$10,000	2%

Parks & Ovals	\$10,000	5%
Other Infrastructure	\$10,000	2-5%

- 2) A register will be maintained for all Portable Equipment and Desirable items that fall below the Asset Capitalisation threshold. That the register is to be reviewed on an annual basis.

Resolution No:	Ordinary Council	OC44/13
Resolution Date:	24 April 2013	
Amended:	27 March 2018	OC29/18
Source:	Finance Manager	
Review Date:	October annually	
Review		
Responsibility:	Executive Manager Finance & Administration	

COUNCIL POLICY

Buy Locally – Regional Price Preference

Policy No	2.7
Policy Subject:	Buy Locally – Regional Price Preference Policy
Policy Statement:	<p>The Shire of Katanning will encourage local industry to do business with Council through the adoption of a Buy Locally – Regional Price Preference Policy to be used in conjunction with standard quotation or tender considerations.</p> <p>The region (Defined Area) for the purpose of the Buy Locally-Regional Price Preference Policy is the area falling within the boundaries of the Local Government Authorities of Katanning, Kent, Gnowangerup, Broomehill Tambellup, Kojonup, Woodanilling, Wagin and Dumbleyung.</p>
Objectives:	To support local business within the Defined Area by giving preferential consideration to regional suppliers in the procurement of goods and services.
Guidelines:	<p>Regional Price Preference</p> <ul style="list-style-type: none"> A price preference will apply to eligible suppliers who are defined as based in, operate from or source goods or services from within the Defined Area in relation to all tenders and quotations invited by the Shire for the supply of goods, services and construction (building) services, unless the tender/quotation document specifically states prior to advertising of the tender/quotation that this policy does not apply. The regional price preference enables tenders and quotations to be evaluated as if the proposed price were reduced in accordance with permitted price preference as specified below in this policy. This policy will operate in conjunction with the purchasing considerations and procedures for tenders and quotations as outlined in the Shire's 'Purchasing Policy' when evaluating and awarding contracts. The price preference can be up to 5% of the value of goods and services but will only apply to goods over the value of \$1,000 and the maximum value of the price preference cannot exceed \$20,000 for purchases over \$400,000; <p>Qualifying Criteria</p> <p>A supplier of goods or services who submits a tender/quotation is regarded as being an eligible supplier if:</p> <p>(a) that supplier has been operating a business continuously out of premises in the Defined Area for at least six months before the time after which further tenders/quotations cannot be submitted. This is further defined as follows and the supplier will be required to meet all of these criteria:</p> <p>i. the supplier to have a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located in the Defined Area. This does not exclude suppliers whose registered</p>

business is located outside the Defined Area but undertake the business from premises located in the Defined Area;

- ii. the physical location of the business premises in the Defined Area has been operating on an ongoing basis for more than six months prior to the closing date for the tender;
- iii. a business having permanent staff that are based at the business premises located in the Defined Area;
- iv. management or delivery of the majority of the tendered outcomes will be carried out from the business premises located in the Defined Area; and
- v. the business being registered or licensed in Western Australia; or

(b) some or all of the goods or services are to be supplied from Defined Area sources. Goods and/or services that form a part of a tender/quotation submitted may be wholly supplied from Defined Area sources; or partly supplied, and partly supplied from outside the Defined Area. Only those goods or services identified in the tender/quotation as being from Defined Area sources may be included in the discounted calculations that form a part of the assessments of a tender/quotation when the regional price preference policy is in operation.

In order for the policy to apply, the supplier is required to provide to the Shire written evidence within the tender/quotation submission which demonstrates compliance with the above criteria.

Suppliers who claim that they will use goods, materials or services supplied from regional sources in the delivery of the contract outcomes will be required, as part of the contract conditions, to demonstrate that they have used them.

Roles and Responsibilities

As much as practicable, the Shire of Katanning will:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid;
- use a competitive market for their local purchasing requirements to encourage economic growth and local business partnerships where it is practical and reasonable to do so;
- ensure that the application of a local price preference is clearly identified within the quotation or tender documents to which the preference is to be applied; and
- provide adequate and consistent information to potential suppliers.

Related Documents

Internal

- Records Management Policy 1.3
- Corporate Credit Card Policy 2.8
- Purchasing Policy 2.5

10.3.5

Resolution No: Ordinary Council

Resolution Date: 23 September 2021 OC118/21

Amended:

Source: Finance Manager

Date of Review: October annually

Review

Responsibility: Executive Manager Corporate & Community



COUNCIL POLICY

Corporate Credit Card

Policy No: 2.8

Policy Subject: Corporate Credit Card

Policy Statement: The Shire of Katanning is committed to delivering best practice in the approval, issuing and use of Corporate Credit Cards with the principles of transparency, probity and good governance and complying with the Local Government Act 1995 (the “Act”) and Regulation 11 (1) (a) of the Local Government (Financial Management) Regulations 1996, (the “Regulations”). Procurement processes and practices to be complied with are defined within this Policy and the Shire of Katanning prescribed procurement procedures.

Objectives

The objective of this policy is to:

- provide a clear framework to enable the use of corporate credit cards
- provide staff issued with a Corporate Credit Card clear and concise guidelines
- outlining its use reduce the risk of fraud and misuse of the corporate credit card.

The application of this policy is to be in conjunction with the Shire of Katanning Code of Conduct and Purchasing Policy.

Ethics & Integrity:

Code of Conduct

All officers and employees of the Shire of Katanning undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Katanning must act in an honest and professional manner at all times which supports the standing of the Shire of Katanning.

Purchasing Principles: The following principles, standards and behaviours must be observed and enforced by the cardholder through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability, by the cardholder, shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Katanning policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential supplier are treated impartially, honestly and consistently;

- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Katanning by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Usage

Shire of Katanning Corporate Credit Cards shall be used only:

- for Council business activities,
- for the purchase of goods and services in accordance with Council's Purchasing Policy.

Shire of Katanning Corporate Credit Cards do not have a cash advance facility.

Record Keeping

Attachment 1b: *Credit Card Purchase Declaration* is to be completed for every purchase and a copy of the tax invoice / receipt to be attached.

If no supporting documentation is available, the card holder will provide a declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'. Attachment 1c: *Missing Receipt/Invoice Declaration Approval* of this expense is referred to the Chief Executive Officer.

Eligibility and application procedures for new Corporate Credit Cards:

Issue of a corporate credit card can only be approved by the Chief Executive Officer, or in the case the card is for the Chief Executive Officer, approval is provided by the Shire President. Once approved the application must be signed by the cardholder and two (2) signatories to Council's bank accounts.

Corporate credit cards will only be issued when it is established that the anticipated usage of the card is warranted.

A credit limit of \$10,000 is to be applied to the Chief Executive Officer's corporate credit card.

A maximum credit limit of \$5,000 is to be applied to corporate credit cards approved for other employees.

The cardholder shall acknowledge and accept conditions of use of the Shire of Katanning Corporate Credit Card. Attachment 1a: Corporate Credit Cardholder Agreement.

Corporate Credit Card reconciliation procedures:

Transactions are to be recorded on the Credit Card Receipt Form and presented to the Finance Officer - Creditors within 7 days of the transaction.

Transactions will be supported by a GST invoice stating the type of goods/services purchased, the amount of goods/services purchased and the price paid for the goods/services. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable an input tax credit to be claimed where available/appropriate.

Transactions shall be accompanied by a succinct explanation of why the expense was incurred.

Transactions shall be accompanied by an account/job number for costing purposes.

Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a credit card in the future. Use of a declaration is for exceptional cases rather than the norm.

Should approval of expenses be denied by the Chief Executive Officer, recovery of the expense shall be met by the cardholder.

Review of Corporate Credit Card use:

The Finance Officer - Creditors shall review the monthly expenditure undertaken by each staff member.

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer by the ~~Finance Officer - Creditors~~ Manager Finance / Accountant for a decision.

The CEO shall review the monthly expenditure on the staff credit card reconciliations monthly and will be required to authorise and sign the statements. The Shire President shall review the monthly expenditure of the Chief Executive Officer and will be required to authorise and sign the statement.

External scrutiny of the credit card expenditure will also be undertaken as part of the external audit process of Council's finances.

Review of Credit Card Limits:

Credit limits are reviewed annually for all cardholders. If there is a request for a variation to the monthly limit, a business case will need to be provided to the Chief Executive Officer for consideration.

Procedures for lost, stolen and damaged cards:

The loss or theft of a credit card must be immediately reported by the cardholder to the card provider regardless of the time or day discovered. The cardholder must also formally advise the ~~Manager Finance / Accountant~~ Executive Manager Corporate & Community of the loss or theft on the next working day.

Advice of a damaged card is to be provided to the ~~Manager Finance / Accountant~~ Executive Manager Corporate & Community who will organise a replacement card.

Destruction of Corporate Credit Cards:

In the event of an employee ceasing employment with the Shire of Katanning or an employee being moved to a position that does not require a corporate credit card the card is to be:

- surrendered to the employees supervisor immediately on ceasing of employment or change in job role;
- handed as soon as practicable to the ~~Manager Finance / Accountant~~ Executive Manager Corporate & Community,

- destroyed, the ~~Manager Finance / Accountant Executive Manager Corporate & Community~~ is to make the arrangements for the credit card to be destroyed and to ensure that the employees' status on the Corporate Credit Card Register is to reflect that the card has been surrendered and destroyed. The register needs to have the date the card was destroyed and by whom. All the steps in the process are to be documented and on completion it is to be recorded and processed with the Records Officer.

Consequences:

This policy represents the formal policy and expected standards of the Shire. It is imperative that staff with purchasing authority and in possession of a Corporate Credit Card retain appropriate documentation to substantiate their expenditure. Elected Members and Employees are reminded of their obligations under the Shire's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Shire.

ROLES AND RESPONSIBILITIES

Corporate Credit Cardholders responsibilities:

- Ensure corporate credit cards are maintained in a secure manner and guarded against improper use. Credit card details are not to be released to anyone. Credit card purchases are to be made by the Cardholder.
- Corporate credit cards are to be used only for Shire of Katanning official activities, there is no approval given for any private use.
- All documentation regarding a corporate credit card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.
- Credit limits are not to be exceeded.
- The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- Purchases on the corporate credit card are to be made in accordance with the Shire of Katanning Purchasing Policy.
- Monthly reconciliations of the credit card purchases are to be completed within seven (7) days of the date of the corporate credit card statement being issued by Financial Services with all reconciliation dockets attached to equal the balance of credit used.
- Corporate credit cards are to be returned to the ~~Manager Finance / Accountant Executive Manager Corporate & Community~~ on or before the employee's termination date with a full acquittal of expenses.
- Corporate credit cards are to be handed in to the ~~Manager Finance / Accountant Executive Manager Corporate & Community~~ for the duration of extended leave, considered to be of two weeks or more, to be kept in the Shire safe.
- All cardholder responsibilities as outlined by the card provider.

Related Documents

Internal

- Records Management Policy 1.3
- Regional Price Preference Policy 2.7
- Purchasing Policy 2.5

Resolution No: Ordinary Council OC108/16

Resolution Date: 27 September 2016

Amended: 27 July 2021 OC85/21

Source:	Finance Manager / Accountant
Review Responsibility:	Executive Manager Corporate & Community

Corporate Credit Cardholder Agreement

I _____ (name) acknowledge and accept the conditions listed below which govern the use of the Shire of Katanning Corporate Credit Card:

Conditions of Use

- Ensure corporate credit cards are maintained in a secure manner and guarded against improper use.
- Corporate credit cards are to be used only for Shire of Katanning official activities, there is no approval given for any private use.
- All documentation regarding a corporate credit card transaction is to be retained by, or provided to, the cardholder and produced as part of the reconciliation procedure.
- Credit limits are not to be exceeded.
- The use of the credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- Observe all cardholder responsibilities as outlined by the card provider.
- Purchases on the corporate credit card are to be made in accordance with Shire of Katanning Purchasing Policy.
- Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the *Goods and Services Tax Act 1999* to enable an input tax credit to be claimed where available/appropriate.
- Transactions shall be accompanied by a succinct explanation of why the expense was incurred.
- Transactions shall be accompanied by a job number for costing purposes.
- If no supporting documentation is available, the cardholder will provide the declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'
- Approval of this expense is referred to the Chief Executive Officer for a decision. Regular failure to provide documented records may result in the card being forfeited.
- Should approval of expenses be denied by the Chief Executive Officer, reimbursement of the expense shall be met by the cardholder.
- Lost or stolen cards shall be reported immediately to the card provider and a written account of the circumstances shall be provided to the ~~Manager Finance / Accountant~~ Executive Manager Corporate & Community on the next working day.
- Corporate Credit Cards are to be returned to the ~~Manager Finance / Accountant~~ Executive Manager Corporate & Community on or before the employee's termination date with a full acquittal of expenses.
- Corporate Credit Cards are to be returned to the ~~Manager Finance / Accountant~~ Executive Manager Corporate & Community before an employee begins an extended period of leave being of 2 weeks or more.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Katanning Corporate Credit Card Policy any liability arising from the use of the card may be passed to the cardholder.

The use of a Shire of Katanning Corporate Credit Card is subject to the provisions of the Code of Conduct of Shire of Katanning. Any serious transgression of the above listed responsibilities or the Code of Conduct may result in an appropriate referral under the *Corruption and Crime Commission Act 2003* and/or termination of employment.

Signature of Card Holder: _____

Date: _____

Signature of CEO: _____

Attachment 1b**CREDIT CARD PURCHASE DECLARATION**

Name of the person who made the purchase: _____

Company / Business purchased from			
Details of purchase:			
Total Purchase Amount:			
Date of Purchase:			
Signature of requesting officer:		Date	
Name of the credit cardholder:			
Signature of the credit cardholder		Date	

CODE TO THE FOLLOWING ACCOUNT

GL Code/Job	Cost Centre (if applicable)	Element Type (if applicable)	Department

INVOICE/RECEIPT ATTACHED:

☐

**Shire of Katanning
Missing Receipt/Invoice Declaration**

Name (please print): _____

I certify that I made the purchase shown below and all expenditure was of a business nature but do not have a receipt for the following reason: _____

Supplier Name			
Address/Location			
Date of Purchase			
Detailed Description of Purchase	GL Code/Job No/Plant No	Item Amount	
Total Purchase Amount			

This document is in lieu of an invoice or receipt for this transaction. I certify that all items listed above were purchased and received for Shire of Katanning business. I understand that a Missing Receipt/Invoice Declaration should be required only on rare occasions and may not be used on a routine basis.

Employee Signature: _____ Date: _____

COUNCIL POLICY

Community Grants Program

Policy No:	2.9
Policy Subject:	Community Grants Program
Objective:	To enable Council to plan its support of community projects.
Policy Statement:	The Community Grants Program (CGP) provides funding support in two categories of up to, and over \$5000 each, to enable Katanning community-based organisations to develop projects that increase participation and benefit the community.
Guidelines:	<p>Selection Criteria</p> <p>Each application will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • Does the project meet a community need? • Does the project benefit a sufficiently broad, or diverse, target group? • Does the organisation have the capacity to undertake and manage the project? • Does the application represent value for money? • Collaborative community wide projects are encouraged <p>Funding Rounds</p> <p>The Community Grants Program is allocated from within Council's general revenue budget each year with applications being called at the beginning of October and closing at the end of November for funding announced following approval by Council in December.</p> <p>A second round of funding may be held at a later date, if further budgeted funds remain available.</p> <p>Eligible Projects can include:</p> <ul style="list-style-type: none"> • Printing of posters/flyers; • Advertising & promotion; • Costs associated for public events or functions in Katanning; • Purchase of equipment required for the ongoing operations of the club, e.g. shade tent, tables, chairs etc.; and

- A discount will be considered in fees for Council venues including tip fees and the supply of sand, gravel etc. This excludes the bar/kitchen, where full hiring costs apply.

What items will not be funded

- Assistance towards Council's rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, etc;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in Katanning;
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

Who can apply?

Eligible groups and organisations must be:

- An incorporated not-for-profit organisation; or
- An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body or a local government authority.

Who can not apply?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for profit organisation;
- Organisations that have not provided an acquittal from previous CGP applications are ineligible to apply until the required documentation has been submitted.

Advertising

Each financial year, at the beginning of October, Council shall advertise its intention to consider applications for financial assistance under the Community Grants Program.

The advertisements will be placed in:

- At least 2 editions of the local newspaper 'The Great Southern Herald';
- The monthly Shire newsletter, 'Katanning Shire Matters';
- The Shire of Katanning website;
- The Shire of Katanning Facebook page and
- Shire foyer information board.

Minor Community Grants (Under \$5,000 GST exclusive)

Minor Community Grants may be used for any purpose, including minor building construction, repair, equipment purchase or hire, events or functions.

Major Community Grants (\$5,000 GST exclusive or more)

10.3.5

Major Community Grants are generally provided for purposes such as building purchase or construction, purchase of equipment, ground-works etc.

CEO Donations and Quick Response Grants Program

This program is in addition to the approval of CEO Donations and the Quick Response Grants Program. Applications for CEO Donations, to a maximum of \$500 GST exclusive, may be submitted at any time throughout the year for any purpose. Applications for Quick Response Grants, to a maximum of \$1,000 GST exclusive, may be submitted at any time throughout the year for any purpose. Applications for both will be received from community-based organisations.

CEO Donations and Quick Response Grants shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.

Administration of Financial Assistance

Financial assistance approvals shall be administered in accordance with the following:

- 1) Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then subject to section 4 below, the Council funds may be held until the following financial year, such funds again being made available to the organisation involved, on condition that their application for funding from the outside source is approved in that financial year.
- 2) Where an application for outstanding funding is again unsuccessful, the approved Council financial assistance shall be withdrawn and may be made available to other community organisations.
- 3) Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of and up to the value of paid invoices, statements or receipts.
- 4) Where approved financial assistance is not claimed by 31 May of the following year in which the grant was approved and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the Chief Executive Officer shall advise the organisation that the approval is revoked and that they should then re-apply.
- 5) Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances the Community Financial Assistance Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
- 6) Where requests for financial assistance are received outside the deadline for receipt of applications they shall not be accepted and the applicants will be advised accordingly.

- 7) Projects that are able to demonstrate benefits to the wide community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- 8) Approved applications must acknowledge that the Shire of Katanning has provided funding towards their project and to include the Shire of Katanning logo on all promotional and marketing material.
- 9) Applications for Major and Minor grants received from individuals will not be accepted
- 10) Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- 11) Council's decision is FINAL and applicants may not request an appeal
- 12) Applicants are permitted to only apply successfully for one round in each financial year.

Acquittal process and outcomes

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a brief evaluation report to the Shire of Katanning, within 30 days of project completion.

This information is to be disseminated to the Community Financial Assistance Committee.

Failure to complete the acquittal will disqualify the applicant for future CGP funding.

CGP program is to be reported via the Shire's Annual Report.

Resolution No:	Ordinary Council	OC08/09
Resolution Date:	23 July 2008	
Amended:	22 October 2008	OC49/09
	23 September 2009	OC43/10
	28 November 2012	OC274/12
	22 October 2014	OC/106/14
	22 July 2015	OC/73/15
	18 December 2018	OC168/18
	26 November 2019	OC311/19
	22 September 2020	OC98/20
Source:	Finance	
Date of Review:	October annually	
Review Responsibility:	Chief Executive Officer	



COUNCIL POLICY

Lease of / License to Occupy Community Assets

Policy Number: 2.10

Policy Subject: Lease of / License to Occupy Community Assets

Policy Statement: To provide a format whereby applications for the lease of, or license to occupy, a council asset can be systematically assessed and performance managed in conjunction with the requirements of the *Local Government Act 1995 sec 3.58*.

Objective:

- 1) Create a framework to assess lease proposals.
- 2) Provide consistency and equity in the distribution of lease agreements.
- 3) Create a reasonable financial recovery from Councils assets
- 4) Provide a rationale for fee calculations.
- 5) Enable minimum lease fees to be known by all groups seeking to enter in to an agreement with Council.
- 6) Improve Councils asset management practices.

Guidelines:

- 1) All lease proposals will be forwarded to Council for consideration and endorsement.
- 2) Fee calculations will commence at the Shire's minimum rate value.
- 3) The lease will take in to account an organisation's historical use of land and buildings recognising capital contributions and community service provided.
- 4) Tenure periods will be recommended to a maximum of 10 years and be reflective of capital contributions made.
- 5) Asset performance management will be introduced to protect and promote Council's assets.

Nature and Types of Leases

1. Community

This classification will be utilised where groups and organisations have achieved incorporated status via the Ministry of Fair Trading and are wishing to negotiate a lease on or license to occupy, Council owned land and/or buildings.

Council recognise that not-for-profit groups are generally;

- Providing a benefit to the community; and
- Not in a position to pay commercial lease rates.

Council when determining an appropriate lease agreement or license of occupy, will take the following considerations into account:

- The original purpose of the lease/ license to occupy.
- Previous audited financial statements.
- Ability to generate income to meet the minimum lease/license fee benchmark.
- Previous capital contribution including any improvements made.
- Community service (i.e. emergency, charitable institutions or other government agencies).

2. Commercial

Groups that cannot achieve incorporated status via the Ministry of Fair Trading will be regarded as commercial entities. As such an approved valuer will determine the rental rate for usage of either land and/or buildings. Properties included within the commercial category to be leased only by calling of public tender in accordance with the provisions of the Local Government Act 1995.

3. Unimproved Land Lease

Should an exclusive land lease be forwarded to Council for consideration, the recommended annual fee will be based on the minimum land rates as determined by Council.

Fee Calculations and Charges

- The determination of the annual lease fee/ license fee will be dependent on the nature of the organisation applying and the proposed use of the land or building.
- The lease fee for Community and Land Leases is calculated as the Shires minimum rate value as determined by Council plus the Gross Rental Value of the building reduced proportionately by the applicants capital contribution as represented by the following formula

Lease Fee = Shire Minimum Rate + (Gross Rental Value - % of capital contribution, including grants)

- Lessees will be responsible for all operational costs of the facility.
- Maintenance standards and responsibilities will be attached as a schedule to the lease documentation.
- Maintenance costs will be the responsibility of the Lessee with the exception of liability for structural defects or agreed repairs to be performed by Council.

Tenure Periods

The maximum lease obtainable from the Shire of Katanning is 10 years. Options of extensions will not be reciprocal, the Shire will consider offering the option at

re-negotiation time, taking into account asset management performance and other relevant issues.

The tenure period of a Community lease will be recommended proportional to the capital contribution made by the lease applicant as follows:

Up to 3 years	= 0-10% of capital contribution
Up to 5 years	= 11–50% of capital contribution
Up to 10 years	= 51% and above capital contribution

Commercial and land leases are subject to negotiation.

Asset/ Licenses Performance Management

Leases will be performance managed by regular site inspections to the facility to ascertain that the maintenance program is being upheld in accordance with the lease agreement/ license to occupy with the lessor and lessee.

Exclusions

This policy is not applicable to Shire facilities including staff housing.

Resolution No:	Ordinary Council	OC294/03
Resolution Date:	25 June 2003	
Amended:	23 September 2009	OC43/10
	22 October 2014	OC/106/14
	27 March 2018	OC29/18
Source:	Manager of Finance	
Date of Review:	October annually	
Review		
Responsibility:	Executive Manager Projects & Community Building	<u>Corporate & Community</u>



COUNCIL POLICY

Debt Recovery

Policy No: 2.11

Policy Subject: Debt Recovery

Objective: To outline clear and appropriate debt recovery procedures which will be undertaken by the Shire of Katanning and to ensure effective control over all invoiced debts owed to the Shire whilst being sympathetic to those ratepayers and debtors suffering genuine financial hardship.

Policy Statement: This policy sets the parameters for Rates and Sundry Debtors Charges, Write Offs and the Recovery Process

Rates – Outstanding Amounts

- 1.1 Amounts outstanding after the due date for payment will be followed up within 14 days of the due date with a Final Notice.
- 1.2 Fourteen days after the Final Notice is issued, a Shire of Katanning reminder letter will be issued giving seven days to arrange payment.
- 1.3 Following this seven-day period, the Shire's Debt Collection agency will be instructed to send a Notice of Intention to Issue a General Procedure Claim demanding payment and warning that legal action may commence if payment or a suitable arrangement is not made within seven days.
- 1.4 After this seven-day period has lapsed:
 - ~~i. Contact is to be made by telephone, where possible, in order to seek payment or a special arrangement. If this action is unsuccessful, accounts may then be forwarded to the Shire's Debt Collection agency for legal action to commence.~~
 - ~~ii. Legal action will commence with the issuing of Court proceedings (General Procedure Claim) in accordance with S6.56 of the Local Government Act 1995.~~
- 1.5 Ratepayers who are unable to pay rates and charges by the due date either because of reasons beyond their control or because payment would cause undue hardship, may apply to enter into an agreement to make periodic payments subject to the following:

- i. The Chief Executive Officer is to endorse the arrangement.
- ii. Special arrangements will be for regular instalments with the debt to be finalised by 30 June of the financial year where possible.

Sundry Debtors

- 2.1 Sundry debtor accounts become overdue if not paid within 30 days of issuing of the account.
- 2.2 On becoming overdue, a statement is to be issued requesting immediate payment
- 2.3 Fourteen days after the statement is issued, contact is to be made by telephone, where possible, in order to seek payment and to advise that the provision of credit facilities will cease in seven days.
- 2.4 After this seven-day period has lapsed, the Shire may stop the provision of credit facilities to debtors. Recovery action through the courts may also be taken unless the debtor enters into and complies with an overdue payment agreement. Any such agreement will not exceed six months unless exceptional circumstances exist.
- 2.5 The Chief Executive Officer may determine other suitable treatment options to deal with sundry debtors in the case of demonstrated hardship or other situations.

Write-off of small amounts

To assist with the maintenance of the Shire's Rate and Sundry Debtors and to ensure employee resources are effectively utilised, the following shall apply;

- i. Sundry Debtors any small balance outstanding at the end of the financial year of less than \$20.00 may be written off at the discretion of the Chief Executive Officer.
- ii Rate Debtors any small balance outstanding at the end of each month of less than \$20.00 may be written off at the discretion of the Chief Executive Officer.

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Resolution No: Committee A304/96
Ordinary Council FC209/96

Resolution Date: 22 February 1996

Amended: 26 November 2003 OC79/04
22 October 2008 OC49/09
28 October 2011 OC29/12
22 October 2014 OC/106/14
27 March 2018 OC29/18
24 November 2020 OC120/20

Source: Manager of Finance

Date of Review: October annually

Review

Responsibility: Executive Manager Corporate & Community



COUNCIL POLICY

Self Supporting Loans

Policy No:	2.12
Policy Subject:	Self Supporting Loans
Policy Statement:	Council in general, will only consider approving a self-supporting loan to a maximum of \$150,000 for any one applicant.
Background:	<p>Council may consider requests to provide self-supporting loans for community-based organisations such as sporting clubs and not for profit community groups. Such loans would be for capital improvement works to upgrade facilities. The facilities may or may not be on Council property.</p> <p>The risk to Council is the potential to default on loan repayments by the recipient of the self-supporting loan.</p>
Objectives:	The objective of this policy is to ensure that the recipient of a Council provided self-supporting loan has the capacity and capability to repay the loan and associated costs.
Guidelines:	<p>When considering an application for a self-supporting loan, Council will:</p> <ol style="list-style-type: none"> 1. Ensure compliance with Sections 6.20 and 6.21 of the <i>Local Government Act 1995</i> and relevant Regulations to those sections; 2. Require that all applications for self-supporting loans provide the following details: <ol style="list-style-type: none"> a. The works, undertakings and purpose of the loan – effectively a Business Plan that sets out the objectives and benefits to the Katanning community of the proposed use of funds; b. Plans, specifications and statutory approvals together with detailed costings; c. Professionally reviewed financial statements for 3 years to demonstrate the ability to obtain alternative funds; d. Statements demonstrating the need for the loan together with reason of inability to obtain alternative funds; e. Certification of incorporation; f. Name(s) of private guarantor(s) and/or details on security property; g. Provide any other information requested by Council to assist with consideration of the application; and h. “Acknowledgement of Debt” to be signed and sealed between the applicant/s and the Shire of Katanning.

10.3.5

Roles and responsibilities:

Council:

Self-funding loan requests not previously approved and included in Council's annual budget will need to be advertised in accordance with the requirements of the *Local Government Act 1995*, to allow for written submissions to be made, these submissions will be presented to Council, so that a decision to approval or disapprove a self-supporting loan request can be made.

Organisation applying for the self-supporting loan:

- Provide all documentation as listed in this Policy to support the application.
- The loan borrower will supply to Council, on an annual basis, a set of properly reviewed financial statements within 4 months of the close of the financial year, as well as a copy of their budget for the current year. Council may at any time during the period of the loan request that the loan borrower provide current financial statements and budgets.

Resolution No: Ordinary Council OC110/18

Resolution Date: 26 August 2018

Amended:

Source: Finance & Administration

Date of review: September 2020

Review

Responsibility: Executive Manager ~~Finance & Administration~~ Corporate & Community

COUNCIL POLICY

Financial Hardship (Rate Relief) Policy

Policy No: 2.13

Policy Subject: Financial Hardship (Rate Relief)

Objectives: Council acknowledges that due to exceptional circumstances ratepayers may at times encounter difficulty in paying rates and service charges as they fall due.

Policy Statement: It is not the intention of Council to cause hardship to any ratepayer through the Council's recovery procedures and consideration will be given to acceptable arrangements to clear any debt, where possible, prior to the end of the current financial year.

Council recognises there are cases of genuine extreme financial hardship where the interest on outstanding rates will cause the ratepayer further hardship. The guideline below outlines the scope and criteria for assessing applications of cases of extreme financial hardship and to write off interest of up to \$500 on outstanding rates.

Guidelines: Delegation DA09 provides authority to the Chief Executive Offices under s6.12(c) of the Local Government Act 1995 to write off monies owing in cases of hardship, which includes interest on outstanding rates.

The following conditions are all required to be met for a write off of interest on outstanding rates:

1. the ratepayer is experiencing extreme and genuine financial hardship;
2. the ratepayer had either no outstanding rates from a previous financial year or the ratepayer has an approved payment arrangement and continues to adhere to the terms of that agreement;
3. the ratepayer's circumstances are supported by an original hardship letter from a qualified financial body (e.g. a fully accredited member of Financial Counsellors Association of Western Australia or Bank);
4. the ratepayer is not a corporation or trustee;

5. the ratepayer is not bankrupt or subject to a bankruptcy petition,
6. no revenue is being derived from the property the subject of the application,
7. the maximum interest amount to be written off is \$500,
8. write-offs are applicable to interest on the ratepayer's principal place of residence only,
9. the property is a residential property; AND
10. the applicant must be the owner of the property and liable for payment of rates and charges.

Consequences

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

Roles and Responsibilities

Applications for Financial Hardship Assistance must be made on the Financial Hardship (Rate Relief) Application form which can be obtained from the Shire website or by contacting Customer Service on 9821 9999.

Applications including original copy of an extreme hardship letter from a financial body must be submitted to the Rates Officer.

Upon receipt, Council Officers will assess the application and the ratepayer will receive notification of the outcome of the application generally within 21 days.

Resolution No:	OC68/20
Resolution Date:	28 July 2020
Amended:	
Source:	Finance
Date of review:	October annually
Review Responsibility:	Chief Executive Officer

COUNCIL POLICY

Quick Response Grants Program

Policy No:	2.14
Policy Subject:	Quick Response Grants Program
Objective:	To enable Council to plan its support of community projects up to \$1,000.00 GST inclusive that fall outside of the CEO Donations amount and Community Grants Program application times.
Policy Statement:	The Quick Response Grants Program (QRGP) provides quick response funding support for amounts over \$5010.00 GST inclusive and up to \$1,000.00 GST inclusive each, to enable Katanning community-based organisations to develop projects that increase participation and benefit the community.
Guidelines:	<p>Selection Criteria</p> <p>Each application will be assessed against the following criteria:</p> <ul style="list-style-type: none"> • Does the project meet a community need? • Does the project benefit a sufficiently broad, or diverse, target group? • Does the organisation have the capacity to undertake and manage the project? • Does the application represent value for money? • Collaborative community wide projects are encouraged <p>Funding Rounds</p> <p>The Quick Response Grants Program is allocated from within Council's CEO Donations budget each year with applications for funding approved by the CEO following recommendation by the Community Financial Assistance Committee. The program will support projects that take place within the current financial year.</p> <p>Eligible Projects can include:</p> <ul style="list-style-type: none"> • Printing of posters/flyers; • Advertising & promotion; • Costs associated for public events or functions in Katanning; • Purchase of equipment required for the ongoing operations of the club, e.g. shade tent, tables, chairs etc.; and • A discount will be considered in fees for Council venues including tip fees and the supply of sand, gravel etc. This excludes the bar/kitchen, where full hiring costs apply.

What items will not be funded

- Assistance towards Council's rates or standard user agreements;
- Assistance towards financial operating costs of the applicant e.g. rent, staff wages, utility costs, insurance, stationery, etc;
- Food, drinks and alcohol;
- Interstate and overseas travel;
- Conference attendance;
- Projects that have already commenced;
- Projects not based in Katanning;
- Projects that duplicate an existing or similar project/service within the community; or
- An item benefiting an individual.

Who can apply?

Eligible groups and organisations must be:

- An incorporated not-for-profit organisation; or sub committees of organisations are eligible to apply, subject to providing a letter of support from the main organisation body; or
- An unincorporated not-for-profit organisation, applying through the auspice of a not-for-profit incorporated body or a Local Government authority.

Who can not apply?

- An unincorporated organisation without an auspice arrangement;
- An individual;
- A commercial for profit organisation;
- Government Agencies (including Education, Health, Transport etc).
- Organisations that currently have an application with the Community Grants program for a project that is ongoing; or
- Organisations that have not provided an acquittal from a previous Community Grants Program and/or Quick Response Grants Program application are ineligible to apply until the required documentation has been submitted.

Quick Response Grants (Up to \$1,000 GST inclusive)

Quick Response Grants may be used for any purpose, including minor building construction, repair, equipment purchase or hire, events or functions.

CEO Donations

This program is in addition to the approval of CEO Donations. Applications for CEO Donations, to a maximum of \$500 GST exclusive, may be submitted at any time throughout the year for any purpose. Applications will be received from community-based organisations.

CEO Donations shall be referred to the Chief Executive Officer for consideration under delegated authority of Council.

Administration of Financial Assistance

Financial assistance approvals shall be administered in accordance with the following:

- 1) Where financial assistance is approved by Council for projects that are dependent upon funding from an outside source, eg: Department of Sport & Recreation; Lotterywest etc, and that funding application is unsuccessful, then subject to section 4 below, the Council funds may be held until the following financial year, such funds again being made available to the organisation involved, on condition that their application for funding from the outside source is approved in that financial year.
- 2) Where an application for outstanding funding is again unsuccessful, the approved Council financial assistance shall be withdrawn and may be made available to other community organisations.
- 3) Payment of the Quick Response Grant funds to successful community organisations will be made once the acquittal document along with supporting documentation is provided. Payments in advance can be agreed upon written request and at the approval of the CEO. Requests for extensions may be requested and approved by the CEO in writing.
- 4) Where approved financial assistance is not claimed by 30 June of the following year in which the grant was approved and the organisation involved has failed to provide an explanation and request for those funds to be carried forward, the Chief Executive Officer shall advise the organisation that the approval is revoked and that they should then re-apply.
- 5) Where funding from an outside source is approved, Council financial assistance (as approved) shall be paid to the applicant, on receipt of and up to the value of paid invoices, statements or receipts.
- 6) Where the level of financial assistance from an outside source has been reduced below that requested by an organisation, the organisation shall be required to demonstrate its ability to meet the funding shortfall. In such circumstances the Community Financial Assistance Committee will reassess the viability of the project and may, if project viability is not substantiated, revoke the grant approval. Those funds may then be made available to other applicant organisations.
- 7) Projects that are able to demonstrate benefits to the wider community will be preferred. Those projects that can demonstrate contributions from the community or community groups will be preferred.
- 8) Approved applications must acknowledge that the Shire of Katanning has provided funding towards their project and to include the Shire of Katanning logo on all promotional and marketing material.
- 9) Applications for grants received from individuals will not be accepted
- 10) Projects requesting funding for salary costs, administration support and recurring expenditure are ineligible for support.
- 11) Applicants are permitted to only apply successfully for one Quick Response Grant per financial year.

Acquittal process and outcomes

As part of the acquittal process grant recipients will be required to provide supporting documentation in the form of receipts and a brief evaluation report to the Shire of Katanning, within 30 days of project completion. Failure to complete the acquittal

document by 30 June of that financial year will result in those funds being forfeited irrespective of whether funds have been spent or committed by the organisation.

This information is to be disseminated to the Community Financial Assistance Committee.

Failure to complete the acquittal will disqualify the applicant for future Quick Response Grants funding.

The Quick Response Grants Program is to be reported via the Shire's Annual Report.

Resolution No: Ordinary Council OC98/20

Resolution Date: 22 September 2020

Amended:

Source: Finance

Date of Review: October annually

**Review
Responsibility:** Chief Executive Officer

COUNCIL POLICY

Equal Opportunity

Policy No:	3.1
Policy Subject:	Equal Opportunity
Objectives:	To outline the principles of Equal Opportunity as legislated under the Equal Opportunity Act 1984 for all individuals who have dealings with Council to ensure that everyone is treated fairly.
Policy Statement:	<p>This Shire recognises its legal obligations under the <i>Equal Opportunity Act 1984</i> and will actively promote equal employment opportunity and diversity based solely on merit to ensure that discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, and religious or political convictions. This policy applies to all elected members, employees and contractors to the Shire.</p> <p>All employment training with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.</p> <p>All promotional policies and opportunities with this Shire will be directed towards providing equal opportunity to prospective employees and engaging a diverse workforce provided their relevant experience, skills and ability meet the minimum requirements for engagement.</p> <p>This Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.</p> <p>The equal employment opportunity and diversity goals of this Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability. Ideally, our objective is for our workforce to reflect a diverse demographic that includes a broad range of age groups, abilities and cultural backgrounds while meeting the skill requirements of the organisation. The Shire recognises the value of differences in staff profiles as well as similarities; strives to adopt an inclusive approach and appreciates that a diverse workforce may adapt more readily to the changing expectations and needs of the community.</p> <p>The CEO is responsible for developing and implementing procedures, practices or guidelines to deal with harassment, perceived harassment or discrimination.</p>

10.3.5

Resolution No:	Committee Ordinary Council	A8/97 FC44/97
Resolution Date:	25 July 1996	
Amended:	26 November 2003 22 October 2014 24 July 2018	OC79/04 OC106/14 OC92/18
Source:	Risk Management and Workplace	
Date of review:	October annually	
Review		
Responsibility:	HR Coordinator	

COUNCIL POLICY

Risk Management Policy

Policy Number:	3.2
Policy Subject:	Risk Management Policy
Policy Statement:	The Shire of Katanning's Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.
Objective:	It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Objectives of the risk management policy include:

- Optimising the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return in regard to risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations.

Guidelines:	Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.
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The Shire's **Management Executive** Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Subject to budget constraints consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

The Shire has quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria (Appendix A). The criteria and Risk Management Procedures may be reviewed by the CEO from time to time in keeping with the objectives of this Policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures that may be amended from time to time by the CEO.

The CEO will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

Resolution No:	Ordinary Council		
Resolution Date:	22 October 2014		
Amended:	22 October 2014	OC106/14	
	24 July 2018	OC92/18	
Source:	Risk Management and Workplace		
Date of Review:	October annually		
Review			
Responsibility	Executive Manager	Finance & Administration	Corporate & Community

COUNCIL POLICY

Related Party Disclosures

Policy No:	3.3
Policy Subject:	Related Party Disclosures
Objectives:	To provide guidance to elected members and identified Key Management Personnel to assist in them making an informed judgement as to who is considered to be a related party and what transactions need to be considered when determining if disclosure is required. The purpose of this procedure is to stipulate the information to be requested from related parties to enable an informed judgement to be made.
Policy Subject:	This policy relates to the requirements of Related Party Disclosures to be made in the Shire's Annual Financial Reports in compliance with AASB 124.
Policy Statement:	<p>That:</p> <ol style="list-style-type: none">1. Council recognises the requirement to comply with AASB 124 and thus disclose Related Party Disclosures in each Annual Financial Report commencing from 1 July 2016 (effectively the report for the year ending 30 June 2017).2. This policy outlines required mechanisms to meet the disclosure requirements of AASB 124.
Guidelines:	<p>1. Identification of Related Parties</p> <p>AASB 124 provides that the Shire will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.</p> <p>Related parties includes a person who has significant influence over the reporting entity, a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.</p> <p>KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.</p> <p>For the purposes of determining the application of the standard, the Shire has identified the following persons as meeting the definition of <i>Related Party</i>:</p> <ul style="list-style-type: none">• An elected Council member• Key management personnel being a person employed under section 5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer, Director or Executive Manager• Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.

- Entities that are controlled or jointly controlled by a Council member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs).

The Shire will therefore be required to assess all transactions made with these persons or entities.

2. Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the Shire (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criteria:

- Paying rates
- Fines
- Use of Shire owned facilities such as [Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)]
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading arrangement)
- Sale or purchase of any property owned by the Shire, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the Shire
- Loan Arrangements
- Contracts and agreements for construction, consultancy or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire can determine that an OCT was provided at arms-length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

3. Disclosure Requirements

For the purposes of determining relevant transactions in point 2 above, elected Council members and key management personnel as identified above, will be required to complete a *Related Party Disclosures - Declaration* form for submission to financial services.

4. Ordinary Citizen Transactions (OCTs)

Management will put forward a draft resolution to Council annually, declaring that in its opinion, based on the facts and circumstances, the following OCT that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives, are unlikely to influence the decisions that users of the Council's financial statements make. As such no disclosure in the quarterly *Related Party Disclosures - Declaration* form will be required.

- Paying rates
- Fines
- Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public

Where these services were not provided at arms-length and under the same terms and conditions applying to the general public, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed in point 2 above, elected Council members and KMP will be required to make a declaration in the *Related Party Disclosures - Declaration* form.

Frequency of disclosures

Elected Council members and KMP will be required to complete a *Related Party Disclosures - Declaration* form each quarter.

Disclosures must be made by all Councillors immediately prior to any ordinary or extraordinary election.

Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified. Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified, if the disclosure requirements of AASB 124 so demands.

5. Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Associated Regulatory Framework

AASB 124 Related Party Disclosures

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Further Information

Related Party Disclosures - Declaration form

10.3.5

Resolution No: Ordinary Council

Resolution Date: 27 June 2017 OC82/17

Amended: 18 December 2018 OC168/18

Source: Risk Management and Workplace

Date of review: October annually

Review Responsibility: Executive Manager ~~Finance & Administration~~ Corporate & Community



COUNCIL POLICY

Legislative Compliance

Policy No:	3.4
Policy Subject:	Legislative Compliance
Background:	<p>A fundamental principle of good public administration is that public officials comply with both the letter and the spirit of the law.</p> <p>The Shire of Katanning has an obligation to ensure that legislative requirements are complied with. The community and those working at the Shire have an expectation that the Council will comply with applicable legislation and the Council should take all appropriate measures to ensure that that expectation is met.</p> <p>Regulation 14 of the Local Government (Audit) Regulations 1996 requires local governments to carry out a compliance audit for the period 1 January to 31 December in each year. The compliance audit is structured by the Department of Local Government and Communities and relates to key provisions of the Local Government Act 1995.</p> <p>Regulation 17 of the Local Government (Audit) Regulations 1996 also requires a review of the appropriateness and effectiveness of systems and procedures in relation to legislative compliance at least once every two calendar years and a report to the Audit Committee on the results of that review.</p>
Policy:	<p>The Council will have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the operations of the Council.</p> <p>These processes and structures will aim to:-</p> <ol style="list-style-type: none"> Develop and maintain a system for identifying the legislation that applies to the Shire's activities. Provide training for relevant staff, Councillors, volunteers and other relevant people in the legislative requirements that affect them. Provide people with the resources to identify and remain up-to-date with new legislation. Establish a mechanism for reporting non-compliance. Review accidents, incidents and other situations where there may have been noncompliance. Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.

Roles and Responsibilities

- Councillors and Committee Members

10.3.5

Councillors and Committee members have a responsibility to be aware and abide by legislation applicable to their role.

b) Senior Management

Senior Management should ensure that directions relating to compliance are clear and unequivocal and that legal requirements which apply to each activity for which they are responsible are identified. Senior Management should have systems in place to ensure that all staff are given the opportunity to be kept fully informed, briefed and/or trained about key legal requirements relative to their work within the financial capacity to do so.

c) Employees

Employees have a duty to seek information on legislative requirements applicable to their area of work and to comply with the legislation. Employees shall report through their supervisors to Senior Management any areas of noncompliance that they become aware of.

Implementation of Legislation

The Council will have procedures in place to ensure that when legislation changes, steps are taken to ensure that future actions comply with the amended legislation.

LEGISLATIVE COMPLIANCE PROCEDURES

1. Identifying Current Legislation

The Council accesses electronic up to date versions of legislation through the Western Australian State Law Publisher website at www.slp.wa.gov.au. Direct access to this site is provided from the Council's networked computers.

2. Identifying New or Amended Legislation

a) Western Australian Government Gazette

The Council has access to the WA Government Gazette which publishes all new or amended legislation applicable to Western Australia. Copies of gazetted changes are distributed to Senior Staff and other designated staff. It is incumbent on the CEO and Senior Staff to determine whether any gazetted changes to legislation need to be incorporated into processes.

b) Department of Local Government

The Council receives regular circulars from the Department of Local Government on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the CEO and relevant Council officers for implementation.

c) Department of Planning

The Council receives Planning Bulletins from the Department of Planning on any new or amended legislation. Such advice is received through the Council's Records section and is distributed to the relevant Council officers for implementation.

d) Western Australian Local Government Association (WALGA)

The Council receives regular circulars from WALGA and these circulars highlight changes in legislation applicable to local governments.

3. Obtaining advice on Legislative Provisions

The Council will obtain advice on matters of legislation and compliance where this is necessary. Contact can be made with the Department of Local Government, WALGA or the relevant initiating government department for advice.

10.3.5

4. Informing Council of Legislative Change

If appropriate the CEO will, on receipt of advice of legislative amendments, advise the Council on new or amended legislation. The Council's format for all its reports to Council meetings provides that all reports shall have a section headed 'Statutory Environment' which shall detail the sections of any Act, Regulation or other legislation that is relevant.

5. Review of Incidents and Complaints of Non-compliance

The Council shall review all incidents and complaints of non-compliance. Such reviews will assess compliance with legislation, standards, policies and procedures that are applicable.

6. Reporting of Non-compliance

All instances of non-compliance shall be reported immediately the supervising manager. The supervising manager shall determine the appropriate response and then report the matter the relevant Manager. The CEO may investigate any reports of significant non-compliance and if necessary report the non-compliance to the Council and/or the relevant government department. The CEO will also take the necessary steps to improve compliance systems.

Resolution Number: Ordinary Council Meeting OC168/18

Resolution Date: 18 December 2018

Amended:

Source: Risk Management and Workplace

Date of Review: October annually

Review Responsibility: Executive Manager Finance & Administration

COUNCIL POLICY

Internal Control

Policy No: 3.5

Policy Subject: Internal Control

Objective: To ensure that appropriate internal controls are implemented in order to:

- 1) Fulfil the statutory obligations under the Local Government (Financial Management) Regulations 1996 and Local Government (Audit) Regulations 1996; and
- 2) Ensure that the Shire's assets are safe from loss due to fraud and mismanagement.

Policy Statement: The Council will, through the Chief Executive Officer, ensure that appropriate and efficient internal controls are in place covering

- 1) Staffing and segregation of duties;
- 2) Information technology;
- 3) Documented procedures and processes covering the recording reporting and authorisation of transactions; and
- 4) Monitoring performance and adherence.

Resolution Number: Ordinary Council Meeting OC168/18

Resolution Date: 18 December 2018

Amended:

Source: Finance & Administration

Date of Review: October annually

Review Responsibility: Executive Manager ~~Finance & Administration~~ Corporate & Community

COUNCIL POLICY

Occupational Safety & Health Policy

Policy No:	3.6
Policy Subject:	Occupational Safety & Health Policy
Policy Statement:	<p>This policy focuses on the Shire of Katanning's recognition of moral and legal obligations to protect employees, contractors and visitors onsite from injury and to promote the health, safety and welfare of all to which a duty is owed. We are committed to continuously improving our Occupational Safety and Health Management Systems and performance by establishment of measurable objectives and targets, with the aim of prevention of work related injuries and ill health. This policy demonstrates the Shire of Katanning's commitment to providing a safe and healthy environment for work in accordance with all statutory, regulatory and other requirements as may be identified.</p>
Objective:	<p>The Shire of Katanning shall fully integrate health and safety into all aspects of its activities and systems of work such that employees are not exposed to hazards. This will be achieved by:</p> <ul style="list-style-type: none"> • Providing and maintaining a safe work environment, well-maintained plant and machinery • Consulting and cooperating with safety and health representatives and other employees at our workplaces • Providing ongoing active employee training and employee supervision • Ensuring information is readily available to all employees • Arranging the best possible compliance with all relevant OSH legislation, regulations, code of practice and standards throughout the workplace • Ensuring effective policies and procedures. <p>The person ultimately responsible for the implementation of this policy is the CEO. Other managers and supervisors are however responsible to him for the successful application of this policy within those parts of the company's workplace under their control. It is agreed that everyone who works at the Shire of Katanning will work together to achieve these objectives through meaningful consultation and genuine co-responsibility. All aspects of our OSH policy will be subject to a process of continuous improvement and a complete policy review will be conducted on a scheduled basis to ensure suitability, adequacy and effectiveness.</p> <p>The Shire of Katanning will ensure that all levels of employees, including senior management, employees and contractors understand their roles and responsibilities in accordance with legislative requirements. The health and safety of our people is of paramount importance and a guiding factor in everything we do. Everyone in our team is obliged to join in, in making sure that this policy is as successful as we can make it.</p>

Julian Murphy
Chief Executive Officer
Shire of Katanning

Liz Guidera
President
Shire of Katanning

Resolution Number: Ordinary Council Meeting OC167/16

Resolution Date: 20 December 2016

Amended:

Source: Finance & Administration

Date of Review: October 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:	<p>That elected members receive reimbursement of expenses incurred whilst attending the following:</p> <ul style="list-style-type: none">• Council and Committee meetings held in accordance with the provisions of the <i>Local Government Act 1995</i>• 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:	<p>Travel</p> <ul style="list-style-type: none">• 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 <p>Accommodation</p> <ul style="list-style-type: none">• 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

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 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
	23 November 2021	OC151/21

Source: Council and Elected Members

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 23 November 2021 OC151/21
Source:	Council and Elected Members
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 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:

Conferences and Seminars

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) Reports of conference or seminar attendance to be provided in writing to Council by inclusion in the Information Bulletin.
- 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. [Council will pay the course fees for mandatory training.](#)

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)

[Should a Councillor fail to fulfill the requirements of mandatory training, Councillors may be required to pay the costs associated with reenrolment.](#)

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
	23 November 2021	OC151/21
Source:	Council and Elected Members	
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:	<table> <tr> <td>Committee</td><td>A8/97</td></tr> <tr> <td>Ordinary Council</td><td>FC44/97</td></tr> </table>	Committee	A8/97	Ordinary Council	FC44/97												
Committee	A8/97																
Ordinary Council	FC44/97																
Resolution Date:	25 July 1996																
Amended:	<table> <tr> <td>24 June 1999</td><td>FC287/99</td></tr> <tr> <td>28 February 2002</td><td>OC205/02</td></tr> <tr> <td>28 November 2002</td><td>OC86/03</td></tr> <tr> <td>24 August 2005</td><td>OC32/06</td></tr> <tr> <td>23 September 2009</td><td>OC43/10</td></tr> <tr> <td>22 October 2014</td><td>OC106/14</td></tr> <tr> <td>24 July 2018</td><td>OC92/18</td></tr> <tr> <td>23 November 2021</td><td>OC151/21</td></tr> </table>	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	23 November 2021	OC151/21
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																
23 November 2021	OC151/21																
Source:	Council and Elected Members																
Review																	
Responsibility:	Chief Executive Officer																

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 23 November 2021 OC151/21
Source:	Council and Elected Members
Review	
Responsibility:	Chief Executive Officer

COUNCIL POLICY

Community Consultation

Policy No:	4.7
Policy Subject:	Community Consultation
Objective:	<p>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.</p> <p>This policy outlines a number of methods Council will use to gain community input into our service delivery decision making process.</p>
Policy Statement:	<p>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.</p> <p>Community consultation is also a requirement of formulating the community strategic plan as per section 5.56 of the Local Government Act.</p> <p>The Council will work with our community to deliver services and facilities that are needed, affordable and accessible.</p>
Guidelines:	<ol style="list-style-type: none"> 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, 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
	23 November 2021	OC151/21
Source:	Council and Elected Members	
Review		
Responsibility:	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.

10.3.5

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 Member 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:	23 November 2021	OC151/21
Source:	Council and Elected Members	

Review

Responsibility: Executive Manager Corporate & Community



Code of Conduct Behaviour Complaints Management Policy 4.9

Policy 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:	23 November 2021	OC151/21
Source:	Governance	
Review Responsibility:	Chief Executive Officer	



COUNCIL POLICY

Freeman of the Shire of Katanning

Policy Number: 4.10

Policy Subject: Nomination and award of honorary 'Freeman of the Shire of Katanning'

Objectives: To enable Council to honour exceptional individuals who have served the community in an outstanding and meritorious manner, that stands above the service and contribution of most other persons in the provision of benefits to the community and advancing the interests of the Shire of Katanning.

Policy Statement:

Award Criteria

A person may be nominated for the honorary award 'Freeman of the Shire of Katanning' under the following circumstances:

- They will have demonstrated through the character and behaviour that their values align with those of the Shire of Katanning.
- They will have identifiable and long standing connections with the community in the Shire of Katanning and will have made an outstanding, significant and meritorious contribution to the Shire and community across a range of endeavours.
- Their exceptional service is a matter of public record.
- Their endeavours will have benefited the community of the Shire of Katanning, Australia and humanity.

Process of Nomination

- Nominations will be considered infrequently or as the need is identified by Council.
- A nomination may be submitted by any person at any time, provided that nomination is in writing and addresses the criteria for the award.
- A nomination must be sponsored by an elected member and supported in writing by at least 2 other elected members.
- A nominee must not be made aware of their nomination.
- Any nominations received will be validated and the findings presented at a meeting of Council behind closed doors, with recommendations to approve/not approve a nominee for the award. The decision will be based on a simple majority vote.
- Acceptance of the award must be determined prior to being conferred.

Entitlements

- Any person who has the honour of Freeman bestowed may refer to themselves as Freeman of the Shire of Katanning.

10.3.5

- The Freeman will be presented with a special name badge and framed certificate at a function to be hosted by Council to acknowledge their Freemanship.
- The Freeman shall be invited to formal civic events and functions held by Council.
- The name of the Freeman and date of award is to be displayed on the Shire honour board.

Limitations

- In recognition of the significance and standing of Freeman a maximum of three (3) living persons shall hold title of Freeman of the Shire of Katanning at any time.
- Bestowing of the title Freeman of the Shire of Katanning carries with it no legal rights or privileges.

Resolution No: OC79/22

Resolution Date: 28 July 2022

Amended:

Source: Council and Elected Members

Date of review:

Review

Responsibility: Human Resources



COUNCIL POLICY

Appointment of an Acting Chief Executive Officer

Policy Number: 5.1

Policy Subject: Appointment of an Acting Chief Executive Officer

Objectives: To provide for the appointment of an Acting Chief Executive Officer in expected and unexpected absences of the Chief Executive Officer.

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Policy Statement:

1. In accordance with the requirements of the *Local Government Act 1995*, section 5.36(2)(a), the Council has determined that the persons appointed to the position of Executive Manager are suitably qualified to perform the role of Acting Chief Executive Officer.
2. Acting arrangements for the position of Chief Executive Officer for leave periods up to 3 months is to be at the discretion of the Chief Executive Officer.
3. Appointment to the role of Acting Chief Executive Officer shall be made in writing by the Chief Executive Officer for a defined period that does not exceed 3 months. A Council resolution is required for periods exceeding 3 months.
4. In the event of an unforeseen absence of the Chief Executive Officer the default Acting Chief Executive Officer will be the incumbent in the position of Executive Manager Corporate and Community, or equivalent position, for a period not exceeding ten working days.

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Resolution No: OC50/21

Resolution Date: 27 April 2021

Amended:

Source: Employees

Date of review: October Annually

Review

Responsibility: Human Resources



COUNCIL POLICY

Recognition of Long Serving Employees

Policy No:	5.5
Policy Subject:	Recognition of Long Serving Employees
Objectives:	To show appreciation to employees for extended periods of service and to promote good staff/Council relations.
Policy Statement:	Council may recognise the contribution of long term employees with 20 years or more continuous service by presentation of a certificate at a Council reception.
Guidelines:	<p>An appropriate framed certificate will be presented on the completion of 20 years' service, along with an appropriate gift.</p> <p>The employee and their partner are to be invited for drinks and a light supper at which the presentation will be made.</p> <p>Where possible the Chief Executive Officer will arrange a combined function where several employees achieve long serving anniversaries within three months of each other.</p> <p>At the discretion of the Chief Executive Officer, the employee shall be given the opportunity to nominate up to six family members or friends to be invited to the presentation.</p>
Resolution No:	Committee A8/97 Ordinary Council FC44/97
Amended:	28 November 2012 OC278/12 22 October 2014 OC/106/14 23 October 2018 OC134/18
Resolution Date:	25 July 1996
Source:	Employees
Date of review:	October annually
Review Responsibility:	Chief Executive Officer



COUNCIL POLICY

Employee Superannuation

Policy No:	5.12	
Policy Subject:	Employee Superannuation	
Objective	<p>Council is committed to recruiting and retaining appropriately skilled and qualified employees in order to deliver the full range of services required of the local government.</p> <p>Employee benefits, including additional superannuation contributions, can assist in both recruitment and retention of staff.</p>	
Policy Statement:	<p>Council will contribute up to 3% of an employee’s fortnightly wage to a complying superannuation fund (in accordance with the Superannuation Industry (Supervision) Act 1993) of the employee’s choice. This is conditional on:</p> <ul style="list-style-type: none">• a minimum 5% matching contribution being made by the employee; or• an individual employment agreement that may state otherwise. <p>All employees will receive the compulsory superannuation contribution as per Superannuation Guarantee legislation.</p>	
Resolution No:	Ordinary Council Meeting	OC134/18
Resolution Date:	23 October 2018	
Amended:		
Source:	Employees	
Date of review:	October annually	
Review		
Responsibility:	Human Resources	



COUNCIL POLICY

Employee Housing

Policy Number:	5.13
Policy Subject:	Employee Housing
Objectives:	To manage council's stock of staff housing in an efficient and effective manner to meet the needs of the Shire while ensuring that the housing function is financially independent from Council's general revenue.
Guidelines:	<p>The rental of Shire housing will be as negotiated in individual employment contracts or be set at the higher of the Gross Rental Valuation as determined by the Valuer General every four years or market valuation as obtained from time to time at the discretion of the Chief Executive Officer.</p> <p>Council houses are to be made available to the Shire staff in accordance with staff housing subsidy policy and as determined by the Chief Executive Officer. Council houses will only be made available to non-senior designated staff positions if not required by executive staff.</p> <p>If any Council house is not required for Shire purposes then it will be let on the open market at market rental valuation, with a three-month notice so that should the house become needed due notice can be provided.</p>
Resolution No:	Ordinary Council OC95/05
Resolution Date:	22 December 2004
Amended:	23 September 2009 22 October 2014 23 October 2018 <div>OC/43/10 OC/106/14 OC134/18</div>
Source:	Employees
Date of review:	October annually
Review Responsibility:	Human Resources



COUNCIL POLICY

Drug and Alcohol

Policy Number:	5.15
Policy Subject:	Drug and Alcohol
Objectives:	<p>The Shire of Katanning (Local Government) is committed to providing a safe and healthy workplace for all employees, contractors and sub-contractors. As part of this commitment the Local Government will not tolerate the misuse of alcohol or other drugs in the workplace.</p> <p>The purpose of this policy is to ensure the following:</p> <ul style="list-style-type: none"> • That employees, contractors and sub-contractors are fit for work and not under the influence of alcohol and/or other drugs while at work. • That the safety and wellbeing of staff and the public are not placed at risk by the actions of an employee under the influence of drugs and/or alcohol. • That the illegal and criminal activity of possession or dealing in drugs does not occur at the workplace.
Statement:	<p>The Local Government and its employees must take all reasonable care not to endanger the safety of themselves or others (including members of the public) in the workplace.</p> <p>Alcohol and other drug usage becomes an occupational safety and health issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.</p>
Guidelines:	
Application	This policy applies to all employees, contractors, visitors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.
Individual's Reasonability	<p>Under the Occupational Safety and Health Act 1984 (WA) (OSH Act), workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace.</p> <p>The consumption of alcohol and/or drugs while at work is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions.</p> <p>Employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely.</p>

An employee who is under the influence of alcohol and/or drugs at the workplace, or is impaired, may face disciplinary action, including termination of employment.

Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Drug Use on premises

Employees who buy, take, or sell drugs on Local Government premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their line manager or Human Resources and disclose any side effects that these medication/drugs may cause.

Consumption of alcohol on the premises

Except in situations where the Local Government hold a function on the premises and alcohol is provided, employees must not consume alcohol in the workplace.

Drugs and alcohol treatment programs

Where an employee acknowledges that they have an alcohol and/or drug problem and are receiving help and treatment, the Local Government will provide assistance to the employee. The Local Government:

- will allow an employee to access any accrued personal or annual leave so that they may undergo treatment, and
- will take steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol and/or drug problem and are receiving help and treatment, the line manager or members of senior management, will review the full circumstances and agree on a course of action to be taken. This may include redeployment to suitable alternative employment, or possible termination from employment if the employee is unable to safely carry out the inherent requirements of their role.

Manager's responsibilities - consumption of alcohol at work sponsored functions

Managers are required to:

- encourage employees to make alternative arrangements for transport to and from work prior to the function
- ensure that the following is made available: water, soft drinks, low alcohol drink options, tea and/or coffee and food
- assist the employee with safe transport home, including contacting a family member or arranging a taxi, if the manager believes a person may be over the Blood Alcohol Concentration (BAC) 0.05 limit, and
- appoint a delegate to oversee the remainder of the function if the manager has to leave early.

Pre-employment medical tests

As part of the recruitment selection criteria, preferred candidates for employment positions may be required to attend a medical assessment which includes drug and alcohol testing.

Identification of impairment and testing

If the Local Government has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include, but are not limited to, where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of

alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Local Government suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties
- require that an employee undergo drugs and alcohol testing administered by a suitable qualified person appointed by the Local Government, and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Local Government may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Local Government may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.

The following steps are to be taken where an employee, who has submitted to a medical assessment, returns a positive test result for alcohol and/or drugs:

- the employee tested and the supervisor (or respective employer) will be informed of the result, and
- a disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Local Government.

Random Testing

Random Testing may also be conducted. Random testing may utilise a variety of methods for random selection of employees. Management reserves the right to amend and adjust the random selection process. All staff on site must participate in the random selection.

Random testing will be undertaken using drug swipe testing and a breathalyser conducted on site in the presence of a Local Government Officer. If a positive result occurs the local government will;

- require that an employee undergo drugs and alcohol testing administered by a suitable qualified person appointed by the Local Government, and/or
- direct an employee to go home.

Education, training and awareness

Employees who recognise that they have a drug and/or alcohol problem, or that they are at risk of developing one, are encourage to come forward so that they can be assisted to the get the appropriate help.

The Local Government engages the services of an external Employee Assistance Provider who can provide the Local Government's employees with free and confidential counselling. The Employee Assistance Provider can be contacted on:

Consequences of breaching this policy

An employee engaged by the Local Government who breaches the provisions of this policy may face disciplinary action including possible termination of employment.

Variation to this policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the usual correspondence method.

Related Documents**Internal:**

- Disciplinary Policy
- Grievance Policy

External:

- Occupational Safety and Health Act 1984 (WA)

Resolution No: Ordinary Council

Resolution Date: 27 July 2021 OC84/21

Amended:

Source: Employees

Date of review: October annually

Review

Responsibility: Chief Executive Officer



COUNCIL POLICY

Graffiti Removal & Prevention

Policy No:	6.1
Policy Subject:	Graffiti Removal & Prevention
Policy Statement:	A policy which provides strategies and responsibility for the removal of graffiti from Local Government property, the encouragement of private property owners to remove graffiti from their premises and the prevention of graffiti within Katanning.
Objectives:	<ol style="list-style-type: none"> 1) To adopt a strategy of rapid removal of graffiti from Council property and to encourage constituents similarly. 2) To assist property owners to rectify the effects of graffiti and encourage them to deal with graffiti damage promptly. 3) To encourage the general public to become involved in repairing graffiti damage, even when their own personal property is unaffected. 4) To develop community programs to dissuade youth from becoming involved with graffiti and steer those already involved in graffiti into alternative activities. 5) To balance enforcement strategies with education programs, informing the public of the seriousness of graffiti as an offence and instilling a sense of community pride, which will make people see graffiti as a negative influence on society. 6) To support the use of legitimate outlets for the artistic and creative energies of youth giving them an alternative to resorting to illegal graffiti. 7) To develop strategies that ensure land owners and developers design their buildings and surroundings to discourage graffiti and make its removal easier.

Guidelines:

- 1) All instances of reports of graffiti are to be directed to the ~~Director of Corporate Executive Manager Infrastructure & Assets and Community Services~~ who will:
 - a. adopt rapid removal within 24 hours for all of the Local Government assets as the desired approach;
 - b. provide a mechanism for accepting and actioning graffiti reports from the Local Government's employees and others in the community who make them to the Local Government;
 - c. adopt the use of anti-graffiti products from approved product lists; and
 - d. provide assistance to the general public to repair graffiti damage by way of advice on removal and prevention of graffiti.
- 2) Council will promote preventative strategies including:
 - a. providing a range of constructive alternatives for young people, based on consultation and feedback from the target group;
 - b. providing and funding opportunities for urban art projects;
 - c. supporting links with community policing strategies (e.g. Neighbourhood Watch) and the community;
 - d. working closely with police on local graffiti matters; and
 - e. providing opportunities for young people sentenced for graffiti offences to carry out community service with Local Government supervision.
- 3) Council will ensure that the principles of reducing opportunities for illegal graffiti are incorporated into building design and planning approval by:
 - a. instigating requirements that ensure walls, particularly those with a natural surface abutting public space, have a plan for target hardening prior to approval e.g. a graffiti coating, planting vines;
 - b. ensuring that design briefs for all new Council buildings employ the principles of reducing opportunities for wilful damage and graffiti;
 - c. considering methods to ensure that approval of building designs is dependent on a plan to minimise the availability of areas that would be vulnerable to graffiti; and
 - d. encouraging landowners to install effective lighting and other security devices to deter illegal graffiti.

10.3.5

Resolution No:	Committee Ordinary Council	A304/96 FC209/96
Resolution Date:	14 February 1996 22 February 1996	
Amended:	28 November 2002 23 August 2006 22 October 2014 27 March 2018	OC86/03 OC21/07 OC/106/14 OC29/18
Source:	Community Services and Facilities	
Date of Review:	October annually	
Review		
Responsibility:	Executive Manager	Projects & Community Building <u>Infrastructure & Assets</u>



COUNCIL POLICY

Allocation of Units at Amherst Village

Policy No:	6.2
Policy Subject:	Allocation of Units at Amherst Village
Policy Statement:	To provide guidelines to Council Staff on how the Licence to Occupy Agreements for vacant units at the Amherst Retirement Village are to be allocated.
Objective:	To ensure all Licence to Occupy Agreements for vacant units at the Amherst Village are allocated utilising a clear, fair and transparent system.
Guidelines:	<p>The Shire of Katanning will maintain a list of residents who have expressed an interest in purchasing a Licence to Occupy Agreement for vacant units at Amherst Village.</p> <p>When a unit becomes vacant Administration will write to all applicants on the "Expression of Interest" list to inform them of the vacancy and offer them the opportunity to submit an offer amount for the Licence to Occupy Agreement.</p> <p>Applicants are to be given a minimum of 21 days to submit an offer.</p> <p>All offers will be retained un-opened until the closing date at which time they will be opened by a Senior Staff member and recorded in the inward mail system.</p> <p>Offers will then be rated based on the amount offered with offers by Katanning Residents (resident for more than 5 years) weighted by 5% over offers from applicants residing outside the Katanning Shire. Only unconditional offers will be considered. In the event of the offer of a Katanning resident being accepted as a result of the 5% weighting being applied, the vacating resident will receive one half of any profit (above initial capital deposit) calculated on the highest offer received.</p> <p>Applicants who have been residents of Katanning for five or more years will be given priority where the offered amounts are equal after applying the weighting system</p>

above. This will include long term residents of Katanning who have moved away (for no more than five years) and are now looking to retire in Katanning for family/personal reasons.

The successful applicant will be required to provide a 10% deposit and a doctor's certificate proving their ability to live independently within 7 days. The remaining funds are to be paid within a further 35 days. (Total of 42 days following receipt of the deposit)

Successful applicants may be permitted to move into the unit under a short term lease once the deposit has been paid (prior to remaining funds being paid) and the doctor's certificate provided. ~~The applicant will in addition to the normal weekly maintenance fee, pay rent set at the rate of \$200 GST exclusive per week until the balance due is paid.~~

Resolution No:	Ordinary Council	OC39/07
Resolution Date:	27 September 2006	
Amended	28 November 2012	OC278/12
	22 October 2014	OC/106/14
	27 March 2018	OC29/18
Marked for Review:	22 October 2008	OC49/09
Source:	Community Services and Facilities	
Review Date:	October Annually	
Review		
Responsibility:	Executive Manager Finance & Administration	Corporate & Community

COUNCIL POLICY

Donation of Centenary Plaques

Policy No:	6.10
Policy Subject:	Donation of Centenary Plaques
Objective:	To provide recognition from Council to families, businesses and groups who have established a significant historical presence in the Shire.
Policy Statement:	That Council donate a centenary plaque to families, businesses and groups who have farmed the same land or utilised the same premises for the same purpose for 100 years or more.
Guidelines:	<p><u>Eligibility</u></p> <ul style="list-style-type: none">• All applications for Council to donate a centenary plaque must be made to the Shire of Katanning for approval.• The applicant must represent a family or group who have been farming the same property, running the same business from the same premises or using the same premises for the same purpose for 100 years or more. <p><u>Plaque Specifications</u></p> <ul style="list-style-type: none">• The prescribed size must conform to the dimensions of 300 mm x 210 mm x 5 mm.• The wording is to be in a suitable manner to reflect the significant event or person. <p><u>Costs</u></p> <ul style="list-style-type: none">• The Shire of Katanning will meet the cost of purchase of the plaque.• The recipient of the plaque will need to make their own arrangements to display it. If the recipient requests that the plaque be placed on the Pioneer and Memorial Wall, they will incur any fee associated with attaching the plaque to this wall.• A register is to be kept of all Council donated plaques, detailing the date of purchase, name and address of recipient and inscription details on the plaque.

10.3.5

Resolution No: Ordinary Council OC322/01

Resolution Date: 24 May 2001

Amended: 22 October 2014 OC/106/14
18 December 2018 OC168/18

Source: Community Services and Facilities

Date of Review: October annually

Review

Responsibility: Executive Manager ~~Projects & Community Building~~Infrastructure & Assets

COUNCIL POLICY

Katanning Community Groups Hire Charge Policy

Policy Number:	6.12
Policy Subject:	Katanning Community Groups Hire Charge Policy
Objectives:	To encourage the effective use by community groups through an equitable access process.
Policy Statement:	To provide access to shire owned facilities that best meet the community's current and future needs and are available for use by all community groups.
Guidelines:	<p>To make the following shire facilities available to Katanning community groups to hold meetings free of charge:</p> <ul style="list-style-type: none">• Community Room at the Katanning Library• Meeting Room at the Katanning Leisure Centre• Meeting Rooms at the Town Hall/Katanning Regional Entertainment Centre• Community Meeting Rooms at the Katanning Community and Medical Centre (Old Shire Office)

Community groups include, but are not limited, to the following:

- Sporting groups
- Church groups
- Voluntary community support groups
- Not for profit organisations
- Playgroups
- Groups/individuals undertaking community projects.

Administration

Bookings are to be directed to the relevant staff of the facility.

Bookings and Charges

Bookings of the facility will be taken during normal operating hours and are not confirmed until the relevant hire form and conditions of hire form have been signed and returned.

No Fee and/or charge will be made to community groups for the hire of the facilities listed above.

Charges in relation to call out fees remain applicable to community groups. The charges for call out fees are listed in Council's schedule of fees and charges.

Consumption of Alcohol

Consumption of alcohol is not permitted at the facilities listed above.

Compliance with Acts and Regulations

The hirers shall comply with the provision of the Health Act and any other Act and/or Regulation in force for the time being and applicable to such hiring and use of the facilities.

Other Conditions

- 1) All hire conditions as listed on the conditions of hire form must be adhered to.
- 2) Hirers of the facility who pay for the facility have priority in making bookings and will replace a community group booking when required.
- 3) Bookings for community groups will only be permitted for a maximum of up to three months in advance.
- 4) Cancellation with less than 48 hours notice, or not attending a booking will result in the community group being charged for the facility at the not for profit rate stated in Council's schedule of fees and charges.
- 5) The Katanning Community Room at the Library can be hired to community groups outside of usual operating hours. If Shire staff are required to attend call outs for non-arming of the facility then a call out charge will be payable by the community group as set out in Council's schedule of fees and charges.

Applications for free venue hire for activities other than meetings can be made to the Chief Executive Officer and will be approved at their discretion

Resolution Number:	Ordinary Council Meeting -	OC92/14
Resolution Date:	24 September 2014	
Amended:	22 October 2014	OC/106/14
	18 December 2018	OC168/18
	24 August 2021	OC94/21
Source:	Community Services and Facilities	
Date of Review:	October annually	
Review		
Responsibility:	Executive Manager Projects & Community Building <u>Corporate & Community</u>	

COUNCIL POLICY

Smoke Free Places

Policy Number: 6.16

Policy Subject: Smoke Free Places

Objective: To support and promote the ideals of a Smoke Free policy within all council owned buildings and selected outdoor areas where play equipment is present, including skate parks and at all shire run community events.

Policy Statement: Council supports the promotion of good health and activities which encourage healthy lifestyles by banning smoking in the following locations:

- Inside all council owned buildings
- Inside the external fence of the Shire of Katanning Aquatic Centre
- Within 10 metres of outdoor play equipment, including skate parks
- At all shire run community events

Signage at the following shire owned buildings and outdoor areas will be erected to clearly indicate the area has been declared a "Smoke Free Zone".

- All Ages Playground
- Skate Park
- Lions Park (located by the picnic area)
- Katanning Leisure Centre
- ~~Katanning~~ Katanning Town Hall / Regional Entertainment Centre
- Katanning Public Library & Gallery
- Katanning Town Square
- Shire of Katanning Administration Office
- Katanning Aquatic Centre
- Katanning Regional Saleyards building

Guidelines: 'Smoke Free Zone' means the inside of buildings, or part of an outdoor area in which smoking is not permitted. The 'Smoke Free Zone' will be identified by the presence of one or more signs displaying the phrase 'smoke-free zone'.

Smoking means smoking, holding or otherwise having control over an ignited smoking product. Smoking product includes any tobacco or other product that is intended to be smoked.

Resolution No: Ordinary Council Meeting

Resolution Date: 24 September 2014

Amended: 22 October 2014
18 December 2018

OC/106/14
OC168/18

Source: Community Services and Facilities

Date of Review: October annually

Review Responsibility Executive Manager ~~Projects & Community Building~~Infrastructure & Assets

COUNCIL POLICY

Public Memorials and the Pioneer Wall

Policy No: 6.17

Policy Subject: Public Memorials and the Pioneer Wall

Background: The ~~Katanning~~ Shire ~~Council~~ (Council) recognizes that members of the community may wish to use public open space to commemorate a person or group of people through a memorial or plaque.
The Pioneer Wall, located near the corner of Austral Terrace and Clive Street provides a further option to commemorate an event or person/s of historical, social or community significance to Katanning.

Objectives: This policy has been established to provide guidance for the ~~Council~~ Shire for memorials recognising people or groups of people within the ~~Council's~~ Shire's public open spaces and the Pioneer Wall.

Policy Statement: The policy has been developed acknowledging that, whilst memorials can enrich public spaces and are important for individuals and groups of people, they also need to be carefully considered to ensure they do not negatively impact on those spaces or incur any additional maintenance costs on ~~the Shire~~ Council.

Definitions:

Application / Donor Local Government Land

A person or group who proposes the installation of a memorial. Land owned by ~~the Shirea Council~~ or under ~~the Shire's Council's~~ care, control and management.

Memorial

Park furniture (i.e. park bench), garden, artworks, artefacts, tree, stone/rock or etched paving designed to preserve the memory of a person or group.

Plaque

A flat tablet of metal or other durable material which includes text and/or images that commemorate a person or group.

Public Open Space

Includes community land, road reserve and operational land owned by ~~the Shire~~ Council and any other land in ~~the Shire's Council's~~ care, control and management.

Pioneer Wall

Located near the corner of Austral Terrace and Clive Street, the Pioneer Wall was established to commemorate events or persons of historical significance to Katanning.

Guidelines:

- 1) All requests for memorials must be made in writing to the Chief Executive Officer;
- 2) All applications must be relevant to the Shire of Katanning community;
- 3) All applications and approvals must be considered in accordance with this policy;
- 4) Applications for memorials should include:
 - a. The type of memorial requested – being Pioneer Wall or Public Open Space;
 - b. If the application is for a Public Open Space location, three feasible sites/locations, where possible, should be provided for consideration;
 - c. An explanation of the significance of these sites;
 - d. Proposed text for the plaque, if applicable; and
 - e. Any other pertinent information.
- 5) CEO will consider applications in consultation with the Executive Manager of Infrastructure & Assets and Development and make a recommendation to Council.
- 6) Approvals or refusal will be decided by Council.
- 7) Council decision will be forwarded to the applicant by the CEO.

Costs:

- 1) All costs including the supply and installation of a memorial are to be borne by the applicant.
- 2) A memorial located on Public Open Space should not add any additional costs, such as maintenance, to ~~the Shire's Council's~~ normal operating costs.

Plaques:

- 1) In relation to Public Open Space memorials, the size of plaques to be affixed to park infrastructure or other secure footing should fit appropriately on the infrastructure with the text as size of the plaque to be approved as part of the application process.
- 2) In relation to the Pioneer Wall, the prescribed size for plaques is 230mm x 100mm x 5mm in order to fit within marked out spaces.
- 3) Plaques are to be made of durable material, such as bronze.
- 4) Any costs associated with any replacement plaque required for the memorial will be the responsibility of the applicant.

Lifespan:

- 1) ~~Council~~ The Shire cannot guarantee that a memorial located on Public Open Space will be preserved or remain at the site indefinitely. For park furniture or paving, the lifespan of the memorial will be approximately 10 years. At this time, the Shire will make every attempt to contact the original applicant as recorded in the register to discuss the possibility of renewal.
- 2) If a reserve is to be redeveloped, then every attempt will be made to contact the applicant to advise that the reserve is to be redeveloped. The life of the memorial will cease at the time of the reserve redevelopment regardless of the memorial age and the applicant will have the option to install a new memorial in line with this policy and proposed design standards of the reserve.
- 3) If a memorial is removed due to reserve redevelopment and contact is established with the applicant, the applicant will be offered the removed memorial and/or plaque.
- 4) Should a memorial be vandalised beyond repair it will be deemed to be at the end of its useful life. If the applicant wishes to renew the memorial they will need to lodge a new application.
- 5) Should the applicant wish to renew the memorial, and this is acceptable to ~~Council~~ the Shire, then the memorial and plaque will be replaced at the applicants cost.
- 6) If the memorial is a tree, and the tree dies, the applicant may, at their own cost, replace the tree.

Register:

- 1) Upon adoption of this policy, the Shire will keep a register of memorials located on Public Open Space including the type and details of the memorial and contact details of the applicant.
- 2) It will be the responsibility of the applicant to ensure their contact details are kept current with the Shire.

Public Safety:

- 1) The design and placement of a memorial on Public Open Space should not present a safety risk to pedestrians, cyclists or vehicles.
- 2) A risk assessment will be conducted for each memorial on Public Open Space as an integral part of the approval process.
- 3) ~~Council~~ The Shire reserves the right to relocate a memorial from Public Open Space to a suitable nearby location if there is deemed to be a safety issue with the location and placement of the memorial. In doing so, every attempt will be made to do this in liaison with the applicant of the memorial.

Resolution Number: Ordinary Council Meeting OC168/18

Resolution Date: 18 December 2018

Amended:

Source: Infrastructure & Development

Date of Review: October annually

Review Responsibility: Executive Manager Infrastructure & ~~Development~~ Assets

COUNCIL POLICY

Pets - Amherst Village

Policy No:	6.18
Policy Subject:	Pets - Amherst Village
Background:	The following is the pet policy of Amherst Village Residents which was developed in cooperation with all tenants currently residing at the property.
Objectives:	This policy has been established to provide guidance for the Amherst Village Residents wishing to keep pets.
Purpose:	The purpose of this policy is to provide standards to ensure the best possible environment for both pet owners and non-pet owners and to ensure the responsible care of pets.
Guidelines:	<ol style="list-style-type: none">1) A Pet Application Form shall be submitted by the resident to the Shire of Katanning.2) Common household pets shall include domesticated dogs, cats, rodents, fish, birds and turtles kept for pleasure. No tenant shall have more than one (1) pet.3) The size of pets is not specifically limited. However, owners must be able to maintain control over their pets.4) In accordance with the Cat Act 2011 all cats must be sterilised, micro chipped and registered with the Shire of Katanning by the age of 6 months.5) In accordance with the Dog Act 1976, all dogs must be micro chipped by the age of 3 months and registered with the Shire of Katanning by the age of 6 months. Any dog proposed to be resided at Amherst Village must be sterilised.6) Pets shall be restrained (cats and dogs must be leashed) when on property outside the owner's unit or visiting in the unit of another resident.7) Pet owners shall be liable for damage caused by their pets. While it is strongly suggested that pet owners obtain liability insurance, it is recognised that may not be possible for some tenants.8) Pet owners shall provide the name and address of a pet caretaker who will assume responsibility for the care of their pets should the owner be unable to, as well as the name and address of the veterinarian responsible for the pet's healthcare. If the tenant is unable to provide the name of a pet caretaker, he/she shall make alternative arrangements for pet care in an emergency and shall notify the Shire of Katanning of these arrangements. This information should be updated annually.

Residents Maintenance Obligations

Tenant agrees to promptly and regularly perform the following obligations in respect to ownership of a pet:

- Keep the unit and its patios, if any, clean and free of pet odours, insect infestation and pet faeces, urine, waste and litter.
- Restrain and prevent the pet from gnawing, chewing, scratching or otherwise defacing the doors, walls, windows and floor coverings of the unit, other units and the common area, buildings, landscaping and shrubs.
- Immediately remove, clean up and appropriately dispose of any pet faeces, waste and litter deposited by the tenant's pet on the common grounds, shrubs, flower beds, sidewalks, accessways, parking lots and streets.
- Dispose of pet waste and litter using procedures for the tenants specific building.

Restrictions

Resident agrees to properly and always observe the following restrictions on ownership of a pet:

- Tenant shall exercise proper restraint of a pet to prevent it from becoming a nuisance to any other tenant or person. Cats and dogs are always to wear an identification collar.
- The pet shall be maintained and properly licensed and inoculated as required by the Local Government (Shire of Katanning).
- Pets of vicious or dangerous disposition shall not be permitted. Any pet duly determined to constitute under state or local law as a nuisance or threat may be required to be immediately removed.
- A pet will not be permitted to disturb the health, safety, rights, comfort or peaceful and quiet enjoyment of other tenants.
- Pets except service animals will not be permitted to enter eating or gathering areas, except where properly restrained and where such is not offensive to the other tenants of the project.
- Tenants shall be responsible for the proper care and feeding of their pets. If the health or safety of the pet is threatened by the death or incapacity of the pet owner or if that pet is left unattended for 24 hours, the Shire of Katanning may contact the responsible person designated by the pet owner in the pet registration. If that person is unavailable or unwilling to care for the pet, the Shire of Katanning may contact the appropriate authority to remove and care for the pet. If neither source of aid is available, the Shire of Katanning Ranger may enter the premises, remove the pet and arrange for the pet care for no less than 30 days to protect the pet. The pet owner will be responsible for any costs incurred.

NOTE: Animals individually trained to do work or perform tasks for the benefits of a person with a disability are excluded from this policy.

Resolution Number: Ordinary Council Meeting OC253/19

Resolution Date: 30 July 2020

Amended: 24 November 2020 OC121/20

Source: Infrastructure & Development

Date of Review: October annually

Review Responsibility: Executive Manager Corporate & Community

COUNCIL POLICY

Shire of Katanning Independent Living Units – Eligibility Criteria Policy

Policy No:	6.19
Policy Subject:	Shire of Katanning Independent Living Units – Eligibility Criteria Policy
Objectives:	To outline the process and criteria that applies to the four independent living units located at Kaatanup Loop (Piesse Lake) Katanning
Policy Statement:	These units were funded through Royalties for Regions (Regional Aged Accommodation Program (RAAP)) Funding via the State Department of Primary Industries and Regional Development and this eligibility criteria for these units should not be altered without first seeking written approval of the Department.
Process:	<ol style="list-style-type: none">1. Three (3) lists of interested and eligible tenants is maintained by the Shire (see eligibility criteria below);2. Each list is prioritised in date order when prospective eligible tenants lodge an interest (first in, first served);3. When a unit becomes vacant, it is offered to the first person on the list for Band A. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;4. If the unit cannot be tenanted from the list for Band A, it is offered to the first person on the list for Band B. If the first person offered declines, then it is offered to the next person on the list until such time as a prospective tenant accepts;5. If a prospective tenant refuses an offer, they retain their relevant position on the list;6. The Shire does not maintain a priority list;7. Once a Unit is leased, the lease agreement is valid until such time as the lessee may not operate independently as defined under the lease agreement;8. Carers are permitted to live-in but once a lease holder ceases occupation, the Carer must vacant the premises as well.
Eligibility Criteria:	<p>To be eligible to be placed onto the list for Band A or Band B referred to above, residents must:</p> <ol style="list-style-type: none">a) Satisfy the means testing outlined in the (former) Department of Housing Community Housing Income and Asset Limits' Policy – refer to https://www.housing.wa.gov.au/HousingDocuments/Community_Housing_Income_and_Asset_Limits_Policy.pdf; andb) Be over the age of 65 years at the commencement of the lease (over the age of 55 years for indigenous Australians);

If there are no applicants on the waiting list that meet the criteria above, or if the offer to lease is not taken by anyone on the list for Band A or List for Band B, then the unit may be offered to residents on a waiting list established by the Shire of Katanning for other accommodation in accordance with the policy or procedure for those housing units.

Resolution No: OC94/21

Resolution Date: 24 August 2021

Amended:

Source: Community Services and Facilities

Review

Responsibility: Chief Executive Officer

COUNCIL POLICY

Signage on Road Reserves

Policy Number:	7.3
Policy Subject:	Signage on Road Reserves
Policy Subject:	<p>Directional, Advisory, Service, Tourism & Advertising Signs on Road Reserves.</p> <p><u>Part A</u> – Road/Street Name Plate and Advisory Signs</p> <p><u>Part B</u> – Directional Signs</p> <p><u>Part C</u> – Advertising Signs within Road Reserves</p>
Policy Statement:	<p>This policy relates to signs erected within the road reserve.</p> <p>For all other signs on private property, refer to Shire of Katanning Town Planning Scheme No. 4.</p> <p>Street signage is a valuable tool for providing information and directional guidance to pedestrian and vehicular traffic. Where it is effectively integrated into the urban and rural landscape it should achieve these aims with minimum impact on local amenity.</p> <p>No person shall erect, display or maintain a sign or advertising device within the road reserve within the Shire of Katanning without Council approval (refer Part B Directional Signs and Appendix C Application Form).</p>
Objectives:	<ol style="list-style-type: none"> 1) To ensure that signs on road reserves do not become so various or numerous so as to be unacceptable to residents in the area or to be injurious to the amenity or natural beauty or safety of the area. 2) To provide uniform standards for the installation, location, colour and materials of signs placed on road reserves. 3) To delegate responsibility for approval of sign installation. <p>Part A – Road/Street Name Plate and Advisory Signs.</p> <ul style="list-style-type: none"> • Council installs and maintains street and road name plate signs with the current shire logo (refer appendix A). Existing old signage will be updated through natural attrition. • In order to reduce the proliferation of posts, existing post should be used where possible to mount new signs. • In positioning signs regard must be given to the location of existing services, visibility of the sign and sight distances/lines of sight for drivers. • When installing or updating street signs, rationalising of existing signs and posts should be considered where possible/practical. • When installing signs and posts consideration must be given to reducing the opportunity for vandalism.

10.3.5

Specifications

- Street/Road name plates
Council's standard for all areas shall be 150mm high green letters on white reflective background affixed to 200mm wide aluminium plates.
Name plates are to be dual sided and have Council's logo affixed.
- Advisory Signs
To Main Roads Western Australia and Australian Standards.

Approval

- Approval for the installation of Road/Street Name Plate and Advisory Signs is delegated to the Director of Engineering Services and will generally be implemented via the Work List System.

Part B Directional Signs

- Where a business or activity is decided by Council to be of sufficient interest and importance to the travelling public, then it will allow erection of business or activity signs which indicate the nature of the business or activity that may be located by following the direction indicated by the sign. Examples include; homes for the aged, hospitals, tourist facilities, libraries, medical services, accommodation, fuel.
- Sign requests including business names will not be approved. As detailed above the sign must only include the type/nature of the business activity.
- A maximum of up to 3 finger board signs per business/activity may be approved.
- Fees and charges shall be set through Council's Schedule of Fees and Charges in the yearly budget.

Specifications

Council's standard for all areas shall be 150mm high white letters on blue reflective background affixed to 200mm wide aluminium plates.

Approval

Applications for Directional Signs must be submitted on Directional Signs Application Form (Appendix C).

Council may approve the erection of a sign with or without conditions and for a period to be determined by Council.

As detailed on the Directional Signs Application Form, Council reserves the right to remove any of these signs without notice at any time.

Should the sign fall into disrepair Council may remove the sign (replacement costs would be at cost of the applicant).

Approval for the installation of Directional Signs is delegated to the Director of Engineering Services.

Council will maintain a register of Directional Signs for the Purpose of regularly reviewing their relevance. Signs that are determined to be redundant may be removed and disposed of.

Part C – Advertising Signs Within Road Reserves

Council has been delegated powers under the Main Roads (Control of Advertisements) Regulations 1996 by the Commissioner of Main Roads to approve all Category 2,3 & 4 advertising devices (as defined by Main Roads WA's Guide to the Management of Roadside Advertising. For definitions refer www.mainroads.wa.gov.au/standards/roads

and traffic engineering/traffic management/roadside advertising) on highways and Main Roads.

This policy allows for category 2,3 & 4 advertising devices to be installed on the Great southern Highway, Kojonup-Pingrup Road, Dumbleyung Road and Warren Road in accordance with Main Roads WA guidelines.

Within these guidelines the Shire of Katanning has approved 25 Category 3 Roadside Advertising Agreements for designated signs positioned on (refer Appendix B):

- Katanning-Dumbleyung Rd
- Warren Rd
- Great Southern Highway
- Kojonup-Katanning-Nyabing Rd

Generally signs advertising the location or presence of business or commercial premises are not permitted on Shire controlled road reserves (with the exception of Dumbleyung Rd and Warren Rd as detailed above).

Dumbleyung Road and Warren Road are to be considered as main roads for the purpose of this policy.

When considering applications, Council is required to observe and comply with the abovementioned guide and keep a register of approvals granted under the delegation.

Council will refer all applications for Category 1 signs to the Commissioner of Main Roads for approval.

Specifications - Refer Appendix B

Resolution No:	Committee	T38/96
	Ordinary Council	FC36/96
Resolution Date:	24 August 1996	
Amended:	25 October 2001	OC123/02
	28 May 2003	OC219/03
	24 August 2005	OC33/06
	23 August 2006	OC21/07
	24 November 2010	OC248/10
	28 November 2012	OC278/12
	22 October 2014	OC/106/14
	18 December 2018	OC168/18

Source: Works and Services

Date of Review: October annually

Review

Responsibility: Executive Manager Infrastructure & ~~Development~~Assets

APPENDIX A

Shire Logo



Roadside Advertising Sign Guidelines

Shire of Katanning – Roadside Advertising Agreement

Sign Location List

Advertising Signs – General Information for Main Roads

Main Roads has no objection to a sign in private property (category 4) if the sign is non-illuminated and/or non-moving and does not constitute a traffic hazard. Main Roads and Local Government approval is required, (no fees apply for category 4 signs).

A registration permit is required for a (category 3) advertising sign within a Main Roads road reserve.

The (category 3) sign within Main Roads' road reserve must comply with the following:

Maximum panel area of 4.5m²

Frangible posts, 65mm tubing, hardwood 100x100mm

Minimum 4.5m clearance from guide post line, preferably 11m depending on circumstances

Legible letter size and style, preferred minimum 140mm high

Limit number of words to 6 key words

Don't use colours that simulate traffic signs

Sign located within a 10km radius of premises

Sign to be not located within proximity of an intersection

Site location to be checked for services by applicant

Public liability insurance for not less than \$1million held by applicant

Sign to be manufactured, erected and maintained to the satisfaction of Main Roads by the applicant.

The fees for a sign within the road reserve are \$165.00 inc GST for the first year and \$82.50 inc GST for each year thereafter.

Written Local Government approval must be obtained in the first instance.

For further info on advertising signs please refer to the following Main Roads website link

www.mainroads.wa.gov.au/standards/roads and [traffic engineering/traffic management/roadside advertising](#).



SHIRE OF KATANNING

ROADSIDE ADVERTISING AGREEMENT

This agreement is between the Shire of Katanning (Shire) and (Business)

The Business agrees:

- To provide a draft sketch of the proposed advertising sign, to be approved prior to arranging for the sign to be constructed.
- To arrange for the construction of the Business sign and supply the sign (dimensions 2400mm wide and 1200mm high) to the Shire within 3 months of the date of this agreement, in accordance with specifications.
- To be responsible for all costs incurred to have their sign produced and maintained.
- To pay the annual advertising fee of \$300.00 (including GST) in advance, in August each year, upon receipt of an invoice from the Shire of Katanning. This fee is for the forthcoming year of advertising commencing 1 November. Council agrees not to increase the fee during the term of this agreement.
- That should the annual fee be in arrears for six months or more the Shire will remove the Business sign and may offer that site to an alternate Business.

The Shire agrees:

- To be responsible for the erection of the signs at the designated roadside locations.
- To be responsible for all costs associated with the construction, erection and maintenance of the signs structure (poles) and top portion of the sign, as per sample attached.
- To provide for five signs to be located at each of the five entrances to Katanning (Great Southern Hwy North and South, Kojonup Rd, Dumbleyung Rd and Nyabing Rd) a total of 25 roadside advertising signs.
- To place the signs in year one in accordance with the positions nominated through a publicly drawn ballot.
- To rotate the signs each year so that during this five year agreement each sign is located on each approach road for approximately one year unless this agreement is made during the normal five year rotation ie: taking advantage of a vacancy that may arise prior to the end of a five year agreement.

- The Shire retains the right to approve or decline the contents of any signage.
- This agreement will be for a period of five years, to be reviewed following this period.
- The signs comprise three sections, being poles, Shire sign (top) and Business sign. The Shire is responsible for all maintenance, repairs and replacement to the poles and top sign. The Business is responsible for all maintenance, repairs and replacement of the Business sign.
- Should a sign be stolen, vandalised, or be damaged for any reason whatsoever the Shire will replace the poles and top sign within 3 months. The Business agrees to replace the Business sign within 3 months.
- The Business can terminate this agreement by written notice to the Shire. No refund will be provided and the Business sign would be removed following expiration of the period that had been paid for by the Business.
- The annual period of advertising commences 1 November and expires 31 October each year.

I _____ representing _____
 Katanning, hereby agree to the terms and conditions of this agreement.

.....

Signature

.....

Date

Agreement accepted on behalf of the Shire of Katanning to commence from

1 November 2009

.....

Chief Executive Officer

	BUSINESS NAME	SIGN LOCATION
		Nyabing Rd
1	WAMMCO	1km
2	Katanning Country Club	2km
3	National Australia bank	3km
4	QFH multiparts	4km
5	McIntosh & Sons	5km
		Kojonup Rd
6	Premier smash repairs	1km
7	HT Book Keeping Solutions	2km
8	Downtown Sound Shoes & Bags	3km
9	Dyson Jones Wool	4km
10	Chicken Treat	5km
		Gt Sthn Hwy South
11	New Lodge Motel	1km
12	Bakehouse Jeanery	2km
13	Katanning Furnishings	3km
14	Eagle Boys	4km
15	Stewarts Auto Repairs	5km
		Dumbleyung Rd
16	BD Coventry & Sons	1km
17	The Daily Grind	2km
18	Retravisson	3km
19	WAMMCO	4km
20	Edwards Motors	5km
		Gt Sthn Hwy North
21	Kowald News & Glass House	1km
22	Professionals (PL Bolto)	2km

23	Toyworld/Sportspower	3km
24	Farmers Centre	4km
25	Katanning Glazing	5km

Directional Signs Application Form

Directional Signs Register



DIRECTIONAL SIGNS APPLICATION FORM

(WHITE ON BLUE FINGERBOARD)

APPLICANT DETAILS:

BUSINESS NAME:

BUSINESS ADDRESS:

POSTAL ADDRESS:

EMAIL ADDRESS:

PHONE: _____ FAX: _____ MBL: _____

DATE: _____

SIGNATURE: _____

SIGNS SPECIFICATIONS:

TYPE OF SIGNAGE BEING SOUGHT

Service Sign (White on Blue)

150MM Letters on 200mm Plate

- ☐ General Accommodation
- ☐ Caravan Park
- ☐ Camping Facility
- ☐ Other (specify) _____

Tourism Sign (White on Brown)

- ☐ General Tourist Attraction
- ☐ Winery
- ☐ Heritage
- ☐ Other (specify) _____

- ☐ Single Sided ☐ Double Sided

Number of signs requested _____

Locations

If required please provide a simple, clear drawing of where the sign(s) is to be located(or attach diagram)

Fees

Fees are in accordance with the current financial budget.

Current Fees

Conditions

Council reserves the right to remove any sign without notice at any time.

Should the sign fall into disrepair, Council may remove the sign (replacement costs would be at the applicants cost).

Additional Conditions

COUNCIL USE ONLY

Sign Application Approved ☐ Yes ☐ No

Officers Details (title) _____

Officers Name: _____

Date: _____

Sign Registration Number _____

Added to Register _____

(signature)

Page 13 of 13

COUNCIL POLICY

Street Trees

Policy Number: 7.4

Policy Subject: Street Trees

Policy: The Chief Executive Officer shall be responsible for all planting, maintenance and removal of street trees where deemed necessary, on Council managed road reserves. Private planting, removals or pruning on all road reserves shall first require the approval of the Chief Executive Officer.

- 1) The position of trees or shrubs to be between 1.5 m and 3 m from property lines and approximately 10 m apart.
- 2) Consideration for vehicle driver visibility must be taken into account when planting new trees. No trees to be planted nearer than 10—m back from the building/property line of the intersection.
- 3) The Chief Executive Officer or their representative, shall decide the species or varieties of trees and/or shrubs to be planted in road reserves controlled by the Shire of Katanning, and will have regard to possible impact on underground and overhead infrastructure.
- 4) Every effort should be made to identify and maintain heritage trees.
- 5) Proximity to pavers shall be considered when selecting tree varieties.
- 6) No street tree to be planted under overhead power lines.

Resolution No: Committee T127/96
Ordinary Council FC75/96

Resolution Date: 24 October 1996

Amended: 25 October 2001 OC123/02
23 September 2009 OC43/10
28 November 2012 OC278/12
22 October 2014 OC/106/14
18 December 2018 OC168/18

Source: Infrastructure

Date of Review: October annually

Review

Responsibility: Executive Manager Infrastructure & ~~Development~~Assets

COUNCIL POLICY

Private Works - Local Clubs/Organisations

Policy Number:	7.6
Policy Subject:	Private Works - Local Clubs/Organisations
Objectives:	To provide a fair and equitable arrangement for the provision of Council services to local sporting and charitable organisations.
Policy Statement:	<p>That Council's policy relating to works of a private nature for clubs and organisations within the Shire of Katanning be as follows:</p> <ol style="list-style-type: none"> 1) Where Council is requested to undertake or provide services relating to outside works on behalf of community groups or organisations on Crown, Club or Council property then the following will apply. <ol style="list-style-type: none"> a. Works performed during normal hours of Council operations which are of a routine maintenance and adhoc in nature and do not lead rise to further requests on a regular basis be provided free of charge if approved by the Chief Executive Officer (ie. one off load of sand to a community group) b. Works performed either during normal hours of Council operation or outside these hours which are of a routine maintenance and are carried out on a regular basis for the benefit of that group or organisation shall be charged at cost recovery rates if approved by the Chief Executive Officer (ie. regular mowing of a leased reserve or grounds) c. Works requests which are significant in nature and beyond routine maintenance and result in a capital improvement of that group or organisation's grounds/facilities shall be placed before Council with a decision relating to the charge or otherwise being on the merits of the application. 2) Works performed on land outside of Crown, club or Council owned property to be charged at normal private works rates for community groups or organisations.
Guidelines:	A record shall be kept of all private works of this nature so that the value of services to groups/clubs can be identified.

10.3.5

Resolution No:	Committee:	T149/95
	Committee:	T77/96
	Full Council:	FC175/95
	Full Council:	FC51/96
	Ordinary Council	

Resolution Date: 28 September 1995

Amended:	23 November 2000	OC120/01
	26 November 2003	OC79/04
	24 August 2005	OC32/06
	22 October 2014	OC/106/14
	18 December 2018	OC168/18

Source: Infrastructure

Date of review: October annually

Review

Responsibility: Executive Manager Infrastructure & ~~Development~~ Assets

COUNCIL POLICY

Undertaking Private Works

Policy Number:	7.7
Policy Subject:	Undertaking Private Works
Objectives:	<ol style="list-style-type: none"> 1) To provide a service to persons or organisations within the Local Government. 2) To ensure a source of income for Council and efficient use of Council's plan and manpower resources.
Guidelines:	<ol style="list-style-type: none"> 1) An estimate of the cost of the works will be prepared and unless other arrangements are made, this estimate will be prepaid to Council with a written undertaking by the customer to pay the actual cost of the works if it exceeds the estimate. 2) The estimate will be in accordance with the Shire's Council's schedule of fees and charges. 3) Private Works totalling more than \$50,000 needs to have Council approval, prior to the commencement of works.
Resolution No:	<div>Committee T85/96</div> <div>Ordinary Council FC124/96</div>
Resolution Date:	18 December 1995
Amended:	<div>26 November 2003 OC79/04</div> <div>22 October 2014 OC/106/14</div> <div>18 December 2018 OC168/18</div>
Source:	Infrastructure
Date of Review:	October annually
Review Responsibility:	Executive Manager Infrastructure & Development Assets

COUNCIL POLICY

Amalgamation of Lots

Policy No:	8.1
Policy Subject:	Amalgamation of Lots
Objectives:	To ensure that buildings are constructed on one lot of land in accordance with the Building Codes of Australia and planning requirements.
Policy Statement:	<p>Where a proposed building extends over more than one surveyed allotment, as a condition of approval to commence development under the Town Planning Scheme, such lots shall be amalgamated into one allotment. The Building Surveyor shall not issue a building licence until satisfied that an approved diagram of survey has been lodged at the Lands Title Office and an application for a Certificate of Title for the amalgamated allotments has been registered and accepted.</p> <p>In the case of exceptional circumstances, at the discretion of the Chief Executive Officer, a building licence may be issued on receipt of an appropriate bank guarantee and a formal agreement prepared at the proponent's cost which will be released upon formal registration of the amalgamated title.</p>
Objectives:	To ensure that buildings are constructed on one lot of land in accordance with the Building Codes of Australia and planning requirements.
Guidelines:	The Building Surveyor shall not issue the building licence until such time as the applicant shows proof that application for title has been lodged.

10.3.5

Resolution No:	Committee Ordinary Council	C134/96 FC98/96
Resolution Date:	23 November 1995	
Amended:	28 November 2002 22 October 2014 18 December 2018	OC86/03 OC/106/14 OC168/18
Source:	Town Planning and Building	
Date of Review:	October annually	
Review		
Responsibility:	Executive Manager Infrastructure & Development <u>Assets</u>	

COUNCIL POLICY

Temporary Accommodation

Policy No:	8.5
Policy Subject:	Temporary Accommodation
Objective:	To provide guidelines on the prerequisite conditions for approval of temporary accommodation for occupation during the completion of a permanent dwelling.
Policy Statement:	To guide circumstances of allowable temporary accommodation means a person or persons residing in a caravan whilst building their permanent dwelling on the same lot. Temporary accommodation for a 12 month period may be approved by Council under the provisions of the <i>Caravan Parks and Camping Grounds Regulations 1997</i>
Guidelines:	<ol style="list-style-type: none">1) Applications to reside in a caravan on a temporary basis whilst constructing a permanent dwelling on the same property must be submitted in writing and accompanied by a town planning application fee. The caravan must be located inside a shed.2) Applications will only be considered for land zoned rural or special rural.3) Applicants must submit a guarantee of \$5,000 to be returned upon temporary accommodation being vacated.4) Prior to submitting an application for temporary accommodation the proponents must already have obtained a building license for the construction of a permanent dwelling.5) A toilet, hand wash basin in close proximity, bath and/or shower and laundry trough may be provided in the shed (and connected to an approved onsite effluent disposal system and hot and cold potable water supply). A laundry trough is permitted to be used as the hand wash basin. Cooking facilities must be provided for in the caravan.6) The shed must have a supply of potable water, in the form of a water tank with a minimum capacity of 10,000L in areas of restricted water supply and 50,000L in areas with no water supply. Water supply must meet bush fire fighting requirements of a single house.7) Applicants will be encouraged to install a smoke alarm to the temporary accommodation.

- 8) Temporary accommodation must be inspected and approved by the Environmental Health Officer or Building Surveyor prior to occupation.
- 9) Temporary accommodation permission will only be granted to those persons who are to occupy the house when completed.
- 10) Temporary accommodation may be permitted for a maximum of 12 months.
- 11) In accordance with the provisions of the *Caravan Parks and Camping Grounds Regulations 1997*, for occupation of temporary accommodation greater than 12 months, applications must be made to the Minister, Department of Local Government and Regional Development. Applications will only be supported where significant progress has been made on the construction of the permanent dwelling.
- 12) Council reserves the right to revoke temporary accommodation permission at any time if it is dissatisfied with the state of progress towards the construction of a permanent dwelling or any general terms of the temporary accommodation permission have not been met.
- 13) The Chief Executive Officer has delegated authority to approve/refuse applications for temporary accommodation in rural and special rural zones.
- 14) Legal action may be instigated if owners fail to vacate temporary accommodation within the given time frame.

Resolution No: Ordinary Council OC104/07

Resolution Date: 28 March 2007

Amended: 22 October 2014 OC49/09
 22 October 2014 OC/106/14
 18 December 2018 OC168/18

Source: Town Planning and Building

Date of Review: October annually

Review

Responsibility: Executive Manager Infrastructure & ~~Development~~ Assets

COUNCIL POLICY

Municipal Inventory Heritage Policy

Policy No: 8.9

Policy Subject: Municipal Inventory Heritage Policy

Policy Statement: To provide guidelines to property owners on the impact of development to properties listed in Council's Municipal Inventory.

Objectives: To encourage property owners of heritage listed properties to conserve, record and document developments, alterations and demolition of properties listed in Council's Municipal Inventory.

Guidelines:

CATEGORY	LEVEL OF SIGNIFICANCE	POLICY
Category 1 Conservation Essential	Possible state or national significance Highest level of protection appropriate	<ul style="list-style-type: none"> • Council <i>will</i> require a HERITAGE IMPACT STATEMENT to be prepared addressing how the proposed development will affect the cultural heritage significance of the place. • As per section 78 of the <i>Heritage Act of Western Australia</i>, Council <i>will</i> seek advice from the Heritage Council of Western Australia for places entered in the Register of Heritage Places. • Council <i>will</i> seek advice from the Australian Heritage Council for places entered in the National List. • Council <i>may</i> require that the history and significance of the site be recognised through INTERPRETATION.
Category 2 Conservation Recommended	Of very considerable significance to the Shire of Katanning High level of protection appropriate	<ul style="list-style-type: none"> • Council <i>may</i> require a HERITAGE IMPACT STATEMENT to be prepared addressing how the proposed development will affect the cultural heritage significance of the place. • Council <i>will</i> require an ARCHIVAL RECORD prior to the commencement of any major changes or demolition. • Council will seek advice from the Regional Heritage Advisor.

		<ul style="list-style-type: none"> • Council <i>may</i> require that the history and significance of the site be recognised through INTERPRETATION.
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Category 3 Retain and conserve if possible	Significant as an individual building within the Shire	<ul style="list-style-type: none"> • Council <i>will</i> require a JUSTIFICATION FOR DEMOLITION to accompany the development application. • <i>In certain instances</i>, a HERITAGE IMPACT STATEMENT may be required. • Council <i>may</i> require an ARCHIVAL RECORD prior to the commencement of any major changes or demolition.
Category 4 Recognise through interpretation	Historic Site	<ul style="list-style-type: none"> • Council <i>may</i> require that the history and significance of the site be recognised through INTERPRETATION.
Category 5 Conservation desirable	Contributes to local character Significant but not essential to history of area	<ul style="list-style-type: none"> • Council <i>may</i> require an ARCHIVAL RECORD prior to the commencement of any major changes or demolition. • Council <i>will consider if</i> any replacement buildings respect the existing character of the street or area.

Resolution No: Ordinary Council OC83/06

Resolution Date: 23 November 2005

Amended: 22 October 2008 OC49/09
 22 October 2014 OC/106/14
 27 March 2018 OC29/18

Source: Town Planning and Building

Date of Review: October annually
Review

Responsibility: Executive Manager Infrastructure & ~~Development~~ Assets