



SHIRE OF GNOWANGERUP

MINUTES

ORDINARY MEETING OF COUNCIL

23rd August 2017
Commencing at 3:30pm

Council Chambers
28 Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

Gnowangerup Shire – A thriving, inclusive and growing community built on opportunity

TABLE OF CONTENTS

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS	1
2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
2.1 ATTENDANCE	1
2.2 APOLOGIES	1
2.3 APPROVED LEAVE OF ABSENCE	1
3. APPLICATION FOR LEAVE OF ABSENCE	1
4. RESPONSE TO QUESTIONS TAKEN ON NOTICE	1
5. PUBLIC QUESTION TIME	1
6. DECLARATION OF FINANCIAL INTERESTS AND INTEREST AFFECTING IMPARTIALITY	1
7. PETITIONS / DEPUTATIONS / PRESENTATIONS	2
7.1 PETITIONS	2
7.2 DEPUTATIONS	2
7.3 PRESENTATIONS	2
8. CONFIRMATION OF PREVIOUS MEETING MINUTES	2
8.1 ORDINARY MEETING OF COUNCIL MINUTES 26 th JULY 2017	2
9. USE OF THE COMMON SEAL	3
10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION	5
10.1 ELECTED MEMBERS ACTIVITY REPORTS	5

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL	6
11.1 AUDIT COMMITTEE MEETING MINUTES	6
12. STRATEGY AND GOVERNANCE	98
12.1 BETTER PRACTICE REVIEW REPORT	98
12.2 PERFORMANCE MANAGEMENT POLICY	131
12.3 RETROSPECTIVE DEVELOPMENT APPROVAL FOR INTENSIVE PIGGERY BOXWOOD HILL – ONGERUP ROAD, COWALLELUP	138
13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT	154
14. INFRASTRUCTURE AND ASSET MANAGEMENT	154
15. STATUTORY COMPLIANCE	154
16. FINANCE	154
16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – JULY 2017	154
16.2 JULY 2017 MONTHLY FINANCIAL REPORT	165
17. CONFIDENTIAL ITEMS	202
17.1 REQUEST FOR TENDER RFT-04-17: WANDDRA PROJECT MANAGEMENT	203
17.2 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE	204

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL	206
19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	206
20. DATE OF NEXT MEETING	206
21. CLOSURE	206

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Keith House welcomed Councillors, Staff and visitors and opened the meeting at 3:39pm.

2. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 ATTENDANCE

Keith House	Shire President
Fiona Gaze	Deputy Shire President
Lex Martin	
Bronwyn Gaze	
Richard House	
Frank Hmeljak	
Sue Lance	
Ben Moore	
Shelley Hmeljak	
Shelley Pike	Chief Executive Officer
Vin Fordham Lamont	Deputy Chief Executive Officer
Carol Shaddick	Senior Finance Officer
Yvette Wheatcroft	Manager of Works
Phil Shephard	Town Planner
Abbey Sergeant	Executive Assistant

2.2 APOLOGIES

Graeme Jones

2.3 APPROVED LEAVE OF ABSENCE

3. APPLICATION FOR LEAVE OF ABSENCE

Lex Martin – Ordinary Council Meeting 27th September and 25th October 2017

4. RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

Nil.

6. DECLARATION OF FINANCIAL INTERESTS AND INTEREST AFFECTING IMPARTIALITY

Nil.

7. PETITIONS / DEPUTATIONS / PRESENTATIONS

7.1 PETITIONS

7.2 DEPUTATIONS

7.3 PRESENTATIONS

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

8.1 ORDINARY MEETING OF COUNCIL MINUTES 26TH JULY 2017

COUNCIL RESOLUTION

Moved: Cr L Martin

Seconded: Cr F Gaze

**0817.82 That the minutes of the Ordinary Council Meeting held on Wednesday
26th July 2017 be confirmed as a true record of proceedings**

UNANIMOUSLY CARRIED: 9/0

9. USE OF THE COMMON SEAL

9.1	COMMON SEAL
Location:	Shire of Gnowangerup
Proponent:	N/A
Business Unit:	Strategy and Governance
Date of Report:	15 th August 2017
Officer:	S Pike, Chief Executive Officer
Disclosure of Interest:	Nil.

ATTACHMENT

- Copy of Common Seal Register

PURPOSE

This report is a standard report and for noting purposes only.

BACKGROUND

Section 2.5 of the *Local Government Act 1995* states that a Local Government is a Body Corporate with perpetual succession and a common seal. A document is validly executed by a Body Corporate when the common seal of the Local Government is affixed to it by the Chief Executive Officer, and the President/Chairman and the Chief Executive Officer attest the affixing of the seal.

Since the last meeting of Council the common seal has been applied to the:

- Landmark – Sale of Lot 560 Cuneo Close, Gnowangerup

The Chief Executive Officer is primarily responsible for the governance role of the Shire of Gnowangerup which includes ensuring all legislative requirements are complied with including: adopting plans and reports, accepting tenders, directing operations, setting and amending budgets. This use of the Common Seal is a Standard Report for noting by Council.

All documents validly executed will have the common seal affixed and the President and the Chief Executive Officer's attestations affixing the seal. Use of the common seal is to be recorded in the common seal register and must have the Council resolution number included and the date that the seal was applied.

POLICY IMPLICATIONS

Nil

LEGISLATIVE IMPLICATIONS

Section 2.5(2) of the Local Government Act 1995. The local government is a body corporate with perpetual succession and a common seal Section 9.49. Documents, how authenticated. A document, is, unless this Act requires otherwise, sufficiently authenticated by a local government without its common seal if signed by the CEO or an employee of the local government who purports to be authorised by the CEO to so sign.

CONCLUSION

This is a standard report for Elected Members information



COMMON SEAL REGISTER

Register Reference No	Party (company etc)	Description e.g. Contract Agreement	Date Signed	Resolution No.	Signed
83	Landmark	<ul style="list-style-type: none">Lot 560 Cuneo Close Gnowangerup	4/08/2017		Yes

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: N/A
Officer: Various

Attended the following meetings/events

- F Gaze: Attended the CEO Review Sub Committee Meetings on 8th and 15th August and the Council Briefing Session on Wednesday 9th August.
- L Martin: Attended the Council Briefing Session on Wednesday 9th August.
- B Gaze: Attended the Borden Group Meeting and Borden Pavilion Management Meeting on 1st August and the Council Briefing Session on Wednesday 9th August.
- R House: Attended the CEO Review Sub Committee Meetings on 8th and 15th August, the Council Briefing Session on 9th August and the Gnowangerup Complex Meeting on 14th August – the committee resolved to put \$100,000 into reserve for asset renewal.
- F Hmeljak: Attended the Council Briefing Session on Wednesday 9th August.
- S Lance: Attended the Council Briefing Session on Wednesday 9th August and the Hidden Treasures Meeting on Friday 11th August – everyone will receive a Blooms Festival launch invite in the mail, this year the committee has also decided to hold a closing event to be held in Mt barker at the Old Police Station Museum.
- B Moore: Attended the Council Briefing Session on Wednesday 9th August.
- S Hmeljak: Attended the Council Briefing Session on Wednesday 9th August.
- K House: Attended the CEO Review Sub Committee Meetings on 8th and 15th August, the Ongerup Sporting Complex Meeting on Wednesday 16th August, the Great Southern Housing Initiative Meetings in Gnowangerup on the 8th and 12th August and the presentation and photo of the community Defibrillator with Regional St Johns Ambulance Officer Cassandra Hughes and local Ambulance Officer Kirsty Boyd.

11. COMMITTEES OF COUNCIL

11.1 AUDIT COMMITTEE MEETING MINUTES

Proponent: N/A
File Ref: 12.2.1
Date of Report: 15th August 2017
Business Unit: Strategy and Governance
Officer: S Pike, Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENT

- Minutes of the Audit Committee Meeting held on Wednesday 23rd August 2017 (Tabled at Meeting)

PURPOSE OF THE REPORT

To advise Council of the Audit Committee Meeting held on Wednesday 23rd August 2017.

BACKGROUND

The Audit Committee met on Wednesday 23rd August 2017 and heard a presentation on the new Australian Accounting Standard AASB124 Related Party Disclosures from Mr Tim Partridge, Council's auditor from the firm of AMD Chartered Accountants. Mr Partridge also provided a summary of the 2017 interim audit of the Shire.

COMMENTS

Nil

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr L Martin

Seconded: Cr F Hmeljak

0817.83 That Council:

Accept the minutes of the Audit Committee Meeting held on the 23rd August 2017.

UNANIMOUSLY CARRIED: 9/0



MINUTES

Audit Committee

Wednesday 23rd August 2017
Commencing at 3:00pm

Council Chambers
28 Yougenup Road
GNOWANGERUP WA 6335

TABLE OF CONTENTS

1. OPENING	1
2. ATTENDANCE / APOLOGIES	1
2.1 ATTENDANCE	1
2.2 APOLOGIES	1
3. CONFIRMATION OF PREVIOUS MEETING MINUTES	1
3.1 AUDIT COMMITTEE MEETING MINUTES HELD 15 th FEBRUARY 2017	1
4. PRESENTATIONS	2
5. OFFICER ITEMS	88
6. CLOSURE	88

AGENDA

1. OPENING OF MEETING

Shire President Keith House, welcomed Councillors, Staff and visitors and opened the meeting at 3:00pm.

2. ATTENDANCE/APOLOGIES

2.1 ATTENDANCE

Keith House
Fiona Gaze
Lex Martin
Bronwyn Gaze
Richard House
Frank Hmeljak
Sue Lance
Ben Moore
Shelley Hmeljak

Shelley Pike	Chief Executive Officer
Vin Fordham Lamont	Deputy Chief Executive Officer
Yvette Wheatcroft	Manager of Woks
Abbey Sergeant	Executive Assistant

Tim Partridge	AMD Chartered Accountants
---------------	---------------------------

2.2 APOLOGIES

3. CONFIRMATION OF PREVIOUS MEETING MINUTES

3.1 AUDIT COMMITTEE MEETING MINUTES 15th FEBRUARY 2017

COMMITTEE RESOLUTION

Moved: Cr B Moore

Seconded: Cr F Hmeljak

AC0317.3 That the minutes from Audit Committee meeting held on 15th February 2017 be confirmed as true and correct record of proceedings.

UNANIMOUSLY CARRIED: 9/0

4. PRESENTATIONS

Tim Partridge from AMD Chartered Accountants

A. Changes to Related Parties Disclosures

ATTACHMENTS

- Department of Local Government Related Party Disclosures Implementation Guide
- Related Party Disclosures – Queensland Government
- Circular No. 7 Changes to Accounting Standards – Implementation of related party disclosures
- Moore Stephens – Guidance Notes
- AMD Power Point Presentation

BACKGROUND

Changes to AASB 124, - the Australian accounting standard that provides a framework for reporting relationships between the key decision makers in a reporting entity and the entity itself. The Department, in its implementation guide, lists 5 recommended steps to comply with AASB 124:

1. Establish system to identify and record related parties.
2. Identify Ordinary Citizen Transactions (OCT) that will not be disclosed.
3. Establish a system to identify and record related party transactions and related terms and conditions.
4. Assess materiality of transactions captured.
5. Make disclosure in Annual Financial Report.

B. Summary of 2016-2017 Interim Review



AASB 124 Related Party Disclosures



Reporting Period

- Reporting period beginning on or after 1 July 2016.
- Local Governments must disclose related party relationships and related party transactions.
- Prior year (30/06/2016) comparatives not required.

Definition of a Related Party of Council

- People and entities, such as companies, trusts and associations, can be related parties of council.
- The most common related parties of a council will be
 1. Entities related to council;
 2. Key Management Personnel (KMP) of council;
 3. Close family members of KMP; and
 4. Entities that are controlled or jointly controlled by KMP or their close family members.

Close Family Members of KMP

- Close family members of KMP are those family members who may be expected to influence, or be influenced by the KMP in their dealing with the local government (such as, without limitation, parents, sibling, grandparents, uncles/aunts or cousins).
- Close family members are defined as:
Family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:
 - (a) that person's children and spouse or domestic partner;
 - (b) children of that person's spouse or domestic partner; and
 - (c) dependants of that person or that person's spouse or domestic partner.

Key Management Personnel (KMP) of Council

- AASB 124 paragraph 9 defined KMP as persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.
- It is likely that mayors/presidents, councillors, CEOs, senior executives and/or senior officers are KMP. However, it would depend on the council's structure, delegation and position descriptions. Each local government will need to use judgement to decide which individual meets the definition requirement of a KMP.

Definition of a related party transaction

- A transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

Determining if a related party transaction requires disclosure

- Related party transactions that are not considered to be material do not need to be disclosed.

Ordinary Citizen Transaction (OCT)

- Council may decide, in council's related party disclosure policy, that there are some transactions with related parties that do not need to be captured and reported.
- These transactions are those that an ordinary citizen would undertake with council (Ordinary Citizen Transaction) such as transactions undertaken on arm's length terms and in the ordinary course of carrying out council's functions and activities.

Related Party – Disclosure Policy

- The Department suggests that Councils adopt a policy in respect to related party disclosures.
- This policy is not required by legislation and Councils are free to choose what to include in such a policy, if one is adopted.
- Checklist available.

Related Party – Disclosure Policy

Council to ensure compliance with disclosure requirements of AASB 124, will:

- Establish systems to capture and record the related party transactions and information about those transactions, including determining how often information is to be reviewed (for example every 6 months) and how will it be captured;
- Identify key management personnel, related party relationships, related party transactions and ordinary citizen transactions;
- Identify information about the related party transactions for disclosure;
- Assess materiality of transactions captured;
- Identify the circumstances in which disclosure of the items in (2) and (3) are required; and
- Determine the disclosures to be made about those items in the General Purpose Financial Statements for the purpose of complying with AASB 124.

Disclosure Requirements

AASB 124 contains disclosure requirements to enable users of financial statements to understand the potential effect of the relationship on the financial statement.

Key requirements are discussed below.

- a. Relationships between council and its subsidiaries, irrespective of whether there have been transactions between them.
- b. KMP Compensation in aggregate and for each of the following categories:
 - i. Short-term employee benefits
 - ii. Post-employment benefits
 - iii. Other long-term benefits
 - iv. Termination benefits

Disclosure Requirements (continued)

- c. Amounts incurred by council for the provision of KMP services that are provided by a separate management entity.

Where related party transaction have occurred (this is for all categories of related parties including related entities, KMPs, KMPs' close family member/controlled entities and any other related parties council has identified):

- i. The nature of the related party relationship; and
- ii. Information about the transactions, outstanding balances and commitments including terms and conditions.

Disclosure Requirements (continued)

- d. Separate disclosure for each category of related party.
In respect to c(ii), the types of transactions disclosed can include:
- Purchase/sales and lease of goods, property and other assets
 - Rendering or receiving of goods, services, property and other assets.
 - Guarantees given or received
 - Commitments
 - Loans and settlements of liabilities.

Example of Disclosure Requirements

(a) Subsidiaries

- N/A Council currently has no subsidiaries (wholly owned entities) to report on.

(b) Key management personnel compensation

	2017
	\$
Short-term employee benefits	3,000,000
Post-employment benefits	375,000
Long-term benefits	300,000
Termination benefits	0
Total	3,675,000

Example of Disclosure Requirements (continued)

(c) Transactions with other related parties

Details of transactions between council and other related parties are disclosed below:

	Note	2017
		\$
Fees and charges charged to associates	1	986,225
Fees and charges charged to entities controlled by key management personnel	1	2,400,350
Infrastructure contributions from entities controlled by key management personnel	2	3,245,678
Employee expenses for close family members of key management personnel	3	453,000
Purchase of materials and services from entities controlled by key management personnel	4	5,230,012

Note Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure contained in this table but also need to be disclosed separately as illustrated in #,##,* & **below.

Example of Disclosure Requirements (continued)

Note 1. The fees and charges charged to associates and entities controlled by key management personnel were in accordance with the schedule of fees and charges adopted by council. The total disclosed includes:

- infrastructure charges totalling \$1,230,000 paid by Progressive Development Company Pty Ltd, a company controlled by a close family member of Councillor Rosalind Jones. The company's development projects were assessed and approved in accordance with council's normal terms and conditions. Councillor Rosalind Jones declared her conflict of interest in this matter and did not participate in any decisions related to the company's application.
- an application fee for Boundary Realignment and another for material change of use. These applications were made by Better Homes Pty Ltd, a company controlled by the Mayor, Councillor David Dean. The applications relate to parcels of land in Taylor St, Bedford and Main St, Sofaville. These applications are currently being assessed by council.

Example of Disclosure Requirements (continued)

Note 2. Green Developments Pty Ltd, a company jointly controlled by Councillor Fred Smith and a close family member during 2016-17, completed a new subdivision "Avondale Heights" in 2016-17. In accordance with the infrastructure agreement water and sewerage infrastructure, roads and some parks within the development were handed over to council. The fair value of this infrastructure at the hand over date was \$3,245,678.

Note 3. All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employs 452 staff of which only 4 are close family members of key management personnel.

The Chief Executive Officer, Ms Doris Dean, is a close family member of the Mayor, Councillor David Dean. Ms Dean's compensation package has not been included in this disclosure because it has been disclosed at b) Key Management Personnel compensation. Ms Dean was employed through an arm's length process and is compensated at a market salary that was determined by Salary Consultants Pty Ltd, an independent agent based in Cairns.

Example of Disclosure Requirements (continued)

Note 4. The consolidated entity purchased the following material and services from entities that are controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of council operations:

- Rental of an office building
- Petrol. and
- Consultancy services

Included in the above are services purchased from Bright Water Pty Ltd amounting to \$520,000 during 2016-17. During this time Councillor Roger Jacobs was the owner of this business. All purchases were at arm's length, on normal terms and conditions and were in the normal course of council's operations. As at 30 June 2017 there were no amounts owed by council to the company

Example of Disclosure Requirements (continued)

(d) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

Employee expenses for close family members of key management personnel	\$7,323
Entities controlled by key management personnel	\$753,000

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

(e) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(f) Commitments to/from other related parties

Council has no outstanding commitments to/from other related parties.

References:

1. **Government of WA – Dept of Local Government and Communities**
AASB 124 Related Party Disclosures Implementation Guide, June 2017
2. **Queensland Government - Department of Infrastructure, Local Government and Planning**
Related Party Disclosures, Appendices 1 to 8, February 2016
3. **AASB 124 Related Party Disclosures**

AMD's Services



Tax

Taxation advisory and assistance in all fields of taxation



Audit

Independent examination to meet regulatory requirements



Advisory

Strategic business development and structuring



Risk

Assisting business with the identification, assessment and ongoing monitoring of risks



Superannuation

Complete superannuation solutions



Bookkeeping

Accounting systems, financial reporting assistance and payroll assistance



AASB 124

Related Party Disclosures

Implementation Guide

June 2017

Contents

Reporting Period	3
Objective of AASB 124	3
Definition of a Related Party of Council	3
Entities Related to Council	4
Key Management Personnel (KMP) of council	4
Close Family Members of KMP	5
Examples of Related Parties	5
Definition of a related party transaction	5
Determining if a related party transaction requires disclosure	6
Disclosure Requirements	7
Sample Disclosure Note	8
Disclosure in aggregate or separate	8
Ordinary Citizen Transaction (OCT)	8
Related Party Disclosure Policy	9
Recommended steps to comply with AASB 124	10
Checklist for Related Party Disclosure Policy	13
Frequently Asked Questions	15
References and Useful Links	17
For more information, please contact:	17

AASB 124 Related Party Disclosures – Information on Implementation (May 2017)

Prepared by: Department of Local Government and Communities

140 William Street, Perth WA 6000, GPO Box R1250, PERTH WA 6844

Tel: (08) 6551 8700 Fax: (08) 6558 1555 Freecall: 1800 620 511 (Country Only)

Email: info@dlgc.wa.gov.au Web: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) - Telephone: 13 14 50

All or part of this document may be copied. Due recognition of source would be appreciated. If you would like more information please contact the Department of Local Government and Communities.

Reporting Period

Effective for reporting periods beginning on or after 1 July 2016, local governments must disclose certain related party relationships and related party transactions together with information associated with those transactions in its annual financial report in order to comply with Australian Accounting Standard AASB 124 Related Party Disclosures (AASB 124).

This is a requirement specified by the Australian Accounting Standard and is different from the Disclosure of Interest and Gift and Travel Disclosure requirements that are imposed under the *Local Government Act 1995* and associated Regulations.

Objective of AASB 124

The objective is to ensure that local government financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties¹.

It is important to note that AASB 124 is not designed to detect and report fraud or misconduct. It is more so to enhance transparency and accountability of council transactions. This view is reiterated in AASB's April 2017 Agenda Decision² that the purpose of AASB 124 is not for assessing governance or probity issues.

Definition of a Related Party of Council

A person or entity that is related to council as defined in AASB 124, paragraph 9.

It is important that each local government consider the contents in AASB 124 and how it applies to its own situation. In considering possible related party relationships, attention is directed to the substance of the relationship and not merely the legal form³. Some of the related parties a local government can have are listed below.

- Entities related to council (i.e. an entity set up, controlled, or is significantly influenced by council such as a regional council and regional subsidiaries);
- Key Management Personnel (KMP) of council (i.e. mayor/president, councillors, CEOs and/or managers/directors).

¹ AASB 124, paragraph 1

² AASB Agenda Decision, "Materiality of Key Management Personnel Related Party Transactions of Not-For-Profit Public Sector entities", April 2017

³ AASB 124, paragraph 10

- Close family members of Key Management Personnel (KMP); and
- Entities that are controlled or jointly controlled by KMP or their close family members (i.e. joint ventures, companies, sporting clubs).

Entities Related to Council

A local government (council) related entity is an entity 'controlled' or 'jointly controlled' by council or over which council has 'significant influence'.

When identifying these entities, council will need to consider 'AASB 10 Consolidated Financial Statement', 'AASB 11 Joint Arrangement' and 'AASB 128 Investments in Associates and Joint Ventures'.

AASB 128 provides definition of the following key words:

- 'Significant influence' is defined as the power to participate in the financial and operating policy decisions of the entity but is not control or joint control over those policies.
- 'Joint control' is the contractually agreed sharing of control of an arrangement, and exists only when a decision relating to the activity requires the unanimous consent of the parties sharing control.

It is likely that all regional councils and regional subsidiaries will meet the definition of a related entity. For other entities, council will need to apply the definitions test in accordance with the Standard.

Key Management Personnel (KMP) of council

KMP, close family members of KMP and entities that are related to KMP or their close family members are related parties.

AASB 124 paragraph 9 defined KMP as persons having the authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

It is likely that mayors/presidents, councillors, CEOs, senior executives and/or senior officers are KMP. However, it would depend on the council's structure, delegation and position descriptions. Each local government will need to use judgement to decide which individual meets the definition requirement of a KMP.

Close Family Members of KMP

Close family members of KMP are those family members who may be expected to influence, or be influenced by the KMP in their dealing with the local government (such as, without limitation, parents, sibling, grandparents, uncles/aunts or cousins).

Entities controlled or jointly controlled by KMP or their close family members are related parties.

Examples of Related Parties

Please refer to AASB 124 – Australian Implantation Guidance for not-for-profit public sector entities. Examples 4 and 7 are relevant to local government.

The Queensland Department of Infrastructure, Local Government and Planning (DILGP) has developed a guidance [bulletin](#) on related party transactions.

The bulletin has been developed in consultation with the Queensland Audit Office and is a useful reference.

Appendix 1 of the bulletin provides five useful examples that illustrate the different types of related parties.

Appendix 2 in the bulletin contains a table that lists common related parties of council.

Definition of a related party transaction

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged⁴.

⁴ See AASB 124, paragraph 9

Determining if a related party transaction requires disclosure

Related party transactions that are not considered to be material do not need to be disclosed. The Australia Implementation Guidance provides the following comment regarding materiality:

“As is often the case with related party transactions, judgement would be required as to when transactions are material, especially when qualitative assessments are made about the nature of the transaction.... the entity would also need to apply judgement in determining the extent of information it needs to collect to meet the objective of AASB 124, as there is little value in an entity incurring significant costs to obtain data that is immaterial for disclosure.”⁵

AASB’s April 2017 Agenda Decision provided further clarity that the key assessment is whether knowledge of the relationship and terms and conditions could influence a user’s understanding of the impact on the financial statements. Where the impact on the financial statements is not material the transaction is not required to be disclosed.

Similarly, NSW Office of Local Government – Code of Account Practice and Financial Reports provides the following:

“When councils are considering whether a disclosure of a related party transaction is material, they should consider not just the financial amount, but whether the user of the financial statements would be impacted by the information in making decisions, i.e. in their vote by councillors or if information is omitted would it made newspaper headlines if it were to be discovered.” (the Press Test).

Therefore, when assessing materiality, this should be done in consultation with council’s audit committee and external auditor and considers both the size and nature of the transaction, individually and collectively.

⁵ AASB 124, paragraph BC17

Disclosure Requirements

AASB 124 contains disclosure requirements to enable users of financial statements to understand the potential effect of the relationship on the financial statement. Key requirements are discussed below.

1. KMP Compensation in aggregate and for each of the following categories⁶:
 - a) Short-term employee benefits
 - b) Post-employment benefits
 - c) Other long-term benefits
 - d) Termination benefits
2. Relationships between council and its subsidiaries, irrespective of whether there have been transactions between them⁷.
3. Amounts incurred by council for the provision of KMP services that are provided by a separate management entity⁸.
4. Where related party transaction have occurred (this is for all categories of related parties including related entities, KMPs, KMPs' close family member/controlled entities and any other related parties council has identified):
 - a) The nature of the related party relationship;
 - b) Information about the transactions, outstanding balances and commitments including terms and conditions;*
5. Separate disclosure for each category of related party.

*In respect to the 4(b), the types of transactions disclosed can include:

- Purchase/sales and lease of goods, property and other assets
- Rendering or receiving of goods, services, property and other assets.
- Guarantees given or received
- Commitments
- Loans and settlements of liabilities

⁶ AASB 124, paragraphs 17 and 17A. Also refer to para 8 definitions in AASB 119 Employee Benefits. Note that 17A specific that if a KMP service is obtained from another entity such as an employment agency, then that should be excluded from KMP compensation disclosure and reported separately.

⁷ AASB 124, paragraphs 13, Aus13.1, 14, 15, and 16.

⁸ AASB 124, paragraph 18A.

- Expense recognised during the period in respect of bad debts
- Provisions for doubtful debts relating to outstanding balances.

Comparatives are not required for the first year of adoption, however they will be disclosed on an ongoing basis.

Sample Disclosure Note

The department has reviewed sample disclosure notes developed by local government departments in other states, the below two are selected for reference.

- Queensland Department of Infrastructure, Local Government and Planning – [Related Party Disclosure Bulletin](#), see Appendix 3.
- NSW Office of Local Government – [2016/17 Code of Accounting Practice and Financial Reporting \(update 25\)](#) – See Note 28 on page A-134.

Disclosure in aggregate or separate

For each related party category, council can disclose items of a similar nature in aggregate, except when separate disclosure is necessary for an understanding of the effect of related party transaction on financial statement⁹.

Ordinary Citizen Transaction (OCT)

Council may decide, in council's related party disclosure policy, that there are some transactions with related parties that do not need to be captured and reported. These transactions are those that an ordinary citizen would undertake with council (Ordinary Citizen Transaction) such as transactions undertaken on arm's length terms and in the ordinary course of carrying out council's functions and activities.

For example, if a KMP (i.e. a councillor) is to use the Shire's swimming pool and pays the admission fee that would be a related party transaction. However, it is unlikely that this would be material as users of the financial statements wouldn't be interested in this transaction.

⁹ AASB 124, paragraph 22.

OCTs are not material transactions because of their nature, and therefore council may wish to identify them upfront and exclude them from being recorded as a related party transaction. However, if the OCTs were to occur on terms and conditions that are different to those offered to the general public, then the transaction may become material. Care needs to be taken in identifying these types of transactions.¹⁰

If council decides to identify and exclude them up front, then council's policy may need to specify this. Some examples of OCTs include:

- Using the council's facilities after paying the normal fee
- Fines on normal terms and conditions
- Paying rates and council fees and charges

Related Party Disclosure Policy

Similar to Queensland's approach, the department recommends that each local government adopts a council policy on related party disclosures. This policy is not required by the accounting standard, and whether to adopt such a policy is at council discretion.

The policy could consider all of the steps identified below, or could concentrate on one or two key areas. For example, council's policy could simply address how, and how often, the close family members and related entities of KMP are identified and/or whether council will separately identify and collect/collate ordinary citizen transactions with related parties.

The policy could also define key terms such as arms-length, normal terms and conditions and ordinary citizen transactions or other types of transactions which may be trivial or domestic in nature that council will collect but are unlikely to report.

¹⁰ Queensland Department of Infrastructure, Local Government and Planning, related party transaction bulletin.

Recommended steps to comply with AASB 124

The Queensland Department of Local Government Related Party Bulletin provides steps to implement the related party requirements and a check list for constructing a related party disclosure policy. The steps to implement have been summarised below, and the check list is reproduced at the end of this section.

1. Establish system to identify and record related parties.
2. Identify Ordinary Citizen Transactions (OCT) that will not be disclosed.
3. Establish a system to identify and record related party transactions and related terms and conditions.
4. Assess materiality of transactions captured.
5. Make disclosure in Annual Financial Report.

Step 1 - Establish a system

Establish a system to identify related parties and relationships and monitor changes on continues basis.

The system should identify:

- Entities related to council
- KMPs
- Close family members of KMPs and their related entities.

Council may wish to outline the system that will be used in the related party disclosure policy. Alternatively, council's policy could simply specify that management are to implement a suitable system to identify related parties.

A component in the system that can be implemented includes a register of related party transactions. The Queensland related party bulletin provides a sample of such register.

Initial identification of related parties need to cover the period starting from 1 July 2016. It is important to document the process council uses to identify related parties and to provide this information to council's external auditors to substantiate disclosure in the financial statement.

A review of related parties will then need to be made at regular intervals. Particularly after events such as elections, with change of councillors as well as when there is staff movements such as changes to CEO's and senior management, including acting arrangements.

For individuals that are considered to be a KMP, the recommended procedure is for a self-assessment form to be filled out, declaring, or notifying council of any existing or potential relation party transactions between council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close members.

Step 2 - Identify ordinary citizen transactions (OCT)

Identify OCTs and specific in council policy what types of transactions can be exclude from being recorded.

Council policy will need to either specify the types of OCTs that will be excluded or specify a framework so reporting officers can identify them. See discussion on [OCT](#).

If the OCTs were to occur out of general terms and conditions and/or above materiality threshold, then these could be reported if the finance officer assessed that the disclosure is necessary for the user of the financial report to understand the effect of the transaction on the financial report.

Step 3 -Identify related party transactions

The next step is to establish, or change existing systems so that related party transactions can be separately identified and reported. This may be as simple as identifying related party transactions with a special code in council's accounting system. Council will also need a system to:

- Identify transactions that do not pass through council's accounting system.
- Identify the associated terms and conditions of the related party transactions.

Step 4 - Assess materiality

Prior to preparing the disclosure in the council's financial statements, related party transactions should be assessed for materiality. Transactions that are not considered material do not need to be disclosed.

Assessing materiality requires judgement and should be done in consultation with council's external auditor and audit committee.

When assessing materiality, councils need to consider both the size and nature of the transaction, individually and collectively.

The term “material” is defined in AASB 101 Presentation of Financial Statements (AASB 101.7) and further guidance can be found in AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors (AASB 108.5) and the Framework for the Preparation and Presentation of Financial Statements (paragraph QC11). The International Accounting Standards Board has also released guidance on materiality.

Step 5 - Make the disclosures

The final step is to make the necessary disclosures in council’s annual financial statements. See [disclosures requirements](#) and [sample disclosures disclosure note](#).

Checklist for Related Party Disclosure Policy

The department suggests that councils adopt a policy about related party disclosures. This policy is not required by legislation and councils are free to choose what to include in such a policy, if one is adopted. The following checklist is provided to assist councils in considering what to include in their policy.

Note: It is important to consider how changes in KMP, their close family members and related entities will be recorded. For example, how KMP advise council about changes to close family members or entities controlled by them.

Identifying related parties section:	Check box for "yes":
1. Will the policy need to state how council staff will identify and capture changes in: (a) Entities that are related to council? (b) Key management personnel (KMP)? (c) Close family members of KMP? (d) Entities that are controlled or jointly controlled by KMP or their close family members?	 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Does the policy consider how councillors and staff will be kept informed if they are affected by the related party disclosure requirements, for example, will they be given a copy of the intended disclosure for comment?	<input type="checkbox"/>

Ordinary citizen transactions (OCTs) section:	Check box for "yes":
3. Will council capture OCTs with related parties (see process for capturing transactions with related parties below)?	<input type="checkbox"/>
4. Will council disclose OCTs with related parties above a certain threshold, or where terms and conditions differ from normal practice, or not at all? (Note: OCTs that are on different terms and conditions from normal could be material in nature and give rise to an audit issue if not disclosed)	<input type="checkbox"/>
5. Does the policy need to specify how council staff will identify OCTs (if not captured)?	<input type="checkbox"/>

Ordinary citizen transactions (OCTs) section:	Check box for “yes”:
6. Does the policy need to give examples of OCTs for council staff to follow?	<input type="checkbox"/>
7. Does the policy need to identify a process for regularly reviewing OCTs?	<input type="checkbox"/>

Process to capture and record transactions with related parties section:	Check box for “yes”:
8. Will the policy need to include how council will capture related party transactions and determine their arm’s length status (i.e. terms and conditions)?	<input type="checkbox"/>
9. Will the policy need to include how the council can identify related party transactions in the accounting system and outside the accounting system (non-monetary transactions, contracts, service level agreements)?	<input type="checkbox"/>
10. Will the policy need to include the council’s record keeping requirements?	<input type="checkbox"/>

Privacy and Freedom of Information section:	Check box for “yes”:
11. Does the policy need to cover privacy issues?	<input type="checkbox"/>
12. Has the council sought advice about freedom of information and other legal obligations to be included in the policy?	<input type="checkbox"/>

Frequently Asked Questions

Question 1: Is a senior officer a KMP if not part of the executive team?

Answer: If the officer has the authority and responsibility to plan, direct and control the activities of the council, then the officer is a KMP of council. Could include any acting positions even if for a short period of time.

Question 2: Is the payment of rates by a KMP a related party transaction?

Answer: It is a related party transaction, however, council would not require disclosing this transaction if the KMP is paying rates just like every other rate payer. However, the council would need to disclose the transaction if the KMP had not paid rates as an example, for the last 3 years.

Question 3: If a KMP's child applied to do school based work experience with the council, does this need to be disclosed?

Answer: No, if the term and conditions of the work experience is the same as what is available to the general public. However, if the council made a decision to pay for the work experience when others had not been paid for the same work experience, then it may require disclosure.

Question 4: Would council officer with purchasing delegation be a KMP?

Answer: No, if the officer can exercise a financial delegation to purchase goods and services on behalf of the council it does not make them a KMP as they do not have the responsibility to plan and direct or control the activities of the council.

Question 5: What about transactions with previous KMPs (ex-councillors, CEO, council staff)?

Answer: From 1 July 2016, all local governments are required to capture related party transactions with KMP, this includes all councillors/staff members deemed as KMPs during the reporting period.

Question 6: Do services have to be provided by the related party directly or is it enough that the related party is employed by the consulting firm providing the services?

Answer: It depends on how much influence the related party has on the consultancy firm. For example, if KMP is a cleaner of a consultancy firm, there would be no influence. But if the KMP is a managing partner/director or senior employee, they would have some influence and would need to be considered.

Question 7: Does the disclosure of KMP compensation include remuneration paid during the year or accrued during the year?

Answer: It includes the total amount of KMP compensation included as part of the Income Statement – employee expenses, plus elected member's remuneration disclosed in the annual financial statement.

Question 8: Do Long Service Leave and Annual Leave balances need to be disclosed?

Answer: Amount charged for annual leave and long service leave as part of AASB 119 expense would be included. Balances are not needed to be disclosed.

Question 9: Are use of council assets also included in related party transactions?

Answer: Yes, just because it is not a financial transaction does not mean it does not need to be disclosed. E.g. if a councillor used shire equipment for personal purposes, this would be considered a transaction even though it is not a financial transaction.

Question 10: Who will be responsible for identifying and reporting related party transactions?

Answer: The finance officer responsible for financial reporting will be responsible for identifying council related parties from the council's reporting system (such as a related entities register) and assess which transaction/s require disclosure.

References and Useful Links

[AASB 124 Related Party Disclosures.](#)

[AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector](#)

[AASB 10 Consolidated Financial Statements, AASB 11 Joint Arrangements and AASB 128 Investments in Associates and Joint Ventures.](#)

[Sample Council Policy – City of Wollongong related party disclosure](#)

[CPA AASB 124 Related Party Disclosures Public Sector Not-For-Profit Entities](#)

[The NSW Office of Local Government – Code of Account Practice and Financial Reports](#)

[Queensland Department of Infrastructure, Local Government and Planning– Related Party Disclosure Bulletin](#)

For more information, please contact:

Department of Local Government and Communities
Gordon Stephenson House, 140 William Street, Perth WA 6000
GPO Box R1250, Perth WA 6844
Telephone: (08) 6551 8700 Fax: (08) 6552 1555
Freecall: 1800 620 511 (Country only)
Email: info@dlgc.wa.gov.au Website: www.dlgc.wa.gov.au

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

Related Party Disclosures

Appendices 1 through to 8

24 February 2016

© The State of Queensland, April 2016. Published by the Department of Infrastructure, Local Government and Planning, 100 George Street, Brisbane Qld 4000, Australia.



Licence: This work is licensed under the Creative Commons CC BY 4.0 Australia licence. To view a copy of the licence, visit <http://creativecommons.org/licenses/by/4.0/>. Enquiries about this licence or any copyright issues can be directed to the department by email to info@dilgp.qld.gov.au or in writing to PO Box 15009, City East, Qld 4002.

Attribution: The State of Queensland, Department of Infrastructure, Local Government and Planning.

The Queensland Government supports and encourages the dissemination and exchange of information. However, copyright protects this publication. The State of Queensland has no objection to this material being reproduced, made available online or electronically but only if it is recognised as the owner of the copyright and this material remains unaltered.



The Queensland Government is committed to providing accessible services to Queenslanders of all cultural and linguistic backgrounds. If you have difficulty understanding this publication and need a translator, please call the Translating and Interpreting Service (TIS National) on 131 450 and ask them to telephone the Queensland Department of Infrastructure, Local Government, and Planning on 13 QGOV (13 74 68).

Disclaimer: While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

An electronic copy of this report is available on the Department of Infrastructure, Local Government and Planning's website at www.dilgp.qld.gov.au.

Table of Contents

Appendices 1 through to 8	i
Appendix 1	3
Who and What are Related Parties of council?	3
Entities related to council.....	3
Key Management Personnel.....	4
Close family members of KMP.....	4
Entities that are controlled or jointly controlled by KMP or their close family members	6
Appendix 2	7
Common Related Parties of councils	7
Appendix 3	8
Example of related party disclosures by a council.....	8
Note 103: Related party transactions.....	8
Appendix 4	11
Checklist for Related Party Disclosure Policy.....	11
Appendix 5	12
Suggested Steps to implement the related parties requirements	12
1. Establish a system to identify and record related parties and related party relationships.....	12
2. Identify ordinary citizen transactions, that will not be disclosed by council	13
3. Establish a system to identify and record related party transactions and related terms and conditions	14
4. Assess materiality of the related party transactions that have been captured.....	14
5. Make disclosure.....	14
Appendix 6	16
Example declaration by Key Management Personnel	16
Appendix 7	17
Example Fact Sheet – Related Party Disclosures for Key Management Personnel	17
Who are KMP?	17
Who are close family members of KMP?	17
What is an entity that I, or my close family member, control or jointly control?.....	18
Appendix 8	19
Example Form – Related Party Register	19

Appendix 1

Who and What are Related Parties of council?

People and entities, such as companies, trusts and associations, can be related parties of council.

This appendix identifies most common related parties that a council will have, however councils must consider the detail contained in AASB 124 to ensure all related parties are identified.

The most common related parties of a council will be

1. Entities related to council
2. Key Management Personnel (KMP) of council
3. Close family members of KMP; and
4. Entities that are controlled or jointly controlled by KMP or their close family members.

Entities related to council

Entities controlled by council, jointly controlled by council or over which council has significant influence are related parties of council. Council will need to identify transactions with these entities and may need to make extra disclosure about them in council's financial statements.

When assessing whether council has control or joint control over an entity council will need to consider AASB 10 and AASB 11. AASB 128 details the criteria for determining whether council has significant influence over an entity.

Example 1 (Company that is a related party of council)

Sunny Regional Council (SRC) owns 90% of the shares in Sunny Regional Development Pty Ltd (the company).

SRC has assessed that it has control over the company. The company is therefore a related party of SRC because SRC controls it.

SRC produces consolidated financial statements which include both a parent entity column and consolidated entity column. In these statements all individually significant transactions between SRC and the company will need to be disclosed. For other transactions that are collectively, but not individually, significant SRC will need to disclose a qualitative and quantitative indication of their extent.

SRC must also disclose the nature of its relationship with the company.

Key Management Personnel

Key management personnel (KMP), close family members of each KMP and entities that are related to KMP or their close family members are also related parties.

KMP are defined as

- **persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly**

It is likely that all Mayors, Councillors and Chief Executive Officers will be KMP of their councils. Other senior executives are also likely to be KMP, depending upon the council's structure, delegations and position descriptions. Each council will need to use judgement to decide which individuals meet the definition of KMP.

Example 2 (Audit committee member)

Sunny Shire Council's audit committee comprises two Councillors and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Local Government Regulation 2012*. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Mayor and councillors to consider.

Based on the facts outlined Fred would not be a KMP of council.

Close family members of KMP

Close family members are defined as:

- **family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:**
 - (a) **that person's children and spouse or domestic partner;**
 - (b) **children of that person's spouse or domestic partner; and**
 - (c) **dependants of that person or that person's spouse or domestic partner.**

Example 3 (Son of CFO employed by council)

Sunny Shire Council has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Chief Financial Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 4 (Cousin of Mayor)

The Mayor of Happy Shire Council (Shelley) has lived in the Shire her whole life. In fact her family has been in the area for over five generations.

Shelley's cousin Mavis, owns and operates the local newsagent through a company Happy News Pty Ltd, in which she owns 100% of the shares. Shelley and Mavis have always been close and regularly socialise together.

Shelley has been identified as a KMP of council. From these facts it would appear that Mavis is a close family member of Shelley because she would be expected to influence, or be influenced by, that person in her dealings with Council

Both Mavis and the company she controls, Happy News Pty Ltd would therefore be related parties of Council. Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

Register of Interests and Related Parties

The Local Government Regulation 2010 requires a register of interests to be kept for Councillors, Chief Executive Officers, senior executive employees and people related to those Councillors, Chief Executive Officers and senior executive employees.

Council's related parties may be different to the people for whom these registers are kept.

For example, a senior employee may be considered to meet the definition of KMP when council's structure, delegations and that person's duties are considered. However that person may not meet the definition of senior executive employee in the *Local Government Act 2009*. In this case the senior employee would not need to record details in a register of interests, but that person would be considered a related party for disclosure under AASB 124.

Another example of differences between these requirements relates to the children of KMP. All children of KMP are related parties of council, however only children that are totally or substantially dependent on that person (if identified as requiring a register of interests) would be required to have a register of interests maintained.

Entities that are controlled or jointly controlled by KMP or their close family members

Entities include companies, trusts, joint ventures, partnerships and non-profit associations such as sporting clubs.

When assessing whether a KMP or close member of their family controls, or jointly controls, an entity council will need to refer to AASB 10 and AASB 11.

Example 5 (Mayor is the President of a local football club)

The Mayor of Sunny Shire Council is the President of League Heroes Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Mayor does not control or jointly control the football club so it will not be a related party of Council just because the Mayor is the president of the club.

Councils will need to exercise judgement to identify related parties and should discuss any contentious issues and uncertainties with the external auditor as early as possible.

Appendix 2 contains a table that lists common related parties of councils.

Appendix 2

Common Related Parties of councils

Likely to be a Related Party of council	May be a Related Party of council
Councillors (including the Mayor)	Senior staff (if they are KMP they are a related party)
Chief Executive Officer (CEO)	Other family members of the Councillors, CEO and senior staff that are KMP (if the family member may be expected to influence, or be influenced by, that person in their dealings with Council, then they are a related party)
Children of the Mayor, Councillors and the CEO	
Spouse/Domestic Partners of the Mayor, Councillors and the CEO	
Dependents of the Mayor, Councillors and the CEO	
Dependents of a Spouse/Domestic partner of the Mayor, a Councillor or the CEO	
Children of a senior staff member that is a KMP	
Spouse/Domestic partners of a senior staff member that is a KMP	
Dependents of a senior staff member that is a KMP	
Dependents of a Spouse/Domestic partner of a senior staff member that is a KMP	
Entities that are controlled or jointly controlled by a KMP or their close family member.	

Disclaimer: This list identifies common related parties that a council will have, however councils must consider the detail contained in AASB 124 to ensure all related parties are identified.

There may be relationships that a council has which are not identified in this bulletin but still meet the definition of a related party.

Appendix 3

Example of related party disclosures by a council

Note 103: Related party transactions

(a) Subsidiaries

The group consists of Sunny Shire Council and its wholly owned entities. Details of subsidiaries are disclosed in Note 21.

The following transactions occurred with subsidiaries:

During the year, Sunny Shire Council provided grants and subsidies to Subsidiary One Pty Ltd with a total value of \$24,358,736.

In addition, the amounts for goods and/or services supplied by Sunny Shire Council and, based on normal commercial terms and conditions to Subsidiary One Pty Ltd were as follows:

Rental accommodation	\$1,956,333
Refuse fees	\$1,320,012

The Council also provides some free rental accommodation and administration services to Subsidiary One Pty Ltd.

Subsidiary One Pty Ltd is dependent on funding provided by Council. Funding support has been agreed to by the Council for the 2016-2017 financial year.

(b) Key management personnel compensation

	2017
	\$
Short-term employee benefits	3,000,000
Post-employment benefits	375,000
Long-term benefits	300,000
Termination benefits	0
Total	3,675,000

Detailed remuneration disclosures are provided in the annual report on pages 43 to 51.

(c) Transactions with other related parties

Details of transactions between council and other related parties are disclosed below:

		2017
		\$
Fees and charges charged to associates	#	986,225
Fees and charges charged to entities controlled by key management personnel	#	2,400,350
Infrastructure contributions from entities controlled by key management personnel	##	3,245,678
Employee expenses for close family members of key management personnel	*	453,000
Purchase of materials and services from entities controlled by key management personnel	**	5,230,012

Note Transactions that are individually significant, either because of their amount or nature, are included in the aggregate disclosure contained in this table but also need to be disclosed separately as illustrated in #,##, * & **below.

#The fees and charges charged to associates and entities controlled by key management personnel were in accordance with the schedule of fees and charges adopted by council. The total disclosed includes:

- infrastructure charges totalling \$1,230,000 paid by Progressive Development Company Pty Ltd, a company controlled by a close family member of Councillor Rosalind Jones. The company's development projects were assessed and approved in accordance with council's normal terms and conditions. Councillor Rosalind Jones declared her conflict of interest in this matter and did not participate in any decisions related to the company's application.
- an application fee for Boundary Realignment and another for material change of use. These applications were made by Better Homes Pty Ltd, a company controlled by the Mayor, Councillor David Dean. The applications relate to parcels of land in Taylor St, Bedford and Main St, Sofaville. These applications are currently being assessed by council.

Green Developments Pty Ltd, a company jointly controlled by Councillor Fred Smith and a close family member during 2016-17, completed a new subdivision "Avondale Heights" in 2016-17. In accordance with the infrastructure agreement water and sewerage infrastructure, roads and some parks within the development were handed over to council. The fair value of this infrastructure at the hand over date was \$3,245,678.

* All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employs 452 staff of which only 4 are close family members of key management personnel.

The Chief Executive Officer, Ms Doris Dean, is a close family member of the Mayor, Councillor David Dean. Ms Dean's compensation package has not been included in

this disclosure because it has been disclosed at b) Key Management Personnel compensation. Ms Dean was employed through an arm's length process and is compensated at a market salary that was determined by Salary Consultants Pty Ltd, an independent agent based in Cairns.

**The consolidated entity purchased the following material and services from entities that are controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of council operations:

- Rental of an office building
- Petrol. and
- Consultancy services

Included in the above are services purchased from Bright Water Pty Ltd amounting to \$520,000 during 2016-17. During this time Councillor Roger Jacobs was the owner of this business. All purchases were at arm's length, on normal terms and conditions and were in the normal course of council's operations. As at 30 June 2017 there were no amounts owed by council to the company.

(d) Outstanding balances

The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:

Employee expenses for close family members of key management personnel	\$7,323
Entities controlled by key management personnel	\$753,000

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

(e) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(f) Commitments to/from other related parties

Council has no outstanding commitments to/from other related parties.

Appendix 4

Checklist for Related Party Disclosure Policy

The Department suggests that councils adopt a policy about related party disclosure. This policy is not required by legislation and councils are free to choose what to include in such a policy, if one is adopted. The following checklist is provided to assist councils in considering what to include in their policy.

Identifying related parties

Does the policy state how council staff will identify and capture changes in

Tick

1. Entities that are related to council?
2. Key management personnel (KMP)?
3. Close family members of KMP?
4. Entities that are controlled or jointly controlled by KMP or their close family members?
5. Does the policy consider how Councillors and staff will be kept informed if they are affected by the related party disclosure requirements, *for example*, will they be given a copy of intended disclosure for comment?

Note: It is important to consider how changes in KMP, their close family members and related entities will be recorded. For example, how KMP advise council about changes to close family members or entities controlled by them.

Ordinary citizen transactions (OCTs)

Tick

6. Will council capture OCTs with related parties (see process for capturing transactions with related parties below)?
7. Will council disclose OCTs with related parties above a certain threshold, or where terms and conditions differ from normal practice, or not at all? (Note: OCTs that are on different terms and conditions from normal could be material in nature and give rise to an audit issue if not disclosed)

Does the policy

Tick

8. Specify how council staff will identify OCTs (if not captured)?
9. Give examples of OCTs for council staff to follow?
10. Identify a process for regularly reviewing OCTs?

Process to capture and record transactions with related parties

Tick

11. Has the policy considered how council will capture related party transactions and determine their arm's length status (i.e. terms and conditions)?
12. In the accounting system?
13. Outside the accounting system (non-monetary transactions, contracts, service level agreements)?
14. Record keeping requirements?

Privacy and Freedom of Information

Tick

15. Does the policy consider privacy issues?
16. Has the council sought advice about freedom of information and other legal obligations?

Appendix 5

Suggested Steps to implement the related parties requirements

1. Establish a system to identify and record related parties and related party relationships

Each council will need to establish a system to identify related parties and monitor changes on an on-going basis. This system will need to identify:

- a. Entities related to council
- b. KMP
- c. Close family members of KMP and their related entities

Council may wish to outline the system that will be used in the related party disclosure policy that is adopted. Alternatively, council's policy could simply specify that management are to implement a suitable system to identify related parties.

Initial identification of related parties should be done prior to 1 July 2016. It is important to document the process council uses to identify related parties and to provide this information to council's external auditors.

A review of related parties will then need to be made at regular intervals, preferably at least once every six months.

Sometimes a particular event, such as a change of Councillors, Chief Executive Officer or senior management or a corporate restructure, will trigger a change to council's related parties. It is appropriate to conduct a review of related parties immediately following such an event to identify the change to council's related parties.

The best way to identify the close family members and associated entities of KMP may be by KMP self-assessment.

For example, each KMP could make a regular declaration (Appendix 6). This declaration could also be used immediately following an event that triggers a change in KMP (for example, when a new Chief Executive Officer is appointed or following a council election where new Councillors are elected).

Appendix 7 contains an example fact sheet for KMP, which may assist them with making this declaration.

While a regular declaration form provides a system for identifying the close family members and controlled/jointly controlled entities of KMP, it should not be relied upon in isolation, as illustrated in example 6.

Example 6 (Cousin of Mayor – related party commonly known but omitted from declaration)

Shelley, the Mayor of Sunny Shire Council (from example 4) forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

Each council needs to identify the most effective and appropriate way to determine council's related parties and for this information to be accurate and complete for financial reporting purposes. This could include consideration of the materiality of transactions that are likely to occur. Please note however that asking KMP to identify material transactions with their close relatives and related entities, at year end, will **NOT** be sufficient to meet audit requirements.

2. Identify ordinary citizen transactions, that will not be disclosed by council

Council may decide, in council's related party disclosure policy, that there are some transactions with related parties that do not need to be captured and reported. These transactions are those that an ordinary citizen would undertake with council (OCTs).

For example, if a Councillor were to walk their dog in a council owned park that would be a related party transaction. However, it is unlikely that users of the financial statements would be interested in this transaction. It is a taxpayer/government entity transaction that may be undertaken by any ordinary citizen.

OCTs are not material transactions because of their nature, and therefore council may wish to identify them upfront and exclude them from being recorded as a related party transaction (step 3). Note, however, that if the OCT were to occur on terms and conditions that are different to those offered to the general public the transaction may become material. Care needs to be taken in identifying these types of transactions.

If council decides to identify and exclude them up front, then council's policy will need to specify this. In addition the policy needs to either identify them or provide a framework so that management can identify them.

Examples of OCTs
Using the council's public swimming pool after paying the normal fee
Parking fees at rates available to the general public
Attending council functions that are open to the public
Fines on normal terms and conditions
Visiting a council art gallery
Paying rates and utility charges

Examples of transactions that are NOT OCTs
Infrastructure charges
Purchase of goods, regardless of conditions

3. Establish a system to identify and record related party transactions and related terms and conditions

The next step is to establish, or change existing systems so that related party transactions can be separately identified and reported.

This may be as simple as identifying related party transactions with a special code in council's accounting system.

Council will also need a system to:

- identify transactions that do not pass through council's accounting system
- identify the associated terms and conditions of the related party transactions.

4. Assess materiality of the related party transactions that have been captured

Prior to preparing the disclosure in the council's financial statements related party transactions should be assessed for materiality. Transactions that are not considered material do not need to be disclosed.

Assessing materiality requires judgement and should be done in consultation with council's external auditor and audit committee.

When assessing materiality, councils need to consider both the size and nature of the transaction, individually and collectively.

The term "material" is defined in AASB 101 *Presentation of Financial Statements* (AASB 101.7) and further guidance can be found in AASB 108: *Accounting Policies, Changes in Accounting Estimates and Errors* (AASB 108.5) and the *Framework for the Preparation and Presentation of Financial Statements* (paragraph QC11). The International Accounting Standards Board has also recently released some guidance on materiality.

5. Make disclosure

The final step is to make the necessary disclosures in council's annual financial statements. *Appendix 3* provides example disclosures for a council.

Disclosures that councils will need to make include:

- 1) Relationships between a parent and its subsidiaries, irrespective of whether there have been transactions between them
- 2) KMP compensation in total and for each of the following categories:
 - Short-term employee benefits
 - post-employment benefits;
 - other long-term benefits; and
 - termination benefits
- 3) Where related party transactions have occurred:
 - The nature of the related party relationship
 - Information about the transactions, outstanding balances and commitments, including terms and conditions
- 4) Separate disclosure for each category of related party

5) The types of transactions disclosed such as:

- purchases or sales of goods
- purchases or sales of property and other assets
- rendering or receiving property and other assets
- rendering or receiving goods
- rendering or receiving of services
- Leases
- Guarantees given or received
- Commitments
- Loans and Settlements of liabilities
- Expense recognised during the period in respect of bad debts
- Provision for doubtful debts relating to outstanding balances

Appendix 6

Example declaration by Key Management Personnel

Private and Confidential

Related Party Declaration by Key Management Personnel

Name of Key Management Person: *(insert name)*

Position of Key Management Person: *(insert name)*

(List details of known close family members, entities that are controlled/jointly controlled by KMP and entities that are controlled/jointly controlled by the close family members of KMP)

Name person or entity

Relationship

I *(insert full name)*, *(insert position)* declare that the above list includes all my close family members and the entities controlled, or jointly controlled, by myself or my close family members. I make this declaration after reading the fact sheet supplied by council which details the meaning of the words “close family members” and “entities controlled, or jointly controlled, by myself or my close family members”.

Declared at *(insert place)* on the *(insert date)*

Signature of KMP:

Name of KMP

Date:

Appendix 7

Example Fact Sheet – Related Party Disclosures for Key Management Personnel

From 1 July 2016 local governments (councils) must disclose related party relationships, transactions and outstanding balances, including commitments, in the annual financial statements.

Related parties include Key Management Personnel (KMP), their close family members and any entities that they control or jointly control. Any transactions with these parties, whether monetary or not, will need to be identified and may need to be disclosed. Disclosure will only be made if a transaction has occurred and the disclosure may be in aggregate. An example of the type of disclosure council may make can be found [here](#).

In order to meet this requirement council has adopted a policy that requires all KMP to provide a six monthly declaration identifying:-

- their close family members;
- entities that they control or are associated with; and
- entities that their close family members control or jointly control.

This information will be audited as part of the annual external audit by Queensland Audit Office. Council's policy on the privacy of this information can [be found here](#).

Who are KMP?

KMP are **persons having authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.**

Who are close family members of KMP?

These are **family members who may be expected to influence, or be influenced by, that person in their dealings with council and include:**

- (a) that person's children and spouse or domestic partner;**
- (b) children of that person's spouse or domestic partner; and**
- (c) dependants of that person or that person's spouse or domestic partner.**

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council

Definitely a close family member	May be a close family member
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; and
- the ability to use your power over the entity to affect the amount of your returns.

Example of control

Fred is the Mayor of Sunny Shire Council and owns 100% of the ordinary shares in Sunny Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of joint control

Fred is the Mayor of Sunny Shire Council and owns 50% of the ordinary shares in Sunny Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact (insert name and phone number of contact) for a confidential discussion.

Appendix 8

Example Form – Related Party Register

Name	Relationship	Nature of transactions	Terms and conditions	Reference to supporting evidence. Wp ref

This is an example of how council might collate the related party information for audit.

Our Ref: 38-11; E1716966

TO ALL LOCAL GOVERNMENTS

CIRCULAR N^o 07-2017

CHANGES TO ACCOUNTING STANDARDS – IMPLEMENTATION OF RELATED PARTY DISCLOSURES

As a result of changes to the accounting standards, from 2016/17 financial year, all local governments are required to disclose the nature of related party relationships when preparing general purpose financial reports in compliance with AASB 124.

AASB 124 is the Australian accounting standard that provides a framework for reporting relationships between the key decision makers in a reporting entity and the reporting entity. This relationship is commonly described as “related party”.

AASB 124 will only impact on disclosure in financial statements and will not impact on financial position or performance. Local governments are required to disclose when a related party transaction has occurred in the reporting year.

The Department of Local Government and Communities (DLGC) recommends that each local government establish and implement systems to identify related parties to enable recording of related party transactions from 1 July 2016. If the transaction(s) are material, this will need to be disclosed in the annual financial report in accordance with the requirements set out in AASB 124.

The [AASB124 Related Party Disclosure Implementation Guide](#) has been prepared to assist local governments to implement this new requirement and is available on the DLGC website.

The guide provides key reporting requirements, implementation steps, a useful check list, a sample council policy and sample disclosure notes. For more information, contact Ning Yan on 6552 1701 or via email ning.yan@dlgc.wa.gov.au.



Jennifer Mathews
DIRECTOR GENERAL

14 June 2017

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

AASB 2015-6

This Standard was issued in March 2015 and extends the Scope of AASB 124 *Related Party Disclosures* to include application by not-for-profit entities.

Operative Date for Local Government: 1 July 2016 (effectively for the year ended 30 June 2017).

Comparatives: No comparatives will be required to be presented in the period of initial implementation.

AASB 124

SUMMARY

APPLICATION AND SCOPE

AASB 124.2

This standard is applied in:

- Identifying related party transactions and relationships;
- Identifying outstanding balances including commitments between an entity and its related parties;
- Identifying circumstances in which disclosure of the above items are required;
- Determining the disclosures to be made about those items.

PURPOSE OF RELATED PARTY DISCLOSURES

AASB 124.5 TO 124.8

Knowledge of related party transactions, outstanding balances and relationships is important to understanding and assessing an entity's operations.

DEFINITIONS

AASB 124.9 TO 124.12

Definitions include related party, compensation, control, key management personnel, director and remuneration as well as some explanations and clarifications.

DISCLOSURE

AASB 124.13 TO 124.27

Includes:

- Relationships between parents and subsidiaries of the entity, regardless of whether there have been any transactions between the related parties (may be applicable to local government under new legislation);
- Information about key management personnel compensation in total and for certain categories;
- Certain information about transactions between related parties and any outstanding balances at reporting date for each type of related party; and
- Information about government-related entities.

ILLUSTRATIVE EXAMPLES

Includes illustrative examples – one specifically relating to a Councillor of a local government.

AASB 124 – “RELATED PARTY DISCLOSURES”

DISCLOSURES

KEY REQUIREMENTS OF AASB 124

AASB 124.17

A local government shall disclose key management personnel compensation in total and for each of the following categories:

- a) Short-term employee benefits;
- b) Post-employment benefits;
- c) Other long-term benefits;
- d) Termination benefits; and
- e) Share-based payment.

AASB 124.18

If the local government has had related party transactions during the periods covered by the financial statements, it shall disclose the nature of the related party relationship as well as information about those transactions and outstanding balances, including commitments, necessary for users to understand the potential effect of the relationship on the financial statements. These disclosure requirements are in addition to those in paragraph 17. At a minimum, disclosures shall include:

- a) The amount of the transactions;
- b) The amount of outstanding balances, including commitments, and
 - i. their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - ii. details of any guarantees given or received;
- c) Provisions for doubtful debts related to the amount of outstanding balances; and
- d) The expense recognised during the period in respect of bad or doubtful debts due from related parties.

AASB 124.18A

Amounts incurred by the local government for the provision of key management personnel services that are provided by a separate management entity shall be disclosed.

AASB 124.19

The disclosures required by paragraph 18 should be made separately for each of the following categories:

- a) The parent;
- b) Entities with joint control or significant influence over the entity;
- c) Subsidiaries;
- d) Associates;
- e) Joint ventures in which the entity is a venturer;
- f) Key management personnel of the entity or its parent; and
- g) Other related parties.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

DISCLOSURES (CONTINUED)

AASB 124.21

The following are examples of transactions that are disclosed if they are with a related party:

- a) purchases or sales of goods (finished or unfinished);
- b) purchases or sales of property and other assets;
- c) rendering or receiving of services; and
- d) leases.

AASB 124.23

Disclosures that related party transactions were made on terms equivalent to those that prevail in arm's length transactions are made only if such terms can be substantiated.

AASB 124.24

Items of a similar nature may be disclosed in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the financial statements of the local government.

RELEVANT DEFINITIONS

AASB 124.9

Related Party:

A person or entity that is related to the local government that is preparing its financial statements.

A person or a close member of that person's family is related if that person:

- i. (not applicable to local government);
- ii. Has significant influence over the reporting entity; or
- iii. Is a member of the key management personnel of the reporting entity.

An entity is related if any of the following conditions applies:

- i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others) - may be applicable; or
- ii. A person is a member of the key management personnel of the entity.

Note: Many of the other conditions listed in this paragraph do not apply and we have chosen, for the sake of clarity, not to list them here.

Related Party Transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

AASB 124 – “RELATED PARTY DISCLOSURES”

RELEVANT DEFINITIONS (CONTINUED)

Close Members of the Family of a Person:

Those family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- a) That person’s children and spouse or domestic partner;
- b) Children of that person’s spouse or domestic partner; and
- c) Dependants of that person or that person’s spouse or domestic partner.

Compensation

Includes all employee benefits – refer to content of AASA 124.9 for specific details.

Key Management Personnel

Those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

In the case of local government will include all Councillors and Senior Staff.

Senior Staff would include the CEO, deputy CEO and any staff member at a Director or Executive Manager level.

In the case of rural/regional local governments, there would also be the need to include the works supervisor, health inspector, planning officer where they have direct responsibility for an operational area of local government.

SUBSTANCE OVER FORM

AASB 124.10

In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.

CLARIFICATIONS

AASB 124.11

In the context of AASB 124, the following are not related parties:

- a) Two entities simply because they have a member of key management personnel in common or because a member of key management personnel of one entity has significant influence over the other entity.
- b) Two joint ventures simply because they share joint control over a joint venture.
 - i. providers of finance,
 - ii. trade unions,
 - iii. public utilities, and
 - iv. departments and agencies of a government that does not control, jointly control or significantly influence the local government.
 - v. simply by virtue of their normal dealings with the local government (even though they may affect the freedom of action of a local government or participate in its decision-making process).
- c) A customer, supplier, franchisor, distributor or general agent with whom the local government transacts a significant volume of business.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

EXAMPLE DISCLOSURE

NOTE: Such disclosure is not required until the year ended 30 June 2017. The City/Town/Shire of Somewhere model will be adjusted to incorporate the disclosure requirements of AASB 124 at that time.

The purpose of this example disclosure is to provide information and guidance with respect to upcoming requirements.

They are in addition to existing disclosure requirements which will be adjusted at the time.

For example, if material, certain disclosures relating to sales of goods, assets etc are already made elsewhere in the financial report and can easily be expanded to include a line item for related parties.

We have also only provided examples of those relating to local government with a comment on their likelihood.

Please see pages 6 and 7 for example disclosure.

AASB 124 – “RELATED PARTY DISCLOSURES”

EXAMPLE DISCLOSURE

Key Management Personnel Compensation Disclosure

The totals of remuneration paid to KMP of the City/Town/Shire during the year are as follows:

	2017	2016
	\$	\$
AASB 124.17(a) Short-term employee benefits	AAA	EEE
AASB 124.17(b) Post-employment benefits	BBB	FFF
AASB 124.17(c) Other long-term benefits	CCC	GGG
AASB 124.17(d) Termination benefits	DDD	HHH
Total KMP compensation	ZZZ	XXX

Short-term employee benefits

These amounts include all salary, paid leave benefits, fringe benefits and cash bonuses awarded to KMP.

Details in respect to fees and benefits paid to Councilors may be found at Note XX.

Post-employment benefits

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

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

AASB 124 – “RELATED PARTY DISCLOSURES”

EXAMPLE DISCLOSURE (CONTINUED)

Related Party Transactions Detail Disclosure

Related Parties

The City/Town/Shire’s main related parties are as follows:

i. *Key management personnel:*

AASB 124.9, 18

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

ii. *Entities subject to significant influence by the City/Town/Shire*

AASB 124.9, 18

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

For details of interests held in associated entities, refer to Note X.

iii. *Joint venture entities accounted for under the equity method:*

AASB 124.9, 18

The Group has a 50% interest in Somewhere Regional Council. The interest in the joint venture entity is accounted for in these financial statements using the equity method of accounting. For details of interests held in joint venture entities, refer to Note YY.

Transactions with related parties:

AASB 124.23

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

The following transactions occurred with related parties:

2017

\$

Associated companies/individuals:

Sale of goods and services

Likely

Purchase of goods and services

Likely

Joint venture entities:

AASB 124.18(a),
19(e), 21(g)

Distributions received from joint venture entities

Possible

Amounts outstanding from related parties:

Trade and other receivables

Possible

Loans to associated entities

Possible but highly unlikely

Loans to key management personnel

Possible but highly unlikely

Note: If loans of this nature are provided, then details relating to terms and conditions should be disclosed in narrative form.

Amounts payable to related parties:

Trade and other payables:

Loans from associated entities

Possible

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

IMPLEMENTATION GUIDANCE

Implementation and guidance applying to public sector entities (ie local government) forms an integral part of AASB 124.

Some key paragraphs to assist with interpretation have been extended and are detailed (unaltered) as follows:

KEY MANAGEMENT PERSONNEL

AASB 2015-6. IG 3

Paragraph 9 of the Standard defines key management personnel as being those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of the entity. In a public sector context, entities should consider the facts and circumstances in assessing whether a person is a member of the key management personnel, as defined, of the entity. For example, the facts and circumstances may reflect that not all persons described as ‘senior executive staff’ or ‘Secretary’ or ‘Minister’ may be key management personnel of the entity. Similarly, in relation to a not-for-profit public sector entity, the facts and circumstances may reflect that a person’s powers do not give rise to a capacity to direct or control the activities of an entity, where the powers are only ceremonial or procedural in substance.

RELATED PARTY TRANSACTIONS

AASB 2015-6. IG 9

Paragraph 18 of the Standard requires an entity to disclose information about transactions that have occurred between the entity and its related parties, including transactions between the entity and its key management personnel or key management personnel of the entity’s parent, that is necessary for users to understand the potential effect of the relationship on the financial statements.

AASB 2015-6. IG 10

Ministers, councillors and other senior public servants may qualify as a related party of a public sector entity under one or more of the criteria set down in paragraph 9(a) of the definition of ‘related party’ in AASB 124. For example, a Minister who is a member of the key management personnel of his government is, under the definition of ‘related party’, a related party not only of the government but also of each controlled entity of that government. In such instances, the Standard requires the controlled government entity to disclose related party transactions with that Minister, whether or not the Minister has responsibility for the entity.

AASB 2015-6. IG 11

A related party transaction is a transfer of resources, services or obligations between an entity and its related party, regardless of whether a price is charged. In the not-for-profit public sector, many entities are likely to engage frequently with persons who are a related party of that entity in the course of delivering the entity’s public service objectives, including the raising of funds (for example, rates and taxes) to meet those objectives. These related party transactions often occur on terms and conditions no different to those applying to the general public (for example, the Medicare rebate or public school fees). A not-for-profit public section entity may determine that information about related party transactions occurring during the course of delivering its public service objectives and which occur on no different terms to that of the general public is not material for disclosure in its general purpose financial statements is included in AASA 101 “Presentation of Financial

Statements and AASA 108 “Accounting Policies, Changes in Accounting Estimates and Errors. The factors described in paragraph 27 of the Standard may also assist an entity in making this determination.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

IMPLEMENTATION GUIDANCE (CONTINUED)

AASB 2015-6. IG 12

Examples 7-8 describe different types of related party transactions that may occur between not-for-profit public sector entities and their related parties.

Example 7

Councillor P is a member of the key management personnel of the LMN local government (the Council). The Council’s functions include raising revenue to fund its functions and activities, and planning for and providing services and facilities (including infrastructure) for the local community. In carrying out its functions, the Council undertakes a wide range of activities including the imposition of rates and charges upon constituents, and the provision without charge of services such as parks and roads.

Councillor P is a ratepayer residing within the Council’s constituency. As such, he takes advantage of the availability of free public access to local parks and libraries. Councillor P also used the swimming pool at the Council’s Recreation Centre twice during the financial year, paying the casual entry fee applicable to the general public each time. The recreation centre has approximately 20,000 visitors each financial year.

All of the transactions described above between the Council and Councillor P are related party transactions of the Council and are considered for disclosure in the Council’s general purpose financial statements. Based on the facts and circumstances described, the Council may determine that these transactions are unlikely to influence the decisions that users of the Council’s financial statements make having regard to both the extent of the transactions, and that the transactions have occurred between the Council and Councillor P within a public service provider/taxpayer relationship.

Note: Example 8 was not included as it does not relate to local government.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

BASIS FOR CONCLUSIONS

Whilst not forming part of the standard, the AASB has provided explanations in respect to their conclusions. We have extracted (unaltered) some key bases (as they relate to local government).

DEFINITION OF KEY MANAGEMENT PERSONNEL

AASB 2015-6. BC 8

The Board considered whether an amendment of the definition of key management personnel for the not-for-profit public sector would be necessary to facilitate a decision to remove the not-for-profit public sector exemption from AASB 124, but decided that the present definition was suitable. The AASB noted that, in a public sector context, entities should consider the facts and circumstances in assessing whether a person is a member of the key management personnel, as defined, of the entity.

AASB 2015-6. BC 9

The Board considered that normally, the determination of key management personnel will be similar for entities in the public sector or the private sector. For example, a not-for-profit public sector entity will need to determine whether all, or only certain, of its senior executive service employees meet the definition of key management personnel. However, the Board acknowledged constituents' concerns that the determination of key management personnel may not be straightforward in the not-for-profit public sector given ministerial type roles. The Board noted that it does not regard a Minister to always be a member of the key management personnel of a not-for-profit public sector entity or of a for-profit public sector entity; rather, this is dependent on the particular circumstances of the jurisdiction and of the entity. Accordingly, the Board decided to add guidance to the Standard, in the absence of a private sector analogy, to assist public sector entities in applying the definition of key management personnel to Ministers, as ministerial-type roles do not usually arise in a private sector.

AASB 2015-6. BC 17

The Board noted that, as is often the case with related party transactions, judgement would be required as to when transactions are material, especially when qualitative assessments are made about the nature of transactions. The Board considered situations in which Ministers or local government councillors paid taxes, levies or other statutory charges or fees faced generally by citizens. The Board does not expect, absent unusual circumstances, that the application of materiality would result in disclosure in many of these situations. In contrast, a commercial contract entered into by a Minister or local government councillor with a related public sector entity may be relevant for disclosure, similar to a commercial contract between a member of the key management personnel of a for-profit entity and the reporting entity (for example, a contract to provide accountancy services between the entity and an entity controlled by a member of the key management personnel). Accordingly, the Board observed that a not-for-profit public sector entity would also need to apply judgement in determining the extent of information it needs to collect to meet the objective of AASB 124, as there is little value in an entity incurring significant costs to obtain data that is immaterial for disclosure. The Board noted that it would expect appropriate criteria to be identified so that information about transactions that are possible material (for example, transactions that have occurred at a different price or volume to that applying to the general public) is captured for assessment.

AASB 124 – “RELATED PARTY DISCLOSURES”

DEFINITION OF KEY MANAGEMENT PERSONNEL (CONTINUED)

AASB 2015-6. BC 18

Having regard to the role of materiality, the Board decided that no specific exemption from disclosure of the related party transactions with key management personnel of a not-for-profit public sector entity, including any Ministers or local government councillors where so identified, was necessary. However, to respond to constituents’ requests for clarification on the extent of disclosures required of related party transactions that occur in the not-for-profit public sector, the Board decided to add implementation guidance to AASA 124 to assist not-for-profit public sector entities in this regard.

APPLICATION DATE AND TRANSITIONAL PROVISIONS

AASB 2015-6. BC 30

The Board considered the application date and transitional provisions of the amendments to extend the scope of AASB 124 to include not-for-profit public sector entities. The Board acknowledged constituent concerns about the ability of existing systems, processes and controls to capture the information required, and requests for a lengthy transition period prior to mandatory application of the amendments.

AASB 2015-6. BC 31

The Board was disinclined to unnecessarily further extend the period to which these amendments are on issue before mandatory application, having made its key decisions on the amendments in 2012, and as the finalised amendments are largely as were exposed. Further, the Board noted that Australian Implementation Guidance to AASB 10 Consolidated Financial Statements relating to the application of control by not-for-profit entities had been issued by the Board in October 2013. The Board also noted that the forthcoming issue of an amending standard extending the scope of AASB 124 to not-for-profit public sector entities has been signalled in its publicly available work program. Accordingly, the Board decided that the amendments should apply to annual reporting periods beginning on or after 1 July 2016.

AASB 2015-6. BC 32

However, having regard to constituent concerns, the Board decided not to require comparative related party disclosures to be presented in the period of initial application of the amendments.

AASB 124 – “RELATED PARTY DISCLOSURES”

BUSINESS OPERATING PROCEDURE

Corporate Services/Governance & Finance

Procedure Number XXX

PROCEDURE FOR RELATED PARTY DISCLOSURES

The scope of AASB 124 *Related Party Disclosures* was extended in July 2015 to include application by not-for-profit entities, including local governments. The operative date for Local Government is 1 July 2016, with the first disclosures to be made in the Financial Statements for year ended 30 June 2017. This procedure outlines required mechanisms to meet the disclosure requirements of AASB 124.

BACKGROUND

The objective of the standard is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not. For each financial year, the **Shire/Town/City** must make 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.

1. Identification of Related Parties

AASB 124 provides that the **Shire/Town/City** will be required to disclose in its Annual Financial reports, related party relationships, transactions and outstanding balances.

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.

KMP are defined as persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the **Shire/Town/City** has identified the following persons as meeting the definition of *Related Party*:

- 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 or Director
- 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/Town/City** will therefore be required to assess all transactions made with these persons or entities.

AASB 124 – “RELATED PARTY DISCLOSURES”

2. Identification of related party transactions

A related party transaction is a transfer of resources, services or obligations between the **Shire/Town/City** (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/Town/City** 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/Town/City** for licences, approvals or permits
- Lease agreements for housing rental (whether for a **Shire/Town/City** owned property or property sub-leased by the **Shire/Town/City** through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the **Shire/Town/City** 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/Town/City** (trading arrangement)
- Sale or purchase of any property owned by the **Shire/Town/City**, to a person identified above.
- Sale or purchase of any property owned by a person identified above, to the **Shire/Town/City**
- 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/Town/City** 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.

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.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

- Paying rates
- Fines
- Use of **Shire/Town/City** 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.

4. 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

Associated Policies

Include if relevant

Further Information

Related Party Disclosures - Declaration form

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

Review Responsibility

Coordinator Financial Services

Date Adopted: XX

Review Required: As Required

Review Undertaken: XX

_____	_____	Approved / Not Approved
Chief Executive Officer	Date	

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

Close Family Members

Close family members include:

- a child, spouse or domestic partner;
- children of your spouse or domestic partner;
- dependents of you or your spouse or domestic partner;
- any other close family member;

who may be expected to influence, or be influenced by, your dealings with the council.

The following table may assist you in identifying your close family members:

Definitely a close family member	May be a close family member
Your spouse/domestic partner	Your brothers and sisters, if they could be expected to influence or be influenced by you in their dealings with council
Your children	Your aunts, uncles and cousins, if they could be expected to influence or be influenced by you in their dealings with council
Your dependants	Your parents and grandparents, if they could be expected to influence or be influenced by you in their dealings with council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence or be influenced by you in their dealings with council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence or be influenced by you in their dealings with council

There may be relationships that a council has which are not identified in this appendix but still meet the definition of a related party.

Example: Cousin of Councillor

A Councillor for the **Shire/Town/City** has lived in the **Shire/Town/City** her whole life. In fact her family has been in the area for generations.

The Councillor's cousin, owns and operates the local newsagent through a company ABC Pty Ltd, in which she owns 100% of the shares. The Councillor and her cousin have always been close and regularly socialise together.

From these facts it would appear that the Councillor's cousin is a close family member of the Councillor because she would be expected to influence, or be influenced by, that person in her dealings with Council.

Both the cousin and the company she controls, ABC Pty Ltd would therefore be related parties of Council.

Any transactions that the Council makes with the newsagent would need to be separately identified and may need to be disclosed.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

Control in entities

What is an entity that I, or my close family member, control or jointly control?

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have

- a) power over the entity;
- b) exposure, or rights, to variable returns from involvement with the entity; and
- c) the ability to use your power over the entity to affect the amount of your returns.

To jointly control an entity there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

In some cases it will be obvious that you or a family member control or have joint control over an entity. In other cases it will be less clear.

If you are unsure whether you, or a close family member, has control or joint control of an entity then you should contact the Manager Financial Services for a confidential discussion.

Example: Clubs or other incorporated bodies

(A **Shire/Town/City** Councillor is the President of a local football club)

A **Shire/Town/City** Councillor is the President of **Shire/Town/City** Football Club Inc, the local football club. This club is overseen by a committee which comprises the President and four other committee members. Each member has a single vote when making decisions at meetings. The committee members are not related and do not have agreements to vote with one another. The club has over 100 members that each have a vote in electing the committee members at the club's annual general meeting.

From these facts it would appear that the Councillor does not control or jointly control the football club so it will not be a related party of Council just because the Councillor is the president of the club.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

Other examples

Example 1 (Audit committee member)

Shire/Town/City of Anywhere’s audit committee comprises two Councillors and a local retired accountant, Fred. Fred has no other connection with the council.

The audit committee attends to the functions as required under the *Audit Regulations*. It does not make any decisions on behalf of the council but simply provides reports, with recommendations, for the Mayor and councillors to consider.

Based on the facts outlined Fred would not be a KMP of council.

Example 2 (Son of CFO employed by council)

Shire/Town/City of Anywhere has recently employed Paul's son (George) in the Council's parks and garden's area. Paul is Council's Deputy Chief Executive Officer but was not involved in hiring George. This process was managed by the Director of Parks and Gardens and included an independent assessment process. Paul did not have any influence in George securing the job.

Paul has been identified as a KMP of council, which makes him a related party.

George will also be a related party of Council because he is a close family member of Paul. The recruitment process that was undertaken for George's position is irrelevant when assessing whether George is a related party.

Example 3 (Cousin of Mayor - related party commonly known but omitted from declaration)

Shelley, the Mayor of Shire/Town/City of Nowhere forgets to include her cousin Mavis, and Mavis' company, when she completes her KMP declaration.

It is commonly known in the community that Shelley and Mavis are close and that Shelley would be expected to influence, or be influenced by, Mavis in her dealings with Council and vice versa.

Mavis and her company are related parties of Council, even though Shelley omitted them from her declaration.

Example 4 (Example of control)

Fred is the Mayor of Shire/Town/City of Nowhere and owns 100% of the ordinary shares in Shire/Town/City of Nowhere Development Company Pty Ltd (the company). The ordinary shares are the only shares in the company that have voting rights.

Fred controls the company because he has the power to affect the company's decisions and the return that he will get from the company.

Fred will need to include the company on his related party declaration.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

Example 5 (Example of joint control)

Fred is the Mayor of **Shire/Town/City of Nowhere** and owns 50% of the ordinary shares in **Shire/Town/City of Nowhere** Development Company Pty Ltd (the company). Fred's brother Stan owns the other 50% of ordinary shares. Fred and Stan are the only Directors of the company and have equal voting rights on the board.

Fred and Stan have joint control of the company because any decisions require the unanimous consent of them both.

Fred will need to include the company on his related party declaration.

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

RELATED PARTY DISCLOSURES - DECLARATION

As per requirements of AASB 124 Related Party Disclosures, and Business Operating Procedure – Related Party Disclosures. For additional information to assist you in making a declaration, please refer to the Appendices to this form.

The following declaration must be completed by all Council members, the CEO and Directors of the **Shire/Town/City** who were elected or employed at any time during the financial year.

Disclosure Period (Quarter Ended):	
Person making disclosure:	
Position held by person: e.g. Councillor, Director	

1. CLOSE MEMBERS OF THE FAMILY (See Appendix 1)

Name of Family Member	Relationship to you
<i>If there has been no change since your last declaration, please complete “No Change”</i>	

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

2. ENTITIES THAT I, OR A CLOSE FAMILY MEMBER CONTROLS OR JOINTLY CONTROLS (See Appendix 2)

Name of Entity	Name of person who has control/nature of control
<i>If there has been no change since your last declaration, please complete “No Change”</i>	

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

3. ORDINARY CITIZEN TRANSACTIONS – NOT PROVIDED AT ARMS LENGTH

Did you or any member of your close family use facilities provided at Recreation Centre, attend any event at the Civic Centre, or use any other council provided facility AND you received a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person using the facility	Service/Facility used	Nature of transaction	Nature of discount or special conditions received.

Note: Recreation Centre membership provided as part of employment has been provided under the same terms as those memberships provided to the public.

4. LEASING AGREEMENTS - DOMESTIC RESIDENTIAL

Did you, a close family member or related entity, enter into a lease agreement with the **Shire/Town/City** (either as lessee or lessor) for the provision of a domestic rental property (Includes properties owned by the **Shire/Town/City** and privately owned properties sub-leased through the **Shire/Town/City** from a real estate agent)? Did you receive or provide a discount or special terms that would not otherwise be offered to any other member of the public?

Name of Person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

5. LEASING AGREEMENTS - COMMERCIAL

Did you, a close family member or related entity, enter into a commercial leasing agreement with the **Shire/Town/City** for the provision of a commercial property? Did you receive a discount or special terms that would not otherwise be offered to any other member of the public?

Name of person party to the lease	Property Address	Term of Lease & Weekly rent	Detail of any non-arms length conditions

6. TRADING ARRANGEMENTS

Were you or a close family member (as defined above) the owner of any business (or in a position to substantially control the business) that provided goods or services to the **Shire/Town/City**? Were those goods or services provided on the same terms and conditions as those available to any other customer? If not, please provide details of the specific terms provided to the **Shire/Town/City**.

Business name	Goods or services provided	Approximate value for the reporting period	Terms & conditions

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

7. OTHER AGREEMENTS (Construction, Consultancy, Service Contracts)

Did you, a close family member or related entity, enter into any other agreements/arrangements with the **Shire/Town/City** (whether or not a price was charged)?

This may include (but is not limited to): construction contracts, consultancy services, service contracts (such as cleaning, maintenance, security).

For e.g. a company that a close family member controls, was awarded a contract with the **Shire/Town/City** for building a new office facility.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

8. PURCHASE OF PROPERTY

Did you, a close family member or related entity, purchase any property or other assets from the **Shire/Town/City**? (This may include vehicles or other plant items, land or buildings).

Was the purchase made at arms length (for e.g. at public auction), and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided to you.

Name of person or entity name	Property purchased	Value of the purchase	Terms & conditions

9. SALE OF PROPERTY

Did you, a close family member or related entity, sell any property or other assets to the **Shire/Town/City**? (This may include vehicles or other plant items, land or buildings).

Was the sale made at arms length, and on terms and conditions available to any other member of the public? If not, please provide details of the specific terms provided.

Name of person or entity name	Property Sold	Value of the Sale	Terms & conditions

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

10. FEES & CHARGES FOR APPLICATIONS

Did you, a close family member or related entity, make an application to Council for a trading, building, planning or development application, licence or approval, or any other type of permit or licence?

Name of person or entity name	Application type	Application and/or receipt number

11. SELF SUPPORTING LOANS

Did you, a close family member or related entity, enter into a loan agreement with the **Shire/Town/City**?
For e.g. a club for which you have control (See Appendix 2 for example)

Name of person or entity name	Loan details	Value of the loan	Terms & conditions

12. OTHER AGREEMENTS

Please list any other agreement or arrangement you believe is a related party transaction and should be declared.

Name of person or business/company	Nature of agreement	Value of agreement	Terms & conditions

SOMEWHERE

AASB 124 – “RELATED PARTY DISCLOSURES”

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted.

I have made this declaration after reading the information supplied by Council which details the meaning of the definitions to which this declaration relates.

SELECT OPTION 1: ☐ Handwritten Signature

Signed: _____ Date: ____/____/____

Once signed please provide to the **Manager Financial Services**.

OR

SELECT OPTION 2: ☐ Electronic Signature

This form can be sent by email to the **Manager Financial Services** provided the email is sent by the person making the disclosure from their work or personal (e.g. Councillors) email account.

5. OFFICER ITEMS

Nil.

6. CLOSURE

COUNCIL RESOLUTION

Moved: Cr L Martin

Seconded: Cr B Gaze

AC0317.4 That Council thank Tim Partridge for his presentation.

UNANIMOUSLY CARRIED: 9/0

There being no further business President Cr K House closed the meeting at 3:30pm.

12. STRATEGY AND GOVERNANCE

12.1	BETTER PRACTICE REVIEW REPORT
Location:	Physical location
Proponent:	Applicant
File Ref:	14.9.6
Date of Report:	31/07/17
Business Unit:	Strategy and Governance
Officer:	Shelley Pike Chief Executive Officer
Disclosure of Interest:	N/A

ATTACHMENTS

- Report

PURPOSE OF THE REPORT

Council is requested to consider and endorse the Better Practice Review Report undertaken by the then Department of Local Government and Communities.

BACKGROUND

The Department of Local Government Better Practice Review (BPR) Program was an initiative undertaken by the former Department of Local Government and Communities (as of 1 July 2017 it became the Department of Local Government, Sport and Cultural Industries) to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involves a review team assigned to work closely with local governments to review key areas of that local government's activities and operations.

Program Objectives

The BPR Program has been designed to acknowledge areas of better practice whilst encouraging improvement in the way local governments conduct their activities to ensure good governance and build the capacity of the local government sector.

The objectives of the program are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector.
- Promote good governance and ethical regulation.
- Identify and share innovation and best practice in the local government sector.
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

Reporting of a BPR

Through the local government completed self-assessment checklist and the collection and collation of additional relevant information prior to an onsite review, the review team summarised key findings in the areas of:

- Governance
- Planning and Regulatory functions
- Plan for the Future (strategic and corporate planning)
- Assets and Finance
- Workforce planning and Human Resource (HR) management
- Community and Consultation

The process involves a review team from the Department of Local Government and Communities evaluating the effectiveness and efficiency of the council's operations and giving feedback. There are essentially five steps in a typical review - preparing, assessing, checking, analysing and reporting. The completion of a comprehensive self-assessment checklist by the council is a key element in all reviews.

The review team takes a risk based approach targeting its resources to areas identified as core matters to be examined as part of the review and those matters considered to be important having regard to the circumstances of an individual council. It does not examine every aspect of a council's operations. All reviews involve checking compliance with a range of statutory requirements, examining appropriate practices and ensuring that council has frameworks in place to monitor its performance. All reviews seek to identify better and noteworthy practices. The review team examines local circumstances in order to understand the pressures on council and how the council has sought to manage that environment.

The report aims to highlight areas where a local government is demonstrating better practice, as well as providing constructive feedback on addressing any areas for further development. Where appropriate, the areas recognised as requiring further development will feature suggested recommendations that the local government can aim to address through a documented action plan.

COMMENTS

The BPR team visited the Shire of Gnowangerup for three days from the 22nd November to the 24th November 2016 and attended the Council meeting 23rd November 2016.

The local government has the opportunity to provide commentary and feedback on any findings of the review and/or a response to each area of the report, ensuring the report captures an accurate reflection of that local government. In particular, it is requested that the local government review and complete the draft action plan in this report which identifies recommendations for the areas of further development. Both the local government's feedback and the action plan are added to the draft report to comprise the final report, which is then provided for the local government council's consideration.

Administration staff have noted the suggestions for areas of improvement and have implemented the recommended changes to our systems and processes.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

There are no financial implications to the Shire as this was a free service provided by the Department.

STRATEGIC IMPLICATIONS

Nil.

IMPACT ON CAPACITY

Nil

RISK IMPLICATIONS

The risks associated with matters in this report are:

- Misconduct
- Errors, Omissions and Delays
- Failure of IT and or Communication Systems and Infrastructure
- Failure to fulfil Statutory, Regulatory or Compliance Requirements
- Inadequate Document Management Processes
- Inadequate Supplier/Contract Management

The impact of the risk is Financial, Non-Compliance and Reputational. The consequences of these risks are considered to be Major The likelihood is Rare Hence the risk rating for this item is Low

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can choose not to endorse the Better Practice Review Report which would impact negatively on staff who contributed significantly towards meeting the Review Team's requirement. The reason for not accepting the Report would need to be explained to the Department of Local Government, Sport and Cultural Industries.

CONCLUSION

The Report has assessed the Shire of Gnowangerup very favourably with only a few areas identified for improvement.

VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

Moved: Cr R House

Seconded: Cr L Martin

0817.84 That Council:

Note the excellent outcome of the Better Practice Review and endorse the Better Practice Review Report.

UNANIMOUSLY CARRIED: 9/0

Better Practice Review

Shire of Gnowangerup

Department of Local Government, Sport and Cultural Industries

Gordon Stephenson House

140 William Street

PERTH WA 6000

Telephone: (08) 6551 8700 Facsimile: (08) 6552 1555

Website: www.dlgsc.wa.gov.au

THIS PAGE LEFT INTENTIONALLY BLANK

TABLE OF CONTENTS

PART I – BETTER PRACTICE REVIEW	3
PART II – EXECUTIVE SUMMARY.....	5
PART III – LOCATION AND DEMOGRAPHICS.....	6
PART IV – REVIEW AND ASSESSMENT	7
1. Governance	7
2. Planning and Regulatory Functions.....	12
3. Plan for the Future	14
4. Asset and Finance	16
5. Workforce planning and Human Resources Management	20
6. Community and Consultation.....	22
PART V – ACTION PLAN.....	27

PART I – BETTER PRACTICE REVIEW

The Local Government Better Practice Review (BPR) Program was an initiative undertaken by the former Department of Local Government and Communities (as of 1 July 2017 it became the Department of Local Government, Sport and Cultural Industries) to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involves a review team assigned to work closely with local governments to review key areas of that local government's activities and operations.

Program Objectives

The BPR Program has been designed to acknowledge areas of better practice whilst encouraging improvement in the way local governments conduct their activities to ensure good governance and build the capacity of the local government sector.

The objectives of the program are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector.
- Promote good governance and ethical regulation.
- Identify and share innovation and best practice in the local government sector.
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

Reporting of a BPR

Through the local government completed self-assessment checklist and the collection and collation of additional relevant information prior to an onsite review, the review team will summarise key findings in the areas of:

- Governance
- Planning and Regulatory functions
- Plan for the Future (strategic and corporate planning)
- Assets and Finance
- Workforce planning and Human Resource (HR) management
- Community and Consultation

The onsite visit can take anywhere between one to five days, depending on the size and location of the local government and the scope of the findings. The onsite review is a key component of a BPR as it presents the review team with an opportunity to further expand upon the knowledge gained from reviewing the local government's documents, which in turn assists in analysing and reporting on the above mentioned areas.

The report aims to highlight areas where a local government is demonstrating better practice, as well as providing constructive feedback on addressing any areas for further development. Where appropriate, the areas recognised as requiring further development will feature suggested recommendations that the local government can aim to address through a documented action plan.

Although the report will address some legislative requirements, it's important to note that this is not solely a compliance exercise, and feedback focuses on building the capacity of the organisation to achieve sector standard across a range of functions and operations.

Implementation

The local government has the opportunity to provide commentary and feedback on any findings of the review and/or a response to each area of the report, ensuring the report captures an accurate reflection of the local government. In particular it is requested that the local government review and complete the draft action plan in this report which identifies recommendations for the areas for further development.

PART II – EXECUTIVE SUMMARY

A BPR took place at the Shire of Gnowangerup (Shire) during November 2016. The review team wishes to thank elected members and staff for their cooperation and participation during the BPR process and for providing valuable information on the Shire's practices and procedures.

This report identifies areas of better practice, strengths and areas of further development under the headings of Governance, Planning and Regulatory Functions, Plan for the Future, Asset and Finance, Workforce Planning and Human Resources Management and Community and Consultation.

The review found that the Shire is performing and functioning well, including that it displays an appropriate relationship between elected members and staff, which was seen to be cordial and respectful.

As stated by the Shire, Council's recent focus was on successfully completing the major Gnowangerup Community Pool project, opened 5 November 2016.

The Shire is currently involving the community in a review of the Strategic Community Plan and is engaging with the community in a number of innovative ways to ensure that everyone has the opportunity to be involved in determining the Shire's priorities into the future.

Some of the other strengths that the Shire exemplifies are asset management practices and human resources management.

Given the Shire's sound performance, areas for further development identified in this report are mainly limited to the documentation of policies and/or procedures and the review of key documents and plans.

PART III – LOCATION AND DEMOGRAPHICS

The Shire of Gnowangerup is situated in the Great Southern region of Western Australia, about 120 kilometres north of Albany and about 370 kilometres southeast of the state capital Perth. The Shire includes the three towns of Gnowangerup, Borden and Ongerup. It also encompasses a large section of the Stirling Range National Park, which attracts tourists to the area. The local industries are mostly grain growing and sheep production. The area is widely known for its Merino sheep and annual Stud Field Days.



Currently, the Shire has nine elected members (including the Shire President) and a workforce of 23.8 full-time equivalent staff. The Shire's 2016/2017 Annual Budget projects a total operating revenue of \$5,669,413 for the financial year with a rates income of just over \$3.6 million.

The Australian Bureau of Statistics most recent Estimated Resident Population (ERP) figures (ABS catalogue 3218.0) put the Shire's ERP at 1,289 persons as of 30 June 2015. Reflecting an overall trend in rural WA, the Shire has experienced a small population decline over the last few years. According to ERP figures, between June 2010 and June 2015 the Shire's population decreased by 3.3% (equivalent to 44 persons).

The Shire's population had an average (median) age of 38.8 years as of 30 June 2015 (ABS catalogue 3235.0). Like many local governments in rural and regional WA, the Shire is faced with the issues of an ageing population, an ageing workforce, particularly in the works area, and the challenge of retaining young people.

PART IV – REVIEW AND ASSESSMENT

1. Governance

Introduction

Corporate governance is important because it enhances organisational performance; manages and minimises risks; increases the confidence of the community and the local government sector; ensures that the organisation is meeting its legal and ethical obligations; and assists in the prevention and detection of dishonest or unethical behaviour.

Legislative and policy framework

- *Local Government Act 1995 (the Act)*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- *Local Government (Rules of Conduct) Regulations 2007*
- *State Records Act 2000*
- *State Emergency Management Act 2005*
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*

Areas of Better Practice

The Shire's governance practices were considered during the review and as a result of the assessment process the following has been identified as demonstrating better practice:

Area of Better Practice	Why the initiative is considered Better Practice
Customer Service Charter and Policy	<p>The Shire has a clear set of customer service standards which have been articulated in its Customer Service Charter. A Customer Service Charter is a useful tool to define a local governments service delivery standards, provide information on what community members should come to expect when dealing with a local government and the process on how requests, feedback or complaints are dealt with. The Shire's customer service charter achieves this, clearly outlining its commitment to delivering a high standard of customer service.</p> <p>The charter is a well presented document that is easy to read and understand. It includes the Shire's vision, mission, core values, services and standards, in addition to clearly defining a complaint, as opposed to a customer service request. The charter is made available to the public via the Shire's website ensuring transparency and openness around the Shire's customer service standards.</p> <p>Complementing the charter, the Shire also has a good customer service policy, demonstrating its commitment to providing quality customer service and effective complaints resolution. Together, these documents are a sound foundation for the Shire's customer service and complaints handling processes. Overall, the Shire's customer service framework is</p>

	good practice, demonstrating dedication towards providing excellent customer service and to handle complaints professionally and efficiently.
--	---

As a result of the assessment process a number of additional strengths were found:

- As required by section 5.103 of the Act, the Shire has a Code of Conduct (Code) for elected members, employees, volunteers and contractors, which has been recently updated. The Shire's previous Code was applicable only to elected members and staff, however the revised Code now includes contractors and volunteers. The Shire is commended for this, as including contractors and volunteers is considered good practice.
- In addition, the updated Code includes formal, written acknowledgment of the code requiring all elected members, employees, volunteers and contractors to acknowledge that they have read, and agree to comply with the code. This is considered as good practice, requiring them to acknowledge their responsibilities when working for or representing the Shire.
- Risk management is an essential part of good business practice and involves the systematic identification, control and monitoring of a wide range of risks. While risk cannot be entirely eliminated, local governments are encouraged to establish a risk-aware culture and establish structures, processes and controls that provide a consistent and effective approach to reducing risk. The Shire has put in place risk management documentation to manage and control risk at an operational and strategic level, which includes a risk management policy, procedure and framework. The Shire monitors and reports risk via an internally documented risk profile across all areas and levels of the organisation which is addressed biannually by the management team. Council is also made aware of risk considerations for all items proposed at council meetings. This is considered to be good practice.
- Business continuity planning is also an important aspect of risk management. It enables a local government's internal and external services to quickly recover from a range of disasters and additionally, allows a local government to document how it will prevent, prepare for, respond to, manage and recover from the impacts of unforeseen events. The Shire has developed a Business Continuity Guidelines and Management Plan which includes a Response and Recovery Plan, providing detailed information about the critical areas, roles, responsibilities and procedures to be adhered to in the event of an emergency for both the Shire (Business Continuity Management Plan) and the community (Response and Recovery Plan). This is considered good practice – putting systems in place to make sure that the Shire's business continues with minimal disruption and the community is serviced well by responding effectively and efficiently.
- As outlined by the *State Records Act 2000*, local governments are required to keep full and accurate records of their activities. The Shire is compliant with all legislative recordkeeping requirements and has developed a good recordkeeping framework to support it in meeting these requirements. Within its recordkeeping framework, the Shire has developed a records keeping policy, record keeping procedure and a recordkeeping plan. The Shire's record keeping procedure outlines that record keeping requirements apply to all elected members,

staff, contractors and persons employed directly by the Shire. It is evident that the Shire places an emphasis on record keeping and it is good practice to include contractors and persons employed directly by the Shire.

- The Shire's council meetings are conducted well and this was evident when the BPR team attended the council meeting held in November 2016. During the meeting, elected members were respectful of each other's opinions and there was a good rapport evident between the Council, CEO and staff. A submission was made by a member of the public which was well received and appreciated by the Council, demonstrating a willingness to engage with members of the community. The Shire is commended for maintaining good relations with internal and external stakeholders and conducting its business in a cordial manner.
- The Shire has developed a policy and procedure for employees on the use of small plant and equipment. The procedure is detailed and provides information on the necessary approvals from the supervisor and the CEO, which also require staff to sign an acknowledgement that they have read and understood the policy, restrictions on use, responsibilities on use, insurance, role of employees on safeguarding the Shire's image and variation to the policy. Having such a policy/procedure in place is considered to be good practice as the employees are made aware of their obligations and responsibilities towards the use of plant and small equipment, and the community can be assured that appropriate controls are in place.

Areas for Further Development

As a result of the assessment process the following areas were identified for further development.

- The Shire's website includes an older version of its Code of Conduct (i.e. 2014-2016). Given that the Shire recently updated its Code of Conduct, the revised version should be made available to the public both in hard-copy at the administration centre and uploaded to the Shire's website.
- It is noted that the Minutes of the Ordinary council meeting of December 2016 are available on the website, but in draft form. It is advised that the Shire publish the confirmed minutes as they have now been endorsed by Council at the Ordinary meeting it held in February 2017.
- It is noted that the Shire has recently updated its policies by separating procedures from policies and documenting them in a Procedures Manual. While it is good, and recommended practice, to separate operational procedures from strategic policies, it is important that policy documents include sufficient information to plainly state the intention and application of each policy, in a consistent format across all policies. Further, information provided in the policies needs to be consistent, with references to other documents, if no longer available or relevant, removed. By way of example, Policy 5.7 'Employee Use of Plant and Small Equipment', states that a list of plant and equipment available for employee use is listed in Schedule 2 of the policy manual; but there is no longer any schedule attached to the policy manual, rather this detailed information is now contained within the Procedures Manual. The Shire should critically review its Policy Manual to eliminate any discrepancies such as this.

- In August 2015, the Shire's Audit Committee recommended that Council accept a quote by AMD Chartered Accountants for the provision of audit services for a three year period until the 2017/18 financial year. Following this, at its August 2015 ordinary meeting the Shire of Gnowangerup Council set out to appoint AMD Chartered Accountants as the Shire's auditors through the following resolution: 'That Council adopt the Audit Committees recommendation to accept the quote submitted by AMD Chartered Accountants for the provision of audit services...'. While it is apparent the Shire's intent through this resolution was to appoint an auditor on the recommendation of the Audit Committee, it does not comply with s7.3 of the Act for the appointment of an auditor, for two reasons. Firstly, the Act states that a local government is to appoint a named person/s to be its auditor; not just the company. Secondly, the Act states that the appointment of a registered auditor is to be made through an absolute majority decision of Council. While the Council resolution of August 2015 technically achieved an absolute majority vote (8-0); the minutes state that the voting requirement is a simple majority.
- As mentioned earlier, during the onsite visit the review team attended the November 2016 ordinary meeting, which was in session for just over an hour. While the meeting was conducted well, some elected members took an extra interest in operational matters and asked questions/made statements/requested information of this nature during the meeting, querying specific, operational details of payments made under delegated authority. In line with best practice standards, wherever possible these types of questions should not be asked by elected members at council meetings (and in some cases not at all) as they take the proper focus from strategic matters, act to slow down the business of the meeting and take away from the decision making process; in addition to confusing the role of council and the administration.
- As required by section 5.23 of the Act, all council meetings are to be open to the public unless the Council resolves to close a meeting, or part of a meeting, for a reason that is in accordance with section 5.23(2) of the Act. Upon reviewing the Shire's council meeting minutes it is noted that when meetings, or part of meetings, have been closed to the public (such as in February and September 2016 and most recently March 2017) the minutes simply state that the meeting be closed to the public as the item is considered confidential or commercial in confidence. To ensure transparency and clarity to the public around the closure of meetings, the reasons for closing a meeting should be clearly evident and readily identifiable as one of those reasons allowable under section 5.23 of the Act. In line with this, to achieve better practice (and align with general practice across the sector) the Shire should avoid using a broad-brush description of confidential/commercial in confidence when closing meetings. Instead, it should identify the specific reason for closing a meeting, by quoting which part of section 5.23(2) is being used to close the meeting; such as "...the meeting be closed in accordance with Section 5.23(2)(a) of the Act as it relates to a matter affecting an employee" — or similar.
- Further, it is noted in previous instances where a meeting of the Council has been closed to the public (such as in February and September 2016), the minutes have not included a record of the business conducted, or the final decision/resolution of the item being considered when the meeting was closed. While recognising confidentiality provisions, regulations require that a record of all decisions taken when the public is excluded from the meeting — including

motions put and lapsed/lost and those motions ultimately carried — be recorded in the minutes. While this was the case for the above minutes, the review team notes this has since been rectified by the Shire; with the March 2017 Ordinary Council Meeting minutes correctly including the details of business conducted and decisions made behind closed doors. This ensures transparency and clarity around the meeting process and is consistent with general practice across the sector.

The Shire's response

- 1.1 *The Code of Conduct has since been updated on the Shire website. If members of the public would like to access a hard copy this can be provided upon request.*
- 1.2 *The Minutes on the Council website have been updated to reflect being endorsed at the February Council Meeting.*
- 1.3 *Have added this task to the DCEO Action list and will review the Policies and Procedures over time.*
- 1.4 *Both comments noted for future appointments of auditors.*
- 1.5 *The Shire President will address this issue with Council. Is it permissible for Councillors to raise questions regarding individual cheques outside of a Council meeting and if so under what circumstances? Councillors are querying how they maintain transparency and retain oversight of financial matters without crossing into operational matters.*

BPR team note: In line with the separation of powers and respective roles of Council and administration, if payments have been made under the delegated authority given to the CEO by Council generally there should be no need for such payments to be queried, in particular by individual elected members. However, in terms of Council as a whole seeking to maintain transparency and oversight of a local government's financial matters, the most appropriate avenue for this to occur is through the local government's Audit Committee.
- 1.6 *These comments are very helpful and all future minutes will be presented in the correct format.*
- 1.7 *Thank you for your comments, as above all future minutes will be presented in the correct format.*

2. Planning and Regulatory Functions

Introduction

Local governments carry out a number of land-use planning and regulatory functions, the majority of which are enacted by State Government legislation. A number of these functions are also exercised through relevant local laws, planning schemes and policies. The way in which these functions are carried out by a local government, in line with appropriate legislation and in an efficient and effective manner, is important for achieving a wide range of social, economic and environmental outcomes.

Legislative and policy framework

- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Health Act 1911*
- *Dog Act 1976*
- *Dog Regulations 1976*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Heritage of Western Australia Act 1990*
- *Building Regulations 2012*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cemeteries Act 1986*

Strengths found as a result of the assessment process

- Section 3.5 of the Act provides the power for local governments to make local laws to help perform their functions. In November 2016, the Shire adopted six new local laws covering areas such as environment and nuisance, bush fire brigades, dogs, health, local government property and standing orders. The new local laws are also published on the Shire's website, making them accessible to the public.
- Due to the relatively small size of the Shire, the number of development applications (DAs) received on an annual basis is minimal and the system it has in place around the DA process is considered appropriate. The Shire outsources services for the processing of development applications (DA'S). Authority to approve certain DAs has been delegated by Council to the CEO. Appropriate and effective use of delegated authority to determine planning applications is good practice for a number of reasons, including that it allows elected members to focus on more strategic matters, in line with their roles and obligations as defined by the Act. In line with this, almost all (*82%) of the DAs lodged with the Shire on an annual basis are dealt with under delegated authority (*as reported to the review team, by the Shire).

Areas for Further Development

- As mentioned earlier, the Shire follows an appropriate DA approval process. In line with this the Shire has links on its website for planning information and the application forms required, however,

these particular links cannot be accessed. It is recommended that the Shire update its website with functional links, for ease of access for applicants and for the purposes of better practice.

- Under *the Emergency Management Act 2005*, local governments have various obligations placed upon them. These obligations include ensuring that appropriate Local Emergency Management Arrangements (LEMA) are prepared and maintained for the local government district; managing recovery following an emergency and the establishment of Local Emergency Management Committee/s (LEMC). The Shire has prepared a set of LEMA and established a LEMC, meeting its statutory requirements. Further to this, the Shire demonstrates good practice as recommended by the Office of Emergency Management (formerly SEMC secretariat) by publishing its LEMA on its website. However, the Shire's LEMA, published on the website states that it will be reviewed annually. The current version on the website was last reviewed in May 2014. The Shire advised, via the BPR checklist, that the LEMA were reviewed in November 2016, therefore the website should be updated with the latest version of the LEMA.

The Shire's response

2.1 *These Links have since been updated.*

2.2 *LEMA has been updated with the latest available contact details and uploaded to the Shire website.*

3. Plan for the Future

Introduction

The 'Plan for the Future' (Integrated Planning and Reporting (IPR)) requirements for local governments in Western Australia came into effect on 1 July 2013. As a result, all local governments are required to have in place a Strategic Community Plan and Corporate Business Plan, which together, form the 'Plan for the Future'.

Policy and legislative framework

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Integrated Planning and Reporting Advisory Standard (IPR Advisory Standard)
- Integrated Planning and Reporting Framework and Guidelines (IPR Guidelines)

Review of the Shire's Plan for the Future framework

- The Shire's Strategic Community Plan 2013-2022 was adopted by Council at its April 2013 meeting and the Corporate Business Plan 2013/2014 – 2015/2016 in June 2013. In addition to these strategic documents, the Shire has an Operational Plan developed in 2015/2016. The Act states that a strategic community plan should undergo a full review every four years and due to the "integrated" nature of IPR, a full corporate business plan review should also occur every year. During the onsite visit, the Shire stated that it had commenced, and was working towards the full review of its plans. Therefore, this section will provide an overview of, and comment on, the Shire's current Plan for the Future framework and its proposed future framework.
- During onsite discussions, the Shire advised that the fully revised Strategic Community Plan will have a timeframe of five years and the Shire will continue to develop an annual Operational Plan which would serve as its Corporate Business Plan. Section 5.56 of the Act requires that a Strategic Community Plan is adopted for a minimum ten year timeframe and the Corporate Business Plan for a minimum of four years. If the Shire chooses to use its Operational Plan, (which is currently for a one year period) as its Corporate Business Plan it should be mindful of this regulatory requirement.
- The Shire stated that for the upcoming full review of the Strategic Community Plan, it intends to take a different approach towards community engagement by establishing a citizen's panel, the use of a community perception survey, and reviewing its previous IPR documents and regional strategic planning documents. The citizen's panel would have a total of 12 participants from across the three towns of the Shire who will engage with their community to seek information on their values and priorities, feeding that information back to the Shire. The Shire also intends to provide the citizen's panel with a mock budget to seek their opinions on where they should spend the money. This demonstrates an innovative and unique methods of community engagement. The Shire is commended for its efforts in this space.

- The Shire's Strategic Community Plan 2013-2022 includes a five year resourcing profile which outlines resources of the past (2006 and 2011) but doesn't provide information on current and future resources (i.e. current at time of the plan's development). Regulation 19C, Part 5 (a) requires a local government to include 'the capacity of its current resources and anticipated capacity of its future resources' in the Strategic Community Plan. In addition, the new Integrated Reporting and Planning guidelines state that the Strategic Community plan must include a 10 year long term financial profile. The first four years will be fairly robust, enhancing confidence in the longer term financial sustainability of the plan. It is recommended that the Shire include current and future resourcing implications such as its 10 year long term financial profile as well as the asset and workforce requirements, to achieve the goals included in the Strategic Community Plan.
- As outlined in the Integrated Planning and Reporting Guidelines, progress towards the achievement of community outcomes may be reported in a number of ways, including in the annual report, which is the method currently adopted by the Shire. While this is good practice, the Shire's reporting could be further enhanced by clearly addressing its achievements against key performance indicators developed for each strategic outcome in the Strategic Community Plan. Reporting progress against the KPI's would address each indicator to establish how much of the outcome is achieved and what is left to be achieved. For example: Strategic Community Plan Outcome 1.3 (under Goal 1) A proactive and supportive community – KPI: Number of volunteers for community services Progress: 10% increase in the number of volunteers. Such information will contribute to the community's understanding of what the Council is achieving in a more informed way rather than merely highlighting the on-going and new projects under the Strategic Goals.
- The Shire's Operational Plan 2016 is well presented, includes the operational actions which link to the strategic outcomes of the Strategic Community Plan, and reports progress against these actions. The actions relate to the projects, initiatives and services the Shire intends to deliver to the community over the financial year. The Operational Plan is reviewed by Council on a quarterly basis to evaluate corporate performance and strategic direction and adopted annually. This is good practice as the council is actively involved in reviewing the plan and keeping track of how the actions are progressing in order to accomplish the strategic outcomes.

The Shire's response

The Shire Strategic Community Plan has a ten year timeframe and is supported by a four year Corporate Business Plan which will be reviewed quarterly by Council. The SCP is informed by the 10 year financial plan, the Workforce Plan and the Asset Management Strategy/Plans and other information which is not currently formalised in a plan.

4. Asset and Finance

Introduction

Local governments deliver important community services. Effective financial management is crucial to the sustainable delivery of these services to meet community needs and aspirations. Further to this, fully costed asset management and long term financial planning is an essential component of integrated planning and reporting, and is required to support and inform a local government's strategic planning and corporate business planning processes.

Legislative and policy framework

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- Asset Management Framework and Guidelines
- Long Term Financial Planning Framework and Guidelines
- Model Long Term Financial Plan
- Integrated Planning and Reporting Advisory Standard

Assessment of the Shire's asset and financial management

- The Shire has sound financial management and has received unqualified audit reports for the past three years. In terms of financial reporting, the Shire's most recent annual budget, budget review and 2015/2016 annual financial report meet all statutory requirements as do its monthly financial statements.
- As prescribed in the *Local Government (Financial Management) Regulations 1996*, financial sustainability for local governments in WA is measured by four ratios; the Current Ratio, Debt Service Cover Ratio, Own Source Revenue Coverage Ratio and Operating Surplus Ratio. Asset management sustainability is measured by three ratios; the Asset Sustainability Ratio, Asset Consumption Ratio and Asset Renewal Funding Ratio. In analysing ratios, trends over time provide a more accurate assessment than a single year. Through its annual financial reports, the Shire has reported the following ratios, compared with industry benchmarks, as shown in the table below:

Statutory Ratio	Benchmark	2015/16	2014/15	2013/14
Current Ratio	> 1.0	2.08	3.72	1.13
Debt Service Cover Ratio	> 2.0	3.48	7.39	3.78
Own Source Revenue Coverage Ratio	> 0.4	0.60	0.67	0.76
Operating Surplus Ratio	> 0.00	-0.41	0.10	-0.07
Asset Sustainability Ratio	> 0.9	1.59	1.19	1.31
Asset Consumption Ratio	> 0.5	0.86	0.87	0.69
Asset Renewal Funding Ratio	> 0.75	0.81	0.65	**

** unable to calculate.

As indicated in the table, one of the Shire's ratios was below benchmark for 2015/2016. This will be included in the 'Areas for Development' section. The ratios trending above the benchmark are included in the 'Areas of Better Practice' section.

Areas of Better Practice

As a result of the assessment process, the following examples represent better practice in respect to the Shire's asset and financial management practices:

Area of Better Practice	Why the initiative is considered Better Practice
Ratio Performance	<p>As indicated by the Shire's ratios, the Shire was in a good financial position at the end of 2015/2016 financial year; with six of its ratios above the Department's recommended benchmarks. An analysis of the Shire's financial sustainability ratios indicates:</p> <ul style="list-style-type: none"> • The current ratio has been above the benchmark for the past three years in spite of a decline in 2015/16 (from 2014/15). This indicates that the Shire had good liquidity at the end of 2015/2016. • The Shire's debt service ratio declined in 2015/2016 as compared to the previous year (2014/2015). This was mainly due to an increase in depreciation expense by \$1,024,171 and a decrease in operating grants and contributions amounting to \$1,324,753 in 2015/2016. However, the ratio is still above the benchmark which means that the Shire is able to effectively repay its debt, including lease payments. • The own source revenue coverage ratio has slightly declined over the three years but it has exceeded the benchmark indicating that the Shire is able to cover its costs through its own revenue efforts. <p>In respect to asset management, the Shire's asset ratios were also above benchmark:</p> <ul style="list-style-type: none"> • The asset sustainability ratio is calculated as capital renewal and replacement expenditure over depreciation expense and is an approximation of the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives. The Shire's asset sustainability ratio has been above the benchmark over last three years and is at a healthy level. • The asset consumption ratio measures the extent to which depreciable assets have been consumed by comparing an assets written-down value to its replacement cost. Basic standard is met if this ratio is above 0.5 and the standard is improving if the ratio is between 0.6 and 0.75. The Shire's ratio was reported at 0.86 for 2015/2016 year and is performing extremely well.

	<ul style="list-style-type: none"> The Shire's asset renewal funding ratio for 2015/2016 was significantly improved and was above the benchmark as compared to the previous year (2014/2015), where it was below benchmark. The Shire is commended for working towards improving this ratio as it indicates the Shire's ability to fund its projected asset renewal/replacement in the future.
Asset Disposal Framework	<p>The Shire has developed an Asset Disposal Policy and an Asset Disposal Procedure, establishing a good framework to govern and guide it in the disposal of assets. The Asset Disposal Policy articulates Council's position regarding the disposal of assets and is supported by the Asset Disposal Procedure. The procedure is a well-laid out document that is clearly aligned to the Shire's Asset Disposal Policy (and vice-versa). It clearly includes considerations undertaken by the Shire when seeking to dispose of assets, disposal thresholds and methods for disposal.</p> <p>Further enhancing transparency around the process, and reducing the risk of misconduct and potential conflict of interest, the procedure clearly states that the sale of assets to staff should not occur outside of a public process, and that the process followed for disposal is to be fully documented. This is better practice as assets are disposed of and recorded in an efficient manner using documented processes.</p>

As a result of the assessment process a number of additional strengths were found:

- During the onsite visit, the Shire discussed its Asset Management Framework and practices and provided the BPR team with a Draft Asset Management Improvement Plan. The Asset Management Improvement Plan is detailed and provides a lot of information on how the Shire will review its current framework, including that it will update its asset management policy, strategy and plans and identifying timeframes for this to occur. In addition, the Improvement Plan also states that the asset register and classes are complete and current asset management practices will be reviewed accordingly as a part of the Improvement Plan. The Shire is a participant in the CLGF — National Asset Management Assessment Framework (NAMAF) project, whereby it is receiving assistance and support from consultants for the review of its the asset management framework. Through the NAMAF the Shire is undertaking a review of its asset management policy/strategy/plans in-house. The Shire is commended for its efforts to attain best practice in asset management and is encouraged to work towards completing its asset management framework review/reviewing its existing asset management practices.
- It is noted that since the BPR onsite visit, the Shire has updated its Asset Management Policy. The policy is well written and easy to understand. The updated policy clearly demonstrates the Shire's understanding of the Asset Management Framework in line with the IPR Guidelines. The policy acts as an overarching document for the management of the Shire's assets, effectively supporting it to achieve its Asset Management Strategy and Asset management plans.

- Also post BPR visit, the Shire has planned a Building Asset Review with the intention to engage the community in relation to the status of some of the Shire's existing buildings. This project is discussed further in the community and consultation section of this report.

Areas for Further Development

- The operating surplus ratio indicates a local government's ability to cover operational costs and have revenues available for capital funding or other purposes. The Shire's operating surplus ratio declined in 2015/16 (as compared to the previous year) to 2014/2015, which is below the Department's benchmark. The reasons being an increase in depreciation expense of \$1,024,171 (due to the change in method of valuation from historical cost to fair value) and a decrease in operating grants and contributions amounting to \$1,324,753 in 2015/2016, as compared to the previous year 2014/2015. The Shire should continue to monitor this ratio to avoid further deterioration.
- The Shire's Long Term Financial Plan 2015/2016 to 2025/2026, is a comprehensive document of the Shire's financial situation and includes risk assessment indicating where the most significant risks are, and the application of those risks for the scenario's proposed in the plan. The Shire should ensure that a review of the Long Term Financial Plan is done in conjunction with the annual review of its Corporate Business Plan and development of its Annual Budget. The data/figures in the Long Term Financial Plan should be updated and align with the corresponding years in the Corporate Business Plan and the Annual Budget.

The Shire's response

- 4.1 *Contributing factors to the poor operating surplus ratio have been included in the Department's summary above. As assets are rationalised and other asset management practices improved, and operating grants and contributions hopefully keep pace with expenditure, it is hoped that the ratio will improve. The Shire is mindful of the ratio and monitors it regularly, particularly at the end of each financial year.*
- 4.2 *The Long Term Financial Plan is reviewed annually, prior to the development of the Annual Budget and Corporate Business Plan.*

5. Workforce planning and Human Resources Management

Introduction

Workforce planning can be defined as a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future. Human resources management assists in providing a framework that aims to have the right people in the right place at the right time to facilitate the delivery of organisational goals.

Legislative and policy framework

- *Local Government Act 1995*
- *Equal Opportunity Act 1984*
- *Occupational Safety and Health Act 1984*
- Workforce Planning Toolkit

Strengths found as a result of the assessment process

- The Shire has a good organisational culture with its staff working collaboratively to achieve outcomes. During the onsite visit, the Shire stated that it had recently undertaken an organisational restructure to better meet the needs of the organisation. Employment challenges currently facing the Shire include attracting semi-skilled workers to join the workforce and the availability of suitable staff accommodation. The Shire has taken initiatives towards solving the housing issues by working with LandCorp to develop land available for housing. This demonstrates a positive approach to meeting current and future workforce needs.
- The Shire demonstrates a positive and proactive approach to employee health and wellbeing. It has put in place various wellness initiatives to support, and encourage its staff to lead healthy lifestyles such as the provision of free hearing tests, flu vaccinations and skin cancer checks. The Shire also provides mental health toolkits to its employees, available in certain strategic areas across the organisation, and is currently working on the provision of additional wellness programs into the future. In addition to this, the Shire also holds an 'Are you OK' day to encourage employees to overcome stress and depression and has recently partnered with Act, Belong, Commit; a mental health promotion campaign encouraging individuals to protect their mental health and wellbeing. Further to this, the Shire promotes Southern Ag Care counselling for its employees. The Shire's various initiatives in regards to employee health and wellness demonstrate a positive commitment to its employees.
- The Shire has an active Occupational Safety and Health (OSH) committee which meets once a month. At the time of the onsite visit, the Shire advised that it was working on the development of a new OSH policy, an OSH manual and an OSH plan. The Shire's efforts in reviewing and developing its OSH documents and discussing OSH related issues on a regular basis demonstrate its commitment to a strong OSH culture. Accordingly, the Shire is encouraged to continue in its efforts to develop a best practice approach to OSH.

- Staff motivation is a key element to support a positive and focus-oriented workforce. Encouraging staff by way of rewards and/or recognition boosts staff confidence and improves performance. The Shire recognises the work of its employees by having an employee of the quarter/year award whereby employees nominate a fellow staff member to receive an award for their work achievements. The employees of each quarter are then considered for an employee of the year award, also voted on by employees. During the onsite visit, the Shire advised that a barbeque was being arranged for its works crew and contractors following the successful completion of a major road project. Overall, the Shire's recognition of the efforts of its employees and contractors is good practice. Staff recognition increases morale, provides employee satisfaction; important for building and supporting a productive workforce and positive workplace culture.

Areas for Further Development

- The Shire has a number of policies, procedures and induction documents in place to articulate various HR and workforce matters, which is good. In addition to the general policy manual, HR policies are included in the Shire's induction booklet, which is provided to all new staff upon commencement. The review team noted some inconsistencies between the policies in the induction and policy manuals in regard to the date and content of policies. It is recommended that the induction manual be reviewed and updated where required, to ensure that the content within it is reflective of current policy and practice.

The Shire's response

- 5.1 An annual review of the Shire's induction package, including the HR policies therein, has been added to the Shire's compliance calendar to ensure it is updated as necessary on an annual basis.*

6. Community and Consultation

Introduction

Delivering appropriate services to the community is one of the fundamental roles of local government. Effective community engagement and consultation allows local governments to interact with the local community to better understand community needs and expectations, assisting in the delivery of services. Consultation and engagement better positions local governments to develop appropriate policies and procedures that will best serve the local community now and into the future.

Legislative and policy framework

- *Disability Services Act 1993*
- International Association for Public Participation (IAP2) spectrum
- Western Australian Charter of Multiculturalism

Assessment of the Shire's Community Engagement

- Community engagement was discussed during the onsite visit. During these discussions the Shire stated that it had made a decision to actively withdraw from some community initiatives during the period where its community development efforts were focused on the construction of the new community swimming pool. In the light of this, the Shire's engagement with the community has been slightly more limited in recent years than may otherwise have been the case. Hence, the following commentary is based on what community initiatives services the Shire currently provides and those it may look to provide in the future as it re-enters the community engagement/development space moving forward.

Areas of Better Practice

An assessment of the Shire's community and consultation activities were considered during the review and the following identified as an example of better practice:

Area of Better Practice	Why the initiative is considered Better Practice
Community Engagement – Strategic Community Plan revision.	<p>It is noted that following the BPR onsite visit in November 2016, the Shire has planned a number of diverse community development initiatives and engagement sessions including a grant writing workshop, a barbeque for the local Aboriginal community, an economic innovation forum, a workshop for the local Filipino community, and morning teas. These events are being held in conjunction with the review of the Shire's Strategic Community Plan with the intent that members of these sessions go on to form part of a wider community reference group (i.e. the citizen's panel referred to earlier in this report) that will contribute to the development of the new Strategic Community Plan.</p> <p>The Shire's intent through this process demonstrates a concerted effort to bring together diverse groups from the community to work together, and develop a common and collective vision for the wider community.</p>

	<p>Bringing diverse groups together to achieve a common vision is a key factor in building strong, vibrant and engaged communities. The Shire is commended for its efforts in this space, and is encouraged to fulfil its plan in developing the revised Strategic Community Plan.</p>
<p>Community Engagement – Building Asset Review 2017</p>	<p>As mentioned in the Asset and Finance section of this report, the Shire has organised a Building Asset Review program. Through this program, the Shire is seeking feedback from the community with respect to its existing buildings which are underutilised and are expensive to maintain.</p> <p>The community is being consulted to obtain its opinion on whether it is preferred to keep the existing assets, or dispose of them and utilise the income to improve existing services. This is a positive and unique initiative; a good way to engage with the community and consult with them on issues relating to the Shire's assets. This is considered as an example of better practice for a number of reasons, including that the community is being directly involved in the decision making process of Council, playing a key role in determining the future of the Shire. This is an innovative approach to community consultation for a specific purpose that can also be incorporated into the Shire's integrated planning documents.</p>

As a result of the assessment process a number of additional strengths were found:

- The Shire participates in Hidden Treasures, a collaborative partnership between local governments in the Great Southern region. The Shire plays an active role in the group, with one of its councillor's a delegate on the committee. Participating in cooperative marketing/tourism activities such as Hidden Treasures achieves regional, and local tourism outcomes and can benefit all local governments involved as a collective, but also as individual Shires. This is especially important for small local governments that otherwise may not be able to harness such opportunities. Activities like Hidden Treasures also support and encourage the building of positive and strong, regional relationships and strategic alliances— this is good practice.
- During the onsite visit, the Shire advised that in addition to its participation in Hidden Treasures, it was looking to build and better promote its own individual tourist offering; identifying that the local area has a lot of potential to attract tourists. The Shire has already developed a tourism brochure which identifies some local attractions (including its museum, natural springs and Bluff Knoll) and is looking to better link these local experiences to an Aboriginal culture and heritage experience. The Shire advised it was also investigating the development of a tourism application for mobile phones and a trail walk. The Shire could further enhance its tourism objectives by developing a tourism policy/strategy. A tourism policy/strategy would set an overall/operational direction and consolidate all of the Shire's existing and future tourism activities in one document.
- The Shire's community engagement activities in regards to the Strategic Community Plan review are noted above as examples of better practice. While this is the case, the Shire also engages with its community regularly through initiatives such as CEO mornings (where the

CEO makes herself available for meetings with community members), through its Facebook page, regular updates on the website relating to upcoming events and through its community newsletter. The Shire also undertakes a community perceptions/satisfaction survey, run through independent research company, Catalyse. The Community Perceptions Survey provides broad information about community sentiment across a variety of services and functions of a local government and allows for benchmarking and comparison with other participating local governments (17 metro and 10 regional). Undertaking the surveys on a regular basis means that the Shire is able to track any progress and/or improvements in community satisfaction levels as a result of Council decisions, projects or policy. In addition to informing Council's decision making and providing a regular snapshot of community sentiment, the Shire uses the results of the Community Perceptions Survey to evaluate how it is tracking towards achieving its Strategic Community Plan priorities. These activities (and those identified in better practice) effectively demonstrate the Shire's willingness to engage and interact with its community to improve its service delivery, which is good practice.

Areas for Further Development

As a result of the assessment process the following areas were identified for further development:

- As already identified, the Shire engages with its community in various ways and displays a good level of understanding on the importance of community engagement. However, it does not currently have a formal community engagement policy or strategy. While the Shire's current activities in community engagement are positive, it is encouraged to further formalise its approach to community engagement through the development of a community engagement policy and/or strategy. Developing a community engagement policy and/or strategy will outline the Shire's commitment to actively engaging with its community and articulate how and when it will engage with the community. In addition, a formalised policy and/or strategy would provide a longer term approach to community engagement and ensure that the mechanisms by which the Shire engages with its community and for what results, are clearly articulated. It is also noted that the development of a community engagement policy/strategy is outlined in the IPR Advisory Standard as a 'Basic Standard' requirement for the development of a Strategic Community Plan. For additional information regarding community engagement, the Shire may wish to refer to work undertaken by the International Association for Public Participation (IAP2). The IAP2 community engagement spectrum provides a recognised global standard for best practice in undertaking community engagement and is widely used by a variety of local governments in Western Australia for the development of community engagement policies, plans or strategies (www.iap2.org.au).
- During the onsite visit, the Shire raised issues in relation to the promotion of youth activities in the district. An initiative undertaken by a number of regional local governments towards youth activities is the establishment a youth advisory council (YAC) and a youth development traineeship program. A YAC is a group of young people that actively advises its local government and council on matters relating to young people. This may include youth events, activities and consultations on youth services and facilities. The Department provides local governments with advice and support on YAC's. The Shire may wish to visit the Department's

website for more information ([https://www.dlqc.wa.gov.au/Youth Advisory Councils](https://www.dlqc.wa.gov.au/Youth_Advisory_Councils)) for more information. The Department also provides grant funding to country local governments for youth engagement initiatives, youth development scholarships and youth development traineeship.

- The Shire currently partners with the Gnowangerup Community Resource Centre to provide social engagement activities for seniors in its community. Should the Shire wish to further expand activities for seniors in its community, the Department provides grant funding and assistance for local governments to provide services and programs for seniors through its Age-friendly Communities grants programs.
- For more information on these programs and the various grants available the Shire is encouraged to visit: <https://www.dlqc.wa.gov.au/GrantsFunding>.

The Shire's response

6.1 Prior to the Better Practice Review and in the lead up to the Community Strategic Planning Consultation Process, informal discussion had taken place amongst senior staff regarding the development of a Consultation Strategy. A Preliminary Communication Plan was developed in April 2016. The Communication Plan identified internal and external methods and frequency of communications, including the dissemination of information to the community. The Shire of Gnowangerup Consultation Strategy would identify way to improve two-way communication and provide a guide to Council, Staff and Community Members for community consultation and interaction. The Shire intends to develop a Consultation Strategy that links to the existing Communication Plan and a Consultation Policy that will be endorsed by Council.

The greatest challenge for the Shire, will be to find innovative ways to interact with community members given the geographical distances and cultural barriers between the three communities within the Shire, limited community access to electronic and internet based technology and the limited resources that the Shire has to be able to implement a Community Consultation Strategy. Never the less the development of such a document will allow the Shire to streamline, integrate and imbed community consultation into its existing operations and therefore improve the quality of the Shire's community engagement across all areas of its operations.

As part of the consultation process for the Strategic Community Plan, staff have piloted the use of a Citizen Panel. The panel is a demographically representative group of community members (14 in total) that was formed in June 2017, after the initial Focus Group consultation sessions that took place across the community. The Citizen Panel was able to prioritise the information that was gathered in the Focus Group sessions and has allowed for community consensus to be reached on the future direction of the Shire. After this new method has been evaluated and if deemed successful, the Citizen Panel could be included as a new method of community consultation that provides Council with a broader and more representative understanding of community views.

The city of Albany has been working with a training provide to deliver IAP2 training in Albany in 2017. However, the sessions have been difficult for regional participants to attend as there has been very little flexibility in the training. The Shire will look into alternative options to allow staff to obtain IAP2 training into the future.

6.2 The Shire currently has no FTE allocated to youth development. According to ABS Census data, Gnowangerup has below the WA average proportion of 15-24 year olds (9.1%) because many young people leave the community to attend secondary and tertiary education. The Shire has a higher than WA average proportion of 0-14 year old (25.4%) and a large number of 45-54 year olds (15.4%). Due to the current demographic composition of the community, the variety of other needs identified as priorities by the community and a lack of key drivers/stakeholders in the community, youth action has been limited in the past few years. In 2016/17 the Shire ran a National Youth Week and a Synchronised Swimming Come and Try Days as school holidays in the Gnowangerup Swimming Pool. Much of the youth targeted activities that the Shire does provide are delivered through existing services such as the libraries and swimming pool. Although there has been renewed action in the youth space, the Strategic Community Plan consultation identified that a greater need for resources to be directed to children, youth and families rather than just youth.

While a Youth Traineeship is a possible catalyst for increased capacity to deliver youth services, grant funding usually requires Shire's to invest additional funds to sustain the position within the organisation and provide some starting capital for projects and programs. At present, the Shire is unable to provide this additional funding without reducing another service to the community. At present, the Shire plans to provide support to other organisations in the community and work in partnership where possible to deliver a range of activities for children and youth. In 2017/18, \$10,000 has been budgeted for passive recreation activities, much of which will target and engage young people.

The Shire will continue to explore opportunities for youth engagement initiatives, youth development scholarships and a youth development traineeship in order to be able to capitalise on the possibility of increasing the provision of youth services when opportunities arise.

6.3 The Shire has a low proportion of residents over 65 years of age (10.1%). Many older people move away to the coast or to places where there are more health services. For this reason, the Shire has no dedicated FTE for seniors' activities. The Shire does provide an annual Seniors Morning Tea and supports the delivery of the Gentle Exercise Class at the Gnowangerup Community Swimming Pool.

As stated previously, the Shire has prioritised the delivery of services for children, youth and families and has limited resources to increase the delivery of senior activities. The Shire has, in the past, provided support to other local organisations to deliver senior activities. The allocated funds for passive recreation activities could also be used for seniors focused activities that were developed with a partnership approach with other local groups, agencies and organisations. The Shire will continue to explore opportunities for social engagement activities for seniors in the community.

6.4 The Shire's Strategic Community Plan and Corporate Business Plan will provide a clear direction for community development initiative and community services provided by the Shire. Once projects have been identified the shire will work to secure funding, build community partnerships and more effectively engage with the community to deliver increased value for money and better quality outcomes for the community as a whole.

PART V – ACTION PLAN

The below action plan presents an opportunity for positive improvement and change by identifying areas of further development for the Shire.

Area for Further Development	Recommendation/Action	Timeframe	Responsibility	Progress Report
Governance				
Code of Conduct	1. Update the Code of Conduct on the website.		CEO/Executive Assistant	Complete
Confirmed minutes	2. Publish the minutes of the Ordinary council meeting held in December 2016 as confirmed minutes on the website.		CEO/Executive Assistant	Complete
Policy and procedure manuals	3. Critically review the Shire's policy and procedures manuals to eliminate any inconsistencies between the content of policies and/or procedures.	By 30/6/2018	Deputy CEO (DCEO)	Added to the DCEO's action list
Closed meetings	4. Ensure that when Council meetings are closed to the public, the minutes state the reasons for closing the meeting, and a record of all business conducted while the meeting was closed, including motions put and the final resolution.		CEO/Executive Assistant	Comments noted for future meeting minutes
Appointment of auditor	5. Correctly appoint the auditor in line with section 7.3 of the Act, ensuring that a person is appointed as the Shire's auditor by absolute majority vote.		CEO/Executive Assistant	Comments noted for future appointment of auditor
Planning and Regulatory				
Website information	6. Update the links to the planning application form on the website.		CEO/Executive Assistant	Complete
Local Emergency Management	7. Upload the latest version of the Local Emergency Management Arrangements (LEMA) on the website.		Executive Assistant	Complete

Plan for the Future				
Plan for the Future review	8. Continue working towards the review of the Strategic Community Plan in line with legislative requirements and best practice recommendations.	SCP to be endorsed by Council in September 2017	CEO and Manager of Community Services	
	9. Continue working towards the review of the Corporate Business Plan in line with legislative requirement and best practice recommendations.	CBP to be endorsed by Council in November 2017	CEO and Manager of Community Services	
Asset and Finance				
Operating Surplus Ratio	10. Consider monitoring the operating surplus ratio to avoid further deterioration.	Ongoing	DCEO	Comments noted
Long Term Financial Report	11. Consider review of the Long Term Financial Plan as advised in the report.	Ongoing	DCEO	Comments noted
Workforce and HR Management				
Induction manual	12. Review and update the induction manual, where required, to ensure that the content within it is reflective of current policy and practice.	Ongoing	DCEO	Annual review added to Shire's compliance calendar
Workforce Plan	13. Consider referring to the Shire's Workforce Plan to resolve workforce issues in the future.	Ongoing	DCEO	Comments noted
Community and Consultation				
Community Engagement	14. Continue to develop a community engagement policy/strategy.	Scheduled for 2018	Manager Community Services	

12.2	PERFORMANCE MANAGEMENT POLICY
Proponent:	N/A
File Ref:	12.12.1
Date of Report:	9 August 2017
Business Unit:	Corporate Services
Officer:	Vin Fordham Lamont – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Performance Management Policy
- Performance Management Procedure (for information purposes)

PURPOSE OF THE REPORT

The adoption of a Performance Management Policy and its inclusion in Council’s Policy Manual.

BACKGROUND

Council has required standards for behaviour, conduct and performance of its employees. When these standards are not met, corrective action needs to be taken. The purpose of the Performance Management Policy is primarily to help encourage employees to achieve and maintain required standards of performance. The policy helps ensure, for the benefit of both the Council as an employer and its employees, that any shortfalls in an employee’s performance are dealt with effectively and in a reasonable, fair and consistent manner.

COMMENTS

Council expects employees to show competence, care, good faith and compliance with instructions, policies and procedures in the performance of their duties and to conduct themselves in a manner which respects the rights and welfare of other employees and members of the community, in line with Council’s Code of Conduct.

Where an employee’s work performance does not meet a satisfactory standard, an appropriate process of investigation and corrective action must be taken. The action taken must comply with relevant legislation and must be conducted in a reasonable, fair and consistent manner. The Shire is committed to ensuring that fair and effective systems exist for managing unsatisfactory work performance and allegations of unacceptable conduct or workplace behaviour.

CONSULTATION

Shire staff consulted with the Fair Work Ombudsman whilst preparing this policy.

LEGAL AND STATUTORY REQUIREMENTS

Shire of Gnowangerup Code of Conduct
Occupational Health and Safety Act 1984
Local Government Act 1995
Equal Opportunity Act 1984

POLICY IMPLICATIONS

A new policy will be added to the Policy Manual.

FINANCIAL IMPLICATIONS

There will be financial implications if employees choose to access the Employee Assistance Program or if the matter cannot be resolved by employer and employee, and legal advice is sought to resolve the matter.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2013-2022

Goal 5: Proactive Leadership, Good Governance and Efficient Service Delivery

RISK MANAGEMENT CONSIDERATIONS:

Employees have the legal right to challenge the way they are treated in relation to performance issues. This is why it is imperative for the Shire to have a legally compliant and effective performance management process and have relevant policies and procedures in place to manage employees in a way that will minimise legal risks as an employer.

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

It is in order to Council to adopt the new Performance Management Policy and to include it in the Policy Manual.

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr F Gaze

Seconded: Cr F Hmeljak

0817.85 That Council:

Adopt the new Performance Management Policy and include it in the Policy Manual.

UNANIMOUSLY CARRIED: 9/0

PERFORMANCE MANAGEMENT POLICY

Employers who work at best practice benefit from motivated staff that are performing at their best. These employers also understand that when issues concerning underperformance are not addressed and managed both appropriately and sensitively, it can lead to unhealthy and unproductive outcomes that may affect the entire workplace.

Establishing effective performance management systems can have significant benefits for our organisation, as it can lead to happier, more motivated and better performing employees. Reviewing, refining and implementing performance management systems are ways of helping achieve these significant benefits.

Underperformance or poor performance can be exhibited in the following ways:

- unsatisfactory work performance, that is, a failure to perform the duties of the position or to perform them to the standard required
- non-compliance with workplace policies, rules or procedures
- unacceptable behaviour in the workplace
- disruptive or negative behaviour that impacts on co-workers.

Underperformance is not the same as misconduct. Misconduct is very serious behaviour such as theft or assault which may warrant instant dismissal.

Responsibilities of Managers or their delegated representatives

Managers or their delegated representatives are responsible for:

- Setting and communicating standards of work performance and behaviour
- Monitoring and managing work performance and behaviour
- Identifying variations to acceptable work performance and/or behaviour
- Documenting all facets and discussions about the issue(s) of concern
- Discussing the issues(s) of concern with the employee(s)
- Implementing the Performance Management procedure.

Responsibilities of Employees

Employees are responsible for:

- Performing work to required standards
- Behaving in a manner that is in accordance with the Code of Conduct
- Carrying out lawful instructions given by a Manager or their delegated representative.

PERFORMANCE MANAGEMENT PROCEDURE

Stage 1 – Investigation & Counselling Session

Investigation:

Where an employee's work performance or conduct is considered to be unsatisfactory, an interview will be conducted with the employee by the employee's supervisor and/or other appropriate officer.

The purpose of the investigative interview is to:

- make the employee aware of the perceived deficiencies;
- offer an opportunity to provide an explanation; and
- provide a positive framework within which deficiencies can be addressed.

During the interview, employees will be given full opportunity to explain their side of the issue. *In the event of the employee's explanation being accepted no further action will be taken.*

Counselling Session

If a "first warning" is considered to be justified, the employee's supervisor and/or appropriate officer will counsel the employee on:

- Perceived deficiencies;
- The standard expected by the Shire;
- The nature of improvement required;
- The appropriate steps to be taken to achieve the standards expected; and
- The time within which reasonable improvement can be expected.

A Performance Plan may be established by the supervisor and/or appropriate officer. The Performance Plan should identify the areas of the employee's performance and/or conduct requiring improvement.

A written record will be kept of the interview and placed on the employee's personnel file. The employee will be required to sight and sign such written record and will be entitled to add any notations regarding comments thereon.

The recording of a first warning, referred to above, will be deemed to be **Stage 1 Disciplinary Action**.

A review period should be set to allow the employee the opportunity to rectify their performance and/or conduct.

Stage 2 – Written Warning

Where there is a further instance of unsatisfactory performance or conduct, the employee will again be interviewed and counselled by the employee's supervisor and/or appropriate officer.

Counselling should reinforce:

- Perceived deficiencies;
- The standard expected by the Shire;
- The nature of the improvement required;
- The appropriate steps to be taken to achieve the standards expected; and
- The time within which reasonable improvement can be expected.

The supervisor and/or appropriate officer should emphasise the severity of the problem, advise that disciplinary action as per stage 3 of these procedures will be applied if corrective action is not taken and nominate a review period during which the situation will be monitored.

A Performance Plan may be established by the supervisor and/or appropriate officer. The Performance Plan should identify the areas of the employee's performance and/or conduct requiring improvement.

Such review period will normally be of six (6) month's duration but may be of greater or lesser period depending on the nature of the unsatisfactory performance. A written record will be kept of the above counselling and the employee will be given a formal written warning signed by the Chief Executive Officer.

The employee will be advised during the interview of their entitlement to sight and sign the written record of the interview and add any notation regarding the contents of such record.

The formal written warning referred to above will be deemed to be a **Stage 2 Disciplinary Action**.

Stage 3 – Final Warning

If the employee's unsatisfactory performance or conduct is still apparent at the conclusion of the monitoring period, a further interview will be held. If no satisfactory explanation is provided by the employee, appropriate disciplinary action will be taken. Appropriate disciplinary action may take the form of demotion for a period of time, or suspension without pay for a specified period.

The employee will be given a letter signed by the Chief Executive Officer confirming the disciplinary action taken and advising that the action is a "final warning" i.e., should the unsatisfactory work performance or conduct be continued and/or repeated, action will be taken with a view to terminating the employee's service.

A Performance Plan may be established by the supervisor and/or appropriate officer. The Performance Plan should identify the areas of the employee's performance and/or conduct requiring improvement. The disciplinary action and the "final warning" referred to above will be deemed to be **Stage 3 Disciplinary Action**.

Stage 4 – Termination

If the employee's performance or conduct does not improve after the "final warning", a further interview will be held to allow the employee to show cause why action should not be taken in the form of termination of employment. If no satisfactory explanation is received such action will be taken. Termination will be deemed to be **Stage IV Disciplinary Action**.

Summary Dismissal

In some circumstances the serious and or wilful misconduct or actions of an employee may warrant instant or summary dismissal. Accordingly, forgoing procedures will not affect the rights of the Council to dismiss an employee.

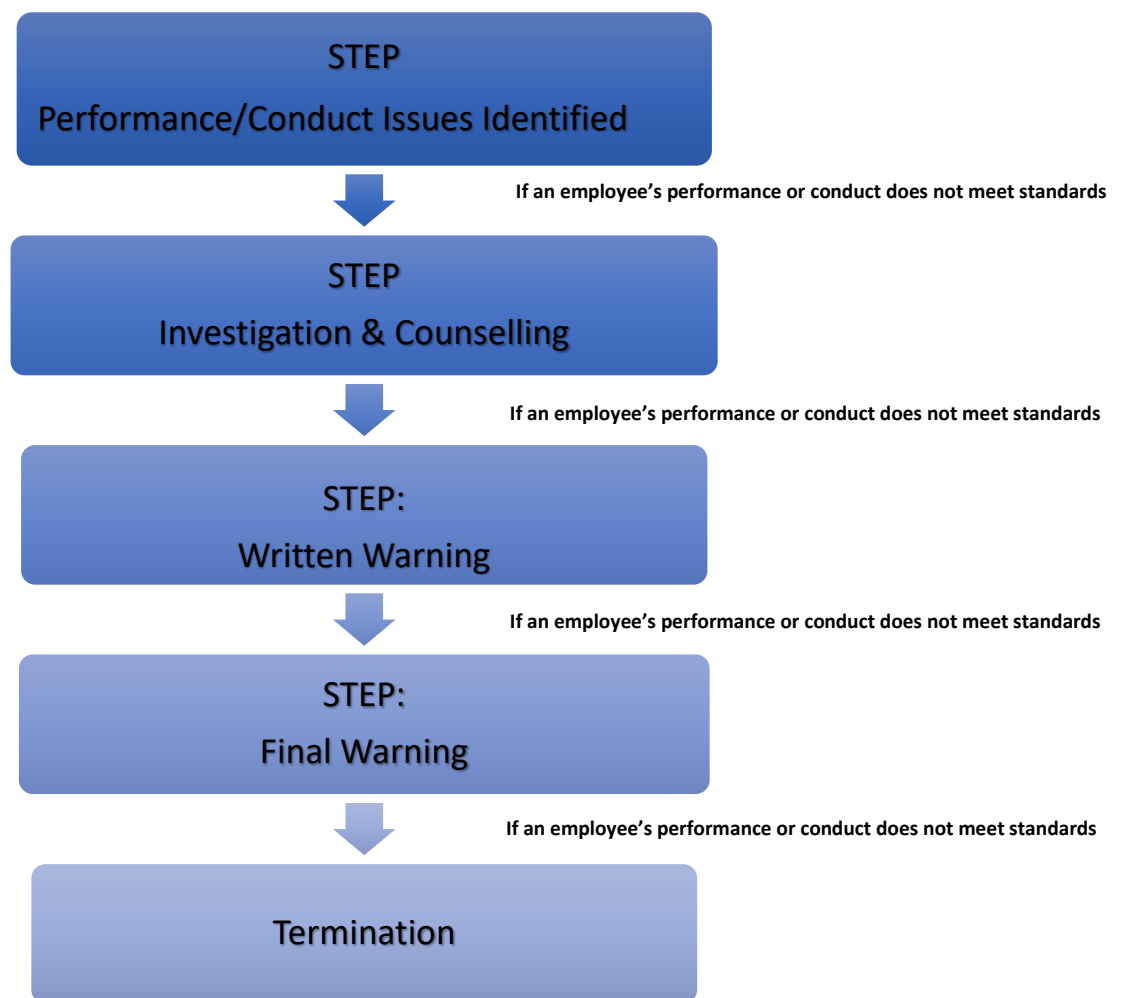
Where employees are to be subject to disciplinary action they are entitled to a full and proper investigation of the facts by management and the opportunity to state their side of the matter with the assistance of a fellow employee or Union representative if is so desired.

These procedures will not affect either party's rights to institute the dispute procedure as set out in Procedure 3.10 – Grievance Resolution Procedure in the Shire of Gnowangerup's procedure manual.

Employees will have access to their confidential file under supervision and may take notes and/or copies of the contents of such file.

The supervisor and/or appropriate officer will remind the employee of the ability to access counselling services i.e. Southern Ag Care where appropriate throughout the Performance Management Procedure.

The following is a flow chart confirming the Managing for Performance Procedure:



NOTE – Depending on the issue (performance or conduct), this process may commence at any step.

Checklist for employers when managing underperformance:

- ☐ Ensure employees clearly understand what is expected of them.
- ☐ Clearly identify and assess the problem.
- ☐ Organise a meeting with the employee to discuss the problem.
- ☐ Give the employee time to prepare for the meeting.
- ☐ Allow the employee to bring a support person to the meeting.
- ☐ Conduct the meeting in a private, non-threatening, comfortable and quiet location.
- ☐ Define and explain your concerns to the employee in specific terms.
- ☐ Give the employee a genuine opportunity to respond before considering actions.
- ☐ Where an employee's performance is suffering due to the employee's personal circumstances, refer the employee to professional help or counselling.
- ☐ Clearly outline the improvement required and the consequences of continued poor performance.
- ☐ Devise a solution with the employee to improve performance.
- ☐ Develop an action plan which includes performance improvement milestones and time frames for further review.
- ☐ Schedule another meeting to review the employee's performance against the agreed action plan.
- ☐ Document all discussions, including actions to be taken.
- ☐ Monitor the employee's performance and continue to provide feedback.
- ☐ Follow any steps set out in an applicable industrial instrument (such as a modern award or enterprise agreement), Shire policies and procedures and the employee's contract concerning performance management.

Adopted:

12.3	RETROSPECTIVE DEVELOPMENT APPROVAL FOR INTENSIVE PIGGERY BOXWOOD HILL – ONGERUP ROAD, COWALLELUP
Location:	4298 (Lot 1) Boxwood Hill – Ongerup Road, Cowallelup
Proponent:	G Jones/Fusina Pty Ltd
File Ref:	A121
Date of Report:	10 August 2017
Business Unit:	Strategy & Governance
Officer:	Phil Shephard, Planning Officer
Disclosure of Interest:	Nil

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

To consider a proposal for retrospective development approval of an existing intensive piggery commenced in the 1980's including the associated upgrades and expansions to the sheds and operations on the above property.

There is no delegation available to staff to determine the application and it must be presented to Council for consideration.

The recommendation is to grant development approval subject to conditions/advice, grant approval under the Local Law and waive the penalty fees.

BACKGROUND

The landowner/operator of the piggery wrote to the Shire seeking endorsement that they were operating within local government environmental requirements as part of fulfilling their Australian Pork Limited quality assurance obligations.

The landowner/operator advised the piggery commenced in approximately 1980 and they had purchased the property and operating piggery in 1988 and have undertaken numerous upgrading's and expansions since then.

Following a review of Shire records, no approvals for the existing piggery could be found.

COMMENTS

Planning Approval

The piggery has no planning approval in place and it is important to understand the history of the previous schemes that affected the land and whether planning approval was required, as the various schemes have changed requirements since the original piggery activity commenced in 1980.

The Shire's original Town Planning Scheme No. 5 was published in the Government Gazette on the 6 April 1973 and operated until August 1990. This Scheme considered a piggery as a

general Rural Use which was a permitted use/development that did not require Council planning approval to operate on farms in the Shire.

This Scheme was revoked by Town Planning Scheme No. 1 which was published in the Government Gazette on the 3 August 1990 and operated until April 2010. This Scheme recognised existing activities as non-conforming uses and now included Piggery as a defined land use that was a discretionary use/development that required Council planning approval to operate in the rural areas of the Shire.

This Scheme was revoked by Local Planning Scheme No. 2 which was published in the Government Gazette on the 30 April 2010 and came into operation on that day. This Scheme now included a piggery as an Animal Husbandry – Intensive defined land use that was a discretionary use/development that continued the requirement for Council planning approval to operate in the rural areas of the Shire.

Given this history, the proposal would not have required approval when originally commenced in 1980. However, whilst the commencement of Town Planning Scheme No. 1 from August 1990 recognised the existing activity, it now listed piggery as a land use and this required that any expansions/upgrades to the piggery from that date to be approved and this requirement is still in place.

Other Shire Approvals

The Shire also has an adopted *Health Local Law 2016* which was published in the Government Gazette on the 15 November 2016 and commenced operation on that day. Division 4 – Piggeries of the Local Law requires that no premises shall be used as a piggery unless approved by the Council (c.5.14(1)). It also includes specific site standards, minimum setbacks and conditions for piggeries.

The adoption of this Local Law in 2016 revoked the previous Local Laws created in 2002 which also required that premises used as a piggery be approved by the Council.

Prior to this, the Shire utilised the standard Model By-laws Series “A” adopted by most rural Councils under the *Health Act 1911* and which have operated in the Shire since at least 1968. These By-laws generally prevented a piggery form being established within a townsite and required piggeries to be registered and an annual fee to be paid to the Council.

In summary, the piggery should have been registered when originally commenced in 1980 under the then operating Health By-laws. This requirement has not changed over time although it is acknowledged that new standards and setbacks were introduced from 2002 onwards.

In addition, building approval is now required under the Building Code of Australia as the piggery is determined to be a workplace rather than a general purpose storage or farm machinery shed.

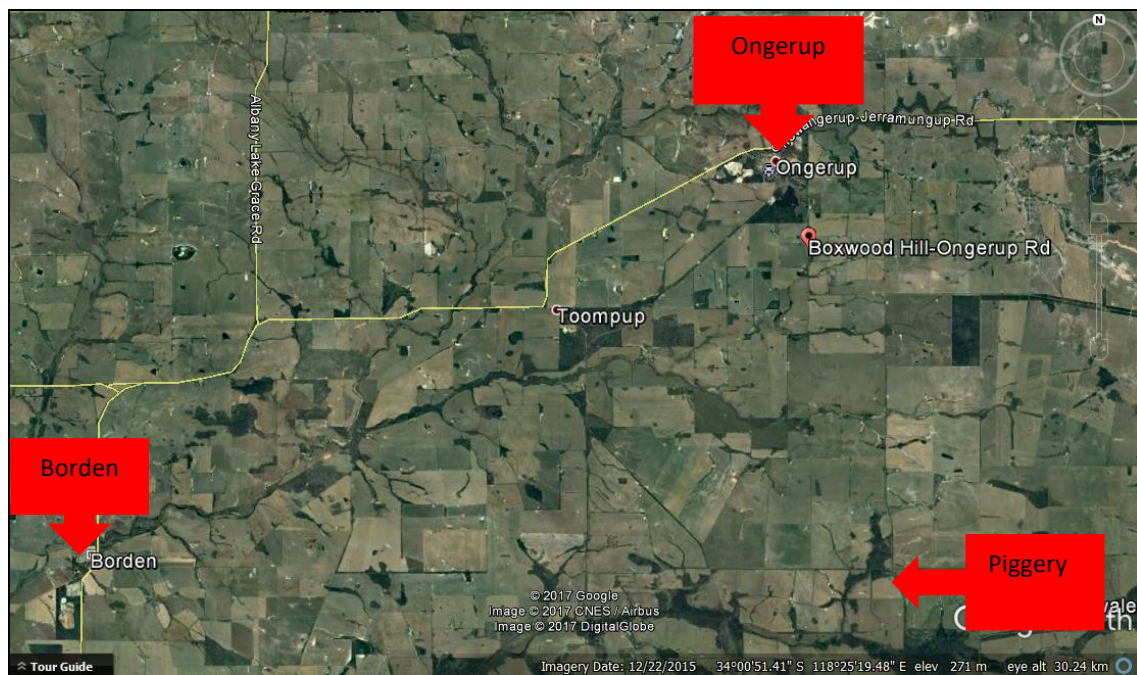
Staff met with the landowner/operator on-site on Wednesday 9 August 2017 and discussed the lack of any approvals being recorded at the Shire. An on-site inspection was conducted

that showed the piggery operation continued to operate effectively with no complaints relating to nuisance (dust, odour or noise) being received at the Shire since it commenced operations.

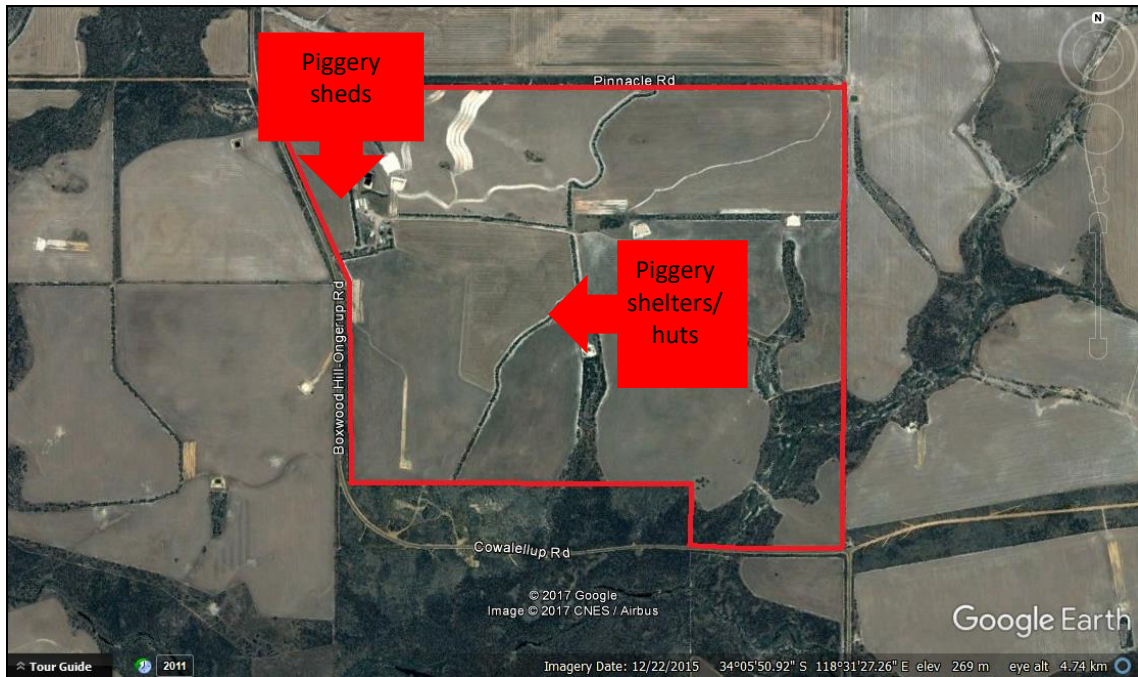
The landowner/operator agreed to seek retrospective approval from Council with the report to recognise the changing circumstances relating to approval regimes over time and staff agreed the report to Council would cover both planning and environmental health requirements.

Site Details

Lot 1 Boxwood Hill–Ongerup Road, Cowalleup (near Pinnacle Road) and the existing piggery and other associated buildings are shown in the images below:



Aerial image showing piggery and surrounding townsites (Image Google Earth)



Lot 1 bordered in red (image Google Earth)



Aerial image of piggery sheds (image Google Earth)



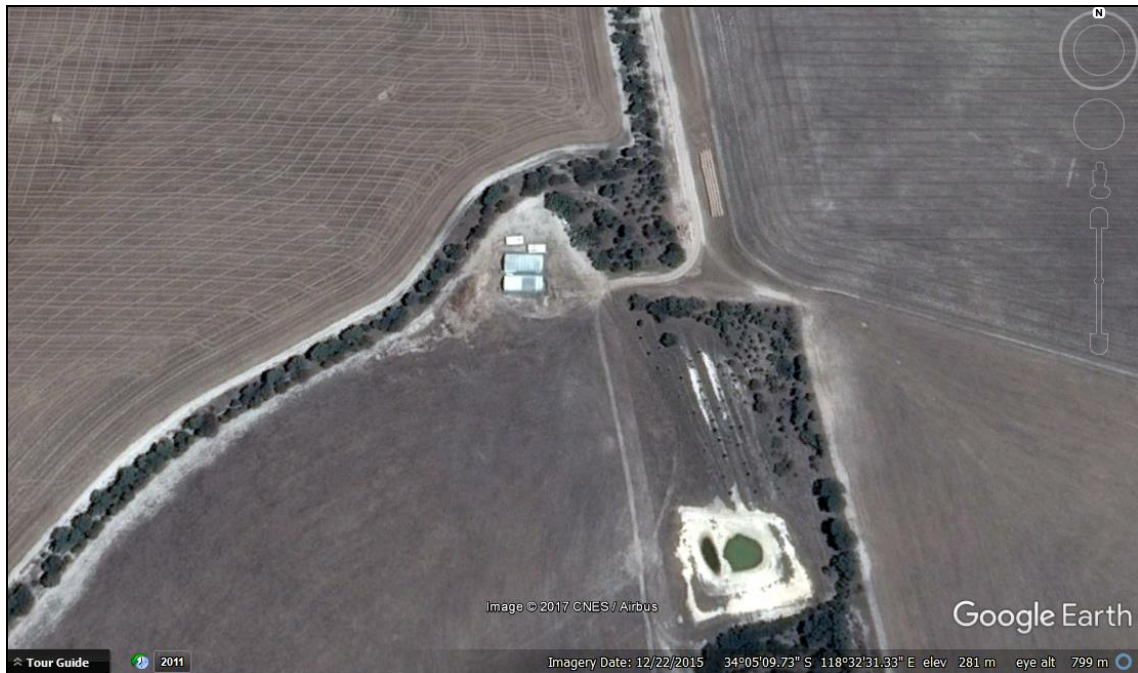
Site photo of existing intensive piggery sheds



Side photo of existing intensive piggery shed



Feed shed



Aerial view of piggery eco-shelters and huts



Site photo of piggery eco-shelters



Site photo of piggery huts

The property is 435.0372 hectares in area and has access off the Boxwood Hill-Ongerup Road which is a local road constructed with a sealed surface with open drains and under the care and control of the Shire. The property has been developed for mixed farming purposes with grain production and the piggery. There is an unoccupied dwelling on the property and a number of sheds used for machinery storage and feed production for the piggery.

The piggery produces all sizes of pig with the total number of pigs housed on-site in the sheds and shelters/huts of around 1,950. The piggery and farm activities creates employment for 2-4 persons dependent on the seasonal activity.

The piggery consists of 3 intensive sheds, 2 eco-shelters and 2 huts, feed shed and associated infrastructure including loading ramps, office, silos, 7 effluent ponds (between 0.5-0.75ha in area), water supply bore. The farm cropping is used to produce feed for the piggery.

The piggery buildings and effluent disposal ponds are setback approximately:

- Between 190 - 300m to the front boundary to Boxwood Hill-Ongerup Road;
- Between 400 - 500m to the northern side boundary to unmade Pinnacle Road;
- Minimum of 1,200m to the southern side boundary to Boxwood Hill-Ongerup Road; and
- Over 2,100m to the rear boundary.

The surrounding land is used for traditional rural activities mainly broadacre cropping and the closest dwelling on any neighbouring property is more than 3km away.

Zoning and Land Use/Development

The land is contained within the General Agriculture zone under the Shire's Local Planning Scheme No. 2 (LPS2).

The objectives for the General Agriculture zone are set out in c.4.2 of LPS2 as follows:

To provide for a range of rural uses which are compatible with the capability of the land and retain the rural character and amenity of the locality.

The piggery falls within the definition of Animal Husbandry – Intensive in LPS2 which is defined as follows:

“animal husbandry – intensive” means premises used for keeping, rearing or fattening of pigs, poultry (for either egg or meat production), rabbits (for either meat or fur production) and other livestock in feedlots;

This is a D discretionary land use within the General Agriculture zone. This means that the use is not permitted unless the Council has exercised its discretion by granting planning approval.

As stated above, the piggery has operated without complaint over the years and the proposal is considered compatible and complementary to other existing rural uses on surrounding properties and the area generally.

The Scheme (c.5.7) requires that development comply with Table 2 – Development Table which sets out the site and development requirements for various land uses in the Scheme area. There are no specific requirements for Animal Husbandry – Intensive within Table 2 and in these cases, c.5.7.3 advises:

5.7.3 Where a land use is not listed in Table 2 the development is to conform to the requirements for the predominant use of the zone in which it is situated as determined by the local government. Where the local government considers such requirements are inappropriate the local government may determine other requirements having due regard to streetscape, amenity and the merit of the proposal.

As the application is for retrospective approval of an existing development, the normal development standards that apply from Table 2 in LPS2 are discussed in relation to the proposal below:

Setbacks

The piggery sheds are setback a minimum of 190m from the closest boundary to Boxwood Hill-Ongerup Road and positioned behind a well-established band of vegetation adjoining the piggery that assists the sheds from public view. The existing setbacks are considered appropriate in the circumstances.

Plot Ratio

The plot ratio is less than 0.01 of the site.

Landscaping

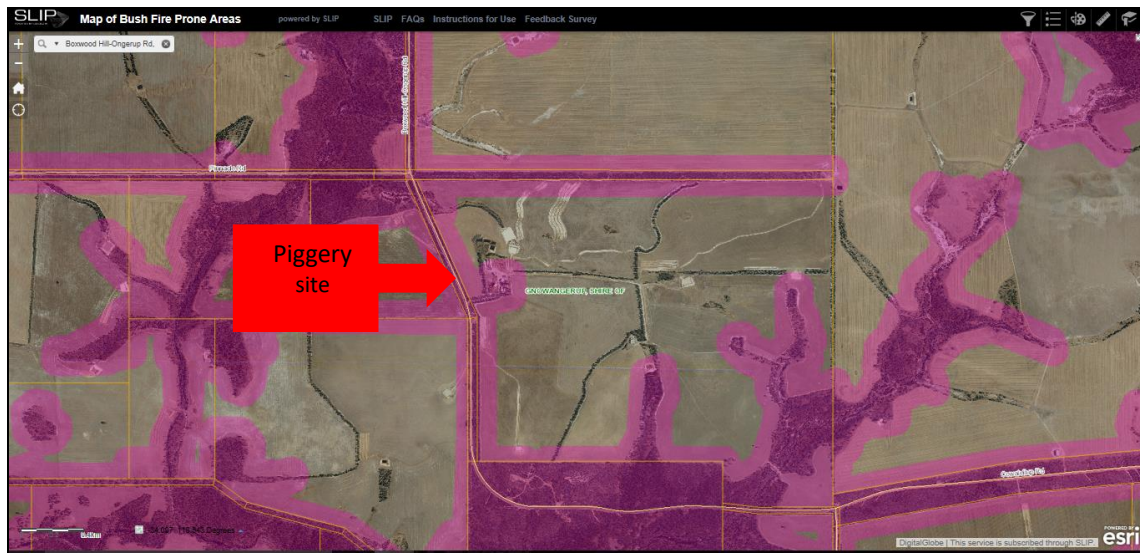
The surrounds of the piggery sheds have been landscaped with bands of screening vegetation and this is considered adequate.

Car Parking

Given the large size of the lot, ample area is considered available to meet any needs.

Bushfire Planning

The piggery site is within the DFES bushfire prone area mapping for the property (see below).



DFES Bush Fire Prone Mapping (pink shading) showing the piggery site

The buildings are required to comply with WA Planning Commission's SPP 3.7 Planning in Bushfire Prone Areas and AS3959 Construction of buildings in bushfire-prone areas which is incorporated through the building approval to incorporate any necessary construction requirements required for the site from AS3959.

LPS2 Considerations

The *Planning and Development (Local Planning Schemes) Regulations 2015* (c.67) requires the Council in considering an application for development approval have regard to those matters relevant to the application from the list. Those relevant matters are discussed in the table below:

Matter to be Considered	Response
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	<p>The relevant objectives for the LPS2 (c.1.6) are:</p> <ul style="list-style-type: none"> • To assist the effective implementation of regional plans and policies including the State Planning Strategy. • To promote the sustainable use of rural land for agricultural purposes whilst accommodating other rural activities. • To protect areas of agricultural significance from non-rural and/or incompatible uses. • Encouraging economic growth in rural areas by facilitating the more intensive and diversified use of rural land in appropriate areas for high value products which are compatible with surrounding farm practices, encouraging processing and value adding industries to be located within the Shire, and promoting tourism. <p>The piggery is considered consistent with the above objectives for the Scheme.</p>
(b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that	<p>The piggery can satisfy the requirements of orderly and proper planning if approved by Council.</p>

Matter to be Considered	Response
has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving;	
(c) any approved State planning policy;	The piggery is considered consistent with the relevant WAPC State Planning Policies related to rural planning, buffer distances and bushfire planning.
(f) any policy of the State;	The piggery is considered consistent with the <i>Environmental Protection Authority Environmental Protection Guidance Statement No. 3: Separation Distances between Industrial and Sensitive Land Uses</i> (under review) which provides guidance on recommended separation distances between these activities and sensitive land uses.
(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	The piggery is considered compatibility with its rural setting and the existing developments on adjoining land and has operated since 1980 without complaint.
(n) the amenity of the locality including the following - (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;	The piggery has not adversely affected the amenity of the local area. The piggery has been sited and designed to achieve all necessary buffers and/or setbacks required under the Shire's Scheme and Local Laws. The piggery employs 2-4 persons on-farm when at full operation and others through transport, supply of feed stuffs etc to the piggery and this would be expected to have a positive social impact in Ongerup and the local district.
(o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;	The piggery has been sited and designed to ensure that it has minimal impact on the natural environment or water resources. The landowner/operator will need to discuss with the Department of Water and Environmental Regulation the requirement for any Works Approval and Licence to operate the piggery. The piggery sheds have drainage systems designed to transport the effluent to the 7 existing evaporation ponds constructed north of the sheds.
(p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;	The piggery has well-established screening vegetation belts around the buildings and no additional landscaping is considered necessary.
(q) the suitability of the land for the development taking into account	The land is considered suitable for the development and operation of the piggery as evidenced by its

Matter to be Considered	Response
the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;	continued and expanded operations since 1980 without complaint.
(r) the suitability of the land for the development taking into account the possible risk to human health or safety;	The land is considered suitable for the development and operation of the piggery and operates without risk to human health or safety.
(s) the adequacy of - (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;	There are no changes required to the existing access off Boxwood Hill-Ongerup Road. There are adequate areas within the property for all loading/unloading, manoeuvring and parking of piggery staff/vehicles/trucks etc.
(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;	The piggery utilises Boxwood Hill-Ongerup Road as the access point to the local road network. The existing road has been adequate to meet the piggery's needs and no upgrading is considered necessary.
(u) the availability and adequacy for the development of the following - (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability;	The operation of the piggery and disposal of waste complies with the requirements of the <i>Waste Avoidance and Resource Recovery Act 2011</i> . The liquid and solid waste produced in the feedlot will be reused and spread on farms as a soil fertiliser/conditioner.
(w) the history of the site where the development is to be located;	The piggery has operated on the site since 1980.
(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;	The intensive piggery represents diversification of the traditional rural activities of cropping/grazing in the district and generates local employment and this would be expected to have a positive social impact on the local community.
<i>c.78E.(1) of the Planning and Development (Local Planning Schemes) Amendment Regulations 2015</i> In considering an application for development approval for development to which this Part applies, the local government is to have regard to the bushfire resistant construction requirements of the Building Code	See bushfire planning section of report above.

Buffer Area

The EPA Guidelines require the following generic separation distance for intensive piggeries:

Industry	Description of Industry	DoE Licence Impacts or Registration category	Key Government agencies for advice or approvals	Code of Practice/ environmental requirements	Impacts					Buffer distance in metres and qualifying notes
					Gas	Noise	Odour	Dust	Risk	
Piggery – intensive - 5000 pigs or more - 500 – 5000 pigs - 50 – 500 pigs - Less than 50 pigs	premises on which pigs are fed, watered and housed in indoor pens	✓ (2, 69)	Dept of Agriculture & Food, Department of Water, Local Government	Dept of Agriculture & Food – Guidelines for new and existing piggeries (May 2000)		✓	✓			5000 for piggeries with more than 5000 pigs. 3500 for piggeries with 500 – 5000 pigs. 2000 for piggeries with 50 – 500 pigs. 500 for piggeries with less than 50 pigs.

The piggery complies with these requirements. As noted above, the piggery has operated without complaint to the Shire of any of the known impacts of noise or odour and is considered to be well managed.

The landowner/operator will need contact the Department of Water and Environment Regulation to discuss any requirements for Works Approval and Licensing. The Works Approval and Licence process is controlled by the Department and ensures proposals are constructed and operated in an acceptable manner to reduce potential for pollution and/or community harm.

Site Management

Intensive piggeries by their nature of operations have the potential to create emissions including noise and odour. These impacts are controlled by various pieces of legislation such as the *Environmental Protection Act* and *Soil and Land Conservation Act* etc.

Health Local Law 2016

The Local Laws state:

- 5.14 (1) *No premises shall be used as a piggery unless approved by the local government;*
- (2) *Subject to subclause (3), no premises shall be approved as a piggery by the local government, unless every portion of such piggery complies with the minimum separation distances listed in Table 2; or if it is an intensive piggery, the minimum separation distances listed in Table 3; and*

- (3) *Sites unable to satisfy the separation requirements may be approved at the discretion of the local government, if the local government is satisfied that approving the piggery will not give rise to a health nuisance.*

5.16 *In order to prevent dust, offensive fumes and effluent becoming a nuisance to the health of the inhabitants of the district, an intensive piggery shall comply with the minimum separation distances listed in Table 3.*

The landowner/operator advises the existing piggery operates at around 2,000 pigs and the Local Laws sets the following minimum buffers for piggeries between 500-5,000 pigs:

Buffer	Distance	Comment
Townsite boundaries	3,500m	Piggery achieves buffer. Ongerup is 13km north-west and Borden is 24km west of the piggery.
Isolated rural dwellings, dairies and industries	1,000m	Piggery achieves buffer. Closest off-farm dwelling is 3.4km north of the piggery.
Public roads and recreation areas	150m	Piggery achieves buffer. Boxwood Hill-Ongerup Road is a minimum of 190m from piggery buildings.
Neighbouring rural property boundaries	100m	Piggery achieves buffer. Closest setback to neighbouring rural property is 500m.
Surface water supply catchments	Not permitted	Piggery achieves buffer. Property is not within a gazetted surface water supply catchment.
Watercourses/rural water impoundments	300m	Piggery achieves buffer. There are no permanent watercourses or rural water impoundments on the property.
Bores/wells or soaks used for drinking water supply	300m	Piggery achieves buffer. Water supply bore is located in excess of 300m from the piggery.

The piggery complies with these requirements of the Health Local Law.

Retrospective development approvals

The Council can grant retrospective development approval to uses or developments (s.164 of the *Planning and Development Act 2005* and cl.65 of the *Planning and Development (Local Planning Schemes) Regulations 2015*).

In considering the penalties that may apply to the landowner, given that the works were completed without building approval, the landowners will now be required to engage a building certifier to prepare plans and obtain a Building Approval Certificate including any necessary upgrading to the construction standards if required.

The fee for a retrospective development application is ordinarily 3x the normal fee as set out in the adopted 2016/17 Schedule of Fees and Charges. The development cost nominated by the landowner/operator is \$350,000 and this equates to a retrospective application fee of \$3,360, as opposed to \$1,120 for an application that has not commenced.

In considering the penalty fee, given the piggery has existed on the property since 1980 and was originally commenced without any need for planning approval to be granted prior to the

introduction of planning controls in August 1990 by the Shire and the landowner/operator purchased the property with the piggery in operation in 1988 and has maintained the activity since then without complaint from neighbours and/or impact onto the surrounding rural areas and were not genuinely aware of the need to obtain planning approval, staff recommend that only the original application fee of \$1,120 be applied in this instance.

The other options available to Council to penalise the landowner/operator, if considered necessary due to the breaches of LPS2, could include a fine penalty being issued for the breach of the scheme, prosecution for the non-compliance and fine penalty for the period of non-compliance or to require the unauthorised development be removed and the site restored.

As the landowners have responded to staff's request for information and to complete the necessary forms no further action regarding the breach of LPS2 is recommended or considered necessary. The Council should advise the landowner of the serious nature of the breaches committed and remind them of their obligations to comply with relevant legislation and that any further breaches will result in the Council considering possible prosecution.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Landowner/operator (Mr Graeme Jones)

Environmental Health Officer (M Walsh)

LEGAL AND STATUTORY REQUIREMENTS

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015 – the Shire of Gnowangerup LPS2 is an operative local planning scheme under the Act and Regulations.

Health Act 1911 and Local Government Act 1995

The Shire of Gnowangerup has an adopted *Health Local Laws 2016* and the proposal requires approval under the Local Law.

POLICY IMPLICATIONS

There are no Local Planning Policies that apply to this report.

FINANCIAL IMPLICATIONS

The applicants will be required to pay the development application fee of either \$3,360 (retrospective penalty fee) or \$1,120 (no penalty fee) in accordance with adopted 2017/18 Schedule of Fees and Charges as determined by Council.

STRATEGIC IMPLICATIONS

The policy impacts on a number of items in the strategic plan as follows:

Strategic Focus	Built Environment and Infrastructure
Goals:	A built environment and infrastructure that supports the community and the economy
Outcome 3.1:	• Appropriate planning and development
Strategy 3.1.2	Provide planning and development advice on land developments.
Strategy 3.1.3	Ensure quality, consistent and responsive development and building assessment approval processes.

Strategic Focus	Governance and Organisation
Goals:	Proactive leadership, good governance and efficient service delivery
Outcome 5.1:	• Strategic governance and leadership
Strategy 5.1.5	Ensure compliance with Local Laws and statutory requirements.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council has a number of options available to it, which are discussed below:

- 1 *Not approve the proposal*
The Local Government can choose to not grant retrospective approval. This would mean the activity would need to cease and the buildings removed from the site. This option is not recommended.
- 2 *Approve the proposal*
The Local Government can choose to approve the proposal, with or without conditions. This option is recommended.
- 3 *Defer the proposal*
The Local Government may elect to defer the matter for a period of time and seek additional information or comment, if deemed necessary, before proceeding to make a decision.

CONCLUSION

The piggery is an appropriate land use and development in the General Agriculture zone and has operated since 1980 and should be granted retrospective approval. The application fee should reflect the changes to the approvals regime over time and no penalty should be applied in this instance.

VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

Moved: Cr S Lance

Seconded: Cr L Martin

0817.86 That Council:

- 1) In accordance with cl.65 of the Planning and Development (Local Planning Schemes) Regulations 2015 grant retrospective development approval for the Animal Husbandry – Intensive (Intensive Piggery) on Lot 1 Boxwood Hill-Ongerup Road, Cowallelup subject to the following conditions and advice notes:
 - i) The piggery to be generally consistent with the approved Site Plan and where marked in red unless a variation has been approved by the Chief Executive Officer.**
 - ii) All future upgrades and/or expansions will require development approval from the Shire of Gnowangerup prior to any works commencing.****

Advise Notes:

- The buildings still require a separate building approval to be issued by the Shire of Gnowangerup and/or Building Certifier and will need to comply with AS3959 Construction of buildings in bushfire-prone areas.**
 - You are advised to contact the Department of Water and Environment Regulation to discuss any requirements for Works Approval and Licensing for the piggery. The Works Approval and Licence process is controlled by the Department and ensures proposals are constructed and operated in an acceptable manner to reduce potential for pollution and/or community harm.**
 - The Council reminds you that it is your responsibility to ensure that all required planning and building approvals are in place before commencing any land use/ development or works including building on the land.**
- 2) In accordance with the Shire of Gnowangerup Health Local Law 2016, approve the Intensive Piggery for up to 5,000 pigs on Lot 1 Boxwood Hill-Ongerup Road, Cowallelup.**
 - 3) Charge the development application fee of \$1,120 and waive the penalty fee of \$2,240 as set out in the 2017/18 Schedule of Fees and Charges in this instance to recognise the changes in the approvals regime and the piggery has operated since 1980 without complaint.**

UNANIMOUSLY CARRIED: 9/0

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

Nil.

14. INFRASTRUCTURE AND ASSET MANAGEMENT

Nil.

15. STATUTORY COMPLIANCE

Nil.

16. FINANCE

16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – JULY 2017

Location: Shire of Gnowangerup
File Ref: 12.4.1
Date of Report: 11th August 2017
Business Unit: Finance
Officer: CA Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENT

- July 2017 Cheque Listing

COMMENTS

The July 2017 cheque list is attached as follows

FUND	AMOUNT
Municipal Fund	\$ 492,115.11
Trust Fund	\$ 50.00
Credit Card	\$ 613.17

TOTAL	\$ 492,778.28
--------------	----------------------

COUNCIL RESOLUTION

Moved: Cr F Gaze

Seconded: Cr F Hmeljak

0817.87 That the Schedule of Accounts: Municipal Fund Cheques 27048 – 27073, EFT 12402 – EFT 12491, Click Super DD totalling \$492,115.11 and Trust Fund Cheques 850 – 850 totalling \$50.00 and Corporate Credit Card totalling \$613.17 be approved.

UNANIMOUSLY CARRIED: 9/0

Chq/EFT	Date	Name	Description	Amount
850	27/07/2017	CHANTELLE WISE	REFUND BOND FOR HALL HIRE T82	\$ 50.00
TOTAL TRUST ACCOUNT				\$ 50.00
EFT12402	5/07/2017	AIR LIQUIDE	CYLINDER FEE SIZES G, E, D	\$ 138.09
EFT12403	5/07/2017	ALBANY MAPPING & SURVEYING SERVICES	GPS SITE SURVEY FOR RENEWAL PLANNING FOR LANDFILL SITES	\$ 7,586.96
EFT12404	5/07/2017	ALBANY RECORDS MANAGEMENT	BINS FOR DELIVERY AND DESTRUCTION OF RECORDS	\$ 242.00
EFT12405	5/07/2017	B P HARRIS & SON	VIBE ROLLER GN.0051 MACHINE THREAD INTO HYDRAULIC CYLINDER SHAFT	\$ 148.50
EFT12406	5/07/2017	BARRETT'S MINI EARTHMOVING & CHIPPING	REMOVE LARGE YATE TREE IN BACK LANE BEHIND YOUNGUP CENTRE	\$ 1,628.00
EFT12407	5/07/2017	BEST OFFICE SYSTEMS	COPIER CHARGES FOR DEPOT 23/5/17 - 23/06/17	\$ 179.08
EFT12408	5/07/2017	BGL SOLUTIONS	RETICULATION OF STREET TREES	\$ 11,550.00
			GROUNDS MAINTENANCE AT SWIMMING POOL	\$ 1,295.71
			FERTILISE AND APPLY WEED KILLER FOR SHIRE GROUNDS	\$ 4,083.36
EFT12409	5/07/2017	CS LEGAL	PROFESSIONAL FEES FOR 11 & 13 BELL STREET	\$ 176.00
EFT12410	5/07/2017	DEPARTMENT OF ENVIRONMENT REGULATION	TRACKING FORMS - SEPTICS	\$ 88.00
EFT12411	5/07/2017	ENVIRONMENTAL MONITORING SYSTEMS PTY LTD	ENVIRONMENTAL HEALTH SERVICES FOR JUNE 2017	\$ 4,990.10
EFT12412	5/07/2017	GNOWANGERUP COMMUNITY RESOURCE CENTRE	CLEANING AND UTILITIES FOR JUNE 17	\$ 699.47
			ADVERTISING FOR JUNE 2017	\$ 1,024.60
EFT12413	5/07/2017	GNOWANGERUP FUEL SUPPLIES	FUEL FOR SHIRE VEHICLES	\$ 788.34
			FUEL FOR SES VEHICLES	\$ 257.49 F
EFT12414	5/07/2017	GNOWANGERUP NEWSAGENCY	NEWSPAPERS 14/06/2017 TO 03/07/2017	\$ 25.50

EFT12415	5/07/2017 GNOWANGERUP TYRE SERVICE	NEW TYRES TO FRONT HOLDEN INSIGNIA GN.00 TYRE REPAIRS	\$ 962.00 \$ 234.50	
EFT12416	5/07/2017 HEWER CONSULTING SERVICES	ONSITE SUPERVISION AND ADMINISTRATION WORK AGRN743 AND AGRN 696 RESTORATION WORKS	\$ 11,261.86	W
EFT12417	5/07/2017 HHG LEGAL GROUP ALBANY	SALE CONTRACT ADVICE LOT 560 YOUGENUP ROAD	\$ 3,069.00	
EFT12418	5/07/2017 IT VISION	RECORDS OVERHAUL - SYNERGY UPGRADE	\$ 4,367.00	
EFT12419	5/07/2017 J. BLACKWOOD & SON PTY LIMITED	LOCTITE MOLY DRY FILM LUBRICANT	\$ 1,036.73	
EFT12420	5/07/2017 JETBLACK CREATIVE MEDIA	HERITAGE TRAIL WEBSITE PAGES GNOWANGERUP HERITAGE TRAIL PROJECT	\$ 1,540.00	
EFT12421	5/07/2017 JH COMPUTER SERVICES PTY LTD	PURCHASE OF 2 NEW COMPUTERS AND LICENSES - OLD COMPUTERS TO BE CLEANED AND SETUP FOR CONTRACTORS COMPUTER AND SERVER USER CALS AND LICENSES	\$ 3,980.00 \$ 1,882.02	
EFT12422	5/07/2017 KATANNING PEST MANAGEMENT	SPRAY FOR TERMITES IN GUM TREE IN ADMIN GARDEN	\$ 374.00	
EFT12423	5/07/2017 KOMATSU AUSTRALIA PTY LTD	PARTS AND OIL FOR SERVICING KOMATSU GRADER	\$ 337.79	
EFT12424	5/07/2017 MINING & DRILLING SERVICES PTY LTD	FINAL RESTORATION WORKS FOR AGRN696 (INV008)	\$ 29,199.50	W
EFT12425	5/07/2017 NIGHTWELL PHOTOGRAPHY	PHOTOS FOR RATES BROCHURES AND BUDGETS	\$ 462.00	
EFT12426	5/07/2017 OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT FOR JUNE 2017	\$ 11,000.00	
EFT12427	5/07/2017 ONGERUP FARM SUPPLIES - MICK CREAGH	BOUNDRY NETTING AND POSTS	\$ 2,635.80	
EFT12428	5/07/2017 ONGERUP TYRES & AUTOMOTIVE	NEW TYRES FOR ONGERUP BACKHOE GN.0026	\$ 3,080.00	
EFT12429	5/07/2017 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE JUNE	\$ 528.00	
EFT12430	5/07/2017 OPTEON	VALUATION OF 17 CARPENTER STREET ONGERUP	\$ 1,460.00	

EFT12431	5/07/2017 PRIMARIES GNOWANGERUP	VARIOUS HARDWARE ITEMS FOR DEPOT PLANT & EQUIPMENT	\$ 548.77
EFT12432	5/07/2017 RECORDS ARCHIVES HISTORICAL MANAGEMENT	RECORDS OVERHAUL COSTS 1/3 PROJECT COSTS	\$ 6,187.50
		RECORDS OVERHAUL TRAINING FOR STAFF	\$ 2,750.00
		RECORDS REVIEW AND REPORT 5 DAYS	\$ 6,600.00
EFT12433	5/07/2017 SADLERS BUTCHERS	CATERING FOR COUNCIL MEETINGS	\$ 558.00
EFT12434	5/07/2017 WARREN BLACKWOOD WASTE	BINS PICK UP 01/06, 08/06, 15/06, 22/06, 29/06	\$ 8,273.45
EFT12435	5/07/2017 WESTERN AUSTRALIAN TREASURY CORPORATION	GGFEE TO 30/06/2017 ON SHIRE LOANS	\$ 3,851.59
EFT12436	7/07/2017 ADRIENNE JOYCE	RENT 26 JAEKEL ST 29/06/2017-12/07/2017	\$ 240.00
EFT12437	7/07/2017 ASHLEIGH ANNE NUTTALL	RENT 22 GROCOCK ST 03/07/2017-16/07/2017	\$ 500.00
EFT12438	7/07/2017 DL CONSULTING	PREPARE WORK PAPERS FOR DRAFT BUDGET, CONDUCT WORKSHOP ON SITE AND ASSIST WITH ROADS TO RECOVERY RECONCILIATION	\$ 12,085.70
EFT12439	7/07/2017 GNOWANGERUP COMMUNITY RESOURCE CENTRE	ROUNDUP SUBSCRIPTION VIA EMAIL 2017/18	\$ 48.00
EFT12440	7/07/2017 IT VISION	SYNERGYSOFT ANNUAL LICENSE FEES 2017/18	\$ 36,719.10
EFT12441	7/07/2017 IT VISION USER GROUP INC	MEMBERSHIP FEE 2017/2018	\$ 715.00
EFT12442	7/07/2017 JTAGZ	DOG AND CAT TAGS 2020 AND 2021	\$ 294.80
EFT12443	7/07/2017 MOORE STEPHENS	2017 FINANCIAL REPORTING MANUAL	\$ 990.00
EFT12444	7/07/2017 RAMM SOFTWARE PTY LTD	ANNUAL SUPPORT AND MAINTENANCE FEE 01/07/2017-30/06/2018	\$ 8,658.84
EFT12445	7/07/2017 WA CONTRACT RANGER SERVICES	RANGER SERVICES 20/06 AND 28/06	\$ 1,098.62
EFT12446	13/07/2017 ADMIN SOCIAL CLUB	Payroll deductions	\$ 80.00
EFT12447	13/07/2017 ALBANY AUTOS	SERVICE GN.003 ISUZU DMAX 10,000 KLM	\$ 383.93

EFT12448	13/07/2017 APRA	MUSIC ON HOLD - 5 LINES LICENSE	\$	155.75
EFT12449	13/07/2017 AUSTRALIA POST	POSTAGE FOR JUNE 2017	\$	186.99
EFT12450	13/07/2017 BLACK AND GOLD SOCIAL CLUB	Payroll deductions	\$	135.00
EFT12451	13/07/2017 COURIER AUSTRALIA	FREIGHT	\$	77.73
EFT12452	13/07/2017 GREAT SOUTHERN TOYOTA	SERVICE ON GN.001 TOYOTA PRADO 20,000KM	\$	503.75
EFT12453	13/07/2017 HEWER CONSULTING SERVICES	PURCHASE OF GETAC AND ARC GIS SOFTWARE	\$	1,100.00
		PREPARE 2017/18 RRG PROJECT SUBMISSIONS	\$	682.00
EFT12454	13/07/2017 IPWEA NATIONAL OFFICE	ANNUAL BUILDINGS PLUS SUBSCRIPTION	\$	1,540.00
EFT12455	13/07/2017 LANDGATE	CONSOLIDATED MINING TENEMENT ROLL	\$	226.90
EFT12456	13/07/2017 LGIS INSURANCE BROKING	MOTOR VEHICLE INSURANCE TO 30/06/2018	\$	47,531.80
		CYBER LIABILITY INSURANCE	\$	1,650.00
		MANAGEMENT LIABILITY INSURANCE	\$	6,490.00
		TRAVEL INSURANCE	\$	825.00
		PERSONAL ACCIDENT INSURANCE	\$	467.50
		MARINE CARGO INSURANCE	\$	660.00
EFT12457	13/07/2017 LGISWA	1ST INSTALMENT WORKCARE INSURANCE 30/06/2017 - 30/06/2018	\$	29,465.55
		1ST INSTALMENT PROPERTY INSURANCE	\$	40,595.26
		1ST INSTALMENT LIABILITY INSURANCE	\$	14,435.30
		CRIME INSURANCE	\$	1,286.01
		BUSHFIRE BRIGADE INSURANCE	\$	9,240.00
		MEMBERSHIP DIVIDEND 2017/18	- \$	5,919.22
EFT12458	13/07/2017 M & MP BUILDERS	FIXED LEAK IN ROOF ABOVE THE SERVER ROOM	\$	77.00
EFT12459	13/07/2017 STAPLES AUSTRALIA PTY LIMITED	SUPPLIES FOR PUBLIC TOILETS	\$	781.44

EFT12460	13/07/2017 WALGA	MEMBERSHIP/ASSOCIATE MEMBERSHIP 2017/18	\$	8,687.45
		PROCUREMENT SERVICES	\$	2,695.00
		TAX SERVICES	\$	1,556.50
		EMPLOYEE RELATIONS	\$	3,606.00
		GOVERNANCE SERVICES	\$	341.00
EFT12461	20/07/2017 ADRIENNE JOYCE	RENT 26 JAEKEL ST 13/07/2017-26/07/2017	\$	240.00
EFT12462	20/07/2017 ARMADILLO GROUP	COOLANT FOR SERVICE ON KOMATSU GRADER	\$	436.29
EFT12463	20/07/2017 ASHLEIGH ANNE NUTTALL	RENT 22 GROCOCK ST 17/07/2017-30/07/2017	\$	500.00
		WATER USAGE	\$	26.96
EFT12464	20/07/2017 BECKS TRANSPORT	FRIEGHT FOR CHEMICALS GNOWANGERUP SWIMMING POOL	\$	45.03
EFT12465	20/07/2017 CONPLANT PTY LTD	PARTS FOR REPAIRS VIBE ROLLER GN.0051	\$	637.81
EFT12466	20/07/2017 GNOWANGERUP FOOTBALL CLUB INC	KIDSPORT SUBS	\$	120.00 F
EFT12467	20/07/2017 GNOWANGERUP TYRE SERVICE	86ZMF BATTERIES FOR CAT LOADER GN.035, JOHN DEERE BACKHOE,	\$	480.00
		TYRE REPAIR KOMATSU GRADER GN.0021	\$	125.00
EFT12468	20/07/2017 SOUTH REGIONAL TAFE	REPLACEMENT WHITE CARDS FOR TRE PHILLIPS AND TASMAN HAYWARD	\$	40.00
EFT12469	20/07/2017 WA CONTRACT RANGER SERVICES	CONTRACT SERVICES 05/07, 14/07	\$	911.62
EFT12470	20/07/2017 YONGERGNOW - ONGERUP CRC	ADVERTISING IN GRAPEVINE LIFEGUARD POSITION	\$	60.00
EFT12471	31/07/2017 ADMIN SOCIAL CLUB	Payroll deductions	\$	80.00
EFT12472	31/07/2017 ADRIENNE JOYCE	RENT 26 JAEKEL STREET 27/07/2017-09/08/2017	\$	240.00
EFT12473	31/07/2017 AMCAP DISTRIBUTION CENTRE	ROTATING BEACON FLAT TOP FOR CONTSRUCTION TRUCK	\$	85.02
EFT12474	31/07/2017 ASHLEIGH ANNE NUTTALL	RENT 22 GROCOCK STREET 31/07/2017-13/08/2017	\$	500.00

EFT12475	31/07/2017 AUSTRALIA DAY COUNCIL OF W.A.	AUSTRALIA DAY WA GOLD MEMBERSHIP 2017/18 AUSTRALIAN ACTIVE CITIZEN OF THE YEAR AWARDS JAN 2018.	\$	550.00
EFT12476	31/07/2017 BLACK AND GOLD SOCIAL CLUB	Payroll deductions	\$	135.00
EFT12477	31/07/2017 BLIGHTS AUTO ELECTRICS	LED REVOLVING LIGHTS GN.037 AND GN.007	\$	1,116.00
EFT12478	31/07/2017 COURIER AUSTRALIA	FREIGHT	\$	226.26
EFT12479	31/07/2017 DEPARTMENT OF ENVIRONMENT REGULATION	SEPTIC TRACKING FORMS JULY	\$	132.00
EFT12480	31/07/2017 GNOWANGERUP COMMUNITY RESOURCE CENTRE	ADVERTISING IN ROUNDUP	\$	354.20
EFT12481	31/07/2017 GNOWANGERUP FUEL SUPPLIES	FUEL FOR GNOWANGERUP DEPOT 18000LTRS @ \$1.14 P/LTR	\$	20,498.40
EFT12482	31/07/2017 JERRAMUNGUP ELECTRICAL SERVICE	DISCONNECT POWER AT OLD SWIMMING POOL	\$	336.88
EFT12483	31/07/2017 LEASECHOICE PTY LTD	EXCESS COPIES FOR COPY MANAGEMENT PLAN MAY-JUNE 2017	\$	461.57
EFT12484	31/07/2017 LOCAL GOVERNMENT PROFESSIONALS WA	2017 - 2018 MEMBERSHIP SUBSCRIPTION	\$	1,042.00
EFT12485	31/07/2017 LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 17/18	\$	500.50
EFT12486	31/07/2017 OFFICEWORKS	SIT/STAND UP DESK	\$	342.31
EFT12487	31/07/2017 OLUMAYOKUN OLUYEDE	LOCUM MEDICAL PRACTITIONERS SUBSIDY 2017/18 CASH SUBSIDY AS PER CONTRACT	\$ \$	13,200.00 11,000.00
EFT12488	31/07/2017 OPUS INTERNATIONAL CONSULTANCY	COMPLETION OF DETAILED DESIGN AS PER CONTRACT LOT 560	\$	3,372.50
EFT12489	31/07/2017 STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PROGRAM 2017/2018	\$	137.50
EFT12490	31/07/2017 STATEWIDE BEARINGS	OIL SEAL BEARING FOR VIBE ROLLER	\$	10.42
EFT12491	31/07/2017 TAMBELLUP POST CAFE	BUDGET WORKSHOP CATERING	\$	320.00

		END OF YEAR WORKSHOP CATERING	\$ 150.00
27048	5/07/2017 GNOWANGERUP IGA	CONSUMABLES	\$ 381.92
27049	5/07/2017 CASTLEDEX	RECORDS OVERHAUL - FILES, STICKERS AND TRI CLIPS	\$ 2,285.26
27050	7/07/2017 DEPARTMENT OF TRANSPORT	LICENSE RENEWAL AS PER EBA	\$ 42.50
27051	7/07/2017 JOHN WILLIAM CAMPBELL	BUSHFIRE BASE ALLOWANCE FOR 2016/17	\$ 880.00
27052	13/07/2017 AUSTRALIAN TAXATION OFFICE	BAS PAYMENT FOR JUNE 2017	\$ 4,906.00
27053	13/07/2017 B K W CO-OPERATIVE LTD	REFRESHMENTS FOR COUNCIL	\$ 84.63
27054	13/07/2017 DEPARTMENT OF TRANSPORT	CANCELLED	\$ 0.00
27055	13/07/2017 MEU	Payroll deductions	\$ 184.50
27056	13/07/2017 RAC BUSINESSWISE	BUSINESSWISE ASSIST GN.00, GN.002, GN.001	\$ 312.00
27057	13/07/2017 SYNERGY	SUPPLY PERIOD TO 03/07/2017	\$ 2,799.30
		STREET LIGHTS 01/06/2017-03/07/2017	\$ 3,555.05
27058	13/07/2017 TELSTRA	USAGE, SERVICE, EQUIPMENT AND DIRECTORY CHARGES	\$ 1,336.06
27059	13/07/2017 WATER CORPORATION	TRADE WASTE PERMIT	\$ 230.61
27060	14/07/2017 GNOWANGERUP VOLUNTEER SES UNIT INC	1ST QUARTER INSTALMENT OPERATING GRANT 2017/18	\$ 5,775.00 F
27061	20/07/2017 CLASSIC CABINETRY	POLISH FOR JARRAH TABLES	\$ 50.00
27062	20/07/2017 DEPARTMENT OF LANDS	10% DEPOSIT FOR PURCHASE OF LOT 517 ON DEPOSIT PLAN 68552 ONGERUP	\$ 1,200.00
27063	20/07/2017 DEPARTMENT OF TRANSPORT	SHIRE PLANT FOR 12 MONTHS	\$ 9,779.45
27064	20/07/2017 GNOWANGERUP SHIRE MEDICAL PRACTICE	PRE PLACEMENT MEDICAL	\$ 150.00

27065	20/07/2017 SYNERGY	SUPPLY PERIOD TO 11/07/2017	\$	616.65
27066	20/07/2017 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	60.75
27067	20/07/2017 WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$	4,455.45
27068	31/07/2017 AUSTRALIAN COMM & MEDIA AUTHORITY	LAND MOBILE/LAND MOBILE SYSTEM >30MHZ CECIL STREET	\$	56.00
27069	31/07/2017 CLASSIC BOOK BINDERS	COUNCIL MINUTES BINDING FEBRUARY - DECEMBER 2016	\$	313.28
27070	31/07/2017 DENISE FRANCO	24 HRS CLEANING FROM 04/07/2017-22/07/2017	\$	975.00
27071	31/07/2017 MEU	Payroll deductions	\$	184.50
27072	31/07/2017 SYNERGY	SUPPLY PERIOD ADJUSTMENT TO 19/07/2017	\$	91.35
27073	31/07/2017 TELSTRA	MOBILE PLANS AND DATE PACKAGES	\$	650.40
DD3872.1	12/07/2017 WALGS PLAN	Payroll deductions	\$	7,556.08
DD3872.2	12/07/2017 SMSF	Superannuation contributions	\$	563.62
DD3872.3	12/07/2017 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	Superannuation contributions	\$	627.19
DD3872.4	12/07/2017 PRIME SUPER	Superannuation contributions	\$	214.81
DD3872.5	12/07/2017 AUSTRALIAN SUPER	Superannuation contributions	\$	428.81
DD3872.6	12/07/2017 BENDIGO SMARTOPTIONS SUPER	Superannuation contributions	\$	56.97
DD3872.7	12/07/2017 BT SUPER FOR LIFE	Superannuation contributions	\$	312.13
DD3883.1	26/07/2017 WALGS PLAN	Payroll deductions	\$	8,401.79
DD3883.2	26/07/2017 SMSF	Superannuation contributions	\$	563.62

DD3883.3	26/07/2017 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	Superannuation contributions	\$	627.19
DD3883.4	26/07/2017 PRIME SUPER	Superannuation contributions	\$	215.71
DD3883.5	26/07/2017 AUSTRALIAN SUPER	Superannuation contributions	\$	428.81
DD3883.6	26/07/2017 BENDIGO SMARTOPTIONS SUPER	Superannuation contributions	\$	62.91
DD3883.7	26/07/2017 BT SUPER FOR LIFE	Superannuation contributions	\$	312.13
TOTAL MUNICIPAL ACCOUNT			\$	492,115.11
	3/07/2017 THE PUB BORDEN	COMMUNITY CONSULTATION PIZZAS	\$	150.00
	3/07/2017 JB HI FI ONLINE	STOCK FOR LIBRARY	\$	21.67
	4/07/2017 WESTNET	SHIRE INTERNET	\$	200.55
	4/07/2017 COROWAL PTY LTD	ACT BELONG COMMIT ADVERTISING MERCHANDISE	\$	120.00
	10/07/2017 JB HI FI ONLINE	WIRELESS ADAPTOR FOR VIDEO CONFERENCING	\$	102.95
	10/07/2017 NAB	MONTHLY CREDIT CARD FEES	\$	18.00
TOTAL CORPORATE CREDIT CARD			\$	613.17

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT12402 - 12491 Cheque 27048 - 27073 DD Clicksuper = \$492,115.11

TOTAL FOR TRUST FUND: Cheque 850-850 \$50.00

TOTAL FOR CREDIT CARD: \$613.17

CHIEF EXECUTIVE OFFICER

F Fully Grant Funded

P	Partial Grant Funded
R	Other Funding (Reimbursements)
W	Main Roads Flood Damage

16.2	JULY 2017 MONTHLY FINANCIAL REPORT
Location:	Shire of Gnowangerup
File Ref:	12.14.1
Date of Report:	14 th August 2017
Business Unit:	Finance
Officer:	Darren Long, Finance Consultant Carol Shaddick, Senior Finance Officer
Disclosure of Interest:	Nil

Attachments

- Monthly Financial Statements for period 30 July 2017 including;
 - Statement of Financial Activity to 30 July 2017.
 - Report on Material Differences.
 - Comprehensive Income by Program and Nature & Type
 - Statement of Financial Position.
 - Statement of Cash Flows.
 - Current Assets and Liabilities.

Summary

Adoption of the July 2017 Monthly Financial Report

Comments

Presented to Council is the Financial Statement to 30 July 2017 subject to change as a result of end of year procedures and audit process.

Consultation

Nil

Statutory Environment

Local Government Financial Regulations (1996) 22, 32 and 43 apply.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL RESOLUTION

Moved: Cr R House

Seconded: Cr F Gaze

0817.88 That the July 2017 Monthly Financial Report be received and noted.

UNANIMOUSLY CARRIED: 9/0



SHIRE OF GNOWANGERUP

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

31 JULY 2017

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 JULY 2017

	NOTES	2017-18 ANNUAL BUDGET	2017-18 JULY - JULY BUDGET	2017-18 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(147,372)	(9,178)	(10,240)
Governance		(988,233)	(54,992)	(55,860)
Law, Order, Public Safety		(311,336)	(54,561)	(40,096)
Health		(233,540)	(26,745)	(24,275)
Education and Welfare		(22,709)	(2,355)	(1,219)
Housing		(48,629)	(7,408)	(2,568)
Community Amenities		(511,465)	(30,380)	(25,411)
Recreation and Culture		(1,390,887)	(138,706)	(80,515)
Transport		(9,760,863)	(752,347)	(105,613)
Economic Services		(140,955)	(9,228)	(1,873)
Other Property and Services		(132,646)	(121,062)	(108,392)
		(13,688,636)	(1,206,963)	(456,063)
REVENUE				
General Purpose Funding		4,447,987	2,122	4,501
Governance		2,100	30	0
Law, Order, Public Safety		53,393	45	2,776
Health		300	0	140
Education and Welfare		11,400	948	0
Housing		72,280	6,505	6,156
Community Amenities		284,192	517	5,986
Recreation and Culture		22,955	250	724
Transport		6,144,100	480,009	0
Economic Services		10,932	181	848
Other Property & Services		108,330	8,871	16,806
		11,157,969	499,478	37,937
<i>Increase(Decrease)</i>		(2,530,667)	(707,486)	(418,125)
FINANCE COSTS				
General Purpose Funding		0		(207)
Housing		(16,874)	0	0
Community Amenities		(1,078)	0	0
Recreation & Culture		(29,319)	0	0
Total Finance Costs		(47,271)	0	(207)
NON-OPERATING REVENUE				
General Purpose Funding		0	0	0
Law, Order & Public Safety		0		0
Recreation & Culture		32,000	0	0
Transport		653,135	0	0
Economic Services		0	0	0
Total Non-Operating Revenue		685,135	0	0
PROFIT/(LOSS) ON SALE OF ASSETS				
Law, Order & Public Safety		0	0	0
Other Property & Services Profit		0	0	0
Other Property & Services Loss		0	0	0
Total Profit/(Loss)		0	0	0
NET RESULT		(1,892,803)	(707,486)	(418,332)
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
TOTAL COMPREHENSIVE INCOME		(1,892,803)	(707,486)	(418,332)

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 JULY 2017

	2017-18 BUDGET	2017-18 ACTUAL
Expenses		
Employee Costs	(2,276,669)	(189,981)
Materials and Contracts	(8,182,912)	(139,980)
Utility Charges	(169,080)	(16,097)
Depreciation on Non-Current Assets	(2,480,475)	0
Interest Expenses	(52,271)	(206)
Insurance Expenses	(220,083)	(110,006)
Other Expenditure	(354,416)	0
	(13,735,907)	(456,270)
Revenue		
Rates	3,857,492	0
Operating Grants, Subsidies and Contributions	6,886,372	2,650
Fees and Charges	289,583	4,644
Service Charges	0	0
Interest Earnings	68,500	4,326
Other Revenue	56,022	26,318
	11,157,969	37,937
	(2,577,938)	(418,332)
Non-Operating Grants, Subsidies & Contributions	685,135	0
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	0
Loss on Asset Disposals	0	0
	685,135	0
Net Result	(1,892,803)	(418,332)
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(1,892,803)	(418,332)

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 JULY 2017

	Note	2016-17 ACTUAL \$	2017-18 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		1,153,453	614,230	-539,223
Restricted Cash & Cash Equivalents		1,920,586	1,906,326	-14,260
Trade and other receivables		1,078,375	1,052,542	-25,833
Inventories		21,203	29,408	8,205
Other assets		0	0	0
Total current assets		4,173,617	3,602,507	-571,110
Non-current assets				
Trade and other receivables		235,287	235,287	0
LG House Unit Trust		6,186	6,186	0
Property, infrastructure, plant and equipment		32,154,352	32,175,295	20,943
Infrastructure Assets		124,459,581	124,456,307	-3,275
Total non-current assets		156,855,406	156,873,074	17,668
Total assets		161,029,023	160,475,581	-553,442
Current liabilities				
Trade and other payables		206,879	71,769	135,110
Interest-bearing loans and borrowings		113,793	113,793	0
Provisions		307,558	307,558	0
Total current liabilities		628,230	493,120	135,110
Non-current liabilities				
Interest-bearing loans and borrowings		962,704	962,704	0
Provisions		44,370	44,370	0
Total non-current liabilities		1,007,074	1,007,074	0
Total liabilities		1,635,304	1,500,194	135,110
Net assets		159,393,719	158,975,387	-418,332
Equity				
Retained surplus		42,380,230	43,528,301	1,148,071
Net Result		1,150,069	-418,332	-1,568,401
Reserve - asset revaluation		113,967,043	113,967,043	0
Reserve - Cash backed		1,896,377	1,898,375	1,998
Total equity		159,393,719	158,975,387	-418,332

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

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 JULY 2017

	Note	2016-17 ACTUAL \$	2017-18 BUDGET \$	2017-18 ACTUAL \$
Cash Flows from operating activities				
Payments				
Employee Costs		(2,060,459)	(2,228,555)	(201,664)
Materials & Contracts		(3,249,331)	(8,333,083)	(274,540)
Utilities (gas, electricity, water, etc)		(142,256)	(169,080)	(16,097)
Insurance		(158,494)	(220,083)	(110,006)
Interest Expense		(65,472)	(52,271)	(206)
Goods and Services Tax Paid		(52,830)	(55,171)	(300,000)
Other Expenses		(213,746)	(354,417)	0
		(5,942,588)	(11,412,660)	(902,513)
Receipts				
Rates		3,685,949	3,826,158	28,379
Operating Grants & Subsidies		1,763,186	1,538,103	2,650
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		210,559	289,583	5,026
Interest Earnings		110,318	68,500	4,326
Goods and Services Tax		0	53,132	300,000
Other		2,160,591	6,079,291	26,318
		7,930,602	11,854,767	366,698
Net Cash flows from Operating Activities		1,988,014	442,107	(535,815)
Cash flows from investing activities				
Payments				
Purchase of Land		(25,212)	(427,588)	0
Purchase of Buildings		(393,296)	(121,951)	(15,281)
Purchase Plant and Equipment		(342,252)	(358,000)	0
Purchase Furniture and Equipment		(47,326)	(30,900)	(2,386)
Purchase Road Infrastructure Assets		(1,580,537)	(1,217,635)	0
Purchase of Footpath Assets		(2,875)	(5,000)	0
Purchase Aerodrome Assets		0	(5,000)	0
Purchase Drainage Assets		(4,203)	(5,000)	0
Purchase Sewerage Assets		(143,702)	(100,000)	0
Purchase Parks & Ovals Assets		0	(5,900)	0
Purchase Solid Waste Assets		0	0	0
Purchase Other Infrastructure Assets		0	(3,000)	0
Receipts		(28,761)		
Proceeds from Sale of Assets		147,227	142,000	0
Non-Operating grants used for Development of Assets		1,258,389	685,135	0
		(1,162,549)	(1,452,839)	(17,668)
Cash flows from financing activities				
Repayment of Debentures		(234,924)	(163,109)	0
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		78,622	26,352	0
Proceeds from New Debentures		0	0	0
Net cash flows from financing activities		(156,302)	(136,757)	0
Net increase/(decrease) in cash held		669,163	(1,147,489)	(553,482)
Cash at the Beginning of Reporting Period		2,404,876	3,074,039	3,074,039
Cash at the End of Reporting Period		3,074,039	1,926,551	2,520,557

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 JULY 2017**

Notes

	2016-17 ACTUAL \$	2017-18 BUDGET \$	2017-18 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank	3,073,459	1,925,709	2,519,715
Cash on Hand	580	842	842
TOTAL CASH	3,074,039	1,926,551	2,520,557
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	1,150,069	(1,892,803)	(418,332)
Add back Depreciation	2,461,460	2,480,475	0
(Gain)/Loss on Disposal of Assets	67,171	-	0
Self Supporting Loan Principal Reimbursements	-	-	0
Contributions for the Development of Assets	(1,258,389)	(685,135)	0
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(692)	0	(8,205)
(Increase)/Decrease in Receivables	(462,161)	718,132	25,833
Increase/(Decrease) in Accounts Payable	(15,510)	(226,675)	(135,110)
Increase/(Decrease) in Prepayments	-	0	0
Increase/(Decrease) in Employee Provisions	46,067	48,114	0
Increase/(Decrease) in Accrued Expenses	-	0	0
Rounding	-	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	1,988,014	\$442,107	(535,815)

**SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 31 JULY 2017**

	2016-17 ACTUAL	2017-18 ANNUAL BUDGET	2017-18 JULY- JULY BUDGET (a)	2017-18 JULY- JULY ACTUAL (b)	MATERIAL VARIANCES (b)-(a) \$	MATERIAL VARIANCES (b)-(a)/(a) %	VAR
OPERATING REVENUE	\$	\$	\$	\$			
General Purpose Funding	2,064,455	829,414	2,122	4,501	2,379	112.13%	
Governance	5,964	2,100	30	0	(30)	(100.00%)	
Law, Order Public Safety	85,735	53,393	45	2,776	2,731	6068.76%	
Health	297	300	0	140	140		
Education and Welfare	14,219	11,400	948	0	(948)	(100.00%)	
Housing	75,293	72,280	6,505	6,156	(349)	(5.37%)	
Community Amenities	282,639	284,192	517	5,986	5,470	1058.89%	
Recreation and Culture	73,102	22,955	250	724	474	189.80%	
Transport	2,013,434	6,144,100	480,009	0	(480,009)	(100.00%)	▼
Economic Services	17,373	10,932	181	848	667	368.35%	
Other Property and Services	206,160	108,330	8,871	16,806	7,935	89.45%	
	4,838,670	7,539,396	499,478	37,937	(461,540)		
LESS OPERATING EXPENDITURE							
General Purpose Funding	(82,805)	(147,372)	(9,178)	(10,447)	(1,269)	(13.83%)	
Governance	(681,545)	(988,233)	(54,992)	(55,860)	(868)	(1.58%)	
Law, Order, Public Safety	(300,725)	(311,336)	(54,561)	(40,096)	14,466	26.51%	▲
Health	(221,466)	(233,540)	(26,745)	(24,275)	2,470	9.24%	
Education and Welfare	(21,222)	(22,709)	(2,355)	(1,219)	1,136	48.24%	
Housing	(75,231)	(65,503)	(7,408)	(2,568)	4,839	65.33%	
Community Amenities	(384,073)	(512,543)	(30,380)	(25,411)	4,969	16.36%	
Recreation and Culture	(1,300,450)	(1,420,206)	(138,706)	(80,515)	58,191	41.95%	▲
Transport	(4,847,178)	(9,760,863)	(752,347)	(105,613)	646,734	85.96%	▲
Economic Services	(55,577)	(140,955)	(9,228)	(1,873)	7,355	79.70%	
Other Property & Services	(538,986)	(132,646)	(121,062)	(108,392)	12,670	10.47%	▲
	(8,509,258)	(13,735,907)	(1,206,963)	(456,270)	750,693		
<i>Increase/Decrease</i>	(3,670,587)	(6,196,511)	(707,486)	(418,332)	289,153		
ADD							
Movement in Employee Benefits (Non-current)	(739)	47,144	0	0	0		
Movement in Deferred Pensioners (Non-current)	(12,532)	0	0	0	0		
(Profit)/ Loss on the disposal of assets	67,171	0	0	0	0		
Depreciation Written Back	2,461,460	2,480,475	206,624	0	(206,624)	(100.00%)	▼
	2,515,359	2,527,619	206,624	0	(206,624)		
<i>Sub Total</i>	(1,155,228)	(3,668,892)	(500,862)	(418,332)	82,529		
LESS CAPITAL PROGRAMME							
Purchase of Land	(25,212)	0	0	0	0		
Purchase Buildings	(393,296)	(549,539)	0	(15,281)	(15,281)		▼
Infrastructure Assets - Roads	(1,580,537)	(1,217,635)	0	0	0		
Infrastructure Assets - Footpaths	(2,875)	(5,000)	0	0	0		
Infrastructure Assets - Aerodromes	0	(5,000)	0	0	0		
Infrastructure Assets - Drainage	(4,203)	(5,000)	0	0	0		
Infrastructure Assets - Sewerage	(143,702)	(100,000)	0	0	0		
Infrastructure Assets - Parks & Ovals	0	(5,900)	0	0	0		
Infrastructure Assets - Solid Waste	(28,761)	0	0	0	0		
Infrastructure Assets - Other	0	(3,000)	0	0	0		
Purchase Plant and Equipment	(342,252)	(358,000)	0	0	0		
Purchase Furniture and Equipment	(47,326)	(30,900)	0	(2,386)	(2,386)		
Proceeds from Sale of Assets	147,227	142,000	0	0	0		
Contributions for the Development of Assets	1,258,389	685,135	0	0	0		
Repayment of Debt - Loan Principal	(234,924)	(163,109)	0	0	0		
Self Supporting Loan Principal Income	78,622	26,352	0	0	0		
Transfer to Reserves	(182,912)	(516,057)	(2,249)	(1,998)	251	11.17%	
	(1,501,763)	(2,105,653)	(2,249)	(19,665)	(17,416)		
Plus Rounding							
<i>Sub Total</i>	(2,656,991)	(5,774,545)	(503,111)	(437,998)	65,113		
FUNDING FROM							
Transfer from Reserves	76,379	507,588	0	0	0		
Estimated Opening Surplus at 1 July	754,796	1,648,384	1,648,384	1,736,451	88,067	5.34%	
Amount Raised from General Rates	3,562,267	3,618,573	0	0	0		
	4,393,442	5,774,545	1,648,384	1,736,451	88,067		
NET SURPLUS/(DEFICIT)	1,736,451	0	1,145,274	1,298,453	153,180		

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 JULY 2017

CURRENT ASSET		ACTUAL 31 JULY 2017	ACTUAL 30 JUNE 2017
91000	Municipal Fund Bank Account	\$613,388	\$1,152,611
91003	Gnp Office Till Float	\$200	\$200
91004	Gnp Office Petty Cash	\$300	\$300
91005	Swimming Pool Float	\$200	\$200
91008	SWIMMING POOL VENDING MACHINE	\$142	\$142
91010	Restricted Cash - Long Service Leave Reserve	\$81,176	\$81,091
91011	Restricted Cash - Plant Reserve	\$735,180	\$734,406
91014	Restricted Cash - Ongerup Effluent Line Reserve	\$88,623	\$88,529
91017	Restricted Cash - Area Promotion Reserve	\$29,036	\$29,005
91023	Restricted Cash - Swimming Pool Upgrade Reserve	\$92,365	\$92,268
91025	Restricted Cash - Land Development Reserve	\$609,337	\$608,696
91027	Restricted Cash - Computer Replacement Reserve	\$7,665	\$7,657
91029	Restricted Cash - Waste Disposal Reserve	\$227,688	\$227,448
91031	Restricted Cash - Futures Fund Reserve	\$15,603	\$15,587
91034	RESTRICTED CASH - LIQUID WASTE FACILITY	\$11,702	\$11,690
91070	Restricted Cash - Kidz Sports Grant	\$4,884	\$4,884
91072	Restricted Cash - ICCWA Stay on Your Feet Grant	\$476	\$476
91077	RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$1,077	\$6,327
91078	RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$0	\$11,008
91079	RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$1,514	\$1,514
91100	Rates Debtor - Rates	\$107,078	\$111,446
91101	Rates Debtor - Specified Area Rates	\$4,887	\$6,322
91102	Rates Debtor - Rubbish Collection	\$8,721	\$9,422
91103	Rates Debtor - Health Act Rate	\$17,443	\$17,951
91104	Rates Debtor - Legal Charges	\$5,228	\$5,408
91105	Rates Debtor - Interest/Admin Charges	\$15,793	\$15,143
91106	Rates Debtor - ESL	\$3,858	\$4,170
91108	Rates Debtor - Recycling Charges	\$6,462	\$6,844
91110	Sundry Debtors Control	\$854,699	\$873,295
91111	Pensioner Rebate Claims - General Rates	\$1,358	\$1,358
91112	Pensioner Rebate Claims - ESL Levy	\$108	\$108
91120	GST Receivable	\$64	\$64
91130	Accrued Interest on SSL's	\$492	\$492
91140	Self Supporting Loans (Current)	\$26,352	\$26,352
55032	Fuel & Oils Purchased	\$18,635	\$144,636
55042	Less Fuel & Oils Allocated	(\$10,430)	(\$143,945)
91200	Stock On Hand - Fuel & Oils	\$21,203	\$20,511
91201	Stock On Hand - Materials	\$0	\$0
		3,602,507	4,173,617
LESS CURRENT LIABILITIES			
93000	Sundry Creditors Control	(\$65,624)	(\$191,978)
93001	ESL Payable	\$3,009	\$3,009
93002	Accrued Expenses	\$4,708	\$4,708
93010	Accrued Interest On Loans	(\$7,893)	(\$7,893)
93020	Accrued Salaries & Wages	\$0	(\$11,683)
	Net Gst Payable/Receivable	\$0	\$0
93030	Rate Payments Received In Advance	(\$5,970)	(\$3,042)
93110	Loan Liability (Current)	(\$113,793)	(\$113,793)
93200	Provision For Annual Leave (Current)	(\$158,072)	(\$158,072)
93210	Provision For Long Service Leave (Current)	(\$104,857)	(\$104,857)
93220	Provision for Sick Leave Bonus (Current)	(\$44,628)	(\$44,628)
XXXX1	suspense - police licensing		\$0
		-493,120	-628,230
SUB-TOTAL		3,109,387	3,545,387
LESS: Exclusions		-	-
95100	Reserves Accumulated Surplus	(\$1,898,375)	(\$1,896,378)
	ADD Loan Liability	\$113,793	\$113,793
	Less Self Supporting Loan Repayments	(\$26,352)	(\$26,352)
		\$0	\$0
	Rounding	\$0	\$0
SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES		\$ 1,298,453	\$ 1,736,451

NOTE - VARIANCES EXPLAINED		
	\$ VARIANCE	% VARIANCE
REVENUE		
General Purpose Funding		
Variance under material threshold	2,379	112.13%
Governance		
Variance under material threshold	(30)	(100.00%)
Law Order & Public Safety -		
Variance under material threshold	2,731	6068.76%
Health		
Variance under material threshold	140	
Education & Welfare		
Variance under material threshold	(948)	(100.00%)
Housing		
Variance under material threshold	(349)	(5.37%)
Community Amenities		
Variance under material threshold	5,470	1058.89%
Recreation & Culture		
Variance under material threshold	474	189.80%
Transport		
Variance under material threshold	(480,009)	(100.00%)
Economic Service		
Variance under material threshold	667	368.35%
Other Property and Services		
Variance under material threshold	7,935	89.45%
EXPENDITURE		
	\$ VARIANCE	% VARIANCE
General Purpose funding		
Variance under material threshold	(1,269)	-13.83%
Governance		
Variance under material threshold	(868)	-1.58%
Law Order & Public Safety -		
Emergency vehicle maintenance costs lower than anticipated for reporting period.	14,466	26.51%
Health		
Variance under material threshold	2,470	9.24%
Education & Welfare		
Variance under material threshold	1,136	48.24%
Housing		
Variance under material threshold	4,839	65.33%
Community Amenities		
Variance under material threshold	4,969	16.36%
Recreation & Culture		
Sporting Complex maintenance cost and swimming pool maintenance costs lower than anticipated for reporting period.	58,191	41.95%
Transport		
Road maintenance costs and flood damage costs lower than anticipated for reporting period.	646,734	85.96%
Economic Service		
Variance under material threshold	7,355	79.70%
Other Property & Services		
Public Works Overheads and General Administration costs lower than anticipated for reporting period	12,670	10.47%

NOTE - VARIANCES EXPLAINED		
	\$ VARIANCE	% VARIANCE
CAPITAL EXPENDITURE		
<u>Furniture & Equipment</u>		
Furniture & Equipment Council Chambers	(2,386)	
Costs incurred earlier than anticipated		
Health Computer Equip & Software	0	
items not yet purchased		
Swimming Pool Furntiure & Equipment	0	
items not yet purchased		
Total (Over)/Under Budget		<u>(2,386)</u>
<u>Land & Buildings</u>		
25 McDonald St Building Capital Expenses	0	
Project not yet commenced	0	
4 Grocock Street Renewals		
Project not yet commenced		
Purchase of Land	(1,091)	
Costs incurred earlier than anticipated		
Land Development	(13,884)	
Costs incurred earlier than anticipated		
Swimming Pool Construction	0	
Project not yet commenced		
Yougenup Community Centre	0	
Project not yet commenced		
Gnp Town Hall Capital	0	
Project not yet commenced		
Old Swimming Pool Redevelopment	(306)	
Costs incurred earlier than anticipated		
Gnowangerup Bowling Club Capital	0	
Project not yet commenced		
Gnowangerup Sporting Complex	0	
Project not yet commenced		
Ongerup Works Depot Capital	0	
Project not yet commenced		
Administration Centre Building Capital	0	
Project not yet commenced		
Total (Over)/Under Budget		<u>(15,281)</u>
<u>Plant & Equipment</u>		
Purchase Tip Truck GN.0038	0	
items not yet purchased		
Minor Plant Purchases	0	
items not yet purchased		
Purchase of Utility (GN.0036)	0	
items not yet purchased		
Purchase of Utility (GN.0051)	0	
items not yet purchased		
Purchase Skid Steer Loader	0	
items not yet purchased		
Purchase Trailer for SSL Attachments	0	
items not yet purchased		
Total (Over)/Under Budget		<u>0</u>

NOTE - VARIANCES EXPLAINED		
	\$ VARIANCE	% VARIANCE
CAPITAL EXPENDITURE		
<u>Road Construction</u>		
Roads To Recovery Projects	0	
Project not yet commenced		
Regional Road Group Projects	0	
Project not yet commenced		
Road Reseals	0	
Project not yet commenced		
Council Road Program	0	
Project not yet commenced		
Total (Over)/Under Budget	<u>0</u>	
CAPITAL EXPENDITURE		
<u>Footpath Construction</u>		
Footpath Construction/Renewal	0	
Project not yet commenced		
Total (Over)/Under Budget	<u>0</u>	
<u>Airport Infrastructure</u>		
Airstrip Capital Improvements	0	
Project not yet commenced		
Total (Over)/Under Budget	<u>0</u>	
<u>Drainage Infrastructure</u>		
Drainage Renewals	0	
Project not yet commenced		
Total (Over)/Under Budget	<u>0</u>	
<u>Sewerage Infrastructure</u>		
Ongerup Waste Water Ponds	0	
Project not yet commenced		
<u>Parks & Ovals Infrastructure</u>		
Community Park Capital	0	
Project not yet commenced		
<u>Other Infrastructure</u>		
Street Banners & Banner Poles	0	
Project not yet commenced		
Total (Over)/Under Budget	<u>0</u>	
Note: (NB) = No Budget Provision Made		

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
Proceeds Sale of Assets							
40015	Sale of CEO Vehicle GN00	\$0	\$0	\$0	\$0	\$0	\$0
40095	Sale of DCEO Vehicle GN001	\$0	\$0	\$0	\$0	\$0	\$0
40345	Sale of MCCS Vehicle GN002	\$0	\$0	\$0	\$0	\$0	\$0
40295	Sale of Holden Colordaro Single Cab Utility	\$0	\$0	\$0	\$0	(\$11,000)	\$0
40115	Sale of Doctor Vehicle	\$0	\$0	\$0	\$0	\$0	\$0
40155	Sale of Utility (GN.0036)	\$0	\$0	\$0	\$0	(\$11,000)	\$0
40235	Sale of Tip Truck GN.0038	\$0	\$0	\$0	\$0	(\$20,000)	\$0
40285	Sale of Tip Truck (GN.007)	\$0	\$0	\$0	\$0	\$0	\$0
40275	Sale of Utility GN.010	\$0	\$0	\$0	\$0	\$0	\$0
40025	Sale of Utility GN.003	\$0	\$0	\$0	\$0	\$0	\$0
40085	Sale of Utility GN.0016	\$0	\$0	\$0	\$0	\$0	\$0
40035	Sale of Utility GN.0046	\$0	\$0	\$0	\$0	\$0	\$0
23015	Proceeds - Sale of Land	\$0	\$0	\$0	\$0	(\$100,000)	\$0
PROCEEDS FROM SALE OF ASSETS		\$0	\$0	\$0	\$0	(\$142,000)	\$0
Written Down Value				\$0	\$0	\$0	\$0
Written Down Value - Works Plant		\$0	\$0	\$0	\$0	\$0	\$142,000
Sub Total - WDV ON DISPOSAL OF ASSET		\$0	\$0	\$0	\$0	\$0	\$142,000
Total - GAIN/LOSS ON DISPOSAL OF ASSET		\$0	\$0	\$0	\$0	(\$142,000)	\$142,000
Total - OPERATING STATEMENT		\$0	\$0	\$0	\$0	(\$142,000)	\$142,000

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

Shire of Gnowangerup							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
RATES							
OPERATING EXPENDITURE							
01002	Finance Unit Costs	\$5,027	\$4,209	\$0	\$4,209	\$0	\$60,350
01012	Administration Activity Costs	\$2,993	\$5,529	\$0	\$5,529	\$0	\$35,927
01032	Notice Printing & Stationary	\$0	\$0	\$0	\$0	\$0	\$2,950
01042	Advertising & Promotion	\$0	\$0	\$0	\$0	\$0	\$2,000
01052	Collection Costs	\$417	\$0	\$0	\$0	\$0	\$5,000
01062	Valuation Charges	\$0	\$227	\$0	\$227	\$0	\$29,500
01072	Search Costs	\$0	\$228	\$0	\$228	\$0	\$500
01082	Rates Written Off	\$4	\$0	\$0	\$0	\$0	\$50
Sub Total - GENERAL RATES OP EXP		\$8,441	\$10,193	\$0	\$10,193	\$0	\$136,277
OPERATING INCOME							
01003	Rates Income	\$0	\$0	\$0	\$0	(\$3,618,573)	\$0
01013	Ex Gratia Rates Contribution	\$0	\$0	\$0	\$0	(\$30,500)	\$0
01053	Admin Fee Rate Instalments	\$0	\$0	\$0	\$0	(\$4,500)	\$0
01043	Interest On Rates Instalments	\$0	\$0	\$0	\$0	(\$11,500)	\$0
01033	Non Payment Penalty	(\$520)	(\$1,449)	(\$1,449)	\$0	(\$13,000)	\$0
01023	Pensioner Deferred Rate Interest	\$0	\$0	\$0	\$0	(\$2,000)	\$0
01063	Rate Enquiries	(\$342)	(\$175)	(\$175)	\$0	(\$5,700)	\$0
01073	ESL Administration Fees	\$0	\$0	\$0	\$0	(\$4,000)	\$0
01103	Legal Charges Reimbursed	\$0	\$0	\$0	\$0	(\$5,000)	\$0
01113	Specified Area Rate - Gnp	\$0	\$0	\$0	\$0	(\$30,087)	\$0
01143	Specified Area Rate - Borden	\$0	\$0	\$0	\$0	(\$10,332)	\$0
Sub Total - GENERAL RATES OP INC		(\$862)	(\$1,624)	(\$1,624)	\$0	(\$3,735,192)	\$0
Total - GENERAL RATES		\$7,579	\$8,569	(\$1,624)	\$10,193	(\$3,735,192)	\$136,277
OTHER GENERAL PURPOSE FUNDING							
OPERATING EXPENDITURE							
02022	Interest on Overdraft	\$417	\$0	\$0	\$0	\$0	\$5,000
02042	Bank Fees	\$321	\$254	\$0	\$254	\$0	\$4,590
2052	Rates Waiver	\$0	\$0	\$0	\$0	\$0	\$1,505
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP		\$738	\$254	\$0	\$254	\$0	\$11,095
OPERATING INCOME							
02003	WA Local Govt Grants Commission - General Purpose	\$0	\$0	\$0	\$0	(\$398,080)	\$0
02013	WA Local Govt Grants Commission - Untied Roads Grant	\$0	\$0	\$0	\$0	(\$272,715)	\$0
02023	Self Supporting Loan Interest	\$0	\$0	\$0	\$0	\$0	\$0
02033	Interest on Investments	(\$450)	(\$879)	(\$879)	\$0	(\$15,000)	\$0
02043	Interest on Reserve Fund	(\$810)	(\$1,998)	(\$1,998)	\$0	(\$27,000)	\$0
Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC		(\$1,260)	(\$2,877)	(\$2,877)	\$0	(\$712,795)	\$0
Total - OTHER GENERAL PURPOSE FUNDING		(\$522)	(\$2,623)	(\$2,877)	\$254	(\$712,795)	\$11,095
Total - GENERAL PURPOSE FUNDING		\$7,056	\$5,946	(\$4,501)	\$10,447	(\$4,447,987)	\$147,372

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
MEMBERS OF COUNCIL							
OPERATING EXPENDITURE							
03002	Strategy & Governance Unit Costs	\$4,436	\$1,596	\$0	\$1,596	\$0	\$53,249
03032	Members Travelling	\$325	\$0	\$0	\$0	\$0	\$6,500
03042	Conference Expenses	\$0	\$0	\$0	\$0	\$0	\$32,000
03052	Election Expenses	\$204	\$73	\$0	\$73	\$0	\$20,418
03062	Members Allowances	\$0	\$0	\$0	\$0	\$0	\$98,000
03072	Telecommunication Allowance	\$0	\$0	\$0	\$0	\$0	\$5,940
03082	Refreshments & Receptions	\$380	\$851	\$0	\$851	\$0	\$19,000
03102	Members Insurance	\$4,688	\$5,309	\$0	\$5,309	\$0	\$6,997
03112	Consultants	\$0	\$0	\$0	\$0	\$0	\$5,000
03122	Subscriptions	\$0	\$15,395	\$0	\$15,395	\$0	\$16,525
03132	Other Member Related Costs	\$170	\$0	\$0	\$0	\$0	\$1,000
03142	Donations & Grants	\$0	\$0	\$0	\$0	\$0	\$40,100
03152	Publications & Legislation	\$0	\$0	\$0	\$0	\$0	\$600
03172	Project/Development Funds	\$0	\$109	\$0	\$109	\$0	\$6,500
03202	Administration Activity Costs	\$6,072	\$7,644	\$0	\$7,644	\$0	\$72,895
Sub Total - MEMBERS OF COUNCIL OP/EXP		\$16,275	\$30,977	\$0	\$30,977	\$0	\$384,724
OPERATING INCOME							
03003	Reimbursements	\$0	\$0	\$0	\$0	(\$500)	\$0
3023	Sale of Scrap	\$0	\$0	\$0	\$0	(\$600)	\$0
Sub Total - MEMBERS OF COUNCIL OP/INC		\$0	\$0	\$0	\$0	(\$1,100)	\$0
Total - MEMBERS OF COUNCIL		\$16,275	\$30,977	\$0	\$30,977	(\$1,100)	\$384,724
GOVERNANCE							
OPERATING EXPENDITURE							
04002	Strategy & Governance Costs	\$31,960	\$20,468	\$0	\$20,468	\$0	\$383,668
04012	Corporate & Community Costs	\$0	\$0	\$0	\$0	\$0	\$0
04032	Public Relations	\$3,334	\$220	\$0	\$220	\$0	\$47,628
04042	Shire Website	\$1,162	\$769	\$0	\$769	\$0	\$19,363
04052	Civic Receptions & Events	\$382	\$2,442	\$0	\$2,442	\$0	\$19,093
04062	Refreshments	\$120	\$78	\$0	\$78	\$0	\$3,000
04072	Minor Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$1,000
04082	Legal Costs	\$0	\$240	\$0	\$240	\$0	\$25,000
04092	Audit Fees	\$0	\$0	\$0	\$0	\$0	\$26,250
04102	Advertising	\$1,760	\$666	\$0	\$666	\$0	\$16,000
04112	Minor Admin Expenses	\$0	\$0	\$0	\$0	\$0	\$1,000
04192	Valuation Costs	\$0	\$0	\$0	\$0	\$0	\$57,507
04232	EEO/DAIP Planning	\$0	\$0	\$0	\$0	\$0	\$4,000
Sub Total - GOVERNANCE - GENERAL OP/EXP		\$38,717	\$24,883	\$0	\$24,883	\$0	\$603,509
OPERATING INCOME							
04013	Reimbursements	\$0	\$0	\$0	\$0	\$0	\$0
04033	Other Minor Income	(\$30)	\$0	\$0	\$0	(\$1,000)	\$0
Sub Total - GOVERNANCE - GENERAL OP/INC		(\$30)	\$0	\$0	\$0	(\$1,000)	\$0
Total - GOVERNANCE - GENERAL		\$38,687	\$24,883	\$0	\$24,883	(\$1,000)	\$603,509
Total - GOVERNANCE		\$54,962	\$55,860	\$0	\$55,860	(\$2,100)	\$988,233

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
LAW, ORDER AND PUBLIC SAFETY							
FIRE PREVENTION							
OPERATING EXPENDITURE							
05032	Bushfire Insurance	\$16,094	\$22,859	\$0	\$22,859	\$0	\$24,021
05042	Advertising/Printing/Other Expenses	\$0	\$1,540	\$0	\$1,540	\$0	\$1,800
05062	Fire Vehicles - Operations	\$0	\$0	\$0	\$0	\$0	\$700
05092	Bushfire Depreciation	\$7,679	\$0	\$0	\$0	\$0	\$92,185
05122	Base Operators Allowance	\$0	\$0	\$0	\$0	\$0	\$800
05182	Gnp BFB Expenses	\$0	\$0	\$0	\$0	\$0	\$7,005
05192	Borden BFB Expenses	\$0	\$0	\$0	\$0	\$0	\$6,775
05202	Ongerup BFB Expenses	\$0	\$0	\$0	\$0	\$0	\$6,775
05212	Fire Break Inspection Costs	\$0	\$0	\$0	\$0	\$0	\$2,000
Sub Total - FIRE PREVENTION OP/EXP		\$23,773	\$24,399	\$0	\$24,399	\$0	\$142,061
OPERATING INCOME							
05003	DFES BFB Grant	\$0	\$0	\$0	\$0	(\$33,023)	\$0
05033	Sale of Fire Maps	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - FIRE PREVENTION OP/INC		\$0	\$0	\$0	\$0	(\$33,023)	\$0
Total - FIRE PREVENTION		\$23,773	\$24,399	\$0	\$24,399	(\$33,023)	\$142,061
ANIMAL CONTROL							
OPERATING EXPENDITURE							
06032	Ranger Services Expenses	\$4,680	\$912	\$0	\$912	\$0	\$46,800
06042	Other Animal Control Expenses	\$0	\$268	\$0	\$268	\$0	\$3,575
06072	Admin Allocations	\$3,564	\$6,618	\$0	\$6,618	\$0	\$42,784
06082	Cat Sterilisation Program	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - ANIMAL CONTROL OP/EXP		\$8,244	\$7,798	\$0	\$7,798	\$0	\$93,159
OPERATING INCOME							
06003	Fines & Penalties	\$0	\$0	\$0	\$0	(\$120)	\$0
06013	Dog Registration Fees	(\$40)	(\$126)	(\$126)	\$0	(\$4,000)	\$0
06023	Dog Pound Fees	(\$5)	\$0	\$0	\$0	(\$500)	\$0
Sub Total - ANIMAL CONTROL OP/INC		(\$45)	(\$126)	(\$126)	\$0	(\$4,620)	\$0
Total - ANIMAL CONTROL		\$8,199	\$7,671	(\$126)	\$7,798	(\$4,620)	\$93,159
OTHER LAW ORDER & PUBLIC SAFETY							
OPERATING EXPENDITURE							
07052	Emergency Vehicle Maintenance	\$20,020	\$0	\$0	\$0	\$0	\$30,800
07082	SES Emergency Building Operation	\$574	\$0	\$0	\$0	\$0	\$3,828
07092	Gnp SES Depreciation	\$1,178	\$0	\$0	\$0	\$0	\$14,140
07112	SES Expenditure	\$772	\$7,900	\$0	\$7,900	\$0	\$19,310
07132	SMS Register Expenses	\$0	\$0	\$0	\$0	\$0	\$5,000
07142	Kerbside Numbering	\$0	\$0	\$0	\$0	\$0	\$1,038
07152	Emergency Management Expenses	\$0	\$0	\$0	\$0	\$0	\$2,000
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP/EXP		\$22,544	\$7,900	\$0	\$7,900	\$0	\$76,116
OPERATING INCOME							
07003	Emergency Grant Income	\$0	\$0	\$0	\$0	(\$15,750)	\$0
07063	SES LotteryWest Grant	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER LAW ORDER & PUBLIC SAFETY OP /INC		\$0	(\$2,650)	(\$2,650)	\$0	(\$15,750)	\$0
Total - OTHER LAW ORDER PUBLIC SAFETY		\$22,544	\$5,250	(\$2,650)	\$7,900	(\$15,750)	\$76,116
Total - LAW ORDER & PUBLIC SAFETY		\$54,516	\$37,320	(\$2,776)	\$40,096	(\$53,393)	\$311,336

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

Shire of Gnowangerup							
Details By Function Under The Following Program Titles And Type Of Activities Within The Programme		Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
HEALTH ADMINISTRATION & INSPECTION							
OPERATING EXPENDITURE							
11012	Infrastructure Unit Costs	\$297	\$0	\$0	\$0	\$0	\$3,570
11032	Analytical Costs	\$850	\$455	\$0	\$455	\$0	\$850
11052	Health Costs - Contract Services	\$0	\$0	\$0	\$0	\$0	\$53,600
Sub Total - HEALTH ADMIN & INSPECTION OP/EXP		\$1,147	\$455	\$0	\$455	\$0	\$58,020
OPERATING INCOME							
11003	Health Act Licences	\$0	(\$140)	(\$140)	\$0	\$0	\$0
Sub Total - HEALTH ADMIN & INSPECTION OP/INC		\$0	(\$140)	(\$140)	\$0	\$0	\$0
Total - HEALTH ADMIN & INSPECTION		\$1,147	\$315	(\$140)	\$455	\$0	\$58,020
PREVENTIVE SERVICES- PEST CONTROL							
OPERATING EXPENDITURE							
12032	Mosquito Control	\$0	\$0	\$0	\$0	\$0	\$6,070
Sub Total - PEST CONTROL OP/EXP		\$0	\$0	\$0	\$0	\$0	\$6,070
OPERATING INCOME							
Sub Total - PEST CONTROL OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - PEST CONTROL		\$0	\$0	\$0	\$0	\$0	\$6,070
PREVENTIVE SERVICES - OTHER							
OPERATING EXPENDITURE							
14002	Strategy & Governance Unit Costs	\$202	\$73	\$0	\$73	\$0	\$2,420
14032	25 McDonald St Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,565
14042	25 McDonald St Building Operation	\$1,140	\$806	\$0	\$806	\$0	\$6,706
14052	Medical Centre Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,491
14062	Medical Centre Building Operations	\$1,840	\$941	\$0	\$941	\$0	\$12,269
14112	Doctor Vehicle Expenses	\$0	\$0	\$0	\$0	\$0	\$7,000
14132	Surgery IT Costs	\$80	\$0	\$0	\$0	\$0	\$2,000
14152	Medical Equipment	\$292	\$0	\$0	\$0	\$0	\$3,500
14162	Other Surgery Costs	\$0	\$0	\$0	\$0	\$0	\$500
14182	Practice Incentive Costs	\$22,044	\$22,000	\$0	\$22,000	\$0	\$132,000
Sub Total - PREVENTIVE SRVS - OP/EXP		\$25,598	\$23,820	\$0	\$23,820	\$0	\$169,450
OPERATING INCOME							
14013	Reimbursements	\$0	\$0	\$0	\$0	(\$300)	\$0
Sub Total - PREVENTIVE SRVS - OP/INC		\$0	\$0	\$0	\$0	(\$300)	\$0
Total - PREVENTIVE SERVICES		\$25,598	\$23,820	\$0	\$23,820	(\$300)	\$169,450
Total - HEALTH		\$26,745	\$24,135	(\$140)	\$24,275	(\$300)	\$233,540

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER EDUCATION							
OPERATING EXPENDITURE							
16032	School Mowing Contract	\$1,290	\$299	\$0	\$299	\$0	\$9,925
16052	Corporate & Community Costs	\$99	\$66	\$0	\$66	\$0	\$1,194
Sub Total - OTHER EDUCATION OP/EXP		\$1,390	\$365	\$0	\$365	\$0	\$11,119
OPERATING INCOME							
16003	School Mowing Contract Income	(\$908)	\$0	\$0	\$0	(\$10,900)	\$0
Sub Total - OTHER EDUCATION OP/INC		(\$908)	\$0	\$0	\$0	(\$10,900)	\$0
Total - OTHER EDUCATION		\$482	\$365	\$0	\$365	(\$10,900)	\$11,119
CARE OF FAMILIES AND CHILDREN							
OPERATING EXPENDITURE							
17022	Old Kindy Building Maintenance	\$866	\$0	\$0	\$0	\$0	\$10,396
17032	Family Centre	\$0	\$788	\$0	\$788	\$0	\$0
17062	Ongerup Pre-School Building Operations	\$0	\$0	\$0	\$0	\$0	\$0
17082	Corporate & Community Costs	\$99	\$66	\$0	\$66	\$0	\$1,194
Sub Total - CARE OF FAMILIES AND CHILDREN OP/EXP		\$965	\$854	\$0	\$854	\$0	\$11,590
OPERATING INCOME							
17003	Rental Income - Family Centre	(\$40)	\$0	\$0	\$0	(\$500)	\$0
Sub Total - CARE OF FAMILIES AND CHILDREN OP/INC		(\$40)	\$0	\$0	\$0	(\$500)	\$0
Total - CARE OF FAMILIES AND CHILDREN		\$925	\$854	\$0	\$854	(\$500)	\$11,590
Total - EDUCATION & WELFARE		\$1,407	\$1,219	\$0	\$1,219	(\$11,400)	\$22,709

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		HOUSING OTHER					
		OPERATING EXPENDITURE					
23002	Homes for the Aged Admin Costs	\$0	\$0	\$0	\$0	\$0	\$0
23062	Homes for the Aged Loan Repayment	\$0	\$0	\$0	\$0	\$0	\$0
23072	20 McDonald Street - Building Operation	\$1,029	\$889	\$0	\$889	\$0	\$10,290
23082	Lot 117 Vaux Street, Ongerup (Police Station)	\$4,691	\$626	\$0	\$626	\$0	\$11,168
23102	Lot 61 Corbett St - Building operations	\$491	\$504	\$0	\$504	\$0	\$16,360
23112	Lot 61 Corbett St - Building Maintenance	\$180	\$0	\$0	\$0	\$0	\$1,000
23122	Lot 191 Corbett St - Building operations	\$1,017	\$550	\$0	\$550	\$0	\$16,955
23132	Lot 191 Corbett St - Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,000
23142	20 McDonald Street - Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$8,730
	Sub Total - HOUSING OTHER OP/EXP	\$7,408	\$2,568	\$0	\$2,568	\$0	\$65,503
	OPERATING INCOME						
23013	Reimbursements	(\$6,505)	(\$6,156)	(\$6,156)	\$0	(\$72,280)	\$0
	Sub Total - HOUSING OTHER OP/INC	(\$6,505)	(\$6,156)	(\$6,156)	\$0	(\$72,280)	\$0
	Total - HOUSING OTHER	\$902	(\$3,587)	(\$6,156)	\$2,568	(\$72,280)	\$65,503
	Total - HOUSING	\$902	(\$3,587)	(\$6,156)	\$2,568	(\$72,280)	\$65,503

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SANITATION - HOUSEHOLD REFUSE							
OPERATING EXPENDITURE							
24002	Strategy & Governance Unit Costs	\$1,414	\$511	\$0	\$511	\$0	\$16,979
24022	Refuse Collection	\$0	\$2,802	\$0	\$2,802	\$0	\$45,048
24032	Refuse Site Management	\$5,671	\$5,488	\$0	\$5,488	\$0	\$113,410
24052	Recycling - Community Department	\$0	\$2,572	\$0	\$2,572	\$0	\$36,609
Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP		\$7,085	\$11,373	\$0	\$11,373	\$0	\$212,046
OPERATING INCOME							
24003	Refuse Collection Charges	\$0	\$0	\$0	\$0	(\$44,772)	\$0
24013	Waste Avoidance & Resource Recovery Fees	\$0	\$0	\$0	\$0	(\$133,000)	\$0
24073	Recycling Income	\$0	\$0	\$0	\$0	(\$36,654)	\$0
Sub Total - SANITATION H/HOLD REFUSE OP/INC		\$0	\$0	\$0	\$0	(\$214,426)	\$0
Total - SANITATION HOUSEHOLD REFUSE		\$7,085	\$11,373	\$0	\$11,373	(\$214,426)	\$212,046
SANITATION OTHER							
OPERATING EXPENDITURE							
25002	Drum Muster	\$101	\$13	\$0	\$13	\$0	\$5,057
25012	Refuse Collection From Streets Works Dept	\$106	\$507	\$0	\$507	\$0	\$10,607
25022	Oil Disposal (Wren Oil)	\$147	\$0	\$0	\$0	\$0	\$1,764
Sub Total - SANITATION OTHER OP/EXP		\$354	\$519	\$0	\$519	\$0	\$17,428
OPERATING INCOME							
25003	Drum Muster & Oil Collection	(\$51)	\$0	\$0	\$0	(\$5,057)	\$0
Sub Total - SANITATION OTHER OP/INC		(\$51)	\$0	\$0	\$0	(\$5,057)	\$0
Total - SANITATION OTHER		\$304	\$519	\$0	\$519	(\$5,057)	\$17,428
EFFLUENT DRAINAGE SYSTEM							
OPERATING EXPENDITURE							
26022	Septic Tank Cleaning	\$0	\$1,103	\$0	\$1,103	\$0	\$16,830
26032	Grease Trap Cleaning	\$409	\$316	\$0	\$316	\$0	\$5,118
26042	Ongerup Effluent Maintenance	\$0	\$0	\$0	\$0	\$0	\$31,315
Sub Total - SEWERAGE OP/EXP		\$409	\$1,418	\$0	\$1,418	\$0	\$53,263
OPERATING INCOME							
26013	Septic Tank Application Fees	\$0	\$0	\$0	\$0	\$0	\$0
26023	Septic Tank Cleaning	(\$406)	(\$721)	(\$721)	\$0	(\$5,800)	\$0
26033	Grease Trap Cleaning	\$0	(\$170)	(\$170)	\$0	(\$1,600)	\$0
26043	Ongerup Sewerage Specified Area Rate	\$0	\$0	\$0	\$0	(\$35,000)	\$0
26063	Septic Waste Receival - Gnp Ponds	\$0	(\$964)	(\$964)	\$0	(\$9,500)	\$0
Sub Total - SEWERAGE OP/INC		(\$406)	(\$1,855)	(\$1,855)	\$0	(\$51,900)	\$0
Total - SEWERAGE		\$3	(\$436)	(\$1,855)	\$1,418	(\$51,900)	\$53,263
PROTECTION OF THE ENVIRONMENT							
OPERATING EXPENDITURE							
28022	Other Environment Costs	\$0	\$0	\$0	\$0	\$0	\$345
28032	Yongergnow Eco Tourism Centre	\$11,710	\$2,754	\$0	\$2,754	\$0	\$23,419
28042	NSPNRG Contribution	\$10	\$549	\$0	\$549	\$0	\$330
28052	Loan Interest - Yongergnow	\$0	\$0	\$0	\$0	\$0	\$1,188
Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP		\$11,719	\$3,304	\$0	\$3,304	\$0	\$25,282
OPERATING INCOME							
28003	Reimbursements	\$0	(\$2,754)	(\$2,754)	\$0	(\$5,509)	\$0
Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC		\$0	(\$2,754)	(\$2,754)	\$0	(\$5,509)	\$0
Total - PROTECTION OF THE ENVIRONMENT		\$11,719	\$549	(\$2,754)	\$3,304	(\$5,509)	\$25,282

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TOWN PLANNING & REGIONAL DEVELOPMENT							
OPERATING EXPENDITURE							
29042	Virginia Land Development Admin Allocation	\$151	\$9	\$0	\$9	\$0	\$1,816
29072	Land Development	\$0	\$101	\$0	\$101	\$0	\$51,816
29102	Town Planning Salaries	\$4,314	\$4,389	\$0	\$4,389	\$0	\$57,514
29112	Town Planning Insurances	\$950	\$1,014	\$0	\$1,014	\$0	\$1,900
29122	Town Planning Superannuation	\$695	\$346	\$0	\$346	\$0	\$8,340
Sub Total - TOWN PLAN & REG DEV OP/EXP		\$6,110	\$5,859	\$0	\$5,859	\$0	\$121,386
OPERATING INCOME							
29023	Planning Applications/ Approval Fees	\$0	(\$441)	(\$441)	\$0	(\$1,300)	\$0
Sub Total - TOWN PLAN & REG DEV OP/INC		\$0	(\$441)	(\$441)	\$0	(\$1,300)	\$0
Total - TOWN PLANNING & REGIONAL DEVELOPMENT		\$6,110	\$5,418	(\$441)	\$5,859	(\$1,300)	\$121,386
OTHER COMMUNITY AMENITIES							
OPERATING EXPENDITURE							
30002	Cemeteries Administration	\$84	\$257	\$0	\$257	\$0	\$2,791
30012	Cemeteries Maintenance	\$0	\$0	\$0	\$0	\$0	\$19,650
30022	Grave Digging	\$0	\$254	\$0	\$254	\$0	\$15,448
30032	Public Conveniences Building Maintenance	\$654	\$123	\$0	\$123	\$0	\$4,670
30042	Public Conveniences Building Operation	\$3,500	\$2,173	\$0	\$2,173	\$0	\$34,999
Sub Total - OTHER COMMUNITY AMENITIES OP/EXP		\$4,237	\$2,808	\$0	\$2,808	\$0	\$77,558
OPERATING INCOME							
30003	Cemetery Fees- Gnowangerup	(\$60)	(\$936)	(\$936)	\$0	(\$6,000)	\$0
Sub Total - OTHER COMMUNITY AMENITIES OP/INC		(\$60)	(\$936)	(\$936)	\$0	(\$6,000)	\$0
Total - OTHER COMMUNITY AMENITIES		\$4,177	\$1,872	(\$936)	\$2,808	(\$6,000)	\$77,558
URBAN STORMWATER DRAINAGE							
OPERATING EXPENDITURE							
27002	Drainage Maintenance	\$465	\$129	\$0	\$129	\$0	\$5,580
27012	Depreciation	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - URBAN STORMWATER DRAINAGE OP/EXP		\$465	\$129	\$0	\$129	\$0	\$5,580
Total - URBAN STORMWATER DRAINAGE		\$465	\$129	\$0	\$129	\$0	\$5,580
Total - COMMUNITY AMENITIES		\$29,863	\$19,425	(\$5,986)	\$25,411	(\$284,192)	\$512,543

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PUBLIC HALL & CIVIC CENTRES							
OPERATING EXPENDITURE							
31012	Gnp Memorial Hall Building Maintenance	\$1,261	\$28	\$0	\$28	\$0	\$15,140
31022	Gnp Memorial Hall Building Operation	\$9,859	\$3,249	\$0	\$3,249	\$0	\$31,803
31052	Ongerup Hall Building Maintenance	\$430	\$28	\$0	\$28	\$0	\$1,535
31062	Ongerup Hall Building Operation	\$5,663	\$2,395	\$0	\$2,395	\$0	\$33,311
31092	Borden CWA Hall Building Maintenance	\$0	\$9	\$0	\$9	\$0	\$1,502
31102	Borden CWA Hall Building Operation	\$533	\$0	\$0	\$0	\$0	\$2,050
31152	Gnp Old Ambulance Building - Building Operation	\$473	\$5	\$0	\$5	\$0	\$1,890
31182	Ongerup CWA	\$645	\$5	\$0	\$5	\$0	\$2,580
31202	Yougenup Centre - Building Maintenance & Operation	\$3,272	\$1,613	\$0	\$1,613	\$0	\$36,353
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP		\$22,135	\$7,333	\$0	\$7,333	\$0	\$126,164
OPERATING INCOME							
31003	Gnowangerup Memorial Hall	\$0	(\$72)	(\$72)	\$0	(\$300)	\$0
31023	Ongerup Hall	(\$250)	\$0	\$0	\$0	(\$500)	\$0
31043	Borden CWA Hall	\$0	\$0	\$0	\$0	(\$600)	\$0
31053	HALL HIRE DEPOSITS	\$0	\$0	\$0	\$0	\$0	\$0
31073	Other Income	\$0	(\$6)	(\$6)	\$0	\$0	\$0
Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC		(\$250)	(\$78)	(\$78)	\$0	(\$1,400)	\$0
Total - PUBLIC HALL & CIVIC CENTRES		\$21,885	\$7,255	(\$78)	\$7,333	(\$1,400)	\$126,164
OTHER RECREATION & SPORT							
OPERATING EXPENDITURE							
33012	Depreciation	\$10,272	\$0	\$0	\$0	\$0	\$123,315
33022	Gnowangerup Parks & Gardens	\$5,181	\$3,289	\$0	\$3,289	\$0	\$86,354
33032	Ongerup Parks & Gardens	\$973	\$8,373	\$0	\$8,373	\$0	\$32,420
33042	Borden Parks & Gardens	\$1,082	\$5,265	\$0	\$5,265	\$0	\$21,630
33052	Gnp Sporting Complex Grounds Maintenance	\$14,041	\$200	\$0	\$200	\$0	\$108,010
33062	Gnp Sporting Complex Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$3,786
33072	Gnp Sporting Complex Building Operation	\$8,098	\$6,700	\$0	\$6,700	\$0	\$73,614
33082	Ongerup Sporting Complex Grounds Maintenance	\$1,008	\$75	\$0	\$75	\$0	\$20,151
33092	Ongerup Sporting Complex Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,230
33102	Ongerup Sporting Complex Building Operation	\$11,819	\$2,083	\$0	\$2,083	\$0	\$51,387
33112	Borden Sporting Complex Grounds Maintenance	\$372	\$202	\$0	\$202	\$0	\$18,602
33122	Borden Sporting Complex Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,350
33132	Borden Sporting Complex Building Operation	\$7,379	\$3,074	\$0	\$3,074	\$0	\$81,993
33222	Gnowangerup Bowling Club	\$3,224	\$1,023	\$0	\$1,023	\$0	\$20,151
33242	Gnowangerup Tennis Club	\$0	\$0	\$0	\$0	\$0	\$0
33252	Old Borden Bowling Club	\$0	\$0	\$0	\$0	\$0	\$670
33262	Club Development Officer	\$0	\$0	\$0	\$0	\$0	\$0
33232	Depreciation - Infrastructure	\$102	\$0	\$0	\$0	\$0	\$1,220
33282	Corporate & Community Unit Costs	\$1,989	\$1,340	\$0	\$1,340	\$0	\$23,882
33332	Pistol Club Building Operations	\$0	\$384	\$0	\$384	\$0	\$768
33342	Housing - Salary Sacrifice	\$550	\$600	\$0	\$600	\$0	\$6,600
33432	Other Recreation Expenditure	\$0	\$92	\$0	\$92	\$0	\$11,280
33442	Kidz Sport Grant Expenditure	\$244	\$120	\$0	\$120	\$0	\$4,884
33452	Nobarach Park - Buildings	\$1,866	\$381	\$0	\$381	\$0	\$26,651
33492	MCD Vehicle Expenses	\$1,505	\$0	\$0	\$0	\$0	\$6,515
Sub Total - OTHER RECREATION & SPORT OP/EXP		\$69,704	\$33,201	\$0	\$33,201	\$0	\$726,463
OPERATING INCOME							
33003	Other Sport and Rec Income	\$0	\$0	\$0	\$0	\$0	\$0
33053	VARIOUS REIMBURSEMENT	\$0	\$0	\$0	\$0		
33063	Profit/Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
33303	REIMBURSEMENTS	\$0	(\$600)	(\$600)	\$0	\$0	\$0
Sub Total - OTHER RECREATION & SPORT OP/INC		\$0	(\$600)	(\$600)	\$0	\$0	\$0
Total - OTHER RECREATION & SPORT		\$69,704	\$32,601	(\$600)	\$33,201	\$0	\$726,463

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
SWIMMING POOL							
OPERATING EXPENDITURE							
32002	Strategy & Governance Unit Costs	\$4,268	\$2,476	\$0	\$2,476	\$0	\$51,236
32012	Administration Activity Costs	\$3,301	\$5,198	\$0	\$5,198	\$0	\$39,628
32042	Gnowangerup Swimming Pool Staff Salaries	\$7,017	\$4,952	\$0	\$4,952	\$0	\$84,236
32052	Gnowangerup Swimming Pool Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$6,200
32062	Gnowangerup Swimming Pool Building Operation	\$9,845	\$2,887	\$0	\$2,887	\$0	\$89,500
32072	Gnowangerup Swimming Pool Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$24,330
32082	Gnowangerup Swimming Pool Chemicals	\$0	\$41	\$0	\$41	\$0	\$13,800
32092	Gnowangerup Swimming Pool Minor Equipment & Servicing	\$0	\$0	\$0	\$0	\$0	\$15,300
32132	Corporate & Community Unit Costs	\$0	\$0	\$0	\$0	\$0	\$0
32142	Swimming Pool Insurances	\$1,603	\$1,652	\$0	\$1,652	\$0	\$3,205
32152	Swimming Pool Superannuation	\$984	\$718	\$0	\$718	\$0	\$11,817
32162	Swimming Pool Other Costs	\$0	\$0	\$0	\$0	\$0	\$15,300
Sub Total - SWIMMING POOL OP/EXP		\$27,018	\$17,924	\$0	\$17,924	\$0	\$354,552
OPERATING INCOME							
32003	Swimming Pool Entrance Fees	\$0	\$0	\$0	\$0	(\$20,255)	\$0
32013	Swimming Pool Grants	\$0	\$0	\$0	\$0	(\$32,000)	\$0
32033	Contributions	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - SWIMMING POOL OP/INC		\$0	\$0	\$0	\$0	(\$52,255)	\$0
Total - SWIMMING POOL		\$27,018	\$17,924	\$0	\$17,924	(\$52,255)	\$354,552
TELEVISION & RADIO REBROADCASTING							
OPERATING EXPENDITURE							
34002	TV Transmission	\$0	\$56	\$0	\$56	\$0	\$0
Sub Total - TV & RADIO REBROADCASTING OP/EXP		\$0	\$56	\$0	\$56	\$0	\$0
OPERATING INCOME							
Sub Total - TV & RADIO REBROADCASTING OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - TV & RADIO REBROADCASTING		\$0	\$56	\$0	\$56	\$0	\$0
LIBRARIES							
OPERATING EXPENDITURE							
35002	Administration Activity Costs	\$3,657	\$7,041	\$0	\$7,041	\$0	\$43,903
35022	Gnowangerup Library Salaries	\$3,345	\$5,614	\$0	\$5,614	\$0	\$40,157
35032	Ongerup Library Salaries	\$1,382	\$5,594	\$0	\$5,594	\$0	\$16,586
35052	Gnp Library Building Operation	\$1,159	\$144	\$0	\$144	\$0	\$10,538
35062	Ongerup Library Building Operation	\$150	\$71	\$0	\$71	\$0	\$1,000
35072	Gnowangerup Library Book Exchange	\$0	\$0	\$0	\$0	\$0	\$600
35082	Ongerup Library Book Exchange	\$58	\$92	\$0	\$92	\$0	\$695
35092	Gnowangerup Library Minor Items	\$0	\$0	\$0	\$0	\$0	\$3,500
35102	Ongerup Library Minor Items	\$0	\$0	\$0	\$0	\$0	\$5,500
35112	Gnowangerup Library	\$0	\$191	\$0	\$191	\$0	\$22,430
35122	Ongerup Library	\$0	\$0	\$0	\$0	\$0	\$5,100
35142	Regional Library Costs	\$0	\$0	\$0	\$0	\$0	\$2,000
35192	Library Insurance Expenses	\$833	\$874	\$0	\$874	\$0	\$1,665
Sub Total - LIBRARIES OP/EXP		\$10,583	\$19,620	\$0	\$19,620	\$0	\$153,674
OPERATING INCOME							
35003	Gnp Library Fines & Penalties	\$0	(\$46)	(\$46)	\$0	\$0	\$0
35013	Gnp Library Other	\$0	\$0	\$0	\$0	(\$1,300)	\$0
Sub Total - LIBRARIES OP/INC		\$0	(\$46)	(\$46)	\$0	(\$1,300)	\$0
Total - LIBRARIES		\$10,583	\$19,574	(\$46)	\$19,620	(\$1,300)	\$153,674

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
OTHER CULTURE							
OPERATING EXPENDITURE							
37002	Corporate & Community Unit Costs	\$995	\$669	\$0	\$669	\$0	\$11,940
37032	Old Gnowangerup Police Station & Gaol Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$500
37042	Old Gnowangerup Gaol Building Operation	\$2,126	\$561	\$0	\$561	\$0	\$7,086
37062	Borden Arts & Crafts Building Operation	\$0	\$0	\$0	\$0	\$0	\$0
37072	Ongerup Community Centre Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$2,000
37082	Ongerup Community Centre Building Operation	\$4,403	\$448	\$0	\$448	\$0	\$12,580
37112	Gnp Historic Centre Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,620
37122	Gnp Historic Centre Building Operation	\$1,067	\$226	\$0	\$226	\$0	\$4,266
37132	Ongerup Museum Building Operation	\$676	\$478	\$0	\$478	\$0	\$6,761
37212	Heritage Trail Plan Implementation	\$0	\$0	\$0	\$0	\$0	\$5,600
37222	Heritage Strategy & Municipal Inventory	\$0	\$0	\$0	\$0	\$0	\$7,000
37232	Heritage Tractor Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
37252	Loss on Disposal of Asset	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/EXP		\$9,266	\$2,381	\$0	\$2,381	\$0	\$59,353
OPERATING INCOME							
37023	Reimbursements/ Donations	\$0	\$0	\$0	\$0	\$0	\$0
37043	Government Grants	\$0	\$0	\$0	\$0	\$0	\$0
37073	Lottery West Grant	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - OTHER CULTURE OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - OTHER CULTURE		\$9,266	\$2,381	\$0	\$2,381	\$0	\$59,353
Total - RECREATION AND CULTURE		\$138,456	\$79,791	(\$724)	\$80,515	(\$54,955)	\$1,420,206

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE							
OPERATING EXPENDITURE							
39002	Depreciation - Roads	\$96,624	\$0	\$0	\$0	\$0	\$1,159,950
39012	Bridges - Pallinup Bridge	\$6,400	\$1,088	\$0	\$1,088	\$0	\$37,647
39022	Depreciation - Footpaths	\$799	\$0	\$0	\$0	\$0	\$9,595
39032	Depreciation - Other	\$188	\$0	\$0	\$0	\$0	\$2,260
39042	Gnp Depot Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$11,600
39052	Gnp Depot Building Operation	\$3,639	\$2,211	\$0	\$2,211	\$0	\$30,326
39062	Ongerup Depot Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,905
39072	Ongerup Depot Building Operation	\$423	\$249	\$0	\$249	\$0	\$3,848
39102	Gravel Pit Reinstatements	\$0	\$0	\$0	\$0	\$0	\$23,110
39112	Road Maintenance	\$114,615	\$61,826	\$0	\$61,826	\$0	\$1,910,255
39122	Administration Department Costs Regional Road Group	\$17,908	\$12,192	\$0	\$12,192	\$0	\$214,978
39132	Roman Development	\$7,975	\$14,816	\$0	\$14,816	\$0	\$66,455
39142	Street Lighting	\$3,540	\$6,430	\$0	\$6,430	\$0	\$44,250
39182	Gnowangerup Depot General Maintenance	\$711	\$1,431	\$0	\$1,431	\$0	\$17,780
39192	Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
39242	Kerb Renewal	\$0	\$0	\$0	\$0	\$0	\$7,380
39252	Urban Drainage Renewals/Maintenance	\$0	\$0	\$0	\$0	\$0	\$8,744
39262	Main Street Strategy	\$0	\$0	\$0	\$0	\$0	\$3,000
39272	Laneway Maintenance	\$0	\$975	\$0	\$975	\$0	\$17,420
39282	Natural Disaster Opening Up Costs	\$0	\$0	\$0	\$0	\$0	\$0
39292	Natural Disaster Restoration Works	\$480,000	\$0	\$0	\$0	\$0	\$6,000,000
Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP		\$732,822	\$101,218	\$0	\$101,218	\$0	\$9,570,502
OPERATING INCOME							
38013	Regional Road Group Grants	\$0	\$0	\$0	\$0	(\$76,000)	\$0
38033	Roads To Recovery Grants	\$0	\$0	\$0	\$0	(\$577,135)	\$0
39003	MRWA Road Preservation Grant	\$0	\$0	\$0	\$0	(\$142,735)	\$0
39043	Profit/ Loss on Sale of Assets	\$0	\$0	\$0	\$0	\$0	\$0
39093	Reimbursements	(\$480,000)	\$0	\$0	\$0	(\$6,000,000)	\$0
39103	Vehicle Factory Rebate	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - MTCE STREETS ROADS DEPOTS OP/INC		(\$480,000)	\$0	\$0	\$0	(\$6,795,870)	\$0
Total - MTCE STREETS ROADS DEPOTS		\$252,822	\$101,218	\$0	\$101,218	(\$6,795,870)	\$9,570,502
TRAFFIC CONTROL							
OPERATING EXPENDITURE							
Sub Total - TRAFFIC CONTROL OP/EXP		\$0	\$0	\$0	\$0	\$0	\$0
OPERATING INCOME							
42013	Sale of Plates	(\$9)	\$0	\$0	\$0	(\$100)	\$0
Sub Total - TRAFFIC CONTROL OP/INC		(\$9)	\$0	\$0	\$0	(\$100)	\$0
Total - TRAFFIC CONTROL		(\$9)	\$0	\$0	\$0	(\$100)	\$0
AERODROMES							
OPERATING EXPENDITURE							
43002	Gnowangerup Airstrip Maintenance	\$1,466	\$4,234	\$0	\$4,234	\$0	\$9,770
43012	Gnowangerup Airstrip Operations	\$18,059	\$161	\$0	\$161	\$0	\$180,591
Sub Total - AERODROMES OP/EXP		\$19,525	\$4,395	\$0	\$4,395	\$0	\$190,361
OPERATING INCOME							
43013	Transfer from Trust	\$0	\$0	\$0	\$0	(\$1,265)	\$0
Sub Total - AERODROMES OP/INC		\$0	\$0	\$0	\$0	(\$1,265)	\$0
Total - AERODROMES		\$19,525	\$4,395	\$0	\$4,395	(\$1,265)	\$190,361
Total - TRANSPORT		\$272,338	\$105,613	\$0	\$105,613	(\$6,797,235)	\$9,760,863

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
TOURISM AND AREA PROMOTION							
OPERATING EXPENDITURE							
46012	Strategy & Governance Unit Costs	\$1,196	\$741	\$0	\$741	\$0	\$14,359
46092	Gnowangerup Caravan Park - Operation Costs	\$218	\$108	\$0	\$108	\$0	\$1,817
46102	Gnowangerup Caravan Park Building Maintenance Costs	\$0	\$0	\$0	\$0	\$0	\$1,000
46122	Local Tourism Promotion	\$0	\$0	\$0	\$0	\$0	\$10,000
Sub Total - TOURISM & AREA PROMOTION OP/EXP		\$1,414	\$850	\$0	\$850	\$0	\$27,176
OPERATING INCOME							
46013	Caravan Park Licences	\$0	\$0	\$0	\$0	(\$800)	\$0
Sub Total - TOURISM & AREA PROMOTION OP/INC		\$0	\$0	\$0	\$0	(\$800)	\$0
Total - TOURISM & AREA PROMOTION		\$1,414	\$850	\$0	\$850	(\$800)	\$27,176
BUILDING CONTROL							
OPERATING EXPENDITURE							
47002	Building Services - Contractor costs	\$4,498	\$0	\$0	\$0	\$0	\$54,000
Sub Total - BUILDING CONTROL OP/EXP		\$4,498	\$0	\$0	\$0	\$0	\$54,000
BUILDING CONTROL OP/INC							
47003	Building Licences & Fees	(\$150)	(\$576)	(\$576)	\$0	(\$3,000)	\$0
47013	BRB & BCITF Commissions	(\$5)	\$0	\$0	\$0	(\$100)	\$0
Sub Total - BUILDING CONTROL OP/INC		(\$155)	(\$576)	(\$576)	\$0	(\$3,100)	\$0
Total - BUILDING CONTROL		\$4,343	(\$576)	(\$576)	\$0	(\$3,100)	\$54,000
ECONOMIC DEVELOPMENT							
OPERATING EXPENDITURE							
50002	Strategy & Governance Unit Costs	\$1,196	\$741	\$0	\$741	\$0	\$14,359
50022	Community Capacity Building	\$833	\$0	\$0	\$0	\$0	\$10,000
50042	Annual Business Forum	\$167	\$0	\$0	\$0	\$0	\$2,000
50052	Gnp Training Centre Expenses	\$0		\$0	\$0	\$0	\$25,000
Sub Total - ECONOMIC DEVELOPMENT OP/EXP		\$2,196	\$741	\$0	\$741	\$0	\$51,359
OPERATING INCOME							
Sub Total - ECONOMIC DEVELOPMENT OP/INC		\$0	\$0	\$0	\$0	\$0	\$0
Total - ECONOMIC DEVELOPMENT		\$2,196	\$741	\$0	\$741	\$0	\$51,359
PUBLIC UTILITY SERVICES							
OPERATING EXPENDITURE							
51002	Standpipe Maintenance	\$0	\$0	\$0	\$0	\$0	\$1,280
51012	Gnowangerup Standpipe	\$1,120	\$282	\$0	\$282	\$0	\$4,000
51022	Ongerup Standpipe	\$0	\$0	\$0	\$0	\$0	\$650
51032	Borden Standpipe	\$0	\$0	\$0	\$0	\$0	\$400
51042	Formby Road Bore	\$0	\$0	\$0	\$0	\$0	\$900
51052	Highdenup Road Bore	\$0	\$0	\$0	\$0	\$0	\$890
51092	Toompup Bore	\$0		\$0	\$0	\$0	\$300
Sub Total - PUBLIC UTILITY SERVICES OP/EXP		\$1,120	\$282	\$0	\$282	\$0	\$8,420
OPERATING INCOME							
51003	Gnowangerup Standpipe Fees	(\$20)	(\$272)	(\$272)	\$0	(\$500)	\$0
51033	Virginia Land Lease	\$0	\$0	\$0	\$0	(\$6,382)	\$0
51073	Standpipe Swipe Card	(\$6)	\$0	\$0	\$0	(\$150)	\$0
Sub Total - PUBLIC UTILITY SERVICES OP/INC		(\$26)	(\$272)	(\$272)	\$0	(\$7,032)	\$0
Total - PUBLIC UTILITY SERVICES		\$1,094	\$10	(\$272)	\$282	(\$7,032)	\$8,420
Total - ECONOMIC SERVICES		\$9,047	\$1,025	(\$848)	\$1,873	(\$10,932)	\$140,955

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PRIVATE WORKS							
OPERATING EXPENDITURE							
53002	Private Works	\$777	\$83	\$0	\$83	\$0	\$12,950
53022	Motor Vehicle Licensing	\$4,530	\$3,063	\$0	\$3,063	\$0	\$54,376
Sub Total - PRIVATE WORKS OP/EXP		\$5,307	\$3,146	\$0	\$3,146	\$0	\$67,326
OPERATING INCOME							
53003	Private Works Income	(\$1,554)	(\$4)	(\$4)	\$0	(\$12,950)	\$0
Sub Total - PRIVATE WORKS OP/INC		(\$1,554)	(\$4)	(\$4)	\$0	(\$12,950)	\$0
Total - PRIVATE WORKS		\$3,753	\$3,142	(\$4)	\$3,146	(\$12,950)	\$67,326
PUBLIC WORKS OVERHEADS							
OPERATING EXPENDITURE							
57002	Annual Leave	\$3,840	\$4,628	\$0	\$4,628	\$0	\$64,535
57012	Long Service Leave	\$0	\$4,015	\$0	\$4,015	\$0	\$24,178
57022	Public Holidays	\$0	\$0	\$0	\$0	\$0	\$30,989
57032	Sick Leave	\$2,573	\$7,396	\$0	\$7,396	\$0	\$25,000
57042	Supervision & Administration	\$19,839	\$12,766	\$0	\$12,766	\$0	\$238,160
57052	General Duties	\$1,800	\$4,064	\$0	\$4,064	\$0	\$22,500
57062	Toolbox Meetings	\$736	\$286	\$0	\$286	\$0	\$4,600
57072	Strategy & Governance Unit Costs	\$202	\$73	\$0	\$73	\$0	\$2,420
57082	Superannuation	\$13,516	\$8,512	\$0	\$8,512	\$0	\$162,255
57092	Training/ Conferences	\$1,715	\$7,550	\$0	\$7,550	\$0	\$24,500
57102	Workers Compensation	\$15,329	\$15,329	\$0	\$15,329	\$0	\$30,657
57112	Job Costed Expenses	\$100	\$0	\$0	\$0	\$0	\$1,200
57122	Mobile Phones - Works	\$828	\$344	\$0	\$344	\$0	\$8,280
57132	EBA Uniforms	\$187	\$43	\$0	\$43	\$0	\$9,340
57142	Safety Clothing & Equipment	\$50	\$0	\$0	\$0	\$0	\$2,500
57152	Other Costs	\$4,277	\$2,174	\$0	\$2,174	\$0	\$47,523
57162	Insurance	\$6,865	\$7,872	\$0	\$7,872	\$0	\$13,730
57172	Consultants	\$0	\$620	\$0	\$620	\$0	\$80,000
57182	In House Service Costs	\$7,421	\$13,834	\$0	\$13,834	\$0	\$89,087
57192	Rostered Days Off	\$0	\$352	\$0	\$352	\$0	\$500
57212	9 Yougenup Road - Building Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
57222	9 Yougenup Road - Building Operation	\$0	\$661	\$0	\$661	\$0	\$0
57232	GNOWANGERUP GRADER DRIVER RENTAL	\$1,100	\$1,527	\$0	\$1,527	\$0	\$13,200
57242	ONGERUP GRADER DRIVER RENT	\$520	\$720	\$0	\$720	\$0	\$6,240
57992	Less Recovered From Works	(\$48,585)	(\$39,643)	\$0	(\$39,643)	\$0	(\$901,394)
Sub Total - PUBLIC WORKS O/HEADS OP/EXP		\$32,311	\$53,121	\$0	\$53,121	\$0	\$0
OPERATING INCOME							
57003	Reimbursements	(\$1,112)	(\$764)	(\$764)	\$0	(\$11,120)	\$0
Sub Total - PUBLIC WORKS O/HEADS OP/INC		(\$1,112)	(\$764)	(\$764)	\$0	(\$11,120)	\$0
Total - PUBLIC WORKS OVERHEADS		\$31,199	\$52,357	(\$764)	\$53,121	(\$11,120)	\$0

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
PLANT OPERATIONS COSTS							
OPERATING EXPENDITURE							
58002	Fleet Maintenance	\$11,976	\$14,933	\$0	\$14,933	\$0	\$143,765
58012	Insurance	\$29,707	\$26,838	\$0	\$26,838	\$0	\$29,707
58022	Fuels & oils	\$24,000	\$11,338	\$0	\$11,338	\$0	\$240,000
58032	Tyres	\$0	\$114	\$0	\$114	\$0	\$36,000
58042	Parts & Repairs	\$5,200	\$4,069	\$0	\$4,069	\$0	\$130,000
58052	Licences	\$27,075	\$8,632	\$0	\$8,632	\$0	\$28,500
58062	Blades & points	\$0	\$0	\$0	\$0	\$0	\$20,000
58072	Expendable Tools	\$260	\$197	\$0	\$197	\$0	\$13,000
58082	Depreciation - Plant	\$22,908	\$0	\$0	\$0	\$0	\$275,000
58092	Depreciation - Minor Plant	\$1,967	\$0	\$0	\$0	\$0	\$23,615
58112	2 CECIL STREET - BUILDING OPERATION	\$1,708	\$700	\$0	\$700	\$0	\$9,490
58122	2 CECIL STREET - BUILDING MAINTENANCE	\$221	\$0	\$0	\$0	\$0	\$2,650
58132	Mechanic Utility Costs	\$1,100	\$0	\$0	\$0	\$0	\$10,000
58142	Housing - 2 Cecil Street	\$480	\$480	\$0	\$480	\$0	\$5,760
58162	Other Costs	\$350	\$0	\$0	\$0	\$0	\$5,000
58992	Less Recovered From Works	(\$48,624)	(\$40,048)	\$0	(\$40,048)	\$0	(\$972,487)
Sub Total - PLANT OPERATIONS COSTS OP/EXP		\$78,327	\$27,253	\$0	\$27,253	\$0	\$0
OPERATING INCOME							
58003	Reimbursements	(\$461)	(\$480)	(\$480)	\$0	(\$5,760)	\$0
58013	Fuel Rebates	(\$1,925)	(\$2,269)	(\$2,269)	\$0	(\$27,500)	\$0
Sub Total - PLANT OPERATIONS COSTS OP/INC		(\$2,386)	(\$2,749)	(\$2,749)	\$0	(\$33,260)	\$0
Total - PLANT OPERATIONS COSTS		\$75,941	\$24,503	(\$2,749)	\$27,253	(\$33,260)	\$0
MATERIALS AND STOCK							
OPERATING EXPENDITURE							
55032	Fuel & Oils Purchased	\$21,600	\$18,635	\$0	\$18,635	\$0	\$240,000
55042	Less Fuel & Oils Allocated	(\$21,600)	(\$18,635)	\$0	(\$18,635)	\$0	(\$240,000)
55062	Stock Variance			\$0	\$0	\$0	\$0
Sub Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0
Total - MATERIALS AND STOCK		\$0	\$0	\$0	\$0	\$0	\$0
SALARIES AND WAGES							
OPERATING EXPENDITURE							
54002	Gross Salaries & Wages	\$161,461	\$155,621	\$0	\$155,621	\$0	\$2,018,265
54012	Less Salaries Allocated	(\$161,461)	(\$155,621)	\$0	(\$155,621)	\$0	(\$2,018,265)
54022	Workers Compensation Payments	\$0	\$4,286	\$0	\$4,286	\$0	\$0
Sub Total - SALARIES AND WAGES OP/EXP		\$0	\$4,286	\$0	\$4,286	\$0	\$0
OPERATING INCOME							
54003	Workers Compensation Reimbursements	\$0	(\$4,552)	(\$4,552)	\$0	\$0	\$0
Sub Total - SALARIES AND WAGES OP/INC		\$0	(\$4,552)	(\$4,552)	\$0	\$0	\$0
Total - SALARIES AND WAGES		\$0	(\$266)	(\$4,552)	\$4,286	\$0	\$0

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
ADMINISTRATION							
OPERATING EXPENDITURE							
Administration activity units							
59022	IT Licence Costs & Support	\$28,996	\$35,613	\$0	\$35,613	\$0	\$90,612
59032	Accounting	\$20,304	\$0	\$0	\$0	\$0	\$67,680
59042	Telephone Mail & Reception	\$1,288	\$1,019	\$0	\$1,019	\$0	\$16,100
59052	Office Supplies & Equipment	\$1,880	\$2,179	\$0	\$2,179	\$0	\$23,500
59062	Records Management Costs	\$1,740	\$1,818	\$0	\$1,818	\$0	\$43,500
59072	Occ Health & Safety	\$1,859	\$524	\$0	\$524	\$0	\$26,564
59082	Administration Office Building Maintenance	\$0	\$202	\$0	\$202	\$0	\$6,350
59092	Administration Office Building Operation	\$5,339	\$4,710	\$0	\$4,710	\$0	\$53,388
59102	Police Licensing	\$150	\$0	\$0	\$0	\$0	\$1,500
59202	Loss on Sale of Asset	\$0	\$0	\$0	\$0	\$0	\$0
59992	Less Recovered From Activities	(\$61,406)	(\$46,065)	\$0	(\$46,065)	\$0	(\$327,694)
Governance & Strategy							
60282	Governance & Strategy Salaries	\$18,898	\$19,887	\$0	\$19,887	\$0	\$226,864
60002	Employee Leave	\$0	\$263	\$0	\$263	\$0	\$0
60012	Long Service Leave	\$0	\$0	\$0	\$0	\$0	\$5,623
60022	Superannuation	\$2,729	\$2,912	\$0	\$2,912	\$0	\$32,757
60032	Training/ Conferences	\$240	\$0	\$0	\$0	\$0	\$12,000
60042	Workers Compensation	\$3,020	\$3,020	\$0	\$3,020	\$0	\$6,040
60052	Housing	\$800	\$800	\$0	\$800	\$0	\$9,600
60082	Vehicle Expenses (Inc FBT)	\$3,410	\$0	\$0	\$0	\$0	\$31,000
60102	4 Grocock Street Building Maintenance	\$274	\$0	\$0	\$0	\$0	\$5,475
60112	4 Grocock Street Building Operation	\$1,707	\$648	\$0	\$648	\$0	\$9,482
60142	Insurances	\$4,778	\$3,240	\$0	\$3,240	\$0	\$6,826
60152	Mobile Phone Expenses	\$88	\$130	\$0	\$130	\$0	\$1,750
60162	Uniforms	\$0	\$0	\$0	\$0	\$0	\$1,240
60172	Other Minor Expenses	\$4,435	\$1,089	\$0	\$1,089	\$0	\$6,335
60202	IT Costs & Support	\$0	\$0	\$0	\$0	\$0	\$0
60212	Telephone Mail & Reception	\$0	\$0	\$0	\$0	\$0	\$0
60262	Records Management	\$0	\$0	\$0	\$0	\$0	\$0
60272	Rostered Days Off	\$0	\$263	\$0	\$263	\$0	\$0
60292	Integrated Planning Costs	\$2,916	\$0	\$0	\$0	\$0	\$35,000
60252	Resource Sharing Expenses	\$500	\$0	\$0	\$0	\$0	\$6,000
60992	Less Allocated To works	(\$40,377)	(\$12,102)	\$0	(\$12,102)	\$0	(\$354,992)
Corporate & Community							
61262	Corporate & Community Salaries	\$27,534	\$12,688	\$0	\$12,688	\$0	\$330,540
61002	Employee Leave	\$0	\$1,919	\$0	\$1,919	\$0	\$0
61012	Long Service Leave	\$0	\$0	\$0	\$0	\$0	\$8,798
61022	Superannuation	\$3,971	\$1,871	\$0	\$1,871	\$0	\$47,670
61032	Workers Compensation	\$5,846	\$4,176	\$0	\$4,176	\$0	\$8,351
61042	Vehicle Costs	\$450	\$0	\$0	\$0	\$0	\$9,000
61062	Mobile Phone Costs	\$349	\$88	\$0	\$88	\$0	\$3,880
61072	Uniforms	\$276	\$0	\$0	\$0	\$0	\$1,840
61082	Training Costs	\$0	\$0	\$0	\$0	\$0	\$6,575
61092	9 Youngeup Rd Building Maintenance	\$105	\$0	\$0	\$0	\$0	\$2,100
61102	9 Youngeup Rd Building Operations	\$1,515	\$0	\$0	\$0	\$0	\$8,417
61112	Other Minor Costs	\$720	\$0	\$0	\$0	\$0	\$6,000
61122	Insurance	\$2,589	\$3,270	\$0	\$3,270	\$0	\$3,698
61222	Rostered Days Off	\$0	\$21	\$0	\$21	\$0	\$0
61232	Housing	\$720	\$720	\$0	\$720	\$0	\$8,640
61272	Human Resource Costs	\$833	\$0	\$0	\$0	\$0	\$10,000
61992	Less Allocated To Services	(\$43,354)	(\$24,012)	\$0	(\$24,012)	\$0	(\$436,869)
63202	Finance Salaries	\$11,838	\$9,569	\$0	\$9,569	\$0	\$142,116
63002	Employee Leave	\$0	\$0	\$0	\$0	\$0	\$0
63012	Long Service Leave	\$0	\$0	\$0	\$0	\$0	\$3,432
63022	Superannuation	\$1,694	\$1,273	\$0	\$1,273	\$0	\$20,334
63032	Workers Compensation	\$2,648	\$1,892	\$0	\$1,892	\$0	\$3,783
63062	Uniforms	\$0	\$0	\$0	\$0	\$0	\$880
63072	Training Costs	\$0	\$0	\$0	\$0	\$0	\$4,500
63102	Insurance	\$2,349	\$2,607	\$0	\$2,607	\$0	\$3,355
63222	Rostered Days Off	\$0	(\$304)	\$0	(\$304)	\$0	\$0
63992	Less Allocated To Services	(\$18,529)	(\$15,340)	\$0	(\$15,340)	\$0	(\$178,400)
Sub Total - ADMINISTRATION OP/EXP		\$5,118	\$20,587	\$0	\$20,587	\$0	\$61,140
OPERATING INCOME							
59003	Licensing Services	(\$1,720)	(\$1,835)	(\$1,835)	\$0	(\$21,500)	\$0
60003	Reimbursements	(\$1,561)	(\$1,520)	(\$1,520)	\$0	(\$18,740)	\$0
Sub Total - ADMINISTRATION OP/INC		(\$3,281)	(\$3,355)	(\$3,355)	\$0	(\$40,240)	\$0
Total - ADMINISTRATION		\$1,837	\$17,232	(\$3,355)	\$20,587	(\$40,240)	\$61,140

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Budget	Actual	Income	Expenditure	Income	Expenditure
UNCLASSIFIED							
OPERATING EXPENDITURE							
62022	Donations & Grants	\$0	\$0	\$0	\$0	\$0	\$4,180
62042	Other Minor Expenses	\$0	(\$1)	\$0	(\$1)	\$0	\$0
62082	Toompup Dam Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
62092	Old Airport Dam Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
62102	Airport Dam Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
62112	Magitup Dam Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total - UNCLASSIFIED OP/EXP		\$0	(\$1)	\$0	(\$1)	\$0	\$4,180
OPERATING INCOME							
62003	Insurance Claims Reimbursed	(\$538)	(\$5,381)	(\$5,381)	\$0	(\$10,760)	\$0
Sub Total - UNCLASSIFIED OP/INC		(\$538)	(\$5,381)	(\$5,381)	\$0	(\$10,760)	\$0
Total - UNCLASSIFIED		(\$538)	(\$5,382)	(\$5,381)	(\$1)	(\$10,760)	\$4,180
Total - OTHER PROPERTY AND SERVICES		\$112,191	\$91,586	(\$16,806)	\$108,392	(\$108,330)	\$132,646

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		TRANSFERS TO/FROM RESERVES					
		EXPENDITURE					
95001	Transfers To Reserve Funds - (Inc Interest Earned)	\$2,249	\$1,998	\$0	\$1,998	\$0	\$516,057
	Sub Total - TRANSFER TO OTHER COUNCIL FUNDS	\$2,249	\$1,998	\$0	\$1,998	\$0	\$516,057
	INCOME						
95002	Transfer from Reserve Fund	\$0	\$0	\$0	\$0	(\$507,588)	\$0
	Total - TRANSFER FROM OTHER COUNCIL FUNDS	\$0	\$0	\$0	\$0	(\$507,588)	\$0
	Total - FUND TRANSFER	\$2,249	\$1,998	\$0	\$1,998	(\$507,588)	\$516,057
	000000 (Surplus) / Deficit - Carried Forward	(\$1,648,385)	(\$1,736,451)	(\$1,736,451)	\$0	(\$1,648,385)	\$0
	Sub Total - SURPLUS C/FWD	(\$1,648,385)	(\$1,736,451)	(\$1,736,451)	\$0	(\$1,648,385)	\$0
	Total - SURPLUS	(\$1,648,385)	(\$1,736,451)	(\$1,736,451)	\$0	(\$1,648,385)	\$0
	LONG TERM LOANS						
	Sub Total - LOAN ADVANCES			\$0	\$0	\$0	\$0
	INCOME						
	Sub Total - LONG TERM LOANS	\$0	\$0	\$0	\$0	\$0	\$0
	Total - DEFERRED ASSETS	\$0	\$0	\$0	\$0	\$0	\$0
	LIABILITY LOANS						
	EXPENDITURE						
80004	Principal On Loans	\$0	\$0	\$0	\$0	\$0	\$163,109
	Sub Total - LOAN REPAYMENTS	\$0	\$0	\$0	\$0	\$0	\$163,109
	INCOME						
80015	Principal Repaid - Self Supporting Loans	\$0	\$0	\$0	\$0	(\$26,352)	\$0
	Sub Total - LOANS RAISED	\$0	\$0	\$0	\$0	(\$26,352)	\$0
	Total - NON CURRENT LIABILITIES	\$0	\$0	\$0	\$0	(\$26,352)	\$163,109
	000000 Depreciation Written Back	(\$206,624)	\$0	\$0	\$0	\$0	(\$2,480,475)
	000000 Book Value of Assets Sold Written Back	\$0	\$0	\$0	\$0	\$0	(\$142,000)
	000000 Profit/Loss on Sale of Asset Written Back		\$0	\$0	\$0	\$0	\$0
	000000 Long Service Leave - Non Cash	\$0	\$0	\$0	\$0	\$0	(\$47,144)
	000000 Deferred Pensioner Rates		\$0	\$0	\$0	\$0	\$0
	Sub Total - DEPRECIATION WRITTEN BACK	(\$206,624)	\$0	\$0	\$0	\$0	(\$2,669,619)
	Total - DEPRECIATION	(\$206,624)	\$0	\$0	\$0	\$0	(\$2,669,619)

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		FURNITURE & EQUIPMENT					
		GOVERNANCE					
		EXPENDITURE					
03004	Furniture & Equipment Council Chambers	\$0	\$2,386	\$0	\$2,386	\$0	\$2,400
	Sub Total - CAPITAL WORKS	\$0	\$2,386	\$0	\$2,386	\$0	\$2,400
	Total - GOVERNANCE	\$0	\$2,386	\$0	\$2,386	\$0	\$2,400
		FURNITURE & EQUIPMENT					
		HEALTH					
		EXPENDITURE					
14014	Health Computer Equip & Software	\$0	\$0	\$0	\$0	\$0	\$25,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$25,000
	Total - HEALTH	\$0	\$0	\$0	\$0	\$0	\$25,000
		FURNITURE AND EQUIPMENT					
		RECREATION AND CULTURE					
		EXPENDITURE					
32104	Swimming Pool Furntiure & Equipment	\$0	\$0	\$0	\$0	\$0	\$3,500
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$3,500
	Total - RECREATION & CULTURE	\$0	\$0	\$0	\$0	\$0	\$3,500
	Total - FURNITURE AND EQUIPMENT	\$0	\$2,386	\$0	\$2,386	\$0	\$30,900

Details By Function Under The Following Program Titles And Type Of Activities Within The Programme

Page 198

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		PLANT AND EQUIPMENT					
		TRANSPORT					
		EXPENDITURE					
40364	Purchase Construction Tip Truck GN.007	\$0	\$0	\$0	\$0	\$0	\$0
40184	Purchase Tip Truck GN.0038	\$0	\$0	\$0	\$0	\$0	\$52,000
40464	Minor Plant Purchases	\$0	\$0	\$0	\$0	\$0	\$20,000
40084	Purchase of Utility (GN.010)	\$0	\$0	\$0	\$0	\$0	\$0
40194	Purchase of Utility (GN.0036)	\$0	\$0	\$0	\$0	\$0	\$38,000
40414	Purchase of Utility (GN.0051)	\$0	\$0	\$0	\$0	\$0	\$38,000
40354	Purchase of Utility GN.003	\$0	\$0	\$0	\$0	\$0	\$0
40374	Purchase of Utility GN.0016	\$0	\$0	\$0	\$0	\$0	\$0
40034	Purchase of Utility GN.0046	\$0	\$0	\$0	\$0	\$0	\$0
40474	Purchase Skid Steer Loader	\$0	\$0	\$0	\$0	\$0	\$185,000
40484	Purchase Trailer for SSL Attachments	\$0	\$0	\$0	\$0	\$0	\$25,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$358,000
	Total - TRANSPORT	\$0	\$0	\$0	\$0	\$0	\$358,000
	Total - PLANT AND EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$358,000

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
		Budget	Actual	Income	Expenditure	Income	Expenditure
		ROAD INFRASTRUCTURE					
		ROAD CONSTRUCTION					
38014		Roads To Recovery Projects	\$0	\$0	\$0	\$0	\$577,135
38004		Regional Road Group Projects	\$0	\$0	\$0	\$0	\$114,000
		Municipal Road Construction Projects					
38104		Road Reseals	\$0	\$0	\$0	\$0	\$198,466
38104 RS002		Ongerup Pingrup Rd			\$0	\$0	\$0
38094		Council Road Program	\$0	\$0	\$0	\$0	\$328,034
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$1,217,635
		Total - ROADS	\$0	\$0	\$0	\$0	\$1,217,635
		Total - INFRASTRUCTURE ASSETS ROAD RESERVES	\$0	\$0	\$0	\$0	\$1,217,635
		FOOTPATHS					
38304 PC01		Footpath Construction/Renewal	\$0	\$0	\$0	\$0	\$5,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$5,000
		Total - TRANSPORT - FOOTPATHS	\$0	\$0	\$0	\$0	\$5,000
		Total - FOOTPATH ASSETS	\$0	\$0	\$0	\$0	\$5,000
		AIRPORT					
43004		Airstrip Capital Improvements	\$0	\$0	\$0	\$0	\$5,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$5,000
		Total - TRANSPORT - AERODROMES	\$0	\$0	\$0	\$0	\$5,000
		Total - AERODROME ASSETS	\$0	\$0	\$0	\$0	\$5,000
		DRAINAGE					
38404		Drainage Renewals	\$0	\$0	\$0	\$0	\$5,000
		Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$5,000
		Total - TRANSPORT - DRAINAGE	\$0	\$0	\$0	\$0	\$5,000
		Total - DRAINAGE ASSETS	\$0	\$0	\$0	\$0	\$5,000

Shire of Gnowangerup

Details By Function Under The Following Program Titles
And Type Of Activities Within The Programme

G/L	JOB	Period 1 July 2017		CURRENT YEAR ACTUALS 31 JULY 2017		ADOPTED BUDGET 2017-2018	
		Budget	Actual	Income	Expenditure	Income	Expenditure
	SEWERAGE						
26014	Ongerup Waste Water Ponds	\$0	\$0	\$0	\$0	\$0	\$100,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$100,000
	Total - COMMUNITY AMENITIES - SEWERAGE	\$0	\$0	\$0	\$0	\$0	\$100,000
	Total - SEWERAGE ASSETS	\$0	\$0	\$0	\$0	\$0	\$100,000
	PARKS & OVALS						
33174	Community Park Capital	\$0	\$0	\$0	\$0	\$0	\$5,900
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$5,900
	Total - PARKS & OVALS	\$0	\$0	\$0	\$0	\$0	\$5,900
	Total - INFRASTRUCTURE ASSETS - PARKS & OVALS	\$0	\$0	\$0	\$0	\$0	\$5,900
	ECONOMIC SERVICES						
46014	Street Banners & Banner Poles	\$0	\$0	\$0	\$0	\$0	\$3,000
	Sub Total - CAPITAL WORKS	\$0	\$0	\$0	\$0	\$0	\$3,000
	Total - ECONOMIC SERVICES	\$0	\$0	\$0	\$0	\$0	\$3,000
	Total - INFRASTRUCTURE ASSETS - OTHER	\$0	\$0	\$0	\$0	\$0	\$3,000
	GRAND TOTALS	(\$1,145,275)	(\$1,298,453)	(\$1,774,388)	\$475,935	(\$14,167,429)	\$14,167,428

17. CONFIDENTIAL ITEMS

PROCEDURAL MOTION

Moved: Cr F Gaze

Seconded: Cr B Gaze

0817.89 That Council:

Close the meeting to members of the public to discuss items 17.1 and 17.2 as the items are considered confidential pursuant, respectively, to Section 5.23(2)(c) of the Local Government Act 1995 as a contract will be entered into as a result of item 17.1, and to Section 5.23(2)(a) of the Local Government Act 1995 as a matter affecting an employee or employees will be discussed in item 17.2.

UNANIMOUSLY CARRIED: 9/0

Phil Shephard left the room at 3:51pm

17.1 REQUEST FOR TENDER RFT-04-17: WANDRRA PROJECT MANAGEMENT

Proponent: N/A
File Ref: 1.2.1
Date of Report: 9 August 2017
Business Unit: Infrastructure
Officer: Yvette Wheatcroft – Manager of Works
Disclosure of Interest: Nil

COUNCIL RESOLUTION

Moved: Cr R House

Seconded: Cr L Martin

0817.90 That Council accept the tenders for the supply of project management services in relation to WANDRRA storm damage related reinstatement works and award the tender in the order of ranking to:

- **RFT-04-2017 – Hewer Consulting Services**

UNANIMOUSLY CARRIED: 9/0

17.2	CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE
Proponent:	N/A
File Ref:	12.2.1
Date of Report:	15 th August 2017
Business Unit:	Strategy and Governance
Officer:	Keith House – Shire President
Disclosure of Interest:	N/A

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr B Moore

0817.91 That Council receives and accepts the following recommendations made by the CEO Review Committee at its meeting of 23 August 2017:

- 1. Receive the CEO Performance Review Final Report for the period 1st July 2016 to 30th June 2017.**
- 2. Congratulate the CEO on a successful 12 months.**
- 3. Endorse the KPIs for the forthcoming period listed within appendix 1.**
- 4. Issue an invitation for a Shire function for the CEO**
- 5. Endorse a plan for Personal Professional Development for the CEO**
- 6. Resolves to conduct an informal 6 monthly review to ensure that the CEO has the appropriate resources and time allocation to complete the set KPI**

UNANIMOUSLY CARRIED: 9/0

PROCEDURAL MOTION

Moved: Cr S Lance

Seconded: Cr F Hmeljak

0817.92 That Council:

Reopen the meeting to members of the public

UNANIMOUSLY CARRIED: 9/0

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 27th September 2017.

21. CLOSURE

The Shire President thanked council and staff for their time and declared the meeting closed at 3:55pm.