



AGENDA

ORDINARY MEETING OF COUNCIL

16th February 2022
Commencing at 3:30pm

Council Chambers
Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

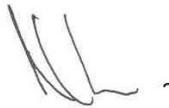
Gnowangerup Shire – A progressive, inclusive and prosperous community built on opportunity

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 16th February 2022, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



Signed: _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER

Meaning of and CAUTION concerning Council's "In Principle" support:

When Council uses this expression it means that:

*(a) Council is generally in favour of the proposal BUT is not yet willing to give its consent; and
(b) Importantly, Council reserves the right to (and may well) either decide against the proposal or to formally support it but with restrictive conditions or modifications.*

Therefore, whilst you can take some comfort from Council's "support" you are clearly at risk if you act upon it before Council makes its actual (and binding) decision and communicates that to you in writing.



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Gnowangerup for any act, omission or statement or intimation occurring during Council or committee meetings.

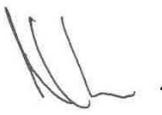
The Shire of Gnowangerup disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Shire of Gnowangerup during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Gnowangerup.

The Shire of Gnowangerup advises that anyone who has any application lodged with the Shire of Gnowangerup shall obtain and should only rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Gnowangerup in respect of the application.

These minutes are not a verbatim record but include the contents pursuant to Regulation 11 of Local Government (Administration) Regulations 1996.

Signed:  _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

To: Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335

I,(1) _____ wish to declare an interest in the following item to be considered by Council at its meeting to be held on (2) _____

Agenda Item(3) _____

The **type** of Interest I wish to declare is (4).

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The **nature** of my interest is (5) _____

The **extent** of my interest is (6) _____

I understand that the above information will be recorded in the minutes of the meeting and placed in the Disclosure of Financial and Impartiality of Interest Register.

Yours sincerely

Signed

Date

Notes:

1. Insert your name (print).
2. Insert the date of the Council Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 & 5.69 of the Act)..

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

A Member, who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting that will be attended by the Member, must disclose the nature of the interest:

- a) In a written notice given to the Chief Executive Officer before the Meeting or;
- b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- a) Preside at the part of the Meeting, relating to the matter or;
- b) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a **Financial Interest** in a matter. These notes will be included in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc.), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
- 4. If in doubt declare.**
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it **MUST** be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
 - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
 - 6.2 Where the Minister allows the Councillor to participate under s.5.69(3) of the Local Government Act, with or without conditions.

INTERESTS AFFECTING IMPARTIALITY

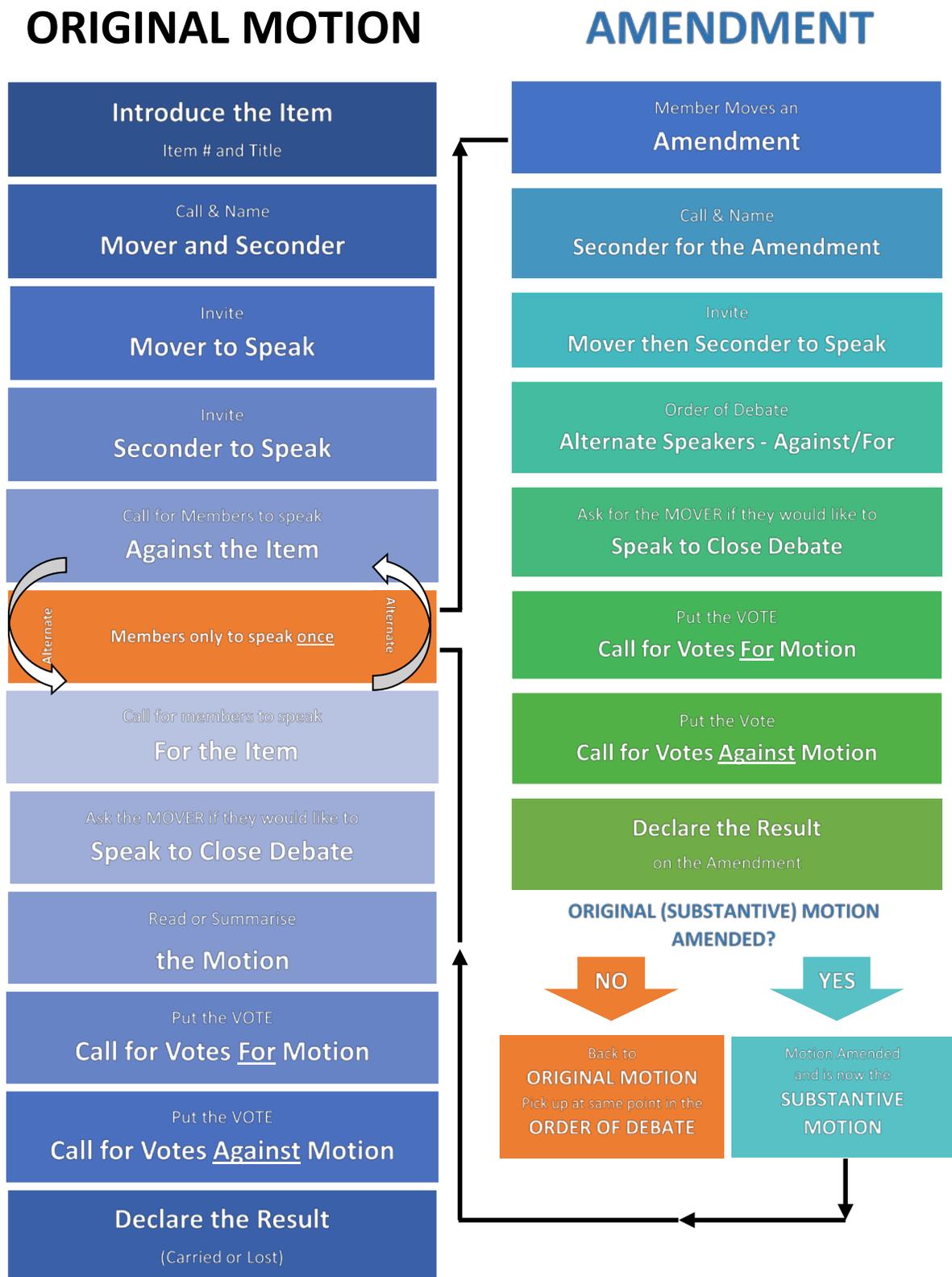
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

IMPACT OF AN IMPARTIALITY DISCLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

Process of Motions



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Seconder. The Minor amendment must be minuted.

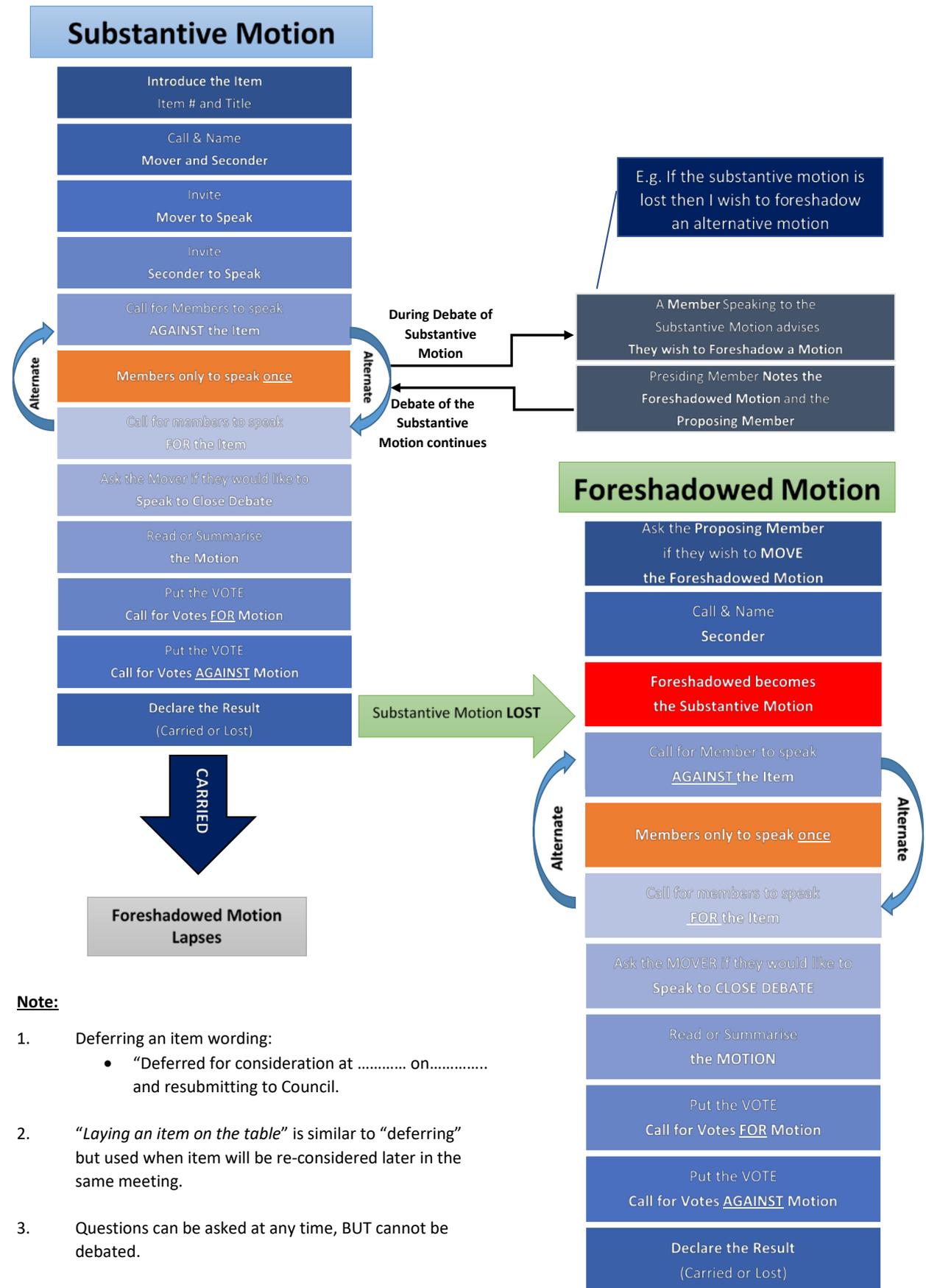


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OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Fiona Gaze welcomes Councillors, staff and visitors and opens the meeting at _____pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

3.2 APOLOGIES

3.3 APPROVED LEAVE OF ABSENCE

4. APPLICATION FOR LEAVE OF ABSENCE

That Cr R O’Meehan be granted leave of absence for the Ordinary Council Meeting 16th February 2022 and Cr L Martin until 20th February 2022.

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 15th DECEMBER 2021

OFFICER RECOMMENDATION

0222. That the minutes of the Ordinary Council Meeting held on 15th December 2021 be confirmed as a true record of proceedings.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1	ELECTED MEMBERS ACTIVITY REPORT
Date of Report:	16 th February 2022
Councillors:	Various

Attended the following meetings/events

REPORTS FOR DECISION

11. REPORT FOR DECISION

11.1 AUDIT COMMITTEE MEETING MINUTES 2 FEBRUARY 2022 - 2020-21 ANNUAL FINANCIAL REPORT AND INDEPENDENT AUDIT REPORT

Location: N/A
Proponent: N/A
Date of Report: 24 January 2022
Business Unit: Corporate and Community Services
Officer: Ian Graham – Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENT

- Unconfirmed minutes of the Audit Committee Meeting held on 2 February 2022 (*tabled separately*)
- Signed Independent Auditor’s Report dated 22 December 2021

PURPOSE OF THE REPORT

To advise Council of the Audit Committee Meeting held on 2 February 2022, accept the Audit Committee’s recommendations and adopt the 2020-21 Annual Financial Report.

BACKGROUND

The Audit Committee met on 2 February 2022 and made the following recommendations to Council:

That the Audit Committee:

1. **Recommends to Council that it adopts the Annual Financial Report for the year ended 30th June 2021 for inclusion in the Shire’s Annual Report for the 2020-21 financial year.**
2. **Receives the unsigned independent Auditor’s Report for the 2020-21 financial year and recommends to Council to accept the signed version of the Independent Audit Report.**

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Section 6.4 of the *Local Government Act 1995* states:

6.4 Financial Report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*
- (3) *By 30th September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —*
 - (a) *the accounts of the local government, balanced up to the last day of the preceding financial year; and*
 - (b) *the annual financial report of the local government for the preceding financial year.*

Regulation 51 of the *Local Government (Financial Management) Regulations 1996* states:

51. Annual financial report to be signed etc. by CEO and given to Department

- (1) *After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.*
- (2) *A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

It is recommended that Council adopt the Annual Financial Report and accept the accompanying audit report for the year ended 30th June 2021.

VOTING REQUIREMENTS

Simple Majority

AUDIT COMMITTEE RECOMMENDATION

0222. That Council:

- 1. Receives and notes the unconfirmed minutes of the Audit Committee held on 2 February 2022, and**
- 2. Adopts the Annual Financial Report for the year ended 30th June 2021 for inclusion in the Shire's Annual Report for the 2020-21 financial year, and**
- 3. Accepts the signed version of the 2020-21 Independent Audit Report.**



Auditor General

INDEPENDENT AUDITOR'S REPORT 2021 Shire of Gnowangerup

To the Councillors of the Shire of Gnowangerup

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the Shire of Gnowangerup (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Shire of Gnowangerup:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities section below. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to my audit of the financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a) The Operating Surplus Ratio is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years. The financial ratios are reported at Note 31 of the annual financial report.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other information

The other information is the information in the entity's annual report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Gnowangerup for the year ended 30 June 2021 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Jordan Langford-Smith
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
22 December 2021

STRATEGIC RISK MANAGEMENT CONSIDERATIONS

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple majority

AUDIT COMMITTEE RECOMMENDATION

0222. That Council:

- 1. Accepts the minutes of the Audit Committee Meeting 2 February 2022, and**
- 2. Adopts the Compliance Audit Return for the period 1st January 2021 to 31st December 2021 and authorise the CEO to submit the Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries.**



Gnowangerup - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A	NA	Bob Jarvis
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A	NA	Bob Jarvis
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A	NA	Bob Jarvis
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A	NA	Bob Jarvis
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	NA	Bob Jarvis



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		Bob Jarvis
2	s5.16	Were all delegations to committees in writing?	Yes		Bob Jarvis
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Bob Jarvis
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Bob Jarvis
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	Yes	26th May 2021	Bob Jarvis
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Bob Jarvis
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Bob Jarvis
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Bob Jarvis
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Bob Jarvis
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	26th may 2021	Bob Jarvis
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Bob Jarvis
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes		Bob Jarvis
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Bob Jarvis

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Bob Jarvis



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Bob Jarvis
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Bob Jarvis
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Bob Jarvis
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Bob Jarvis
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Bob Jarvis
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Bob Jarvis
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Bob Jarvis
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Bob Jarvis
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Bob Jarvis
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	N/A		Bob Jarvis
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Bob Jarvis
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A		Bob Jarvis



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Bob Jarvis
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	Yes		Bob Jarvis
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Bob Jarvis
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Bob Jarvis
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Bob Jarvis
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Bob Jarvis
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes		Bob Jarvis
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Bob Jarvis
		*Question not applicable after 2 Feb 2021			



No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes		Bob Jarvis
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	Yes	Provisions for dealing with alleged breaches	Bob Jarvis
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Bob Jarvis
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	Yes		Bob Jarvis

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	N/A		Ian Graham
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	N/A		Ian Graham



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Bob Jarvis
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No disclosures received	Bob Jarvis
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	Blank	Bob Jarvis



Finance						
No	Reference	Question	Response	Comments	Respondent	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Ian Graham	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes		Ian Graham	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes		Ian Graham	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A		Ian Graham	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Ian Graham	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Ian Graham	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Ian Graham	



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 25th August 2021	Ian Graham
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 25th August 2021	Ian Graham
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Ian Graham

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Ian Graham
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		Ian Graham
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Ian Graham
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Ian Graham
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Ian Graham
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Ian Graham



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Ian Graham
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	Yes		Ian Graham
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Ian Graham

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	26th June 2019 (Res. 0619.59)	Ian Graham
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	No	Previous report adopted 24th October 2018 (Res. 1018.11). Quote for new review was accepted and PO issued in August 2021, however the review was not completed in time for acceptance of the report by 31st December 2021. Report will be adopted by Council on 16 February 2022 (no Council meeting in January 2022).	Ian Graham
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	N/A		Ian Graham
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes		Ian Graham



No	Reference	Question	Response	Comments	Respondent
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Ian Graham
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Ian Graham
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Ian Graham
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes		Ian Graham
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Ian Graham

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Ian Graham
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Ian Graham
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Ian Graham
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Ian Graham



No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A		Ian Graham
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Ian Graham
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Ian Graham
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Ian Graham
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Ian Graham
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Ian Graham
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A		Ian Graham
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Ian Graham
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Ian Graham
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A		Ian Graham
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Ian Graham



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Ian Graham
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Ian Graham
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Ian Graham
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Ian Graham
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Ian Graham
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Ian Graham
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A		Ian Graham

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Gnowangerup

Signed CEO, Gnowangerup

11.3	2020/2021 ANNUAL REPORT
Location:	N/A
Proponent:	N/A
Date of Report:	3 February 2022
Business Unit:	Strategy and Governance
Officer:	Ian Graham – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENT

- 2020/2021 Annual Report (**tabled separately**)

PURPOSE OF THE REPORT

The 2020/2021 Annual Report is presented to Council for acceptance.

BACKGROUND

The Annual Report is a key mechanism by which Councils report to, and are accountable to, their communities.

Sections 5.53 & 5.54 of the *Local Government Act 1995* (the Act) require Councils to prepare an annual report and make copies available for public inspection.

Section 5.54 (2) states that if the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available. The Auditor's report became available on the 22 December 2022. Therefore, the Annual Report must be accepted by 21 February 2022.

The Act specifies the matters that must be contained in the annual report and requires Councils to invite the public to make submissions on the report for discussion at its Annual Electors' Meeting.

COMMENTS

The Annual Report has been collated over a period of months by Shire of Gnowangerup officers.

CONSULTATION

Department of Local Government, Sport and Cultural Industries.

Community members have the opportunity to comment on the adopted Annual Report at the Annual Electors' Meeting.

LEGAL AND STATUTORY REQUIREMENTS

The *Local Government Act 1995* states that:

Section 5.54 (1)

Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.

Section 5.54 (2)

If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

Section 5.27

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

Section 5.29

Convening electors' meetings

(1) The CEO is to convene an electors' meeting by giving —

(a) at least 14 days' local public notice; and

(b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

(2) The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time the notice is first given and is to continue in the prescribed way until the meeting has been held.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Theme: Our Organisation

Community Priority: Forward planning and implementation of relevant plans to achieve strategic priorities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not accepting the 2020/2021 Annual Report by the 21 February 2022 would contravene the Local Government Act 1995, Section 5.54 (2) as outlined above.

CONCLUSION

It is recommended that Council accept the 2020/2021 Annual Report, as presented.

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

0222. That Council:

- 1. Accepts the Annual Report, as presented, for the year ended 30th June 2021.**
- 2. Authorises the CEO to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.**
- 3. Authorises the CEO to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.**
- 4. Convenes the Annual Electors' Meeting for 7:00pm on 23rd March 2022 at the Council Chambers, Shire Gnowangerup, 28 Yougenup Road, Gnowangerup WA 6335.**
- 5. Advertises the Annual Electors' Meeting in accordance with the Local Government Act 1995.**

11.4 2021 FINANCIAL MANAGEMENT SYSTEMS REVIEW

Location:	N/A
Proponent:	Santo Casilli, Avant Edge Consulting
Date of Report:	28 January 2022
Business Unit:	Strategy and Governance
Officer:	Ian Graham - Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- 2021 Financial Management Systems Review Report

PURPOSE OF THE REPORT

For the Council to receive and note the 2021 Financial Management Systems Review.

BACKGROUND

Regulation 5.1 of the *Local Government (Financial Management) Regulations 1996* states that:

Efficient systems and procedures are to be established by the CEO of a local government —

- (a) for the proper collection of all money owing to the local government; and
- (b) for the safe custody and security of all money collected or held by the local government; and
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
- (d) to ensure proper accounting for municipal or trust —
 - (i) revenue received or receivable; and
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;and
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

Regulation 5.2 goes on to say that:

The CEO is to —

- (a) ensure that the resources of the local government are effectively and efficiently managed; and
- (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
- (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

COMMENTS

The previous Financial Management Review (FMR) was completed in 2018 (received by the Audit Committee in 2019) on the Shire's behalf by Sean Fletcher, Strategic Teams Consulting.

A Request For Quotes for the 2021 Financial Management Review was advertised in July 2021, with the quotation from Avant Edge Consulting being accepted.

The 2021 Financial Management Review was completed in November 2021, and the final report is attached including management responses and proposed actions.

It should be noted that no "High Risk" management control matters were identified in the report.

On the 2 February 2022, the Audit Committee resolved as follows:

That the Audit Committee:

- **Receives and notes the 2021 Financial Management Systems Review and recommends its acceptance to Council.**

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg. 5 CEO's duties as to financial management.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Theme: Our Organisation

Community Priority: Forward planning and implementation of relevant plans to achieve strategic priorities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The 2021 FMR concluded that the financial management systems in place within the Shire, although considered to be satisfactory, can be further improved and a number of recommendations have been included in the review report for consideration.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0222. That Council:

Receives and notes the 2021 Financial Management Systems Review.

10 December 2021

Bob Jarvis
Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

REG 5(2)(c) – FINANCIAL MANAGEMENT REVIEW

Dear Bob

Please find attached my final financial management review report for the Shire of Gnowangerup which was undertaken on the 15th and 16th of November.

The matters incorporated within this final review report were discussed with the D/CEO Ian Graham and your management comments have now been received and have been incorporated within this report.

I would like to thank the DCEO and your staff for their valuable assistance during the conduct of this review.

Yours sincerely



Santo Casilli FCPA MIA (Aust.)
Director

Avant Edge Consulting

Shire of Gnowangerup

Regulation 5 (2) (c) – Financial Management Review

10 December 2021

Final Review Report

(Review in Confidence)

Avant Edge Consulting
Certified Practising Accountants

Liability limited by a scheme approved under Professional Standards Legislation

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Financial Management Review Summary and Conclusion

INTRODUCTION

Avant Edge Consulting was engaged to undertake a financial management review of the Shire of Gnowangerup's (the Shire) financial management systems and procedures as required to be undertaken at least once every 3 years as per the Regulation (5)(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

I conducted my review in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* which provides a limited assurance regarding the appropriateness and effectiveness of the Shire's management controls over its financial management systems and processes.

This report outlines the work undertaken as part of my review and also includes my findings and proposed recommendations as identified as a result of the review. Also included is Managements comments in regard to my findings and recommendations.

The Shire of Gnowangerup uses Synergy as its accounting system.

CEO's RESPONSIBILITY FOR THE REVIEW REPORT

As per Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer (CEO) is required to undertake a financial management review, at least once every 3 financial years.

This final review report with the CEO comments is to be presented at the Audit and Risk Committee.

RESPONSIBILITY FOR THE REVIEW

My responsibility was to conduct the Financial Management Review in accordance with the Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* and to report to the CEO the review findings and proposed recommendations for process improvement.

My review assessed information in relation to the period 1 July 2020 to 31 October 2021.

I wish to confirm that I am fully independent of the Shire of Gnowangerup and of its operations regarding this review.

REVIEW LIMITATIONS

The matters raised in this final review report are only those which came to my attention during the course of performing the financial management review and may not necessarily be a comprehensive statement of all the possible control weaknesses and / or process improvement options that may be made in relation to the Shire's financial management systems and procedures.

As part of my review, I have not assessed and examined every financial process and procedure and as such have limited my assessment and evaluations only to those areas where I considered may be of higher risk to the Shire regarding its Financial Management process. As such I did not examine every activity and procedure that may exist at the Shire and therefore only provide limited assurance to the Shire.

My review, which was conducted in accordance with Australian Auditing Standard *ASAE 3000 – Assurance Engagement other than Audits or Reviews of Historical Financial Information* was not an audit, and as per ASAE 3000 I can only provide assurance based solely on my assessment of the information which was provided to me by the Shire during the conduct of this review.

This review report is to be used solely for the purpose of reporting to satisfy the requirements of *Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996* and should not be used for any other purpose or be distributed, other than for the Shire of Gnowangerup use.

SCOPE AND METHODOLOGY

The review undertook the following approach:

- Information was sought from the Shire and was reviewed prior to my visit from my Perth office.
- Discussions were held with relevant staff, during my visit, to understand the financial processes and the management controls currently in place.
- I assessed the adequacy of key management controls currently in place over key financial management systems and procedures in line with the work program, listed below, and based on information that was provided to me during the review period.
- I discussed any findings and possible recommendations with the DCEO.
- Issued draft review report for management comment prior to releasing final report.
- Received management comments and these are now incorporated within this final review report.

WORK PROGRAM

My review incorporated the following key financial management areas as required under Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*:

- Procurement (formal quotations and tender process)
- Contract Management
- Accounts Payable
- Cash Collection and Handling
- Payroll
- General Ledger Application Controls (journal posting, balance sheet reconciliations)
- Council Rates, Fees and Charges, including Debt Management
- Investment Management
- Asset Management (excluding infrastructure assets)
- Budget process

No other financial management systems and procedures were subject to review.

REVIEW CONCLUSION

Based on my review (which was not an audit) of the management controls and processes that exist at the Shire, regarding the above key financial management system areas, nothing came to my attention that would indicate any **high risk** management control matters that would require immediate attention by the Shire.

Based on the matters raised in the body of this review report under Executive Management Detailed Findings, I can conclude that the financial management systems in place within the Shire, although considered to be satisfactory, can be further improved and a number of recommendations have been included in this review report for the CEO consideration.

All management comments regarding the findings and recommendations have been incorporated within this final review report.

The matters raised in this review report were assessed as Medium and low risk to the Shire. For these identified matters I have recommended that the Shire should consider exploring the recommended process improvement options which have been incorporated within the body of this review report.

As part of this review, I have reported the findings under 3 separate sections:

- Medium risk rated issues (immediate action recommended)
- Low risk rated issues (management consideration recommended)
- Observation issues (no management action required but may be considered)

Each finding has a recommended action except for those issues reported as "Observations".

I believe that the Shire's implementation of the suggested and recommended process improvements will strengthen the existing financial management controls that are currently in place and will provide greater overall governance within the Shire's financial operations.

Executive Management Detailed Observations

Medium Risk Rated Issues

1. Procurement (formal quotations and tender process)

1.1. Procurement Policies and Procedures.

The Shire's Policy Manual 4.1 outlines the process of different levels of procurement however does not adequately address the process that needs to be undertaken for assessing procurements that have gone to public tender. The Shire's policy and procedures should also include how tenders are to be evaluated (use of evaluation panel members, how tenders are to be evaluated using a consensus scoring approach and also the process of awarding contracts and issuing of successful and unsuccessful letters). We understand that for works related tenders, the Works Manager is responsible for assessing the tenders however it was not clear as to whether a formal tender evaluation process is followed, the evaluation process is documented and whether the evaluation panel members complete conflict of interest declarations prior to commencing the tender assessment process.

The Local Government Act and associated Regulations provides guidance in regards to proper tender process to ensure value for money is able to be determined from procurement activities.

Recommendation

I recommend that the Shire's procurement policy clearly document the process of establishing an evaluation panel to evaluate tender (RFT) and formal quote (RFQ) submissions including the need to establish an evaluation panel and for all evaluation panel members to sign a conflict of interest declaration form prior to assessing tender submissions. There should be at least 2 evaluation panel members (preferably 3).

Refer Attachment B for a copy of a standard "Conflict of Interest" declaration form.

The evaluation panel should establish a standard process of measuring value for money (scoring matrix) and assessing suppliers based on qualitative requirements as stated in the RFQ or RFT document. All evaluation panel members should sign off on the recommendation to award services to a particular supplier prior to the CEO or DCEO issuing award letters.

I also recommend that the Shire ensure that all documentation that relates to a public tender or formal quotation is clearly maintained and held in a central filing system for easy access so as to easily identify the process followed for each formal quotation or public tender process from the point approval is given to proceed with a formal quotation or public tender through to final approval to awarding a contract.

Management Comments

The Shire's procurement policy will be amended to formally document the process of establishing an evaluation panel to evaluate tender (RFT) and formal quote (RFQ) in excess of \$100,000.

Requirement for completion of the Conflict of Interest declaration form will also be included in the Purchasing Policy.

However, please note:

The Shire does currently use evaluation panels for all tenders as standard practice.

A scoring matrix for Selection Criteria is evaluated by panel members for all tenders as standard practice, however this requirement will be added to the Purchasing policy as above.

A Tender Register in paper-form (going back to 2013/2014) has been keeping in a Folder in the safe and is also recorded in Synergy.

Shire website – the Tender Register is currently published:

The requirement to publish the Tender Register on the website was added to Section 17 of the LG (Function s and General) Regulations was gazetted in November 2020:

- The new regulation doesn't state how far back tenders have to be published.
- Tenders since then have been published on the Website as single tender files (not summary)
- Tender Register Summary will be published going back to 2013/2014 as soon as practicable

Further, the Shire does not have a process in place to monitor and identify if certain procurements should go to public tender. Although all procurements greater than \$250,000 should be procured via public tender, we noted that expenditures on certain suppliers (over a 12 period) has exceed \$250,000 or may be routine type work that may exceed \$250,000 over time but no public tender has been called. This could happen where the Shire may consider using a particular supplier to be more practicable than going to public tender due to possibly limited suppliers or where an existing supplier has been used previously and is more convenient to continue to use that supplier for other related works.

The following were noted with the following expenditure over last 12 months:

- | | |
|-----------------------------|-----------|
| • JE & KN Davies | \$255,320 |
| • BGL Solutions | \$176,612 |
| • Crystalline Civil & Rural | \$92,235 |
| • Fulcher Contractors | \$384,153 |
| • Fulton – Hogan Industries | \$102,489 |

In addition to the above the shire has a contract with AA contractors for Pavement Construction, which was awarded via public tender for an amount of \$240,489, however for the past 12 months a total of \$343,262 has been paid to this contractor. The additional payments may relate to other works but is not clear as to whether these other works should also have been secured via a public tender process.

Recommendation

I recommend that the Shire consider obtaining a “**Supplier > \$50,000**” report from Synergy. This report should be reviewed possibly on a quarterly basis and should list

all suppliers who have had over \$50,000 paid to them over say the last 12-18 months. These should be investigated to determine whether the payments relate to the same type of work and are continuous in nature and not a once off job. Where the type of work is similar and continuous in nature, the Shire should be considering whether best value for money can be achieved via proceeding to an RFQ or an RFT process for such goods and services. This would assist the Shire to comply with Sections 11 and 12 of the Local Government (Functions and General) Regulations 1996. I understand that due to the remoteness of the Shire, obtaining supplier services can be difficult. However, this can be taken into consideration when undertaking ongoing monitoring of similar and continuous procurements.

Where sole supplier status is identified, or exemption is sought from going to public tender then appropriate approval should be made by the CEO in accordance with Section 11(2) of the Local Government (Functions and General) Regulations 1996.

Management Comments

Implement as recommended.

As per Section 17 of the Local Government (Functions and General) Regulations 1996, the CEO is responsible for keeping a tenders register and making it available for public inspection. Normally a summarised Tender Register is maintained on the Shire's website. We understand that tender information on awarded tenders is available on the Shire's website and meets the requirements of Section 17 (1) (2) and (3), however this relates to individual tenders awarded and does not provide a history of all previous tenders that may have been awarded **which are still in progress**. The tender register should also maintain information on variations and extensions that may have been approved during the contract period. As such the current process can be improved.

Recommendation

I recommend that the Shire ensure that its Tender Register includes all previous awarded tender information on tenders **that are still in progress** and I would also suggest that where the tender allows for contract extension options and such options are exercised that this information should also be included in the tender register.

Management Comments

Refer responses above.

1.2. Monitoring Contracts.

The Shire currently does not have policies or procedures regarding contract management. In the absence of formal contract management policies and procedures it was not clear as to who was responsible for and how such responsibility was to be initiated for monitoring of works under existing supplier contracts and also regarding the approving of contract extensions and contract over payments. Further, although formal contracts are in place for most awarded contracts, I was unable to determine whether formal contracts are drawn up for Road Works related works. Based on discussions with the DCEO it does not appear that formal contracts are created for Road related works.

Recommendation

The Shire should develop formal contract management policies and procedures. The policy and procedures should include at least the following:

- Formal contracts to be developed for say all contracts over \$100,000 (the shire may decide that this is too high and may consider over \$50,000).
- Process for checking insurances, licensees, qualifications etc.
- Process for checking that contractual obligations are being continually monitored and complied with.
- Contract variation, extension and renewal process and approvals.
- Monitoring contract overspends and approval process.
- Supplier post contract performance assessments. The assessment should be documented, signed off by the appointed contract manager or the CEO or Works Manager and stored together with the contract management documentation

I also recommend that the CEO establish a process by which all contract management process documentation is maintained and stored in a central location that is easily accessible as evidence that contracts are being managed and signed off by the CEO, appointed contract managers or the Works Manager prior to contract ending.

Management Comments

A formal Contract Management Policy will be developed.

However, please note:

- Procedure for handling of contracts forms part of Corporate Risk Officer Works Procedure Manual, as it the responsibility of the Officer to maintain the Contracts Register and recording of Contracts/Leases and Agreements.
- A register with all current and expired contract information is kept on the W-Drive under: W:\CORPORATE DOCUMENTS FOLDER\CONTRACTS, LEASES & AGREEMENTS. The register is updated when new contracts are executed/renewed or expired. The Register further contains the SynergySoft record number for each current or expired contract. PDF Copies of contracts are also kept on the W-drive for quick access/reference.
- Contracts/Leases and Agreements are recorded in SynergySoft and the original signed documents are kept in clearly marked files in the safe.
- Expiring Contracts/Leases and Agreements are taken to the first Manex meeting of every month as a fixed Agenda item at least 6 months before their expiry to alert management and a decision on process for renewal/extension/tender/quotation is made by management. The Shire's Purchasing Policy (Policy 4.1) outlines whether a contract is to go to tender or request for quotation.
- The Shire's OSH Contractor Management Policy (Policy 3.7) outlines the process to be followed before a contractor is engaged and what documents

are required, i.e. insurance, applicable licenses and induction processes. The Policy also states that a Post Contract Evaluation is required upon completion of a service contract. A copy of the OSH Contractor Management Policy is attached for information purposes.

2. Accounts Payable (Use of Purchase Orders)

I noted that the Shire does use purchase orders and that invoices will not be paid unless the invoice can be matched to an approved purchase order. However, I also noted that for larger contracts where regular invoices are being received for payment, the Shire does not create a purchase order for the whole contract \$ value but rather creates individual purchase orders to cater for each individual invoice that is received from the supplier. Creating a purchase order for the whole of the contract \$ value allows the Shire to maintain better control over the contract and ensure possible contract overpayments are able to be more easily identified. Where purchase orders are created only for individual invoices, there is a possibility that contract overpayments may go undetected. Further this will also allow any contract variations to be tracked more easily in which once approval is given to vary a contract the purchase order can also be amended to reflect the variation.

Recommendation

I recommend that the Shire give consideration to creating purchase orders, for large ongoing contracts, for the whole contract \$ value at the time of the contract being approved and all individual supplier invoices under that contract can be matched to the purchase order.

Management Comments

Implement as recommended, for the financial year.

3. System Access (Separation of Duties)

As part of my review, I assessed system access that has been provided to various Shire staff to ensure such access was appropriate. I noted the following accesses which may need attention:

- **Accounts Payable.**

The following positions have full access to create and modify Creditors within Synergy.

- CEO
- DCEO
- Corporate Risk Officer (NOTE: this is only in place on a temporary basis due to new role changeover at the time of the review)
- Darren Long – Finance Contractor

As the DCEO is responsible for signing off on the fortnightly creditor payments, the DCEO should not have access to create or modify new Creditors. I believe all that the above positions require is “Enquire” only access.

Management Comments

Accepted, the changes will be implemented as recommended.

- **Payroll.**

The following positions have full access to create and modify employees within Synergy.

- CEO
- DCEO
- Corporate Risk Officer (NOTE: this is only in place on a temporary basis due to new role changeover at the time of the review)
- Darren Long – Finance Contractor

As the DCEO should be certifying correctness of the fortnightly payroll data he also should not have access to create or modify employee information. I believe all that the above positions require is “Enquire” only access.

Management Comments

Accepted, the changes will be implemented as recommended.

- **Rates.**

The following positions have full access to create and modify rates information within Synergy.

- Building Surveyor
- Casual Position (this may be currently vacant) (NOTE: This access was for issuing of Refuse Tip passes)
- CEO
- DCEO
- Corporate Risk Officer (NOTE: this is only in place on a temporary basis due to new role changeover at the time of the review)
- Darren Long – Finance Contractor
- Records Admin
- Rates Health check position

I believe all that the above positions require is “Enquire” only access.

Management Comments

Accepted, the changes will be implemented as recommended.

- **General Ledger.**

The following positions have full access to create and modify general ledger information within Synergy.

- CEO
- DCEO

- Records Management Position
- Darren Long – Finance Contractor – we believe this access should remain.

Recommendation

I recommend that the Shire investigate current access levels of all positions, especially the above and ensure that access is only provided to those that require such access to perform their functions. Care should be taken to ensure that proper segregation of duties is exercised to avoid possible control issues.

Management Comments

Please refer to responses above.

Low Risk Rated Issues

4. Staff Logon Access

I noted that the staff computer logon access has not been regularly reviewed to ensure only valid staff have access and that access to terminated staff and positions is ceased. I noted the following:

- 2 terminated staff still have a valid logon.
- There are a various number of active generic logons which need to be investigated to determine whether they are still needed. Generic logons should be investigated as to their use on a regular basis.

Recommendation

I recommend that the Shire investigate the logon listing to ensure that only valid staff have active logons and that all generic logons are deleted where they are no longer required.

Management Comments

Implement as recommended.

(Process has already commenced, ITSolutions have been advised (23rd November 2021) and requested to delete terminated staff and generic logons that are no longer required).

5. General Ledger

The Shire does not have adequate policies and procedures over the journal processing and authorisation process. The procedure should cover end on month accruals processing, reconciliation and also authorisation process

Recommendation

I recommend that the Shire develop policies and procedures regarding the end of month journal processing process.

Management Comments

Do not agree that a Policy is appropriate or required at this level.
Procedure to be developed - add to current SFO/FO Month End procedures document.

Please note:
Journal Register already used.

6. Payroll

The Shire does not have adequate policies and procedures over the process for staff recruitment. I could not find documentation which stated how a new staff is to be selected as part of a selection interview, whether a panel is required, how referee process will work, validating an applicant via possible 100-point checks, assessing validity of staff qualifications, criminal checks and also ensuring that all selection panel members have provided a conflict of interest declaration.

Further, I noted that the DCEO does not at present certify the fortnightly payroll prior to be processed and paid into staff bank accounts. This certification is currently being carried out by the Senior finance Officer.

Finally, I noted that the termination calculation that is produced by the Finance Officer as part of the Payroll is also not signed off and checked by the DECEO as evidence that the final termination payment has been correctly calculated.

Recommendation

I recommend the following:

- The Shire develop formal policies and procedures to cover staff interviews and staff verification processes as part of employing new staff in line with the Office of the Auditor General's performance report issued to all local councils in 2020 (a copy is attached).
- The DCEO provide certification of the fortnightly pay and also certifies correctness of all final termination payment calculations.

Management Comments

The Shire has a current Recruitment and Selection Policy and Procedure. This Policy and Procedure will be reviewed and amended to confirm and ensure it is followed and aligns to OAG recommendations as above.

However, please note:

- Recruitment panels are established as standard practice
- Recruitment interview questions are prepared for all advertised positions
- Reference check template is utilised.

The DCEO does review the fortnightly payroll prior to processing and payment to staff bank accounts. The SFO completes a detailed check of all payroll calculations.

DCEO will review and sign-off all termination payments as recommended.

7. Rates

I noted that 3 golf clubs are currently exempt from general rates:

- Borden Golf Club
- Gnowangerup Golf Club
- Ongerup golf Club

As per the Local Government Act only those that come under the definition of a religious group, provide charitable services or are of a not for profit providing community services can be considered to be exempt from being assessed for general rates.

I don't believe the above three golf clubs would meet the religious and charitable definition.

Recommendation

I recommend the Shire investigate the reason for these 3 golf clubs being assessed as exempt from general rates.

Management Comments

To be reviewed as recommended.

8. Procurement Quotations

The Shire's procurement policy requires that based on the value of the services being procured either verbal or written quotes are required to ensure the shire is receiving value for money from its procurements. The policy also states that the quotes should be provided with the purchase order and sent to the Accounts Payable for invoice processing.

I noted that the written quotes are not always accompanying the purchase order and sometimes the quote amount only is recorded on the purchase order.

Recommendation

I recommend the Shire issue clearer instructions to all staff that all written quotes should be attached to the approved purchase order as evidence that the required number of quotes was obtained as per the Shire's policy and also to enable the officer approving the purchase order to satisfy themselves that value for money has been assessed.??

Management Comments

The requirements for attachment of written quotes to Purchase Orders will be reinforced with staff as recommended.

Observations (No Recommendations Made)

1. Shire Guidelines

The shire should ensure that all of its policies, procedures and written guidelines are subjected to regular review and should be updated at least once every 2 years.

Management Comments

The Shire currently maintains a rolling review process.

2. Software and Software Usage Policy

The Shire currently does not have a Software register to identify all software that is loaded and used by staff and also does not have a Software Usage Policy in order what software should or should not be uploaded on Shire computer equipment.

Management Comments

The Shire will develop a software register and usage policy as recommended.

3. Petty Cash Policy

The petty cash and till float policy should be reviewed and updated as the policy shows that there is a \$1,000 float but the float has now been changed.

Management Comments

The policy will be updated to reflect the change.

4. Credit Card Policy

Credit card policy 6.4 needs to be updated re the credit card limits for the two card holders the CEO and the DCEO. The policy is currently showing that the CEO has a \$ limit of \$10,000 and the DCEO has a \$ limit of \$5,000. However, I understand that there is only one \$ limit of \$10,000 which is shared between the two card holders.

Management Comments

The policy will be updated to reflect the current situation.

5. Fixed Assets Register

I noted that the fixed assets register is still showing assets that existed prior to 2005 before the fixed assets were taken up in Synergy. The Shire needs to follow this up with the Shire's IT service provider, IT vision, to see how these assets can be removed from the asset register.

Further the Shire's fixed asset policy within the Shire's Internal control Manual should include the need to undertake annual stocktakes of all plant and equipment and for the stocktake to be signed off by at least 2 shire Officers as evidence that the stocktake was undertaken.

Management Comments

Shire staff will work with IT Vision to remove these from the system.

The Manual will be amended to include this requirement.

Appendix A – Risk Criteria

The following risk criteria were used to assess level of risk on audit findings included in the Audit Report.

Risk Assessment Matrix

Likelihood of Risk:

Rating	Description	Frequency
1	Rare – May occur, only in exceptional circumstances	< once in 15 years
2	Unlikely – Could occur at some time	At least once in 10 years
3	Possible – Should occur at some time	At least once in 3 years
4	Likely – Will probably occur in most circumstances	At least once per year
5	Almost Certain – Expected to occur in most circumstances	> once per year

Consequence of Risk:

Description	Health	Financial Loss	Operation	Compliance	Reputation	Project
1. Insignificant	No injuries or illness	<\$50,000	Little Impact	Minor breach of policy, or process requiring approval or variance	Unsubstantiated, low impact, low profile or no news item.	Small variation to cost, timeliness, scope or quality of objectives and required outcomes.
2. Minor	First Aid treatment	\$50,000 to \$250,000	Inconvenient Delays	Breach of policy, process or legislation requiring attention of minimal damage control	Substantiated, low impact, low news profile.	5-10% increase in time or cost or variation to scope objective requiring approval
3. Moderate	Medical treatment required	\$250,000 to \$1 million	Significant delays to major deliverables	Breach requiring internal investigation, treatment or moderate damage control	Substantiated, public embarrassment, moderate impact, moderate news profile.	10-20% increase in time or cost or variation to scope objective requiring Senior Management approval
4. Significant	Death or extensive injuries	\$1 million to \$3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in tangible loss and damage to reputation	Substantiated, public embarrassment, moderate impact, high news profile and 3 rd party actions.	20-50% increase in time or cost or significant variation to scope objective requiring restructure of project and Senior Management or Council approval
5. Severe	Multiple deaths or sever permanent disabilities	>\$3 million	Non achievement of major deliverables	Breach resulting in external investigation or third party actions resulting in significant tangible loss and damage to reputation	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, 3 rd party	>50% increase in time or cost or inability to meet project objectives requiring the project to be abandoned or redeveloped

Risk Exposure:

Risk = Likelihood x Consequence

Score	Level of Risk	Score	Level of Risk	Score	Level of Risk
1 - 8	Low	9 - 19	Medium	20 - 25	High

Appendix B – Confidentiality and Conflict of Interest Declaration Form

DECLARATION OF CONFIDENTIALITY AND INTEREST

All staff responsible for evaluating supplier tender submissions or supplier formal quotations are required to complete the following declaration of confidentiality and interest **PRIOR** to evaluating the quote submissions.

RFT /RFQ NO & Title: _____

I _____ (Print Name) herby declare that:

- I have no pecuniary interest in any of the supplier(s) that have submitted a quote/bid for the above RFT/RFQ.
- I have no actual or perceived conflict of interest or impartiality in the supplier(s) that have provided a quote/bid. Should any of the supplier(s) be personally known to me I shall inform the CEO immediately and will not undertake in the evaluation process until approved to do so by the CEO.
- I agree to keep all information relating to the supplier(s) quote/bid confidential and under no circumstances will I disclose such information to persons outside of the evaluation team members.
- I shall keep the results of the evaluation process confidential. No indication of the likely recommendation will be discussed, disclosed or allowed to be disclosed without written approval from the CEO.

NAME: _____ **DATE:** _____

SIGNATURE: _____

11.5 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN

Location:	N/A
Proponent:	N/A
File Ref:	ADM0432
Date of Report:	25 January 2022
Business Unit:	Strategy and Governance
Officer:	Ian Graham – Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Quarterly Corporate Business Plan Review for 2nd Quarter 2021/2022.

PURPOSE OF THE REPORT

For Council to note the Quarterly Corporate Business Plan (CBP) Review for the quarter ending 31 December 2021 (i.e. the progress of the actions/projects in the existing CBP) and to adopt any amendments to the existing CBP.

BACKGROUND

Council adopted its Integrated Strategic Plan (Strategic Community Plan 2021-2031 and Corporate Business Plan 2021-2025) in July 2021. Regulation 19DA(4) of the *Local Government (Administration) Regulations 1996* requires a local government to review its current Corporate Business Plan each year. Regulation 19C(4) requires a local government to review its Strategic Community Plan at least once every four years.

COMMENTS

The attached report confirms that the Shire is on track to meet its Integrated Planning and Reporting (IP&R) commitments and satisfies Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996*.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

LG Act 1995 s5.56:

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

CORPORATE BUSINESS PLAN – QUARTERLY UPDATE Q2 2021-22

STATUS TRAFFIC LIGHT:	Not Commenced	In Progress	Completed
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1 Our Community

Community Priority	Actions	21	22	23	24	Resp.	Status	Quarterly Update
		22	23	24	25			
1.1 Identify and deliver opportunities for young people across the Shire	1.1.1 Engage with young people to determine programs and support that provide employment and activities for young people	Ongoing				CDC		Investigating skateboard park for Gnowangerup.
1.2 Facilitate and advocate for the provision of quality health services, health facilities and programs	1.2.1 Advocate for and support mental health and social support services with a focus on vulnerable families	Ongoing				CDC		Investigating Mental Health policy, Mental Health section on Shire website, promoted R U Ok Day and Mental Health Week, Act/Belong/Commit Partner. Joined LiveLighter and promoting on social media.
	1.2.2 Improve access and inclusion for disabled people by delivering the actions detailed in the Shire Disability Access and Inclusion Plan	Ongoing				CDC		Ongoing
1.3 Strengthen the sense of place, culture and belonging through inclusive community partnerships	1.3.1 Partner with local community and business groups to strengthen the relationship and communication between our three communities	Ongoing				CDC		Regular CEO visits to Borden and Ongerup, work closely with CRC's.

	1.3.2 Partner with local Noongars to record their history, build trust and to identify opportunities for engagement and employment	Ongoing				CDC		Currently consulting with Noongar community on Gnowangerup springs story boards and trails interpretations.
1.4 Support local volunteer organisations through initiatives that reduce volunteer fatigue and strengthen their resilience	1.4.1 Partner with community groups to support and deliver community events and workshops	Ongoing				CDC		Annual community grant process, partner with CRC's, facilitate emergency services meetings.
	1.4.2 Develop a database of community resources and skills to support community development	✓				CDC		In development.
1.5 Support emergency services planning, risk mitigation, response and recovery	1,5,1 Work with the LEMC to continually improve emergency response planning and delivery	Ongoing				CRO		Ongoing.

2 Our Economy

Community Priority	Actions	21	22	23	24	Resp.	Status	Quarterly Update
		22	23	24	25			
2.1 Support businesses and business growth across the Shire	2.1.1 Support local business groups to assist in business development and job growth within the Shire	Ongoing				CEO	Yellow	Liaising with community and business over provision of housing which is seen as a key to business growth in the Shire. Provided letters of support to local businesses for State and Federal Grants.
	2.1.2 Work with relevant state agencies to release the industrial lots in Quinn St	✓	✓			CEO		Ongoing campaign and lobbying to reduce development costs associated with utilities head works
2.2 Coordinated planning and promotion of our Shire to visitors and tourists	2.2.1 Partner with GS Treasures and GSCORE/Outdoors Gt Southern and local business to develop tourism opportunities	Ongoing				CDC	Yellow	Ongoing.
	2.2.2 Investigate tourism branding and promotion opportunities					CDC		Red

	2.2.3 Plan and deliver an extension to the Gnowangerup Heritage Trail	✓	✓			CDC		Currently consulting with Noongar community on Gnowangerup springs and trails interpretations.
	2.2.4 Investigate the opportunity of attracting a major event, festival or attraction to the Shire	✓				CDC		Investigating “Stay on your Feet” Weekend.
2.3 Local businesses and the Shire have access to diverse skills, and appropriate services	2.3.1 Advocate for improved communications infrastructure.	Ongoing			DCEO		In progress. Superloop now operational in parts of GNP Shire.	
	2.3.2 Work with relevant stakeholders to attract small business and trades to the Shire	Ongoing			CEO		Ongoing discussions with business about support for trades and small business and as part of the review of the Local Planning Scheme.	

3 Our Infrastructure

Community Priority	Actions	21 22	22 23	23 24	24 25	Resp.	Status	Quarterly Update
3.1 Parks, gardens, streetscapes, recreational and social spaces are safe and encourage active and healthy lifestyles	3.1.1 Identify opportunities to improve streetscaping in all 3 towns in a manner that is consistent and reflects our heritage	✓				MW		Projects in all three towns commenced and/or completed under Drought Communities Program funding.
3.2 We prepare and maintain our assets and infrastructure for current and future community use	3.2.1 Conduct the statutory review of the Local Planning Scheme to promote community and economic development	✓	✓			TP		Local Planning Scheme Review document underway and should be completed for adoption by Council for the October 2021 OCM. Consultants have been appointed for the new Local Planning Strategy also due to commence in October 2021.
	3.2.2 Develop and implement a comprehensive Asset Management framework to ensure a strategic approach to infrastructure planning, maintenance, and enhancement	✓	✓			DCEO		New Asset Management Plans adopted by Council July 2021.

4 Our Natural Environment

Community Priority	Actions	21 22	22 23	23 24	24 25	Resp.	Status	Quarterly Update
4.1 A high standard of environmental health and waste services	4.1.1. Investigate opportunities to improve shire waste services and facilities	✓	✓			AWMC		Ongoing
	4.1.2 Develop and adopt a compliant Public Health Plan and progressively deliver agreed actions	✓				DCEO		In progress. Final draft of Public Health Plan will be completed by end of Q2.
4.2 Conservation of our natural environment	4.2.1 Partner with relevant agencies and local stakeholders such as the NSPNR to preserve and/or enhance the natural environment	Ongoing				CEO		Pursuing NSPNR as possible contractor for mosquito and weed control in the Shire
	4.2.2 Deliver water conservation projects for the Drought Communities Relief program	✓	✓			CEO		CEO is now a member of the Regional Drought Resilience Committee looking at projects and strategies to develop drought resilience.

5 Our Organisation

Community Priority	Actions	21 22	22 23	23 24	24 25	Resp.	Status	Quarterly Update
5.1 Investment in the skills and capabilities of our staff and leaders	Continue representation on relevant Boards, Committees and working groups to influence positive local and regional outcomes	Ongoing				CEO		Represent the Shire at VROC, WALGA and Roads Forums as well as lobbying for results for issues which have been identified as key result areas for the Shire.
	Organise professional development opportunities and mentoring support to develop the capability of staff and Councillors					CEO		Significant training underway for staff moving to new roles within the Shire
5.2 Shire communication is consistent, engaging, and inclusive	Develop and implement a simple Engagement Toolkit to assist with community engagement	✓				CDC		Not commenced.
5.3 Forward planning and implementation of relevant plans to achieve strategic priorities	Deliver the scheduled reviews of the Shire Integrated Planning Framework	✓	✓	✓	✓	DCEO		Updated Strategic Community Plan and Corporate Business Plan completed and adopted August 2021.

	Review and update statutory requirements such as local laws and record keeping plan	Ongoing			DCEO		Ongoing. Medical Centre Records Risk Assessment commenced Sep. 2021.
	Conduct a review of the ITC Strategy and integrate with the Business Continuity Plan	✓				DCEO	In progress – ITC Strategy to be updated by end of Q3 and BCP updated by end of Q4.

Local Government (Administration) Regulations 1996:

19C. Strategic community plans, requirements for (Act s. 5.56)

- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. All actions/projects have been budgeted for or will be budgeted for in future years.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Community Priority: Forward planning and implementation of relevant plans to achieve strategic priorities

Actions: Deliver the scheduled reviews of the Shire Integrated Planning Framework

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Ineffective Leadership
Consequence Rating	Minor
Likelihood Rating	Unlikely
Control Rating	Effective
Risk Acceptance Criteria	Acceptable

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The new reporting tool is a relatively simple way to report to Council on the progress of the CBP actions. The adoption of the updated CBP reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the Shire.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

0222. That Council:

- 1. Notes and approves the achievements against the actions in the attached Quarterly Corporate Business Plan (CBP) Review for the quarter ending 31 December 2021;**
- 2. Notes that there were no amendments to the existing CBP during this quarter; and;**
- 3. Directs the CEO to publish the attached report on the Shire's web page.**

11.6	CEO REVIEW COMMITTEE MEETING MINUTES 15 DECEMBER 2021: CEO's ANNUAL PERFORMANCE APPRAISEL
Proponent:	N/A
Date of Report:	28 January 2022
Business Unit:	Strategy and Governance
Officer:	Ian Graham - Deputy Chief Executive Officer
Disclosure of Interest:	CEO to declare a financial interest

ATTACHMENTS

- Unconfirmed Minutes of CEO Review Committee Meeting held on 15 December 2021

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the CEO Review Committee Meeting held on 15 December 2021.

BACKGROUND

A CEO Review Committee Meeting was held on 15 December 2021. At this meeting the committee resolved as follows:

Moved: Cr R Kiddle Seconded: Cr R O'Meehan

CRC1221.03 That the CEO Review Committee recommends that Council:

- **Endorses the CEO Performance Review Report as prepared by Learning Horizons**
- **Commends the CEO on a highly satisfactory performance result**
- **Receives and adopts the CEO KPI's for the period 1st January 2022 to 30th June 2022 and agrees the annual 2022-2023 KPIs will be finalized in alignment with the Corporate Business Plan, and**
- **In accordance with S2.3 of the CEO Standards, advises the CEO in writing of:**
 - **The results of the review, and**
 - **That the review did not identify any issues about the performance of the CEO that would require addressing and management by the Council.**

CARRIED BY ABSOLUTE MAJORITY: 8/0

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s5.38

Local Government (Administration) Regulations 1996
Reg 11. Minutes , Contents of a meeting of a Council or Committee.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Theme: Our Organisation

Community Priority: Forward planning and implementation of relevant plans to achieve strategic priorities.

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

CEO Review Committee is a committee of Council. Council is required to receive and note the minutes as well as to decide on the recommendations given by the committee.

VOTING REQUIREMENTS

Simple Majority

CEO REVIEW COMMITTEE RECOMMENDATION

0222. That Council:

- 1. Endorses the CEO Performance Review Report as prepared by Learning Horizons**
- 2. Commends the CEO on a highly satisfactory performance result**
- 3. Receives and adopts the CEO KPI's for the period 1st January 2022 to 30th June 2022 and agrees the annual 2022-2023 KPIs will be finalized in alignment with the Corporate Business Plan, and**
- 4. In accordance with S2.3 of the CEO Standards, advises the CEO in writing of:**
 - The results of the review, and**
 - That the review did not identify any issues about the performance of the CEO that would require addressing and management by the Council.**



SHIRE OF GNOWANGERUP

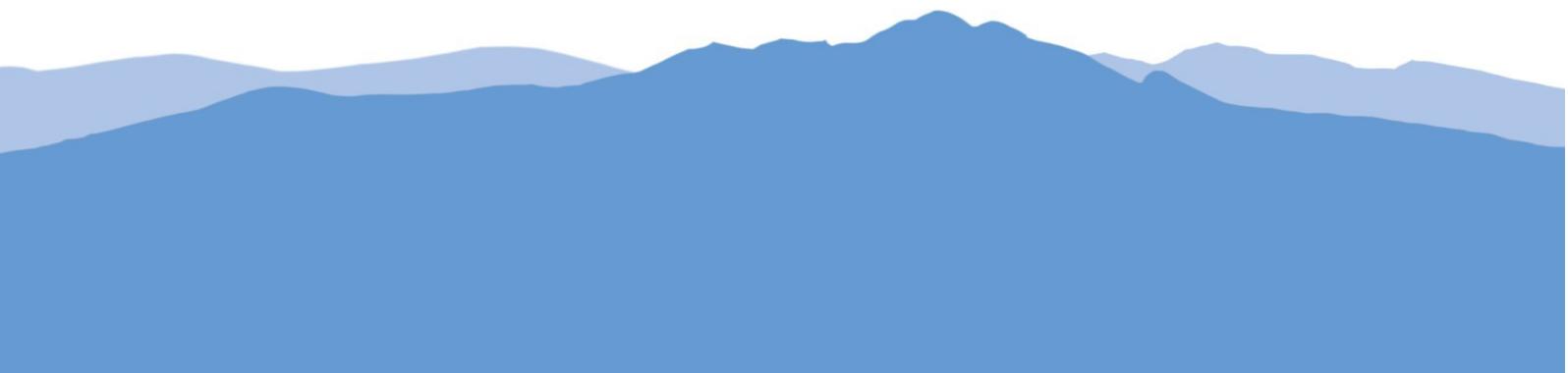
MINUTES

CEO REVIEW COMMITTEE MEETING

**15th December 2021
Commencing at 2:30pm**

**Council Chambers
28 Yougenup Road, Gnowangerup WA 6335**

Unconfirmed



SHIRE OF GNOWANGERUP

NOTICE OF COMMITTEE MEETING OF COUNCIL

Dear Committee Member

A meeting of the CEO REVIEW COMMITTEE of the Shire of Gnowangerup will be held on Wednesday 15th December 2021, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 2:30pm.

Signed: _____



Bob Jarvis

CHIEF EXECUTIVE OFFICER

Unconfirmed



SHIRE OF GNOWANGERUP

CEO REVIEW COMMITTEE

TERMS OF REFERENCE

Purpose

The CEO Review Committee (Committee) is responsible for making recommendations to Council on Chief Executive Officer (CEO) appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have a delegated power from Council. The Committee does not have any management functions and cannot involved itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

Objectives

The primary objectives of the Committee are to make recommendations to Council on CEO appointments, contract reviews/renewals, performance and remuneration reviews and assessments.

Reports from the Committee will assist Council in discharging its legislative responsibilities of governing the Shire's affairs.

Duties and Responsibilities

The duties and responsibilities of the Committee members will be to:

1. Make recommendations to Council on CEO performance reviews and assessments;
2. Review and recommend annual goals and targets for the CEO against key performance indicators to Council for consideration.
3. Make recommendations to Council on CEO remuneration reviews and assessments.
4. Make recommendations to Council on CEO appointments.
5. Make recommendations to Council on CEO contract reviews and/or renewals.

Membership

The Committee will consist of all elected members of Council. All members shall have full voting rights.

The CEO and employees are not members of the committee.

The CEO and senior staff, with the approval of the Presiding Member and CEO, may be called to attend meetings to provide advice and guidance to the Committee.

The Executive Assistant will provide administrative support to the Committee by preparing agendas and minutes, and organising meetings.

The Presiding Member and Deputy Presiding Member must be elected in accordance with section 5.12 and Schedule 2.3 of the Act.

Meetings

The Committee shall have flexibility in relation to when it needs to meet, but as a minimum, will need to meet at least once a year. It is the responsibility of the Presiding Member to call the meetings of the Committee.

Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council and must be moved by the Presiding Member, or in his/her absence the Deputy Presiding Member, or in both their absences, any other member of the Committee.

Process of Motions

ORIGINAL MOTION

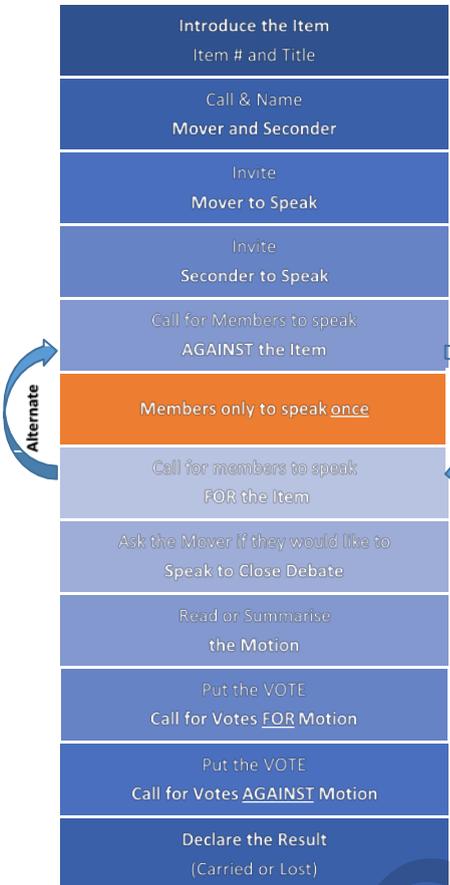


AMENDMENT



Slight clarification of wording of motion: A minor amendment of the motion can be done at any time through the President with the approval of the Mover and the Secunder. The Minor amendment must be minuted.

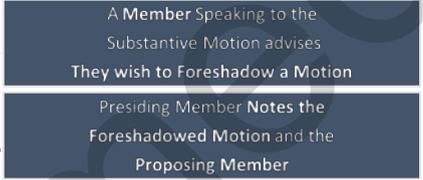
Substantive Motion



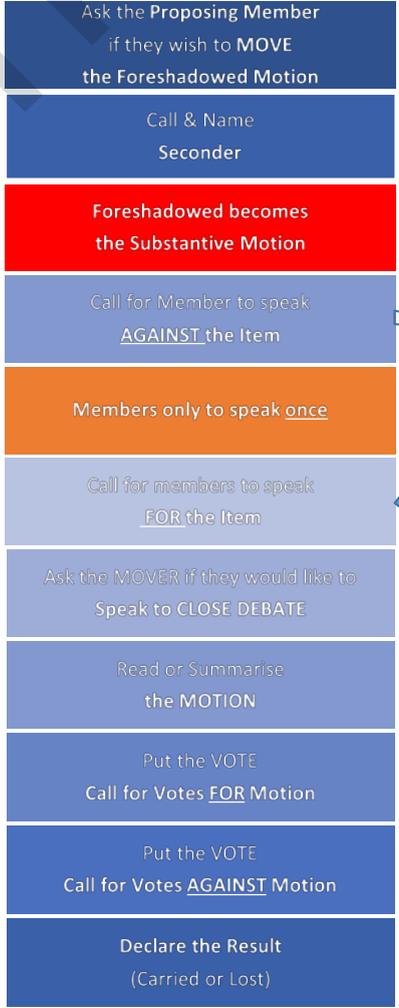
During Debate of Substantive Motion

Debate of the Substantive Motion continues

E.g. If the substantive motion is lost then I wish to foreshadow an alternative motion



Foreshadowed Motion



Substantive Motion LOST

Foreshadowed Motion Lapses

Note:

- Deferring an item wording:
 - “Deferred for consideration at on..... and resubmitting to Council.
- “Laying an item on the table” is similar to “deferring” but used when item will be re-considered later in the same meeting.
- Questions can be asked at any time, BUT cannot be debated.

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1. OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer Bob Jarvis welcomed Committee members and staff and opened the meeting 2:25pm.

2. ACKNOWLEDGEMENT OF COUNTRY

The Shire of Gnowangerup would like to acknowledge the Goreng people who are the Traditional Custodians of this land. The Shire of Gnowangerup would also like to pay respect to the Elders both past and present of the Noongar Nation and extend that respect to other Aboriginals present.

3. ATTENDANCE /APOLOGIES

3.1. ATTENDANCE

Cr Greg Stewart
Cr Shelley Hmeljak
Cr Mick Creagh
Cr Rebecca O'Meehan
Cr Rebecca Kiddle
Cr Kate O'Keeffe
Cr Peter Callaghan
Cr Lex Martin

Bob Jarvis	Chief Executive Officer
Ian Graham	Deputy Chief Executive Officer
Geoff Carberry	Asset and Waste Management Coordinator
Yvette Wheatcroft	Manager of Works
Anita Finn	Executive Assistant

Helen Hardcastle from Learning Horizons via Zoom.

3.2. APOLOGIES

Cr Fiona Gaze

4. ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBERS

As this is the first meeting of the CEO Review Committee since the 2021 local government elections, the committee is required to elect a Presiding Member from amongst themselves in accordance with Section 5.12 of the Local Government Act 1995.

ELECTION OF PRESIDING MEMBER (CHAIRPERSON)

The Chief Executive Officer Bob Jarvis called for nominations for the position of Presiding Member. One nomination was received:

Cr Greg Stewart nominated Cr Fiona Gaze. CEO Bob Jarvis asked Cr Greg Stewart if he knows if Cr Fiona Gaze accepts the nomination and Cr Greg Stewart replied with 'Yes'.

As there were no further nominations the Chief Executive Officer closed nominations and declared Cr Fiona Gaze elected unopposed to the position of Presiding Member.

ELECTION OF DEPUTY PRESIDING MEMBER (DEPUTY CHAIRPERSON)

The Chief Executive Officer Bob Jarvis called for nominations for the position of Deputy Presiding Member. One nomination was received:

Cr Mick Creagh nominated Cr Greg Stewart. Cr Greg Stewart accepted the nomination.

As there were no further nominations the Chief Executive Office closed nominations and declared Cr Greg Stewart elected unopposed to the position of Deputy Presiding Member.

The Deputy Presiding Member being the Presiding Member of this meeting assumed the chair

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

CEO REVIEW COMMITTEE MEETING 25th November 2020.

COMMITTEE RESOLUTION

Moved: Cr K O'Keeffe

Seconded: Cr M Creagh

CRC1221.01 That the minutes from the CEO Review Committee Meeting held on 25th November 2020 be confirmed as a true and correct record of proceedings.

UNANIMOUSLY CARRIED: 8/0

PROCEDURAL MOTION

Moved: Cr L Martin

Seconded: Cr R Kiddle

CRC1221.02 That the CEO Review Committee:

Closes the meeting to members of the public and staff in order to discuss the items which are considered confidential pursuant to Section 5.23(a) of the Local Government Act 1995 due to the matter affecting an employee.

UNANIMOUSLY CARRIED: 8/0

Bob Jarvis, Yvette Wheatcroft, Geoff Carberry and Anita Finn left the meeting at 2:27pm.

Ian Graham welcomed Helen Hardcastle via Zoom Meeting at 2:31pm and left the meeting at 2:34pm.

6. GENERAL BUSINESS

6.1	2020-2021 CEO PERFORMANCE REVIEW
Proponent:	N/A
Date of Report:	10 th December 2021
Business Unit:	Corporate and Community Services
Officer:	Ian Graham – Deputy CEO
Disclosure of Interest:	Nil

ATTACHMENTS

- Nil (The **confidential** CEO Performance Review Report has been provided separately to Councillors)

PURPOSE OF THE REPORT

To request that the CEO Performance Review Committee recommend that the Council endorse the CEO Performance Review Report.

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSC) has published operational Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (the Guidelines).

The Guidelines state that the minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

COMMENTS

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

The Guidelines also state:

“It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members”.

The Shire of Gnowangerup has a CEO Performance Review Committee, comprised of all members of Council.

Further, the Guidelines state:

“If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO”.

In October 2021, Helen Hardcastle from Learning Horizons was engaged as an independent consultant to facilitate the 2020-2021 annual performance review for the CEO. In November 2021, a final CEO Performance Review Report was presented to all members of the CEO Performance Review Committee.

CONSULTATION

Helen Hardcastle, Learning Horizons.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s5.38

Department of Local Government, Sport and Cultural Industries (DLGSC) Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Theme: Our Organisation

Community Priority: Forward planning and implementation of relevant plans to achieve strategic priorities.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil.

CONCLUSION

The recommendation ensures compliance with legislative requirements and Department of Local Government, Sport and Cultural Industries operational guidelines.

VOTING REQUIREMENTS

Absolute majority.

COMMITTEE RESOLUTION

Moved: Cr R Kiddle

Seconded: Cr R O'Meehan

CRC1221.03 That the CEO Review Committee recommends that Council:

- Endorses the CEO Performance Review Report as prepared by Learning Horizons
- Commends the CEO on a highly satisfactory performance result
- Receives and adopts the CEO KPI's for the period 1st January 2022 to 30th June 2022 and agrees the annual 2022-2023 KPIs will be finalized in alignment with the Corporate Business Plan, and
- In accordance with S2.3 of the CEO Standards, advises the CEO in writing of:
 - The results of the review, and
 - That the review did not identify any issues about the performance of the CEO that would require addressing and management by the Council.

CARRIED BY ABSOLUTE MAJORITY: 8/0

Presiding Member, Greg Stewart thanked Helen Hardcastle and the Zoom Meeting ended at 2:45.

PROCEDURAL MOTION

Moved: Cr M Creagh

Seconded: Cr K O'Keeffe

CRC1221.04 That the CEO Review Committee:

Reopens the meeting to staff.

UNANIMOUSLY CARRIED: 8/0

Bob Jarvis, Yvette Wheatcroft, Geoff Carberry, Ian Graham and Anita Finn returned to the meeting at 2:53pm.

The Deputy Presiding Member Greg Stewart announced the resolution and result.

7. DATE OF NEXT MEETING

That the next CEO Review Committee meeting be held on TBA.

8. CLOSURE

There being no further business, the Deputy Presiding Member Greg Stewart thanked Committee members and staff for their time and closed the meeting at 2:55pm.

11.7	SHIRE OF GNOWANGERUP MEDICAL SERVICES CONTRACT (RFT 2021-9)
Location:	Gnowangerup
Proponent:	N/A
Date of Report:	28 January 2022
Business Unit:	Strategy & Governance
Officer:	Ian Graham - Deputy Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Medical Services Tender RFT2021-9 Assessment (**CONFIDENTIAL**)

PURPOSE OF THE REPORT

To consider the tenders received for Shire of Gnowangerup Medical Contract (RFT 2021-9) and to accept the tender submission that provides the best value to the Shire.

BACKGROUND

At the November 2021 Ordinary Meeting, Council resolved as follows:

Moved: Cr S Hmeljak

Seconded: Cr L Martin

1121.129 That Council:

Approves the proposal to proceed to call for tenders for a new Medical Services Contract (contract term of 3 years, plus 3 year right of renewal, commencing from 1st April 2022), the tender to be published in December 2021 with a closing date in late January 2022.

CARRIED BY ABSOLUTE MAJORITY: 7/0

In December 2021, tenders for the Medical Services Contract were invited via Statewide public notice in accordance with Regulations 14 and 15 of the Local Government (Functions and General) Regulations 1996 and Council resolution 1121.129.

COMMENT

At the close of tenders on 28 January 2022, one tender was received from:

- Dr Olumayokun Oluwole Oluyede

The tender received from Dr Olumayokun Oluwole Oluyede was assessed as a complying tender. All requested documentation was provided.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s3.57

Reg. 11(1) of the Local Government (Functions General) Regulations 1996.

POLICY IMPLICATIONS

Purchasing Policy

FINANCIAL IMPLICATIONS

The Shires 2021/22 budget and Long-Term Financial Plan include budget allocation for the provision of the Medical Services Contract.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Strategic Priority: Access to health services

Theme: Our Community

Community Priority: Facilitate and advocate for the provision of quality health services, health facilities and programs.

Action: Retention of health facilities and visiting services.

IMPACT ON CAPACITY

Nil

RISK MANAGEMENT CONSIDERATIONS

The retention and provision of medical services within the Shire of Gnowangerup is the number one strategic community priority in the Shire of Gnowangerup Strategic Community Plan 2021-2031 and the potential for losing the medical services was considered a high risk.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

As Council has an ongoing commitment through the Strategic Community Plan 2021-2031 to supporting the provision of medical services within the Shire, the recommendation is to accept the tender from Dr Olumayokun Oluwole Oluyede for the Shire of Gnowangerup Medical Services Contract for a three (3) year term from 1 April 2022 to 31 March 2025, with the option of an extension (subject to Council approval) for a further three (3) year term (1 April 2025 – 31 March 2028).

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0222. That Council:

Authorises the CEO to accept the tender from Dr Olumayokun Oluwole Oluyede for \$150,000.00 (exc. GST) Annual Subsidy and \$30,000 (exc. GST) Annual Locum Subsidy for the Shire of Gnowangerup Medical Services Contract for a three (3) year term from 1 April 2022 to 31 March 2025, with the option of an extension (subject to Council approval) for a further three (3) year term (1 April 2025 – 31 March 2028).

11.8 CONSTRUCTION OF 3 x 2 HOUSE GNOWANGERUP - BUILDING BETTER REGIONS INFRASTRUCTURE PROJECTS FUND ROUND 6 GRANT FUNDING AND BUDGET ALLOCATION

Location: Gnowangerup
Proponent: N/A
Date of Report: 4 February 2022
Business Unit: Infrastructure
Officer(s): Ian Graham - Deputy Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- BBRF Round 6 Infrastructure Projects Round 6 Grant Opportunity Guidelines
- 5 Letters of support.

PURPOSE OF THE REPORT

To seek a decision from Council on a proposal to construct one 3 x 2 residential house in Gnowangerup townsite for staff housing (or private rental if not required for Shire staff), at a budget estimate construction project cost of \$400,000.00, funded through an application for grant funding for \$266,666.00 (2/3) under the Building Better Regions Fund (BBRF) Infrastructure Projects Stream Round 6 and a commitment to Council funding \$133,334.00 (1/3).

BACKGROUND

The BBRF Infrastructure Projects Stream Round 6 supports new or expanded local events, strategic regional plans or leadership and capability strengthening activities that provide economic and social benefits to regional and remote areas. The Infrastructure Projects Stream supports projects that provide economic and social benefits to regional and remote areas.

Projects can be either construction of new infrastructure or the upgrade or extension of existing infrastructure. The Infrastructure Projects Stream only supports investment ready projects. The Shire of Gnowangerup has the required cash co-funding available, suitable sites for construction available in Gnowangerup townsite and can clearly demonstrate the benefits to the region from the proposed project. The Shire currently owns suitable residential land at 5 (Lot 183) Whitehead Road, Gnowangerup, which is the preferred site:



The geographical location determines the percentage of grant funding that can be received. The Shire of Gnowangerup is classified as a “Remote Australia” remoteness area and therefore we are eligible for up to 2/3 grant funding.

The Shire has a cash-backed Land Development Reserve. The purpose of the Land Development Reserve is: “to be used to fund the purchase of or development of land and buildings and building renewal”. The 2021-22 Annual Budget closing balance of the Land Development Reserve is \$193,517.00.

Projects will need to deliver economic and social benefits to a regional or remote community. The funding round is now open, with applications closing on 10 February 2022. Announcements of decisions is expected in mid-2022.

COMMENTS

The town of Gnowangerup has a clear shortage of long-term housing accommodation. At the time of writing this report, the Shire has four (4) vacant permanent fulltime positions with no Shire owned housing available to offer to potential applicants. The Shire currently owns the following houses for staff:

Current Staff Housing		
Address	Current tenant	Type
4 Grocock Street, Gnowangerup	CEO	4 x 2
20 McDonald Street, Gnowangerup	DCEO	4 x 2
271A Quinn Street, Gnowangerup	AWMC	3 x 2
271B Quinn Street, Gnowangerup	Plant Operator	3 x 2
2 Cecil Street, Gnowangerup	Mechanic	3 x 1

Other businesses and organisations in Gnowangerup have indicated strong support for quality long-term accommodation in the town.

CONSULTATION

Council – Councillor & Executive Workshop 02/02/2022
Caroline Robinson, 150 Square.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 (s3.1 and 6.15).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The estimated construction project cost is \$400,000.00 and will be funded as follows:

- BBRF Round 6 Funding \$266,666.00 (2/3), and
- Council contribution \$133,334.00 (1/3), funded from the Land Development Reserve.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2021-2031

Strategic Priority: Promotion of our Community

Theme: Our Organisation

Community Priority: Forward planning and implementation of plans to achieve strategic priorities

Action: Collaborative planning amongst key stakeholders and regional groups.

IMPACT ON CAPACITY

There will be limited impact on Shire capacity, as the major project cost will be expended on external contractors.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not to proceed with the project and grant application, thereby forfeiting the opportunity to build the house and maintain current cash reserves and no impact on the budget.

CONCLUSION

The recommendation has been prepared following an assessment of the requirement for long-term housing accommodation in the town of Gnowangerup, including assessment of the Shire's requirements to provide accommodation for staff, and the needs of other businesses and community organisations, all of which indicate a very high level of demand.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

0222. That Council:

- 1. Agrees to a project to construct a 3 x 2 house in Gnowangerup for staff housing (or private rental if not required for staff housing) at a budget estimate total construction project cost of \$400,000.00, with a commitment to Council funding of 1/3 (\$133,334.00) of the construction project cost, subject to a successful application for funding under the Building Better Regions Fund Infrastructure Projects Stream Round 6 for the remaining 2/3 (\$266,666.00) of the construction project cost. The Council contribution to construction is to be funded from the Land Development Reserve.**
- 2. Authorises the CEO to prepare and lodge a grant application under the Building Better Regions Fund Infrastructure Projects Stream Round 6 for 2/3 (\$266,666.00) of the construction project cost.**



Australian Government

Department of Industry, Science,
Energy and Resources

Department of Infrastructure, Transport,
Regional Development and Communications

Grant Opportunity Guidelines

Building Better Regions Fund – Infrastructure Projects Stream – Round Six

Opening date:	13 December 2021
Closing date and time:	5:00PM Australian Eastern Daylight Time on 10 February 2022 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development and Communications
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	13 December 2021
Type of grant opportunity:	Open competitive

A message from the Minister



Our regions have always been the driving force behind our economy and this continues to be true as Australia emerges from one of the worst economic shocks since the Great Depression.

The Australian Government is committed to investing in the regions for a stronger Australia. In the 2021-22 Budget, we committed to a sixth round of the Building Better Regions Fund (BBRF). A total of \$250 million in funding will be allocated to this round.

The BBRF is our flagship regional grants program and has delivered competitive grants to the benefit of hundreds of local communities over the five previous rounds.

As in previous rounds, BBRF funding will be made available to help successful applicants undertake infrastructure or community investment projects that help their local communities recover from the effects of the pandemic.

Round Six also aims to encourage local opportunities for growth that may be emerging on the back of a growing appetite for domestic tourism as well as more permanent population movements that we are now seeing to the regions. More and more people are seeking the great lifestyle that country Australia has to offer and this round will help enhance the local infrastructure that our regional areas need to help them not merely bounce back but grow.

Despite catastrophic bushfires, droughts and floods, followed by a global pandemic, our regional communities have continued to embody the resilient and positive Aussie spirit for which they are famous, and I look forward to championing projects under Round Six of BBRF to support them.

The Hon Barnaby Joyce MP

Deputy Prime Minister

Minister for Infrastructure, Transport and Regional Development

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1. Building Better Regions Fund: Infrastructure Projects Stream – Round Six processes

The Building Better Regions Fund is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program, which contributes to the Department of Infrastructure, Transport, Regional Development and Communications' (DITRDC) Outcome 3. The DITRDC works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Guidelines](#).



The grant opportunity opens

We publish the grant guidelines on [business.gov.au](#) and GrantConnect.



You complete and submit a grant application

You complete the application form, addressing eligibility and assessment criteria in order for your application to be considered. If you have not included all the mandatory attachments, your application may be considered ineligible.



We assess all grant applications

We review the applications against eligibility criteria and notify you if you are not eligible. We assess eligible applications against the assessment criteria including an overall consideration of value with relevant money and compare it to other eligible applications.



We make grant recommendations

We provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and is proportional to the risks involved.



Delivery of grant

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Building Better Regions Fund

DITRDC evaluates the specific grant activity and the Building Better Regions Fund as a whole. DITRDC bases this on information you provide to us and that we collect from various sources.

2. About the grant program

The Australian Government has committed a total of \$1.38 billion over eight years from 2017-18 to 2024-25 to the Building Better Regions Fund (the program). The Round Six grant opportunity was announced in the 2021-22 Budget Paper 2, *Securing Australia's Recovery*.

The objectives of the program are to:

- drive economic growth
- build stronger regional communities into the future.

The intended outcomes of the program are to:

- create jobs
- have a positive impact on economic activity, including Indigenous economic participation through employment and supplier-use outcomes
- enhance community facilities
- enhance leadership capacity
- encourage community cohesion and a sense of identity.

When undertaking projects grantees are encouraged to:

- adhere to the National Waste Policy Action Plan 2019, in particular the sustainable use of recycled and re-purposed materials, and best practice waste management methods
- pursue opportunities for local procurement of goods, labour and services.

There are two grant opportunity streams as part of this program:

- Infrastructure Projects stream as outlined in these guidelines.
- Community Investments stream

Information about the Community Investments stream is available on business.gov.au.

We will publish the opening and closing dates and any other relevant information on business.gov.au and [GrantConnect](https://grantconnect.gov.au).

We administer the program according to the [Commonwealth Grants Rules and Guidelines](https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines) (CGRGs)¹.

2.1. About the Infrastructure Projects Stream Round Six grant opportunity

These guidelines contain information for the Infrastructure Projects stream Round Six grant opportunity.

The Infrastructure Projects stream will support:

- investment ready projects for new infrastructure, or the upgrade or extension of existing infrastructure, that provide economic and social benefits to regional and remote areas (refer to section 2.1.1)

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering this grant opportunity on behalf of the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC).

- We have defined key terms used in these guidelines in the Glossary at section 14.

You should read this document carefully before you fill out an application.

2.1.1. Investment ready projects

We consider a project to be investment ready where you have taken steps to allow construction to commence within 12 weeks of executing your grant agreement. This includes where you have:

- the authority of the land or infrastructure owner to undertake the project at the nominated site(s)
- confirmed funding contributions from all sources and can provide formal documentation to verify those contributions with your application
- identified and prepared submissions for all required regulatory and/or development approvals or have already submitted and/or obtained those approvals
- finalised project designs and costings.

For multi-stage projects, the first stage of the project must be investment ready within 12 weeks of executing the grant agreement. You must demonstrate that subsequent stages are investment ready in the progress report immediately preceding the next stage's agreed commencement date, and the entire project (as defined in the BBRF grant agreement) must be complete within the maximum grant period.

3. Grant amount and grant period

Round Six will provide at least \$250 million for projects under the Infrastructure Projects and the Community Investments Streams combined, with the allocation of funding across these streams dependent on the volume and quality of applications.

3.1. Grants available

Your grant amount will be a percentage of the total eligible project costs (grant percentage) based on your project circumstances as outlined in Table 1 below.

- The minimum grant amount is \$20,000
- The maximum grant amount is \$10 million.

You can fund your contribution from any source including state, territory and local government grants. Your contribution must be cash.

Where you receive a cash contribution from another source (e.g. state government), the source must provide you with formal documentation confirming the cash contribution so you can attach it to your application. A template is provided on business.gov.au and [GrantConnect](#). The requirements of funding confirmation are outlined below in Table 2 at section 7.1.

Your contribution can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government, and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered

Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.

Where you receive other Commonwealth funding for your project, the total Commonwealth funding, (including this grant), cannot exceed the percentage indicated in the table below.

Table 1: Project circumstance and your grant amount

Project circumstance	Total Commonwealth Government funding (including this grant) towards eligible project costs*
Projects classified as remote or very remote (see section 5.2.1)	Up to 75 per cent of total eligible project costs
Projects granted exceptional circumstances exemption from a cash contribution (see section 4.2.1)	Up to 100 per cent of total eligible project costs (we encourage any level of contribution)
All other classifications	Up to 50 per cent of total eligible project costs

*Total eligible project costs include the grant amount and your cash contribution. We will pay the grant in accordance with the agreed grant percentage of total eligible project costs up to the approved grant amount.

3.2. Project period

You must complete your project by the project end date specified in your grant agreement, which cannot be after 31 December 2024.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible?

To be eligible you must be the organisation with overall responsibility to deliver the project and:

- have an Australian Business Number (ABN)

and be one of the following incorporated entities:

- an incorporated not-for-profit organisation. As a not-for-profit organisation you must demonstrate your not-for-profit status through one of the following:
 - Current Australian Charities and Not-for-profits Commission's (ACNC) Registration
 - State or territory incorporated association status
 - Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation
- an Australian local government agency or body, as defined in the Glossary
- a non-distributing co-operative.

For the purposes of the program, we also consider the following organisations to be an Australian local government agency or local governing body:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in South Australia

- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in New South Wales
- The Trust Account in the Northern Territory
- Australian Capital Territory Government.

4.2. Additional eligibility requirements

We can only accept applications where:

- your project activities are eligible as outlined under section 5.1
- your project is located in an eligible location as outlined under section 5.2
- you can produce evidence of how you will provide your share of project costs:
 - if you will be making a cash contribution to the project you must provide a completed and certified Accountant Declaration using the form available on business.gov.au and GrantConnect
 - if your project will receive cash contributions from other sources, you must provide formal documentation confirming the cash contributions from those sources (e.g. state government) such as a commercial finance agreement or letter of offer with your application.
- you can confirm that you have the authority of the land or infrastructure project owner to undertake the project at the nominated site(s). You are required to provide a letter from the land or infrastructure project owner using the letter template provided on business.gov.au
- you provide all mandatory attachments as outlined under section 7.1.

We cannot waive the eligibility criteria under any circumstances.

4.2.1. Seeking an exceptional circumstances exemption from your cash contribution to the project

We recognise that at the time of application, some applicants may be experiencing exceptional circumstances, which may limit their capacity to contribute to the project.

Where you can demonstrate you are experiencing exceptional circumstances, you may seek an exemption from your cash contribution to the project in your application.

Exceptional circumstances may include, but are not limited to:

- drought and/or disaster declaration
- limited financial capacity of the local council
- impact of industry decline
- significant recent change in population or community demographics.

If you seek an exemption, you must submit a supporting case that includes evidence demonstrating the exceptional circumstances you are experiencing, and how they are preventing you from making a cash contribution. This must also include evidence to demonstrate your capacity to maintain and fully utilise the project.

Before you consider seeking an exemption, note:

- we will only grant exemptions in very limited circumstances
- we require evidence of the exceptional circumstance (e.g. drought and/or disaster declaration, statistics demonstrating a trend towards the claimed exceptional circumstance)
- we require evidence of inability to pay (e.g. financial statements or an accountant's declaration confirming you cannot fund your share of the project costs in your current financial position)
- if the evidence provided does not show how the exceptional circumstances are preventing you from meeting your cash contribution requirement, or if evidence is considered insufficient, your application will be ineligible and there will be no opportunity to resubmit your application in the same funding round
- we assess all applications, including those granted an exemption, against each of the assessment criteria.

The Ministerial Panel will consider requests for exemption from providing a cash contribution. If the Ministerial Panel grants an exemption, we will consider the application to have met the requirements under section 4.2.1. If you apply for, but are not granted an exemption, your application will not be assessed further for funding.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an organisation, or your project partner is an organisation, included on the National Redress Scheme's website on the list of 'Institutions that have not joined or signified their intent to join the Scheme' (www.nationalredress.gov.au)
- an employer of 100 or more employees that has not complied with the [Workplace Gender Equality Act \(2012\)](#)
- a for-profit organisation
- an individual, partnership or trust (however, an incorporated trustee may apply on behalf of a not-for-profit trust organisation)
- a Commonwealth, state or territory government agency or body (including government business enterprises) with the exception of those organisations referred to in section 4.1.
- a university, technical college, school or hospital
- a resort management board
- an unincorporated Parents and Citizens Association
- a Regional Development Australia Committee.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at the construction, upgrade or extension of infrastructure that provides economic and social benefits to regional and remote areas
- comprise one of the following activities:
 - constructing new infrastructure

- upgrading existing infrastructure
- extending existing infrastructure
- replacing infrastructure where there is a significant increase in benefit
- not have started construction.

We may also approve other activities.

5.2. Eligible locations

Your project must not be located in an excluded area unless you can clearly demonstrate the significant benefits and employment outcomes, which flow directly into an eligible area. A mapping tool is available on business.gov.au to assist you in determining the eligibility of your project location. Your project can include activities at different sites, as long as they are in an eligible location or you can demonstrate the significant benefits and employment outcomes, which flow directly into an eligible location.

Excluded areas are the Urban Centre and Locality (UCL) cities over 1 million people for Sydney, Melbourne, Brisbane, Perth and Adelaide as defined by the Australian Bureau of Statistics' Australian Statistical Geography Standard. For the city of Canberra, the excluded area is only the part of the Canberra-Queanbeyan Significant Urban Area that is located within the Australian Capital Territory.

5.2.1. Project remoteness classification and your grant amount

Your project location (latitude and longitude) determines your remoteness classification. We base the criteria for the remoteness classification on the Australian Bureau of Statistics' Remoteness Structure² under the Australian Statistical Geography Standard. A mapping tool is available on business.gov.au to assist you in determining the classification of your project location.

Your contribution to the project depends on your remoteness classification. It is critical that you specify the correct remoteness classification in your application. An error may cause your contribution to be inadequate and your application to be ineligible.

Your project may include multiple site locations. Where there is a mix of regional and remote site locations we will consider your entire project location as remote for the purposes of your contribution.

5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement:

- for guidelines on eligible expenditure, see Appendix A
- for guidelines on ineligible expenditure, see Appendix B

If your application is successful, we may ask you to verify project costs that you provided in your application are eligible. You may need to provide evidence such as quotes for major costs and evidence of investment-readiness as outlined under 2.1.1.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure, and may give additional guidance on eligible expenditure if required.

² <http://www.abs.gov.au/websitedbs/d3310114.nsf/home/remoteness+structure>

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible.

You must not commence your project until you execute a grant agreement with the Commonwealth.

We will not make any payments to you for any expenditure that you incur prior to the execution of your grant agreement.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 60 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

Economic benefits of your project for the region (15 points)

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader economic benefits that your project will deliver for the region and community during and beyond the term of funding.

Economic benefits for a region may cover increases in economic activity, improvements in productivity, wider access to markets or fairer and more equitable economic outcomes.

Examples of how your project could deliver economic benefits may include but is not limited to:

- increasing the number or value of jobs, new businesses or the production of goods and services in the region (this includes direct and indirect opportunities created through the project)
- providing opportunities for growth and/or increasing efficiencies in existing sectors, e.g. tourism, agriculture, manufacturing
- the use of local suppliers and goods, especially those that employ the use of sustainable work practices/goods
- increasing efficiency of the transport system or service delivery
- increasing Indigenous economic participation, including Indigenous employment and supplier-use outcomes.

In your application, you must include the total employment numbers you expect to create during and following your project. You will need to identify how many of these employees will be Indigenous. You must substantiate any employment numbers with evidence. For information about determining employment numbers for your application, see Appendix C.

If your application is successful, we can help you with simple methods for calculating employment numbers and other economic outcomes during your project to assist you to make accurate calculations that meet our progress reporting requirements.

6.2. Assessment criterion 2

Social benefits of your project for the region (15 points)

You should demonstrate this by identifying:

- a. the extent to which your project meets the needs of the regional community
- b. the broader social benefits that your project will deliver for the region and community during and beyond the term of funding
- c. the socioeconomic impact of your project and the need or problem your project will solve, as well as the impact of your project in the community it will benefit
- d. the extent to which your project addresses disadvantage in the region or community.

Social benefits for a region may cover increases in regional amenity, improving community connections and inclusion and providing opportunities for learning and knowledge creation.

Examples of how your project could deliver social benefits may include but is not limited to:

- making a region a more attractive place to live
- the degree to which the project fills a 'gap' within the community
- improving community connections and social inclusion
- supporting or protecting local heritage and culture
- increasing community volunteering
- supporting upskilling and capability development in the region and the community.

6.3. Assessment criterion 3

Capacity, capability and resources to deliver the project (5 points)

You should demonstrate this by identifying:

- a. your track record managing similar projects and access to personnel and/or partners with the right skills and experience
- b. how you will seek to provide opportunities for local procurement of goods, labour and services
- c. sound project planning to manage and monitor the project, which addresses scope, implementation methodology, timeframes, budget, community consultation, and risk management
- d. how you will operate and maintain the infrastructure and benefits of the project into the future
- e. your readiness to commence the project, including access. You should describe the steps you have taken to get your project investment ready including:
 - required regulatory and/or development approvals
 - project designs and costings
 - authority from the land or infrastructure owner to undertake the project at the nominated site(s)
 - funding contributions from all sources.

For investment ready projects, if your project is still in the planning or concept stage, it is not likely to be competitive.

6.4. Assessment criterion 4

Impact of funding on your project (5 points)

You should demonstrate this by identifying:

- a. your plan for engagement and collaboration to ensure community support for your project. In your response you can describe:
 - the total investment the grant will leverage including additional cash contribution and in-kind support
 - the extent that your project increases investment and builds partnerships in your region.
- b. the likelihood the project would proceed without the grant. If not, why not? Explain how the grant will impact the project in terms of size, timing and reach.
- c. if you have already received Commonwealth funding for this project or an associated project, explain why you need additional funding.

7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and GrantConnect.

During the application phase, we encourage you to seek the support of your nearest [Regional Development Australia](#)³ (RDA) Committee for your project. Your RDA Committee can:

- assist you in identifying and developing a strong project proposal which is a priority within your region and will contribute to long term economic growth, or
- work with you to prepare a competitive application, including supporting documents and evidence.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [application form](#) via [business.gov.au](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You will receive confirmation when you submit your application, and we recommend you view and print a copy of your submitted application from the portal at that time for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to

³ <https://rda.gov.au/>

accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

We require the following documents with your application as per Table 2.

Table 2: Mandatory attachments to the application

Applicant type	Document
Mandatory for all applicants making a cash contribution to the project	<ul style="list-style-type: none"> • If you are making a cash contribution to the project, you must provide an Accountant Declaration that confirms you can fund your share of the project costs. You must use the Accountant Declaration form available on business.gov.au and the GrantConnect website. • If your project will receive cash contributions from other sources, you must attach a letter/s from each contributing organisation or individual that includes formal documentation confirming the cash contributions they will make towards the project. A template is provided on business.gov.au and the GrantConnect. • Letters must: <ul style="list-style-type: none"> ○ be on the organisation's letterhead (not applicable for individuals) ○ be signed and dated by an authorised person or the individual providing the contribution ○ set out the value of cash contributions and any conditions attached ○ set out the timing of cash contributions by financial year ○ include the commercial agreement or letter of offer to verify that the cash contribution has been committed to the project (not applicable for individuals).
Mandatory for applicants seeking an exceptional circumstances exemption from the cash contribution requirements	Evidence to demonstrate your case for exemption as outlined in 4.2.1.

Applicant type	Document
Mandatory for not-for-profit organisations	If you do not have an active Australian Charities and Not-for-profits Commission (ACNC) registration or state or territory incorporated association registration at the time of application, you must provide Constitutional documents and/or Articles of Association that demonstrate the not-for-profit character of the organisation.
Mandatory for not-for-profit organisations that are incorporated trustees applying on behalf of a trust	Trust documents showing the relationship of the incorporated trustee to the trust.
Mandatory for projects with a grant request over \$1 million	Cost benefit analysis. Further information on how to prepare a cost benefit analysis is available at Appendix D.
Mandatory for all organisations that do not own the land or infrastructure for their project, to demonstrate they have authorised access to the project location(s) and/or infrastructure	Evidence of the owner's authority to conduct the project at the nominated site(s) using the letter template at business.gov.au and GrantConnect . Where your project has multiple locations, evidence of the owner's authority must be provided for each location.

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We will only accept a late application where a natural disaster has occurred in your area and affected the submission of an application.

If you are successful, you can commence your project from the date you execute a grant agreement with the Commonwealth.

Table 3: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	12 weeks
Approval of outcomes of selection process	8 – 10 weeks
Negotiations and award of grant agreements	2-8 weeks
Earliest start date of project	From execution of your grant agreement
End date of grant commitment	30 June 2025

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

We assess applications relative to the project size, complexity and grant amount requested. The amount of detail and supporting evidence you provide in your application should be relative to these factors.

We may seek advice regarding your project from state or territory government agencies, other Australian Government agencies, independent experts and other external parties. This advice may be taken into consideration when assessing the project.

If we identify unintentional errors in your application during the assessment process, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

A Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, will be established to make funding decisions for the program.

After considering the assessed application and availability of grant funds, the Ministerial Panel, in consultation with Cabinet, then decides which grants to approve. The Ministerial Panel may consider other factors when deciding which projects to fund, including, but not limited to:

- the spread of projects and funding across regions
- the regional impact of each project, including Indigenous employment and supplier-use outcomes
- other similar existing or planned projects in the region to ensure that there is genuine demand and/or no duplication of facilities or services
- other existing or planned projects in the region, and the extent to which the proposed project supports or builds on those projects and the services they offer
- the level of funding allocated to an applicant in previous programs
- reputational risk to the Australian Government
- community support for projects, which can include support from local MPs, councils and other organisations confirming the benefits that will flow to their region, provided through information included in applications and letters of support
- the Australian Government's priorities.

After considering the assessed applications and availability of grant funds, the Ministerial Panel, in consultation with Cabinet, decides which grants to approve.

The Ministerial Panel's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded

- the terms and conditions of funding.

We cannot review decisions about the merit of your application.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on business.gov.au and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Ministerial Panel. We will identify these in the offer of grant funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

10.2. Standard grant agreement

We will use a standard grant agreement for all projects.

You will have 60 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Ministerial Panel.

10.3. Project specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children
- Building and construction requirements

10.3.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- *Code for the Tendering and Performance of Building Work 2016* ([Building Code 2016](#))⁴
- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))⁵

10.3.1.1. Building Code

The Building Code is administered by relevant State and Territory administrations under relevant State or Territory legislation on behalf of the [Australian Building and Construction Commission](#).⁶

The Building Code applies to all construction projects funded by the Australian Government through grants and other programs where:

- the value of Australian Government contribution to a project is at least \$5 million and represents at least 50 per cent of the total construction project value; or
- regardless of the proportion of Australian Government funding, where the Australian Government contribution to a project is \$10 million or more.

10.3.1.2. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#).⁷

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

⁴ <https://www.abcc.gov.au/building-code/building-code-2016>

⁵ <http://www.fsc.gov.au/sites/fsc/needaccredited/accreditationscheme/pages/theaccreditationscheme>

⁶ <https://www.abcc.gov.au/>

⁷ <http://www.fsc.gov.au/sites/FSC>

We may make an initial payment on execution of the grant agreement. We will make subsequent payments as you achieve milestones in arrears, based on your actual eligible expenditure. Payments are subject to satisfactory progress on the project.

Note that if you request an upfront initial payment, we will request additional financial information from you, to verify your organisation is unable to cover the costs associated with your project without that initial grant payment.

We set aside at least 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory end of project report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

10.5. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁸.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

⁸ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- include the agreed evidence as specified in the grant agreement
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to collect information or data or to receive an update on progress or on any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is available on business.gov.au and GrantConnect.

12.4. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum time period referred to in section 3.2 (i.e. 31 December 2024)
- changing project activities

The program does not allow for:

- an increase of grant funds
- material changes in project scope.

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need to request a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program's objectives, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

DITRDC will evaluate the grant program to measure how well the outcomes and objectives have been achieved. DITRDC may use information from your application and project reports for this

purpose. DITRDC may also interview you or ask you for more information to help understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

DITRDC may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

You must acknowledge the grant by using the following statement:

‘This project received grant funding from the Australian Government.’

The signage in relation to the project must contain an acknowledgement of the grant and comply with the [Australian Government’s Building Our Future Signage Guidelines](#). You must include the Australian Government’s Building Our Future logo in all signage, publications and promotional activities in relation to the project.

12.8. Maintaining project benefits

In your grant agreement, you will be required to commit to operate and maintain your project infrastructure and deliver project benefits into the future. In line with your grant agreement, the operational periods are relative to total eligible project cost.

Table 4 – Operational periods for maintaining project benefit

Project Cost	Number of years
< \$250,000	1 year
\$250,000 to \$1 million	3 years
> \$1 million	5 years
Projects granted an exceptional circumstances exemption from a cash contribution (see section 4.2.1)	5 years

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁹ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)¹⁰ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

Your contact details may be provided to the office of the responsible Minister or Assistant Minister so you can be contacted on occasion including to arrange ad-hoc visits and/or events.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to the Ministerial Panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner

⁹ <https://www.legislation.gov.au/Details/C2019C00057>

¹⁰ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to the responsible Minister or Assistant Minister/Parliamentary Secretary
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the Ministerial Panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)¹¹ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

¹¹ <https://www.industry.gov.au/data-and-publications/privacy-policy>

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Financial Officer
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)¹² with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Cash contributions	<p>Money contributed to the project from each contributing organisation (the grantee and other contributing organisations), and is provided to the grantee for the project and is immediately available for use on the project.</p> <p>Cash contributions can come from any source including state, territory and local government grants.</p> <p>Cash contributions can also come from the Aboriginal Benefits Account, Financial Assistance Grants to local government and fully repayable loans from organisations such as Indigenous Business Australia and the Northern Australia Infrastructure Facility, as these are not considered Commonwealth funding. Please check the individual agreements to ensure you can use the funds as your contribution to your proposed BBRF project.</p>
Community Investment projects	The funding stream in Round Six supporting community investment projects

¹² <http://www.ombudsman.gov.au/>

Term	Definition
Decision Maker	The Ministerial Panel, chaired by the Minister for Infrastructure, Transport and Regional Development, which will be established to make funding decisions for the program in consultation with Cabinet.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project that is eligible for funding support as set out in 5.3. You can only use BBRF grant funds or cash contributions for eligible expenditure directly related to the project.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's website for accessing the whole-of-government grants information system and centralising the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the Department to provide the framework for the day-to-day administration of the program, as in force from time to time.
Incurred	An incurred expense is a legal liability for the receipt of labour, goods or services.
Infrastructure	Fixed physical structures and facilities (e.g. buildings, roads, power supplies) needed for the operation of a community.

Term	Definition
Investment ready project	<p>Project construction is ready to commence in the immediate future and where you have:</p> <ul style="list-style-type: none"> ▪ the authority of the land or infrastructure owner to undertake the project at the nominated site ▪ confirmed funding contributions from all sources and can provide formal documentation to verify those contributions with your application ▪ identified and prepared submissions for all required regulatory and/or development approvals or have already submitted and/or obtained those approvals, finalised project designs and costings.
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport and Regional Development.
Ministerial Panel	The panel chaired by the Minister for Infrastructure, Transport and Regional Development that makes decisions on the projects to be funded.
Not-for-profit (NFP)	A not-for-profit is an organisation that does not operate for the profit, personal gain or other benefit of particular people (for example, its members, the people who run it or their friends or relatives). The definition of not-for-profit applies both while the organisation is operating and if it closes down.
Payment in advance	Payments made progressively in advance based on your forecast eligible expenditure and adjusted for unspent amounts from previous payments.
Payment in arrears	Payments made progressively based on actual expenditure.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the department with responsibility for administering the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.

Term	Definition
Project	A project described in an application for grant funding under the program.
Project location	Where the project is undertaken, as determined by its latitude and longitude and/or street address.
Project period	The time between the project start date and project end date as detailed in the grant agreement.
Project start date	The date as detailed in the grant agreement, which cannot be before grant agreement execution.
Project end date	The date as detailed in the grant agreement, which cannot be after 31 December 2024.
Total eligible project costs	This is the grant amount plus your cash contribution to be spent on eligible activities directly related to the project.
Value with relevant money	The processes, actions and behaviours employed by the Australian Government and grant recipients which result in public resources being used in an efficient, effective, economical and ethical manner.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure for investment ready projects. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure in accordance with the guidelines and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period, and
- be a direct cost of the project, or
- be incurred by you to undertake required project audit activities, and
- meet the eligible expenditure guidelines.

You can only use BBRF grant funds or cash contributions for eligible expenditure. Non-cash contributions are not eligible. For BBRF purposes, non-cash contributions have the following characteristics:

- no impact on entity cash flow
- no record in the entity's statement of financial performance.

In-kind contributions are not eligible expenditure.

A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to provide evidence for how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Materials for construction

We consider costs of acquiring materials for the construction of infrastructure as eligible expenditure. Where possible and suitable for your project, you should use locally procured and sustainable, recycled or repurposed building materials. For example applications of sustainable, recycled or repurposed building materials and to find potential suppliers see the [sustainable and recycled products](#) page on the Department of Agriculture, Water and the Environment's website.

You must list material costs as a separate item within your project budget in the application form and in the expenditure table in your progress reports.

We will not make any payments to you for any expenditure you have incurred prior to the execution of your grant agreement. Examples of eligible material costs can include:

- building materials
- ICT cabling
- fit out of the infrastructure, such as window dressings
- fixed furniture (e.g. kitchen fit outs as part of the construction of a building)
- landscaping.

You may show expenditure on materials by providing evidence of:

- purchase price
- payments (e.g. tax invoices and receipts from suppliers confirming payment)
- commitment to pay for the materials (e.g. supplier contract, purchase order or executed lease agreement)
- receipt of materials (e.g. supplier or freight documents)
- associated costs such as freight and installation (e.g. supplier documents)
- photographs of the infrastructure on your premises.

If you claim expenditure for materials, we limit this to:

- the costs of materials
- freight costs.

A.3 Hired/leased plant

You may lease plant and equipment to support your project, and where possible, you should use local suppliers.

You must calculate eligible expenditure for hired, rented, or leased plant by the number of payment periods where you use the plant for the project multiplied by the period hiring fee. If you purchase plant under a hire purchase agreement, or you use a lease to finance the purchase of the plant, the cost of the item of plant, excluding interest, is capitalised, and then depreciated.

Running costs for hired or leased plant are eligible expenditure but you must be able to verify them. They may include items such as rent, light and power, and repairs and maintenance.

A.4 Contract expenditure

Eligible contract expenditure is the cost of work undertaken on any agreed eligible project activities that you contract others to do. This can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

This does not include existing employees that you pay a salary or a wage.

Where possible, you should engage local contractor/operators. All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.5 External labour hire and external consulting expenditure

Eligible external labour and external consulting expenditure for the grant covers the cost of contracting others on the core elements of the project related to construction. Where possible, you should engage local labour and services.

Eligible external labour hire and external consulting expenditure may include:

- Architect services
- Design services
- Project management
- Quantity surveying
- Building services.

Costs for pre-construction activities including architect services, design, surveying, planning, environmental or other regulatory approvals (A.5 and A.6), are limited to 20 per cent of the total amount of eligible project expenditure claimed.

A.6 Other eligible expenditure

Other eligible expenditure for the project may include:

- financial auditing of project expenditure
- costs you incur in order to obtain planning, environmental or other regulatory approvals during the project period. However, associated fees paid to the Commonwealth, state, territory and local governments are not eligible.
- agreed Building Better Regions Fund signage if applicable as outlined in 12.7 of these guidelines.

Other specific expenditures may be eligible as determined by the Program Delegate in accordance with the CGRGs and Government practice.

Evidence you need to supply can include but is not limited to supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- purchase of land or existing infrastructure, including the costs associated with sub-division of land
- repair or replacement of existing infrastructure where there is no demonstrated significant increase in benefit
- purchase and installation of manufacturing equipment
- ongoing operating costs, including utilities
- payment of salaries for the applicant's employees
- project overhead items including office equipment, vehicles or mobile capital equipment. Examples include trucks and earthmoving equipment and the applicant's internal plant operating costs
- business case development and feasibility studies
- costs related to registered training organisation training activities
- routine operational expenses, including communications, accommodation, printing and stationery, postage, legal and accounting fees and bank charges
- writing the application and reporting for the grant
- making donations, gifts and sponsorships
- pre-construction activities, including architect services, design, surveying, planning, environmental or other regulatory approvals (A.5 and A.6), that exceed 20 per cent of the total eligible project expenditure
- costs incurred prior to the execution of a grant agreement
- fees paid to the Commonwealth, state, territory and local governments to obtain planning, environmental or other regulatory approvals.

Additional examples of ineligible expenditure specific to investment ready projects include:

- purchase of unfixed furniture, such as desks and fridges
- ICT equipment, including software or hardware that is not an integral part of the funded infrastructure project
- office computing facilities.

This list is not exhaustive and applies only to the expenditure on the agreed project. Other costs may be ineligible where the Program Delegate determines they do not directly support the achievement of the planned outcomes for the project or, they are contrary to the objectives of the program. You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Employment numbers

When addressing employment outcomes, you must estimate the number of jobs your project will create.

- *Direct jobs* are the employment impacts of the project itself. For example, new administrative or construction jobs generated during the process of creating, improving or extending community infrastructure or a community service and maintaining that infrastructure or service for ongoing use.
- *Indirect jobs* are the employment impacts generated in the community or in organisations because they are affected by, benefit from or support or service the funded project. For example, new transport, trades, retail or food services jobs generated as a result of the project.

Job numbers are expressed in terms of fulltime equivalent (FTE) jobs. A FTE job is not a head count. It refers to the number of hours of work undertaken compared to that typically undertaken by a full time employee. For example, if a full-time worker works 40 hours per week, a person working 20 hours per week is 0.5 FTE for that week.

You should only report the employment impacts for new/additional jobs created by the project.

You must not report as additional (or 'net') job numbers any jobs that are filled by shifting existing employees onto the project. This applies to staff that are working in your organisation and in other organisations that are benefitting from, or are affected by the project. This is because there is no overall employment gain being generated.

The combination of direct and indirect additional job impacts gives the total 'net' employment impact of the project in the area affected

Information about employment impacts should include some estimation of the expected duration of the employment. For example, 'we expect to generate 5 direct FTE jobs for a period of 6 months during the project period' or 'we will generate 3 FTE indirect ongoing jobs following the project period'.

For infrastructure or community investment projects direct jobs are typically created during the active construction or development phase, and so should be reported as time-specific (e.g. for 6 months)

Indirect jobs generated by the project may not be time constrained (e.g. ongoing additional retail or food services jobs generated by the ongoing presence and community use of the new funded infrastructure or community amenity).

You will be required to provide evidence to support job impact claims, for example a statement substantiating the basis of your job estimates.

For projects requesting grants over \$1 million, please provide a supporting cost-benefit analysis (refer Appendix D).

Appendix D. Cost benefit Analysis

What is a cost benefit analysis?

A cost-benefit analysis (CBA) is an evidence-based process to understand the various impacts of a project. The scope of the CBA will be dependent on the scale and complexity of the project. The starting point for a CBA is to define the problem and specify the intended objectives and outcomes of the proposal.

The Building Better Regions Fund program is focused on regional and remote communities. The CBA should focus on impacts (costs and benefits) to the region or community (households, businesses, workers and/or governments) as the primary referent group.

A CBA report should include the following key information:

- A clear and concise summary of the base case, the options assessed and the main results of the sensitivity tests
- All critical assumptions should be made explicit and supported by evidence
- Net Present Value
- Cost-benefit Ratio.

Define the base case and develop options

A CBA should provide a comparison of alternative scenarios forecasting likely future scenarios.

- A CBA should compare the state of the world with the proposed project against the state of the world without the proposal. The base case provides the benchmark against which the proposed project or investment can be measured. It is the 'do-nothing' or 'maintain status quo' option, describing what is likely to occur in the absence of the project being evaluated. Organisations should select a realistic base case and document the assumptions used.
- Options for infrastructure projects could include construction of new infrastructure, refurbishing existing infrastructure, changing the timing of an investment, or demand management.

Value costs and benefits

The CBA compares costs and benefits by using a common measure of monetary value to quantify the value. Costs and benefits can cover economic and social (including environmental) impacts and benefits.

Examples of common costs includes:

- Capital costs on new assets
- Operating and maintenance costs
- Negative externalities - Examples of third party (externality) costs include noise, congestion, pollution, and reduction in visual amenity.

Examples of common benefits includes:

- Savings or avoided costs
- Revenues, e.g. increased tourism spend
- Additional jobs created
- Benefits to the broader community, e.g. improvements in public health and worker safety, reduction in injuries/fatalities, reduction in travel time, improved equity of access
- Improvements in environmental amenity.

In some cases, quantification may not be practical, particularly for social benefits. In these cases it is important that the CBA is clear about what can and cannot be reliably quantified and valued. The CBA should draw on the available information, describe and discuss the impacts, outline data limitations and all assumptions made.

The costs and benefits should cover the life of the project or asset. The Australian Taxation Office provides guidance on the effective life of assets. In many cases the infrastructure projects will use 20 or 30 years.

To compare costs and benefits over time, these are generally weighted by use of a discount rate and the concept of present value – where future costs and benefits are discounted. Typically this is calculated using a real discount rate of 7 per cent.¹³ A more detailed CBA will provide three discount rates, typically 3 per cent, 7 per cent and 10 per cent.¹⁴

Evidence

Reasonable effort should be made to collect the best available evidence to input into the CBA. The effort should be commensurate with the size of the project. As a general rule, projects that are high-cost or high-risk will warrant more extensive analysis than smaller projects.

Some possible information sources to help with the assessment task include:

- Consultation with those likely to be affected
- Surveys – existing or commissioned
- Experience in similar projects of other jurisdictions
- Experience and data held by government departments
- Consultants and peer reviewers
- Academic literature
- National statistics on economic indicators.

Conclusions

A CBA reports whether the benefits of a proposal are likely to exceed the costs, and which option, amongst a range of options, will result in the highest net benefit.

The preferred measures of the net benefit of a project include:

- Net Present Value (NPV) – The difference between the present value of benefits and the present value of costs.
- Benefit Cost Ratio (BCR) – The ratio of the present value of total benefits to the present value of total costs.

A sensitivity analysis examines how the NPV, total cost or other outcomes vary as individual assumptions or variables are changed.

The applicant should consider engaging a consultant/expert to prepare the CBA if it is outside the organisation's expertise.

¹³ In 2010, the Productivity Commission published [Valuing the Future](#), a research paper on discount rates.

¹⁴ In 2014, the Office of Best Practice Regulation (OBPR) recommended the use of a 7% discount rate with sensitivity analysis using discount rates of 3% and 10%.



RICK WILSON MP

FEDERAL MEMBER FOR O'CONNOR



Mr Ian Graham
Deputy Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

Dear Ian

STAFF HOUSING, GNOWANGERUP

I write to support the Shire of Gnowangerup's application to Round 6 of the Federal Government's Building Better Regions Fund to support construction of staff housing in the shire.

I understand the Shire wishes to build a three-bedroom house in order to house, and hence be in a better position to attract, staff to a regional area of Western Australia where lack of suitable accommodation has proven to be a major impediment to recruitment.

Relevantly here, I am advised that the Shire has recently struggled to fill three vacant positions due to the lack of accommodation.

From my many visits to Gnowangerup, I am fully aware that an inability to fill key positions at the Shire is detrimental to completion of essential works, including works associated with recent Federal Government economic stimulus measures.

I note advice from the Shire that the proposed accommodation project would bring more families to the town of Gnowangerup, contributing to the economy and community of the Shire and the broader Great Southern region.

I therefore wish the Shire all the best in its application to the visionary Building Better Regions Fund, and in progressing the accommodation project through to completion.

Yours sincerely

RICK WILSON MP
Federal Member for O'Connor
2 February 2022

2nd February 2022

Ian Graham
Deputy Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

Dear Ian,

I write on behalf of Gnowangerup Community Resource Centre in support of the Shire of Gnowangerup *Building Better Regions Community Investments Stream – Round 6* grant application. We strongly support this application, as the current lack of accommodation in the Gnowangerup area is proving difficult for the Shire of Gnowangerup to fill the 3 vacant positions they currently have.

Filling these positions is detrimental to the Shire of Gnowangerup's works programs. These programs are in place to ensure the Shire has the best services for not only its residents but visitors coming through also.

Having additional accommodation to bring more families to town will contribute to our local and regional businesses, our local schools and community groups.

Gnowangerup Community Resource Centre looks forward to seeing this project go ahead to benefit of the Gnowangerup Community and its Businesses.

Yours sincerely

Tracey Clark
Manager

Proudly supported by



Department of
**Primary Industries and
Regional Development**



GNOWANGERUP DISTRICT HIGH SCHOOL
Independent Public School

Yougenup Road, GNOWANGERUP, WA 6335

T: (08) 9827 3300

E: gnowangerup.dhs@education.wa.edu.au

W: gnowangerupdhs.wa.edu.au

2nd February 2022

Ian Graham
Deputy Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

Dear Ian,

I write on behalf of Gnowangerup district high School in support of the Shire of Gnowangerup *Building Better Regions Community Investments Stream – Round 6* grant application. We strongly support this application, as the current lack of accommodation in the Gnowangerup area is proving difficult for the Shire of Gnowangerup to fill the 3 vacant positions they currently have.

Filling these positions is detrimental to the Shire of Gnowangerup's works programs. These programs are in place to ensure the Shire has the best services for not only its residents but visitors coming through also.

Having additional accommodation to bring more families to town will contribute to our local and regional businesses, our local schools and community groups. Recently, I have had a number of enquiries about housing for our school employees, potential families with school aged children and relatives of residents who value the community and would like to settle into town.

Gnowangerup District High School looks forward to seeing this project go ahead to benefit of the Gnowangerup Community and its Businesses.

Yours sincerely

Fiona Gaze
Principal



Wednesday, February 2, 2022

Ian Graham
Deputy Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

Dear Ian,

I fully endorse and support the Shire of Gnowangerup *Building Better Regions Community Investments Stream – Round 6* grant application.

The current lack of accommodation in the Gnowangerup area is restricting the growth of local businesses and increasing the challenges for the Shire of Gnowangerup in filling the 3 vacant positions they currently have.

Failing to fill these positions is detrimental to the Shire of Gnowangerup's works programs, and these programs are in place to ensure the Shire has the best services for not only its residents but visitors also.

Having additional accommodation to bring more families to town will contribute to our local and regional businesses, our local schools and community groups.

Auspan Group looks forward to seeing this project go ahead to benefit of the Gnowangerup Community and its Businesses.

Yours sincerely

BEN RICHARDSON
GENERAL MANAGER

 1300 271 220

 sales@auspangroup.com.au

AUSPANGROUP.COM.AU

 15 Corbett Street
Gnowangerup, WA 6335

 169 Chesterpass Road
Milpara, WA 6330

 5 Martin Place
Canning Vale, WA 6155

 105 Stirling Terrace
Toodyay, WA 6566



JOHN DEERE



02.02.2022

Ian Graham
Deputy Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335

Dear Ian,

I write on behalf of Afgri Equipment in support of the Shire of Gnowangerup *Building Better Regions Community Investments Stream – Round 6* grant application. We strongly support this application, as the current lack of accommodation in the Gnowangerup area is proving difficult for the Shire of Gnowangerup to fill the 3 vacant positions they currently have.

Filling these positions is detrimental to the Shire of Gnowangerup's works programs. These programs are in place to ensure the Shire has the best services for not only its residents but visitors coming through also.

Having additional accommodation to bring more families to town will contribute to our local and regional businesses, our local schools and community groups.

Afgri Equipment looks forward to seeing this project go ahead to benefit of the Gnowangerup Community and its Businesses.

Yours sincerely

Mat Chambers
Manager
Afgri Equipment - Gnowangerup

**11.9 ACCOUNTS FOR PAYMENT AND AUTHORISATION –
DECEMBER 2021**

Location: Shire of Gnowangerup
Proponent: N/A
Date of Report: 17th January 2022
Business Unit: Corporate and Community Services
Officer: SM Miniter– Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- December 2021 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of December 2021.

BACKGROUND

Nil

COMMENTS

The December 2021 cheque list for the period 01/12/2021 to 31/12/2021 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$1,081,957.83
Credit Card	\$ 5,221.02
TOTAL	\$1,087,178.85

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

- (1) *A payment may only be made from the municipal fund or the trust fund*
-
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

All payments are in line with the Adopted Budget or have been approved by Council as a Budget Amendment.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0222. That Council:

Approves the Schedule of Accounts:

Municipal Fund Cheques 00040 - 00050, EFT 18149 – EFT 18258, Superannuation and Direct Deposits totalling \$1,081,957.83 and Corporate Credit Card totalling \$5,221.02

Chq/EFT	Date	Name	Description	Amount	
40	08/12/2021	DEPARTMENT OF TRANSPORT	12 MONTHS REGISTRATION GN.7889 BFB TRAILER	\$ 25.80	
					F
41	08/12/2021	FOWLER SURVEYS	SURVEY AND SET OUT ROAD FOR SHOULDER WIDENING AND REALIGNMENT RRG KWOBURUP RD	\$ 5,960.85	
					P
42	08/12/2021	SYNERGY	STREET LIGHTS SUPPLY PERIOD 32 DAYS TO 02/12/2021	\$ 3,877.34	
			SUPPLY PERIOD 62 DAYS	\$ 250.54	
43	15/12/2021	J JOLLEY WT & MC HURST & CO	GRAVEL AGREEMENT 28 - RABBIT PROOF FENCE RD R2R	\$ 11,660.00	
					F
44	15/12/2021	K NYMANN	GRAVEL AS PER AGREEMENT 29 - KWOBURUP ROAD INTERESCTION RRG	\$ 24,200.00	
					P
45	15/12/2021	REECE AUSTRALIA LIMITED	CHEQUE NOT ACCEPTED FOR PAYMENT	\$ -	
46	15/12/2021	SYNERGY	SUPPLY FOR 60 DAYS	\$ 114.59	
47	23/12/2021	WATER CORPORATION	CHEQUE CANCELLED DUE TO PRINTING ERROR	\$ -	
48	23/12/2021	BLANK	CHEQUE CANCELLED DUE TO PRINTING ERROR	\$ -	
49	23/12/2021	SHIRE OF GNOWANGERUP	REIMBURSEMENT FOR PETTY CASH	\$ 277.90	
			BUILDING PERMIT ONGERUP OCCASSIONAL CHILD CARE FACILITY	\$ 171.65	
50	23/12/2021	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$ 451.03	
EFT18149	08/12/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PARTS FOR REPAIRS GN.0015 JD GRADER & MOWER GN.0029	\$ 1,011.38	
EFT18150	08/12/2021	AIR LIQUIDE	CYLINDER FEE HIRE SML, MED, LGE	\$ 144.87	
EFT18151	08/12/2021	AL CURNOW HYDRAULICS	BACKHOE LOADER - REPAIRS TO HYDRAULICS	\$ 3,300.28	
EFT18152	08/12/2021	ALBANY AUTOS	SUBARU - 25,000 KM SERVICE KIT	\$ 250.05	

EFT18153	08/12/2021	ARIEL MANALO	2ND PRIZE RATES INCENTIVE	\$	100.00	
EFT18154	08/12/2021	AUTOSMART (WA)	CLEANING PRODUCTS	\$	298.80	
EFT18155	08/12/2021	BEST OFFICE SYSTEMS	LEXMARK CX522 BLACK TONER AND PHOTOCOPY CHARGES ADMIN & DEPOT	\$	859.54	
EFT18156	08/12/2021	BOC GASES	OXYGEN MEDICAL SIZE C HIRE FEE SES	\$	158.88	F
EFT18157	08/12/2021	BUILDING AND ENERGY DIVISION DMIRS	GNBP21.019	\$	56.65	
EFT18158	08/12/2021	BUNNINGS ALBANY	SUPPLIES FOR ONGERUP DEPOT	\$	131.18	
EFT18159	08/12/2021	CAST-TECH GROUP	PIPES AND HEADWALLS FOR KWOBURUP ROAD(RRG)	\$	5,790.18	P
			REINFORCED CONCRETE SLABS BOWLING CLUB DAM & FORMBY BORE	\$	3,465.00	
EFT18160	08/12/2021	COLEMAN CONSULTING	AGRN973 SUPERVISION OF OPENING UP WORKS	\$	3,099.50	F
EFT18161	08/12/2021	DWER	SEPTIC TANK CLEANING	\$	44.00	
EFT18162	08/12/2021	EDWARDS ISUZU & KATANNING MAZDA	MAZDA (DOCTOR) - PARTS FOR 50,000KM SERVICE	\$	79.13	
EFT18163	08/12/2021	EFTSURE PTY LTD	EFTSURE SET UP FEE AS QUOTED	\$	2,200.00	
EFT18164	08/12/2021	GNOWANGERUP BOWLING CLUB	DRINKS & VENUE HIRE FEE - CHRISTMAS LUNCH	\$	1,021.50	
EFT18165	08/12/2021	GNOWANGERUP FUEL SUPPLIES	FUEL FOR FLEET	\$	780.94	
			FUEL FOR SES	\$	180.73	F
EFT18166	08/12/2021	GNOWANGERUP SMASH REPAIRS	REPLACEMENT CRACKED WINDSCREENS P3039/P3034	\$	913.00	
EFT18167	08/12/2021	GNP HARDWARE	VARIOUS HARDWARE ITEMS	\$	236.00	
EFT18168	08/12/2021	J.E. & K.N. DAVIS	PUSH UP GRAVEL FOR MAGITUP ROAD R2R	\$	17,870.16	F

			COMPACT AND COVER REFUSE GNOWANGERUP	\$	5,868.50	
			COMPACT AND COVER REFUSE ONGERUP	\$	3,256.00	
EFT18169	08/12/2021	LARRIKIN HOUSE PTY LTD	4 X NON FICTION CHILDRENS BOOKS	\$	84.00	
EFT18170	08/12/2021	MESSAGEMEDIA	10231 MESSAGES SENT NOVEMBER 2021	\$	1,350.49	
EFT18171	08/12/2021	MOHANA CATERING	CATERING CHRISTMAS LUNCH	\$	1,590.00	
EFT18172	08/12/2021	MOVAT PTY LTD	MOVAT SOFTWARE HOSTING FOR 2022 SES	\$	150.00	
EFT18173	08/12/2021	PROTECTOR FIRE SERVICE AND FIRST AID SUPPLIES	6 MONTH CHECK ON FIRE EXTINGUISHERS BUILDINGS AND PLANT	\$	7,655.83	F
EFT18174	08/12/2021	SADLERS BUTCHERS	LUNCHESES FOR BFB TRAINING AWARENESS	\$	472.00	
			COUNCIL WORKSHOP	\$	240.00	F
EFT18175	08/12/2021	SHORT STAY VILLA	ACCOMMODATION - EVA STEJSKIAL - GNP STAR	\$	350.00	
EFT18176	08/12/2021	SOLUTIONS IT	MANAGED SUPPORT AND 365 LICENSES DECEMBER	\$	3,570.07	
EFT18177	08/12/2021	SUPERLOOP (OPERATIONS) PTY LTD	FIXED WIRELESS MONTHLY FEE DECEMBER	\$	1.10	
EFT18178	08/12/2021	TOLL TRANSPORT PTY LTD	FREIGHT	\$	54.85	
EFT18179	08/12/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 24/11, 01/12	\$	1,782.00	
EFT18180	08/12/2021	WARREN BLACKWOOD WASTE	240LT BINS PICK UP 04/11, 11/11, 18/11, 25/11	\$	7,578.25	
EFT18181	08/12/2021	WALGA	WALGA E'LEARNING SUBSCRIPTION : ESSENTIAL	\$	4,906.67	
EFT18182	08/12/2021	WESTERN WORK WEAR & SAFETY (WA) PTY LTD	EBA UNIFORM SUPPLIES FOR DEPOT STAFF	\$	629.85	
EFT18183	08/12/2021	WORKWEAR GROUP	UNIFORMS	\$	79.96	

EFT18184	15/12/2021	A V TRUCK SERVICES	IVECO STRALIS AS500 - GN.0044 - INSPECT/REPAIR INJECTOR HARNES	\$	5,848.88
EFT18185	15/12/2021	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	100.00
EFT18186	15/12/2021	ARDESS NURSERY	GARDEN SUPPLIES FOR ONGERUP	\$	95.00
EFT18187	15/12/2021	AVANT EDGE CONSULTING	FINANCIAL MANAGEMENT REVIEW AS QUOTED	\$	4,500.00
EFT18188	15/12/2021	BGL SOLUTIONS	MONTHLY MAINTENANCE AS PER CONTRACT	\$	10,429.53
			REPAIRS TO RETIC 61 CORBETT STREET	\$	535.70
			REPAIR LEAK ON TURF AT COMPLEX	\$	364.96
			PLANTER BOX REPLACEMENTS AT SWIMMING POOL	\$	2,257.09
			PIPE AND FITTING FOR ONGERUP GARDENS	\$	116.50
EFT18189	15/12/2021	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	110.00
EFT18190	15/12/2021	BOOKTOPIA PTY LTD	BOOKS FOR GNOWANGERUP LIBRARY	\$	374.91
EFT18191	15/12/2021	BUILDING AND ENERGY DIVISION DMIRS	OCCUPANCY PERMIT GNOP21.001	\$	56.65
EFT18192	15/12/2021	COMPAC SALES PTY LTD	COMPAC FUEL SYSTEM 20 X HID SWIPE KEY TAGS	\$	346.72
EFT18193	15/12/2021	CORSIGN WA	ROAD MAINTENANCE ONGERUP-PINGRUP ROAD - REPLACING STREET BLADE	\$	112.20
EFT18194	15/12/2021	S HMELJAK	MEETING FEES JULY-DECEMBER 2021	\$	4,390.50
EFT18195	15/12/2021	CRYSTALLINE CIVIL AND RURAL	CONSTRUCTION GRADING RABBIT PROOF FENCE ROAD	\$	14,767.50
EFT18196	15/12/2021	DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$	197.02
EFT18197	15/12/2021	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK COORDINATOR FEE 21/22	\$	5,665.24

EFT18198	15/12/2021	ELDERS BORDEN	BLACK POLY PIPE FOR KWOBURUP ROAD RRG	\$	1,630.26	P
EFT18199	15/12/2021	FIONA JUNE GAZE	MEETING FEES JULY -DECEMBER 2021	\$	17,117.40	
EFT18200	15/12/2021	FULCHER CONTRACTORS	SHOULDER WIDENING AND PAVEMENT CONSTRUCTION AS PER TENDER RFT2021-6 KWOBURUP RD RRG	\$	344,846.71	P
EFT18201	15/12/2021	G & M DETERGENTS	GNP DEPOT SUPPLIES	\$	92.00	
EFT18202	15/12/2021	GNOWANGERUP COMMUNITY RESOURCE CENTRE	STAFFING FOR LIBRARY - NOVEMBER 2021	\$	343.98	
			CONTRIBUTION TO UTILITIES AND CLEANING	\$	771.71	
EFT18203	15/12/2021	GNOWANGERUP DISTRICT HIGH SCHOOL	DONATION FOR AWARD NIGHT 2021	\$	80.00	
EFT18204	15/12/2021	GNOWANGERUP HOTEL	COUNCIL REFRESHMENT	\$	133.00	
EFT18205	15/12/2021	GNOWANGERUP IGA	CONSUMABLES	\$	585.07	
EFT18206	15/12/2021	GNOWANGERUP TYRE SERVICE	ISUZU DRAINAGE TRUCK - REPAIRS OR REPLACE TYRES	\$	1,880.00	
			TYRE REPAIRS TO VARIOUS PLANT	\$	424.50	
EFT18207	15/12/2021	GNP HARDWARE	ISUZU UTE - REPLACE BROKEN FIRE HOSE REEL	\$	648.50	
			PIPES AND FITTINGS FOR REPAIRS FORMBY BORE	\$	431.27	
			VARIOUS HARDWARE ITEMS	\$	236.72	
EFT18208	15/12/2021	LGRCEU	PAYROLL DEDUCTIONS	\$	143.50	
EFT18209	15/12/2021	MARKETFORCE	ADVERT RFT 2021-9 MEDICAL SERVICES THE WEST AUSTRALIAN 11 DECEMBER 2021	\$	748.76	
			JOB ADVERT CORPORATE RISK OFFICER	\$	499.93	
EFT18210	15/12/2021	CANCELLED	INCORRECT BANK DETAILS	\$	-	

EFT18211	15/12/2021	ONGERUP FARM SUPPLIES	SUPPLIES FOR ONGERUP PARKS & GARDENS	\$	109.49	
EFT18212	15/12/2021	ONGERUP TYRES & AUTOMOTIVE	REPAIRS TO ONGERUP BFB FAST FILL TRAILER	\$	586.50	
EFT18213	15/12/2021	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR NOVEMBER MEMBERSHIP FEES 2021	\$	632.50	F
EFT18214	15/12/2021	RED SPARK PROGRAMMED SERVICES & ELECTRICAL	ELECTRICAL REPAIRS GNP HALL, 4 GROCOCK ST, FORMBY BORE	\$	901.77	
EFT18215	15/12/2021	SOLUTIONS IT	HP PROBOOK - NOTEBOOK	\$	1,553.21	
			ON SITE SUPPORT	\$	935.00	
EFT18216	15/12/2021	STATE LIBRARY OF WESTERN AUSTRALIA	FREIGHT RECOUP MID YEAR 2021	\$	327.35	
EFT18217	15/12/2021	TOLL TRANSPORT PTY LTD	FREIGHT	\$	23.32	
EFT18218	15/12/2021	TROPICAL SHADE N SAILS	DISMANTLE AND REINSTATE SHADE SAILS AT GNOWANGERUP AND ONGERUP	\$	5,313.00	
EFT18219	15/12/2021	TWINKARRI PTY LTD	LRCIP GRANT TREE PRUNING HART ROAD	\$	100,752.31	
EFT18220	15/12/2021	WAEC	WAEC POSTAL ELECTION COSTS 2021	\$	15,369.64	F
EFT18221	15/12/2021	WINC. (WORK INCORPORATED)	ADMIN STATIONERY ORDER - NOVEMBER 2021	\$	4.18	
EFT18222	15/12/2021	WURTH AUSTRALIA PTY LTD	BRAKE CLEANER, PAINT SPRAY & CLEANING CLOTH	\$	380.60	
EFT18223	23/12/2021	A V TRUCK SERVICES	IVECO STRALIS - REPAIRS TO AIRCONDITIONING UNIT	\$	1,100.00	
EFT18224	23/12/2021	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	110.00	
EFT18225	23/12/2021	ALBANY RECORDS MANAGEMENT	CATALOGUE COUNCIL MINUTES RECORDS 1921 - 1994	\$	130.00	
EFT18226	23/12/2021	ALBANY SIGNS	SIGNAGE - BORDEN STREETScape PROJECT	\$	253.00	
EFT18227	23/12/2021	AUSTRALIA POST	POSTAGE - NOVEMBER 2021	\$	394.76	F

EFT18228	23/12/2021	BENJAMIN JOEL RICHARDSON	RATES INCENTIVE WINNER	\$	100.00
EFT18229	23/12/2021	BEST OFFICE SYSTEMS	PHOTOCOPIER USAGE 20/11/2021-20/12/2021	\$	634.57
EFT18230	23/12/2021	BGL SOLUTIONS	GNP SPORTING COMPLEX - IRRIGATION REPAIRS	\$	390.50
			COMMUNITY PARK RETIC REPAIRS	\$	283.49
EFT18231	23/12/2021	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	110.00
EFT18232	23/12/2021	BULLSEYE PLUMBING & GAS	REPAIR BLOCKED DRAIN FROM TOILETS GNP HALL	\$	1,380.50
EFT18233	23/12/2021	CADALELUP FARMS	RATES INCENTIVE WINNER	\$	100.00
EFT18234	23/12/2021	CAMERON BOSTOCK	PHOTO & VIDEO CONTENT USE ON SRT APP	\$	500.00
EFT18235	23/12/2021	CAST-TECH GROUP	300 SAND BAGS ON KWOBURUP ROAD AND 6 LENGTHS PIPE (RRG)	\$	6,204.13
EFT18236	23/12/2021	DWER	SEPTIC TANK CLEANING	\$	220.00
EFT18237	23/12/2021	DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$	197.02
EFT18238	23/12/2021	DOREEN A BARROWS	RATES INCENTIVE WINNER	\$	100.00
EFT18239	23/12/2021	GLENICE DAVIDSON	BORDEN PUBLIC TOILET CLEANING JULY 21 - DEC 21	\$	1,663.58
EFT18240	23/12/2021	GNP HARDWARE	VARIOUS HARDWARE ITEMS	\$	167.21
EFT18241	23/12/2021	GORDON LESLIE OWENS	RATES INCENTIVE WINNER	\$	100.00
EFT18242	23/12/2021	HANSON CONSTRUCTION MATERIALS	BLUE METAL AND CRACKER DUST KWOBURUP RD (RRG)	\$	1,292.39
EFT18243	23/12/2021	LEARNING HORIZONS	CEO PERFORMANCE REVIEW AS QUOTED	\$	6,600.00
EFT18244	23/12/2021	LGRCEU	PAYROLL DEDUCTIONS	\$	143.50

EFT18245	23/12/2021	MICHAEL JAMES HARRIS	RATES INCENTIVE WINNER	\$	100.00	
EFT18246	23/12/2021	MICHELLE LEANNE KINGSTON	RATES INCENTIVE WINNER	\$	100.00	
EFT18247	23/12/2021	OFFICEWORKS	SES - STATIONARY ORDER - DECEMBER 2021	\$	213.26	
EFT18248	23/12/2021	ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR SEPTEMBER	\$	632.50	F
EFT18249	23/12/2021	PETER GERARD CALLAGHAN	MEETING FEES JUL - DEC	\$	2,745.65	
EFT18250	23/12/2021	RAY FORD SIGNS	ONGERUP SIGNAGE - ONGERUP STREETScape PROJECT	\$	6,493.63	
EFT18251	23/12/2021	REBECCA ANNE O'MEEHAN	MEETING FEES JUL - DEC	\$	2,785.65	F
EFT18252	23/12/2021	SHIRE OF BROOMEHILL-TAMBELLUP	WALGA TRAINING - DEALING WITH DIFFICULT CUSTOMERS	\$	318.28	
EFT18253	23/12/2021	THE WOOLY SHEEP CAFE & GIFT SHOP	CATERING SOUTHERN LINK VROC MEETING	\$	518.00	
EFT18254	23/12/2021	TOLL TRANSPORT PTY LTD	FREIGHT	\$	78.29	
EFT18255	23/12/2021	TRUCKLINE	IVECO STRALIS AS500 - GN.0044 - AIRHOSE LINE FITTINGS	\$	134.40	
EFT18256	23/12/2021	WA CONTRACT RANGER SERVICES	RANGER SERVICES 08/12, 15/12, 21/12	\$	2,475.00	
EFT18257	23/12/2021	WILSONS SIGN SOLUTIONS	COUNCILLOR'S HONOUR BOARD & DESK PLATES	\$	255.20	
EFT18258	23/12/2021	WINC. (WORK INCORPORATED)	ADMIN - STATIONARY ORDER - DECEMBER 2021	\$	351.03	
DD4972.1	08/12/2021	TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	257.08	
DD4972.3	18/12/2021	3E ADVANTAGE PTY LTD	PHOTOCOPIER RENTAL	\$	418.00	
DD4975.1	08/12/2021	AWARE SUPER	PAYROLL DEDUCTIONS	\$	6,146.04	
DD4975.2	08/12/2021	OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	200.00	

DD4975.3	08/12/2021	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	584.22
DD4975.4	08/12/2021	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	345.16
DD4975.5	08/12/2021	WALGS PLAN	PAYROLL DEDUCTIONS	\$	286.69
DD4975.6	08/12/2021	SMSF	SUPERANNUATION CONTRIBUTIONS	\$	978.68
DD4975.7	08/12/2021	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	644.99
DD4975.8	08/12/2021	COLONIAL FIRSTWRAP PLUS	SUPERANNUATION CONTRIBUTIONS	\$	860.72
DD4975.9	08/12/2021	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	966.51
DD4984.1	22/12/2021	AWARE SUPER	PAYROLL DEDUCTIONS	\$	6,294.85
DD4984.2	22/12/2021	OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	200.00
DD4984.3	22/12/2021	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	540.94
DD4984.4	22/12/2021	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	335.70
DD4984.5	22/12/2021	WALGS PLAN	PAYROLL DEDUCTIONS	\$	286.69
DD4984.6	22/12/2021	SMSF	SUPERANNUATION CONTRIBUTIONS	\$	1,003.80
DD4984.7	22/12/2021	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	650.56
DD4984.8	22/12/2021	COLONIAL FIRSTWRAP PLUS	SUPERANNUATION CONTRIBUTIONS	\$	846.75
DD4984.9	22/12/2021	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	966.51
DD4990.1	31/12/2021	WATC	SELF SUPPORTING LOAN #282 OCD GROUP	\$	340,224.85
DD4975.10	08/12/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,005.01

DD4975.11	08/12/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	307.22
DD4975.12	08/12/2021	BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	99.94
DD4975.13	08/12/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	230.52
DD4984.10	22/12/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	920.29
DD4984.11	22/12/2021	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	303.47
DD4984.12	22/12/2021	BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	74.96
DD4984.13	22/12/2021	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	230.52
			TOTAL MUNICIPAL ACCOUNT	\$	1,081,957.83
	03/11/2021	SHIRE OF GNOWANGERUP	LICENSE SEMI TRAILERS GN.17251/GN.17252	\$	109.80
	08/11/2021	PUMA ENERGY	FUEL GN.00	\$	76.51
	16/11/2021	QUAY PERTH	ACCOMODATION CR CALLAGHAN TRAINING	\$	176.87
	22/11/2021	PUMA ENERGY	FUEL GN.00	\$	57.48
	04/11/2021	MONTECLARE APARTMENTS	ACCOMODATION RATES TRAINING	\$	405.30
	04/11/2021	BP ARMADALE	FUEL GN.001	\$	52.23
	04/11/2021	CROWN PERTH	ACCOMODATION LG PROFESSIIONALS	\$	875.89
	10/11/2021	MONTECLARE APARTMENTS	ACCOMODATION FINANCE TRAINING	\$	967.10
	11/11/2021	KMART ONLINE	SERVING PLATERS	\$	110.00
	11/11/2021	TABLECLOTH KING	TABLECLOTHES FOR SHIRE FUNCTIONS	\$	899.60

12/11/2021 BALSAM HILL	CHRISTMAS TREE RECEPTION AREA	\$	699.00
18/11/2021 SEEK	ASSET MAINTENANCE OFFICER	\$	313.50
22/11/2021 UNITED MT BARKER	FUEL GN.001	\$	95.92
24/11/2021 PERTH MINT	CITIZENSHIP COINS	\$	87.03
24/11/2021 SHIRE OF GNOWANGERUP	LICENSE MOWERS GN.0034/GN.0029	\$	191.30
25/11/2021 SHIRE OF GNOWANGERUP	TRANSFER PLATES GN.0048	\$	30.50
28/11/2021 IINET	DCEO HOME INTERNET	\$	64.99
30/11/2021 BENDIGO BANK	CREDIT CARD MONTHLY FEE	\$	8.00
	CORPORATE CREDIT CARD	\$	5,221.02

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 18149 -18258, Cheque 00040 - 00050, DD and Super Clearing House = \$1,081,957.83

TOTAL FOR CREDIT CARD: \$5,221.02

- F** Fully Grant Funded
- P** Partial Grant Funded
- R** Other Funding (Reimbursements)

11.10 DECEMBER 2021 MONTHLY FINANCIAL REPORT

Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	17 TH January 2022
Business Unit:	Corporate and Community Services
Officer:	D. Long – Finance Consultant S. Minitier – Senior Finance Officer
Disclosure of Interest:	NIL

ATTACHMENTS

Monthly Financial Statements for the period 01/12/2021 to 31/12/2021 including:

- Statement of Financial Activity
- Report on Material Differences
- Comprehensive Income by Program and Nature & Type
- Statement of Cash Flows
- Current Assets and Liabilities

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 31st December 2021, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg. 34 Financial activity statement required each month

POLICY IMPLICATIONS

Investment Policy 4.3

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0222. That Council:

Receives and accepts the Monthly Financial Report for December 2021.

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

31 December 2021

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 DECEMBER 2021

	NOTES	2021-22 ANNUAL BUDGET	2021-22 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$
General Purpose Funding		(106,929)	(29,707)
Governance		(821,399)	(411,818)
Law, Order, Public Safety		(383,968)	(116,794)
Health		(299,375)	(132,296)
Education and Welfare		(29,789)	(13,961)
Housing		(37,110)	(12,878)
Community Amenities		(578,207)	(200,116)
Recreation and Culture		(1,596,000)	(481,261)
Transport		(3,447,983)	(1,756,607)
Economic Services		(161,221)	(69,815)
Other Property and Services		(650,790)	(223,444)
		(8,112,771)	(3,448,697)
REVENUE			
General Purpose Funding		4,758,059	4,539,765
Governance		0	526
Law, Order, Public Safety		75,687	35,490
Health		350	690
Education and Welfare		11,200	0
Housing		94,028	46,417
Community Amenities		283,567	296,320
Recreation and Culture		19,848	14,961
Transport		169,097	178,469
Economic Services		23,357	5,210
Other Property & Services		99,996	92,902
		5,535,189	5,210,751
	<i>Increase(Decrease)</i>	(2,577,582)	1,762,053
FINANCE COSTS			
Housing		(8,309)	(4,702)
Recreation & Culture		(14,966)	(7,906)
Other Property & Services		(279)	(572)
Total Finance Costs		(23,554)	(13,180)
NON-OPERATING REVENUE			
Housing		0	(16,225)
Transport		1,339,691	340,409
Economic Services		246,000	0
Other Property & Services		127,187	0
Total Non-Operating Revenue		1,712,878	324,184
PROFIT/(LOSS) ON SALE OF ASSETS			
Transport Profit		0	0
Transport Loss		0	0
<i>Total Profit/(Loss)</i>		0	0
NET RESULT		(888,258)	2,073,058
Other Comprehensive Income			
Changes on revaluation of non-current assets		0	0
<i>Total Abnormal Items</i>		0	0
TOTAL COMPREHENSIVE INCOME		(888,258)	2,073,058

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 DECEMBER 2021

	2021-22 BUDGET	2021-22 ACTUAL
Expenses		
Employee Costs	(2,650,345)	(1,347,993)
Materials and Contracts	(2,358,089)	(1,686,369)
Utility Charges	(178,508)	(67,898)
Depreciation on Non-Current Assets	(2,291,412)	0
Interest Expenses	(23,554)	(13,180)
Insurance Expenses	(251,066)	(199,399)
Other Expenditure	(383,351)	(146,789)
	(8,136,325)	(3,461,627)
Revenue		
Rates	4,223,193	4,228,381
Operating Grants, Subsidies and Contributions	896,348	649,123
Fees and Charges	305,559	225,774
Service Charges	0	0
Interest Earnings	37,455	22,719
Other Revenue	72,634	84,503
	5,535,189	5,210,501
	(2,601,136)	1,748,874
Non-Operating Grants, Subsidies & Contributions	1,712,878	324,184
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
	1,712,878	324,184
Net Result	(888,258)	2,073,058
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(888,258)	2,073,058

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 DECEMBER 2021

	Note	2020-21 ACTUAL \$	2021-2022 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		2,765,030	2,431,590	-333,440
Restricted Cash & Cash Equivalents		2,145,965	2,139,092	-6,873
Trade and other receivables		388,315	874,641	486,326
Inventories		23,344	18,997	-4,347
Other assets		370,948	370,948	0
Total current assets		5,693,602	5,835,268	141,666
Non-current assets				
Trade and other receivables		114,788	114,788	0
Self Supporting Loans		0	60,000	60,000
Other Financial Assets - WALGA Unit Trust		73,807	73,807	0
Land		1,050,074	1,050,074	0
Buildings		29,110,541	29,149,754	39,213
Plant & Equipment		3,830,310	4,010,683	180,373
Furniture & Equipment		82,180	82,180	0
Infrastructure Assets - Roads		76,898,051	76,765,474	-132,578
Infrastructure Assets - Footpaths		699,025	699,025	0
Infrastructure Assets - Drainage		3,496,095	3,496,095	0
Infrastructure Assets - Parks & Ovals		5,872,194	5,872,194	0
Infrastructure Assets - Other		906,914	958,313	51,399
Infrastructure Assets - Sewerage		225,384	225,384	0
Infrastructure Assets - Airport		3,007,586	3,007,727	141
Infrastructure Assets - Solid Waste		323,471	323,471	0
Right of Use Assets		4,184	4,184	0
Total non-current assets		125,694,605	125,893,153	198,548
Total assets		131,388,206	131,728,421	340,215
Current liabilities				
Trade and other payables		398,278	79,674	318,604
Contract Liabilities		188,809	176,370	12,439
Interest-bearing loans and borrowings		556,784	509,436	47,348
Bonds and Deposits		0	0	0
Finance Lease Liability		4,323	2,532	1,791
Provisions		394,658	394,658	0
Total current liabilities		1,542,851	1,162,670	380,182
Non-current liabilities				
Interest-bearing loans and borrowings		564,832	224,832	340,000
Finance Lease Liability		0	0	0
Provisions		89,450	89,450	0
Total non-current liabilities		654,282	314,282	340,000
Total liabilities		2,197,133	1,476,951	720,182
Net assets		129,191,074	130,251,470	1,060,396
Equity				
Retained surplus		43,872,509	43,872,113	-396
Net Result		0	2,073,058	2,073,058
Reserve - asset revaluation		83,179,870	82,167,207	-1,012,663
Reserve - Cash backed		2,138,695	2,139,092	397
Total equity		129,191,074	130,251,470	1,060,396

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

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 DECEMBER 2021**

		2020-21 ACTUAL	2021-22 BUDGET	2021-22 ACTUAL
		\$	\$	\$
Cash Flows from operating activities				
Payments				
Employee Costs		(2,548,029)	(2,810,221)	(1,380,653)
Materials & Contracts		(1,791,826)	(2,182,394)	(1,954,754)
Utilities (gas, electricity, water, etc)		(159,395)	(193,747)	(67,898)
Insurance		(211,119)	(234,191)	(199,399)
Interest Expense		(32,319)	(31,838)	(13,180)
Goods and Services Tax Paid		0	0	0
Other Expenses		(228,800)	(376,416)	(146,789)
		(4,971,488)	(5,828,807)	(3,762,672)
Receipts				
Rates		4,103,719	4,125,515	3,630,767
Operating Grants & Subsidies		1,663,805	912,608	636,684
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		346,915	307,371	225,774
Interest Earnings		58,837	46,338	22,719
Goods and Services Tax		(39,343)	0	22,281
Other		193,492	84,856	160,088
		6,327,425	5,476,688	4,698,313
Net Cash flows from Operating Activities	9	1,355,937	(352,119)	935,641
Cash flows from investing activities				
Payments				
Purchase of Land		(30,619)	(27,000)	0
Purchase of Buildings		(92,961)	(176,778)	(39,002)
Purchase Plant and Equipment		(465,144)	(699,500)	(180,373)
Purchase Furniture and Equipment		(42,580)	(45,000)	0
Purchase Road Infrastructure Assets		(1,992,967)	(2,105,192)	(880,085)
Purchase of Footpath Assets		0	(5,000)	0
Purchase Aerodrome Assets		(55,680)	(55,250)	(141)
Purchase Drainage Assets		0	(5,000)	0
Purchase Sewerage Assets		0	0	0
Purchase Parks & Ovals Assets		(60,906)	(58,810)	0
Purchase Solid Waste Assets		0	0	0
Purchase Infrastructure Other Assets		(653,972)	(839,396)	(51,398)
Receipts				
Proceeds from Sale of Assets		158,636	192,000	0
Non-Operating grants used for Development of Assets		2,442,124	2,527,849	324,184
		(794,069)	(1,297,077)	(826,815)
Cash flows from financing activities				
Repayment of Debentures		(548,606)	(208,606)	(787,348)
Repayment of Finance Leases		(12,661)	(12,664)	(1,791)
Advances to Community Groups		(340,000)	0	0
Loan advances repaid		340,000	0	0
Revenue from Self Supporting Loans		29,729	29,729	0
Proceeds from New Debentures		340,000	0	340,000
Net cash flows from financing activities		(191,538)	(191,541)	(449,139)
Net increase/(decrease) in cash held		370,330	(1,840,737)	(340,313)
Cash at the Beginning of Reporting Period		4,540,665	4,540,665	4,910,995
Cash at the End of Reporting Period	9	4,910,995	2,699,928	4,570,682

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 DECEMBER 2021

	2020-21 ACTUAL \$	2021-22 BUDGET \$	2021-22 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	2,764,129	471,376	2,430,690
Cash at Bank Reserves - Restricted	2,145,965	2,227,752	2,139,092
Cash on Hand	900	800	900
TOTAL CASH	4,910,994	2,699,928	4,570,682
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	1,242,843	(888,259)	2,073,058
Add back Depreciation	2,331,548	2,291,412	0
(Gain)/Loss on Disposal of Assets	4,136	0	0
Less: Movement in contract liabilities	(176,370)	0	0
Less: Movement in Local Government House Unit Trust	(2,586)	0	0
Less: Self Supporting Loan Principal Reimbursements	1,219	0	0
Less: Contributions for the Development of Assets	(2,265,754)	(1,712,878)	(324,184)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(8,149)	0	4,347
(Increase)/Decrease in Receivables	(85,319)	0	(486,536)
Increase/(Decrease) in Accounts Payable	274,219	(15,442)	(331,043)
Increase/(Decrease) in Prepayments	0	(19,422)	0
Increase/(Decrease) in Employee Provisions	40,151	68,888	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	1,355,937	(275,701)	935,642

**SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 31 DECEMBER 2021**

	2021-22 ANNUAL BUDGET	2021-22 YTD BUDGET (a)	2021-22 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)
OPERATING REVENUE	\$	\$	\$		
General Purpose Funding	781,328	396,554	561,267	164,713	(29%)
Governance	0	0	526	Within Threshold	(100%)
Law, Order Public Safety	75,687	38,583	35,490	Within Threshold	Within Threshold
Health	350	250	690	Within Threshold	(64%)
Education and Welfare	11,200	5,598	0	Within Threshold	0%
Housing	94,028	46,995	46,417	Within Threshold	Within Threshold
Community Amenities	283,567	276,142	296,320	20,178	Within Threshold
Recreation and Culture	19,848	10,337	14,961	Within Threshold	(31%)
Transport	169,097	169,042	178,469	Within Threshold	Within Threshold
Economic Services	23,357	7,235	5,210	Within Threshold	39%
Other Property and Services	99,996	51,881	92,902	41,021	(44%)
	1,558,458	1,002,617	1,232,252		
LESS OPERATING EXPENDITURE					
General Purpose Funding	(106,929)	(39,922)	(29,707)	10,215	34%
Governance	(821,399)	(505,312)	(411,818)	93,494	23%
Law, Order, Public Safety	(383,968)	(188,663)	(116,794)	71,869	62%
Health	(299,375)	(154,563)	(132,296)	22,268	17%
Education and Welfare	(29,789)	(14,128)	(13,961)	Within Threshold	Within Threshold
Housing	(45,419)	(24,223)	(17,579)	Within Threshold	38%
Community Amenities	(578,207)	(297,875)	(200,116)	97,759	49%
Recreation and Culture	(1,610,966)	(857,072)	(489,167)	367,905	75%
Transport	(3,447,983)	(1,967,767)	(1,756,607)	211,159	12%
Economic Services	(161,221)	(73,010)	(69,815)	Within Threshold	Within Threshold
Other Property & Services	(651,069)	(399,448)	(224,016)	175,431	78%
	(8,136,325)	(4,521,984)	(3,461,877)		
<i>Increase(Decrease)</i>	(6,577,867)	(3,519,367)	(2,229,625)		
ITEMS EXCLUDED FROM OPERATIONS					
Movement in Employee Benefits (Non-current)	69,438	0	0	Within Threshold	0%
Movement in Deferred Pensioners (Non-current)	0	0	0	Within Threshold	0%
Movement in SS Loan (Non-current)	0	0	0	Within Threshold	0%
Movement in LG House Unit Trust	0	0	0	Within Threshold	0%
Loss on the disposal of assets	0	0	0	Within Threshold	0%
(Profit) on the disposal of assets	0	0	0	Within Threshold	0%
Depreciation Written Back	2,291,412	1,145,248	0	(1,145,248)	0%
	2,360,850	1,145,248	0		
<i>Sub Total</i>	(4,217,017)	(2,374,119)	(2,229,625)		
INVESTING ACTIVITIES					
Purchase of Land	0				
Purchase Buildings	(634,091)	(203,991)	(39,002)	164,989	423%
Purchase Plant and Equipment	(1,026,000)	(981,000)	(196,836)	784,164	398%
Purchase Furniture and Equipment	(25,740)	(25,740)	0	25,740	0%
Infrastructure Assets - Roads	(1,637,045)	(1,245,180)	(880,085)	365,095	41%
Infrastructure Assets - Footpaths	0	0	0	Within Threshold	0%
Infrastructure Assets - Aerodromes	(274,100)	(274,100)	(141)	273,959	194187%
Infrastructure Assets - Drainage	(5,000)	0	0	Within Threshold	0%
Infrastructure Assets - Sewerage	0	0	0	Within Threshold	0%
Infrastructure Assets - Parks & Ovals	(24,256)	(24,256)	0	24,256	0%
Infrastructure Assets - Solid Waste	0	0	0	Within Threshold	0%
Infrastructure Assets - Other	(121,613)	(121,613)	(51,398)	70,215	137%
Proceeds from Sale of Assets	362,000	362,000	16,463	(345,537)	2099%
Contributions for the Development of Assets	1,712,878	439,187	324,184	(115,003)	35%
Amount Attributable to Investing Activities	(1,672,967)	(2,074,693)	(826,817)		
FINANCING ACTIVITIES					
Repayment of Debt - Loan Principal	(216,784)	(107,346)	(787,348)	(680,002)	(86%)
Repayment of Debt - Finance Lease	(5,945)	(3,789)	(1,791)	Within Threshold	112%
Self Supporting Loan Principal Income	30,949	15,318	0	(15,318)	0%
Loan Advances to Community Groups	(60,000)	(60,000)	(60,000)	Within Threshold	Within Threshold
Loan Advance - Principal Repaid	0	0	0		
Transfer to Reserves	(268,398)	(2,698)	(396)	Within Threshold	581%
	(520,178)	(158,515)	(849,535)		
Plus Rounding					
<i>Sub Total</i>	(6,410,162)	(4,607,327)	(3,905,977)		
FUNDING FROM					
Transfer from Reserves	173,000	0	0	Within Threshold	0%
Loans Raised	78,240	78,240	400,000	321,760	(80%)
Estimated Opening Surplus at 1 July	2,182,200	2,182,200	2,202,004	19,804	Within Threshold
Amount Raised from General Rates	3,976,731	3,976,731	3,978,498	Within Threshold	Within Threshold
	6,410,171	6,237,171	6,580,502		
NET SURPLUS/(DEFICIT)	9	1,629,844	2,674,526		

NOTE 1

CURRENT RATIO

Current Assets	2,875,577	3.28
Current Liabilit	877,088	

Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 DECEMBER 2021

CURRENT ASSET	ACTUAL 31-Dec-21	ACTUAL 30 JUNE 2021
91000 Municipal Fund Bank Account - NAB	\$239,254	\$2,764,130
91001 Municipal Fund Bank Account - Bendigo	\$2,191,435	
91003 Gnp Office Till Float	\$300	\$300
91004 Gnp Office Petty Cash	\$300	\$300
91005 Swimming Pool Float	\$300	\$300
91008 SWIMMING POOL VENDING MACHINE	\$0	\$0
91009 CASH ON HAND - BANKING CHANGE	\$0	\$0
99000 TRUST FUND BANK ACCOUNT	\$0	\$0
91010 Restricted Cash - Long Service Leave Reserve	\$197,737	\$197,701
91011 Restricted Cash - Plant Reserve	\$733,610	\$733,474
91014 Restricted Cash - Ongerup Effluent Line Reserve	\$47,229	\$47,220
91017 Restricted Cash - Area Promotion Reserve	\$30,662	\$30,656
91020 Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023 Restricted Cash - Swimming Pool Upgrade Reserve	\$294,494	\$294,439
91025 Restricted Cash - Land Development Reserve	\$193,416	\$193,380
91026 Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027 Restricted Cash - Computer Replacement Reserve	\$53,275	\$53,265
91029 Restricted Cash - Waste Disposal Reserve	\$250,946	\$250,899
91030 Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031 Restricted Cash - Futures Fund Reserve	\$205,438	\$205,400
91034 RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,837	\$31,831
91035 RESTRICTED CASH - COVID-19 RESERVE	\$100,448	\$100,429
91070 Restricted Cash - Kidz Sports Grant	\$0	\$0
91071 Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072 Restricted Cash - ICCWA Stay on Your Feet Grant	\$0	\$0
91073 Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074 Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075 Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076 Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077 RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$0	\$0
91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$0	\$7,270
91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080 RESTRICTED CASH - CAT TRAP BONDS	\$0	\$0
91081 RESTRICTED CASH - TENANCY HOUSING BONDS	\$0	\$0
91100 Rates Debtor - Rates	\$703,831	\$161,324
91101 Rates Debtor - Specified Area Rates	\$18,585	\$10,588
91102 Rates Debtor - Rubbish Collection	\$9,896	\$6,941
91103 Rates Debtor - Health Act Rate	\$26,685	\$18,834
91104 Rates Debtor - Legal Charges	\$10,858	\$11,474
91105 Rates Debtor - Interest/Admin Charges	\$22,442	\$20,782
91106 Rates Debtor - ESL	\$19,272	\$8,053
91107 Rates Debtor - Sundry Charges	\$0	\$0
91108 Rates Debtor - Recycling Charges	\$8,436	\$5,512
91110 Sundry Debtors Control	\$45,656	\$117,844
91111 Pensioner Rebate Claims - General Rates	\$8,739	\$4,585
91112 Pensioner Rebate Claims - ESL Levy	\$670	\$318
91113 PROVISION FOR DOUBTFUL DEBTS	(\$23,137)	(\$23,137)
91120 GST Receivable	\$18,724	\$41,005
GST Payable	\$0	\$0
93041 GST Claimable	\$0	\$0
91130 Accrued Interest on SSL's	\$0	(\$425)
91131 ACCRUED INCOME	\$3,983	\$3,983
91140 Self Supporting Loans (Current)	\$370,948	\$30,948
80034 LOAN ADVANCE - ONGERUP COMMUNITY DEVELOPMENT	\$0	\$340,000
80015 PRINCIPAL REPAYED - SELF SUPPORTING LOAN INCOME	\$0	\$0
55022 Less Allocated To Works	\$0	\$0
55032 Fuel & Oils Purchased	\$89,768	\$163,761
55042 Less Fuel & Oils Allocated	(\$94,114)	(\$155,612)

91200	Stock On Hand - Fuel & Oils	\$23,344	\$15,194
91201	Stock On Hand - Materials	\$0	\$0
93031	Suspense	\$0	\$0
		5,835,267	5,692,967
	LESS CURRENT LIABILITIES		
93000	Sundry Creditors Control	\$1,386	(\$303,223)
93001	ESL Payable	(\$26,991)	\$4,886
93002	ACCRUED EXPENSES	(\$33,690)	(\$33,690)
93003	Part Proceeds - Sale of Land	\$0	\$0
93010	Accrued Interest On Loans	(\$4,160)	(\$4,160)
93020	Accrued Salaries & Wages	\$0	(\$32,659)
93040	GST Payable	\$0	\$0
93004	GRANT REVENUE RECEIVED IN ADVANCE	\$0	\$0
93030	Rate Payments Received In Advance	(\$12,766)	(\$29,376)
93043	Net Gst Payable/Receivable	\$0	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$0	\$0
93060	HALL HIRE BONDS	\$0	\$0
93061	ANIMAL TRAP BONDS	(\$100)	\$0
93062	HOLLOW LOG TOURNAMENT	\$0	\$0
93063	HOUSING RETENTION MONIES	\$0	\$0
93064	TENANCY HOUSING BONDS	\$0	\$0
93065	Building Commission Levy	(\$1,408)	\$0
93066	BCITF Levy	(\$1,889)	\$0
99300	Trust Liabilities	\$0	(\$8,565)
99100	POLICE LICENSING (PAY)	\$514,276	\$523,234
99101	BCITF LEVY (PAY)	\$0	\$7,111
99102	BUILDING SERVICES LEVY (PAY)	\$0	\$5,795
99110	OTHER GENERAL TRUST (PAY)	\$0	\$11,155
99112	NOMINATION DEPOSITS PAYMENTS	\$0	\$480
99114	MICRO-CHIP BOND PAYMENTS	\$0	\$50
99200	POLICE LICENSING (REC)	(\$514,276)	(\$523,234)
99201	BCITF LEVY (REC)	\$0	(\$7,115)
99202	BUILDING SERVICES LEVY (REC)	\$0	(\$5,792)
99203	TENNANCY HOUSING BONDS (REC)	\$0	(\$9,376)
99208	CAT TRAP BONDS (REC)	\$0	(\$100)
99210	OTHER GENERAL TRUST (REC)	\$0	(\$2,640)
99212	NOMINATION DEPOSITS RECEIPTS	\$0	(\$480)
93067	UNCLAIMED RATES REFUND	(\$56)	(\$56)
93068	ADVANCE OPERATIONAL GRANT SES	\$0	(\$5,648)
93069	ADVANCE OPERATIONAL GRANT BFB	\$0	(\$6,792)
93070	CONTRACT LIABILITIES - LRCI PHASE 1	(\$4,486)	(\$4,486)
93071	CONTRACT LIABILITIES - LRCI PHASE 2	(\$171,884)	(\$171,884)
93110	Loan Liability (Current)	(\$109,436)	(\$216,784)
80035	WATC SHORT TERM LOAN	(\$340,000)	(\$680,000)
93120	LEASE LIABILITY (CURRENT)	(\$4,323)	(\$16,984)
80024	PRINCIPAL ON FINANCE LEASES	\$1,791	\$12,661
93200	Provision For Annual Leave (Current)	(\$199,000)	(\$199,000)
93210	Provision For Long Service Leave (Current)	(\$149,701)	(\$149,701)
93220	Provision for Sick Leave Bonus (Current)	(\$45,957)	(\$45,957)
		\$0	\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$0	\$0
		-1,102,670	-1,892,328
	SUB-TOTAL	4,732,598	3,800,640
	ADJUSTMENTS	-	-
95100	Reserves Cash backed	(\$2,139,092)	(\$2,138,695)
	Add Back Loan & Finance Lease Liability	\$451,967	\$901,106
	Deduct Off Self Supporting Loan Repayments	(\$370,948)	(\$370,948)
		\$0	\$0
	Rounding	\$1	\$0
	SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$ 2,674,526	\$ 2,192,102

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 DECEMBER 2021

EXPLANATION OF MATERIAL VARIANCES

2021-22

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<u>OPERATING REVENUE</u>			
General Purpose Funding			
Financial Assistance Grant Funding higher than anticipated for reporting period	PERMANENT	164,713	(29.35%)
Governance			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	(1)
Law Order & Public Safety -			
DFES Grant Funding held in Current Liabilities as paid in advance		Within Threshold	Within Threshold
Health			
Health Act licenses not anticipated for reporting period		Within Threshold	(63.77%)
Education & Welfare			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	0%
Housing			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	Within Threshold
Community Amenities			
Strategic Waste Grant not received as anticipated	TIMING	20,178	Within Threshold
Recreation & Culture			
Variance within \$10,000 materiality threshold, reimbursements higher than anticipated		Within Threshold	(30.91%)
Transport			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	Within Threshold
Economic Services			
Variance within \$10,000 materiality threshold. Caravan Park licenses higher than anticipated for reporting period		Within Threshold	38.87%
Other Property and Services			
Private Works income higher and Paid Parental Leave not anticipated for reporting period	PERMANENT/ TIMING	41,021	(44.15%)
<u>OPERATING EXPENDITURE</u>			
General Purpose Funding			
Printing, Rate incentive and Collection costs less than anticipated for reporting period		10,215	34.39%
Governance			
Community Grant expenditure less than anticipated for reporting period	TIMING	93,494	22.70%
Law Order & Public Safety -			
Emergency Services expenditure less and Depreciation yet to be applied - no monetary impact	TIMING	71,869	61.53%
Health			
Superannuation less than anticipated, Depreciation yet to be applied to Medical buildings		22,268	16.83%
Education & Welfare			
Variance within 10% or \$10,000 materiality threshold.		Within Threshold	Within Threshold
Housing			
Variance within 10% materiality threshold, depreciation not yet applied		Within Threshold	37.79%
Community Amenities			
Depreciation not applied to date - no monetary impact	TIMING	97,759	48.85%
Recreation & Culture			
Depreciation not applied to date - no monetary impact	TIMING	367,905	75.21%
Transport			
Depreciation not applied to date - no monetary impact	TIMING	211,159	12.02%
Economic Service			
Marketing and Tourism expenditure higher than anticipated for reporting period		Within Threshold	Within Threshold
Other Property & Services			
Depreciation for plant not yet applied	TIMING	175,431	78.31%
<u>CAPITAL REVENUES</u>			
<u>Non-Operating Grants, Subsidies & Contributions</u>			
<i>Transport</i>			

Regional Road Group Grants		(196,694)	
Roads to Recovery Grants - Grant funding claimed higher than anticipated for reporting period.	TIMING	261,831	
LRCI Grants		0	
Airstrip Grants & Contributions - Grant funding not yet received	TIMING	(68,525)	
<u>Economic Services</u>			
Commonwealth Water Grants		0	
Drought Extension Grants - Grant funding not yet received	TIMING	(95,390)	
		<u>(98,778)</u>	35.47%
<u>Proceeds from Sale of Assets</u>			
Sale of Grader GN.015		(150,000)	
Sale of Manager Works GN.004 - Plant item not yet traded	TIMING	(30,000)	
Sale of Mower GN0029 - Plant item traded in earlier than anticipated	TIMING	2,007	
Sale of Mower GN0034 - Plant item traded in earlier than anticipated	TIMING	7,456	
Sale of Side Tipper GN.0050 - Plant item not yet traded	TIMING	(40,000)	
Sale of Side Tipper GN.17003 - Plant item not yet traded	TIMING	(40,000)	
Sale of Dolly GN.170002 - Plant item not yet traded	TIMING	(10,000)	
Sale of Dolly GN.17067 - Plant item not yet traded	TIMING	(10,000)	
Sale of Utility GN.037 - Plant item not yet traded	TIMING	(20,000)	
Sale of Utility GN.0051 - Plant item not yet traded	TIMING	(20,000)	
Sale of Utility GN.0036 - Plant item not yet traded	TIMING	(20,000)	
Sale of Utility GN.0048 - Plant item not yet traded	TIMING	(15,000)	
		<u>(345,537)</u>	2098.92%
<u>Transfers from Reserve</u>			
Transfers from Reserve -			
<u>CAPITAL EXPENDITURE</u>			
<u>Transfers to Reserve</u>			
Transfers to Reserve		Within Threshold	580.67%
<u>Furniture & Equipment</u>			
<u>Other Property & Services</u>			
Administration Furniture & Equipment - Acquisition of furniture not yet commenced	TIMING	25,740	
		<u>25,740</u>	0%
<u>Buildings</u>			
<u>Economic Services</u>			
Construction Chalets BBRF		82,000	
Transportable - Staff Quarters		0	
Transportable - Kitchen/Lunchroom		0	
<u>Transport</u>			
Upgrade Depot Mezzanine Floor & Lighting - Project not yet commenced	TIMING	16,250	
<u>Other Property & Services</u>			
Kitchen Upgrade and New Oven - Project commenced earlier than anticipated	TIMING	7,727	
<u>Recreation & Culture</u>			
Borden CWA Building - Renewals and safety measures - Project expenses lower than anticipated for reporting period.	TIMING	13,001	
Ongerup Sports Pavilion Capital - Renewals & Renovations - Project expenses higher than anticipated for reporting period	TIMING	40,741	
Borden Pavilion Multipurpose Shed & Shelter		5,270	
		<u>164,989</u>	423.02%
<u>Plant & Equipment</u>			
<u>Recreation & Culture</u>			

Purchase Mower GN.0029 - Mower purchased earlier than anticipated, purchase price higher than budget estimate	PERMANENT/ TIMING	(6,370)	
Purchase Mower GN.0034 - Mower purchased earlier than anticipated, purchase price higher than budget estimate	PERMANENT/ TIMING	(7,096)	
Rebuild of Tree Saw - Acquisition not yet occurred	TIMING	30,000	
<u>Transport</u>			
Purchase Side Tipper GN.0050 - Acquisition not yet occurred	TIMING	110,000	
Purchase Side Tipper GN.17003 - Acquisition not yet occurred	TIMING	10,060	
Purchase Dolly GN.17002		570	
Purchase Dolly GN.17067 - Acquisition not yet occurred	TIMING	30,000	
Purchase of Utility GN.0036 - Acquisition not yet occurred	TIMING	38,000	
Purchase of Utility GN.0051 - Acquisition not yet occurred	TIMING	38,000	
Purchase of Utility GN.037 - Acquisition not yet occurred	TIMING	38,000	
Purchase Manager Works GN.004 - Acquisition not yet occurred	TIMING	45,000	
Total (Over)/Under Budget		746,164	398.38%
<u>Road Construction</u>			
<u>Roads to Recovery</u>			
RTR Rabbit Proof Fence Rd - Gravel Sheet		(118,694)	
RTR - Magitup Road	TIMING	87,839	
RTR - Boxwood Hill Ongerup Road		132,479	
<u>Regional Road Group</u>			
RRG - Kowbrup Road	TIMING	154,275	
RRG - Borden - Bremer Road		187,000	
<u>Commonwealth Local Roads & Community Infrastructure</u>			
LRCIP - Phase 2 Projects	TIMING	(138,442)	
<u>Municipal Road Projects</u>			
Toompup Road South Reseal		0	
Quinn Street RAV Reseal		72,089	
Corakerup Road Reseal		0	
Coromup Road Reseal		0	
Gnp Tambellup Road Reseal		42,600	
Total (Over)/Under Budget		419,146	41.48%
<u>Drainage</u>			
Drainage Renewals		0	
		0	0%
<u>Airport Infrastructure</u>			
Airport Infrastructure		274,100	
Total (Over)/Under Budget		274,100	194186.93%
<u>Parks & Ovals</u>			
Playground Gnp Sports Complex		3,671	
Weir Park Improvements		20,585	
Total (Over)/Under Budget		24,256	0%
<u>Other Infrastructure</u>			
<u>Community Amenities</u>			
Gnp Cemetery Project	TIMING	(13,995)	
<u>Transport</u>			
Depot Fencing Renewal		15,000	
Depot Adblue Storage Tank		10,000	
Gnp Precinct Renewal Project	TIMING	7,059	
Stirlings/Borden Streetscape Project	TIMING	8,176	
Ongerup Streetscape and Signage Works	TIMING	1,610	
<u>Economic Services</u>			
Toompup Dam Renewal		24,583	
Magitup Dam Renewal		5,227	
Gnowangerup Depot Water Harvesting project		12,554	
Total (Over)/Under Budget		70,215	136.61%

Note: (NB) = No Budget Provision Made

**11.11 REQUEST FOR TENDER RFT2022-1 - SEAL WIDENING AND
INSTALLATION OF AUDIBLE EDGE LINE ON GNOWANGERUP
TAMBELLUP ROAD**

Location: Gnowangerup Tambellup Road
Proponent: N/A
Date of Report: 4 February 2022
Business Unit: Infrastructure
Officer: Yvette Wheatcroft - Manager of Works
Disclosure of Interest: Nil

ATTACHMENTS

- Tender evaluation spreadsheet (CONFIDENTIAL)
- Road Safety Fact Sheet

PURPOSE OF THE REPORT

To consider the tender RFT2022-1 Seal Widening and Installation of Audible Edge Line on Gnowangerup Tambellup Road and to accept the submission that provides the best value to the Shire.

COMMENT

On the 6th January 2021 the Commonwealth and State governments announced that over the next two years they would be funding upgrades to local roads in the way of sealed shoulders, installation of audible edge lines and audible centre lines where possible. These upgrades are to be undertaken on specific projects based on certain guidelines and the program will be monitored by a Main Roads Program Manager. This \$455 million Regional Road Safety Program, jointly funded by the Australian Government (\$364 million) and Western Australian (\$91 million) Governments will help improve road user safety and reduce road trauma.

The Shire of Gnowangerup was notified in April 2021 that Gnowangerup Tambellup Road between straight line kilometre (SLK) 0.00 – 12.76, from Gnowangerup townsite to the Shire boundary, had been selected under Tranche Two of this program and we were asked if we would be willing to take this project on. We had to put in a detailed estimate for this work and guarantee we could complete the project in the given time frame. Tranche two timeline was from July 1st 2021 to December 31st 2021.

The first estimate we proposed was for \$327,036 which was assessed from quotations from contractors undertaking the same type of work in Tranche one and advice from Main Roads of what they were paying at that time. This allocation was approved by Main Roads and we went out for tender in June 2021. When the tenders were received the price has significantly jumped and ranged from \$686,000 to \$1.123million. As we were unable to fund this amount we consulted Main Roads who advised us we may be eligible when Tranche Three funds became available.

In December 2021 Main Roads asked as to resubmit a new estimate to be considered in Tranche Three. We resubmitted a revised estimate of \$710,312 and were successful and offered funding in Tranche Three.

Three tenders were received with the prices significantly increasing again. The lowest tendered price was \$778,000 which is over our budget by \$67,688. Following further discussion, Main Roads have advised us that due to another Wheatbelt Shire recently returning funding, they will be able to fund the shortfall of \$67,888. Tranche Three runs from 1st January 2022 to 30th June 2022 so there are time restraints involved.

It has been very difficult to judge budget estimates with contractors in the current climate due to the excessive amount of work within the civil construction industry and the lack of contractors available.

The following three tenders were received, and all met with the tender requirements.

Rated	Name
1	East Kimberly Civil & Plant PTY LTD
2	Riverhill Civil Contractors
3	WCP

CONSULTATION

Main Roads Great Southern were consulted for current prices and for the audible edge line specifications.

Danny Coleman (road construction consultant) assisted on the estimates and the scope of works. Main Roads, Project Programming Manager, Craig Forster.

LEGAL AND STATUTORY REQUIREMENTS

Due to the estimated cost of the works exceeding \$250k it is a purchasing requirement to go to tender, pursuant to r.11 of the *Local Government (Functions and General) Regulations 1996*.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The tender is within the funding allocation for the work. The widening of pipes and headwalls by the Shire was allocated in the 2021/2022 annual budget.

STRATEGIC IMPLICATIONS

Our Infrastructure

3.2 We prepare and maintain our assets for current and future community use.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Shire could choose not to accept this funding and advise Main Roads

CONCLUSION

The recommendation is to accept the tender from East Kimberly Civil & Hire PTY LTD.

VOTING REQUIREMENTS

Absolut majority

OFFICER RECOMMENDATION

0222. That Council:

- 1. Authorises the CEO to accept the tender RFT2022-1 from East Kimberly Civil & Hire PTY LTD for \$778,000 (gst excl) for the seal widening, and installation of audible edge line on Gnowangerup Tambellup Road, and**
- 2. Accepts the offer from Main Roads WA to provide additional funding of \$67,688.00 to fully fund the project.**
- 3. Authorises the amendment of the 2021-22 Annual Budget to include:**
 - Revenue: Main Roads WA Funding \$778,000**
 - Expenditure: Widening & installation of audible edge line on Gnowangerup-Tambellup Road \$778,000**
 - Nil effect on budget surplus/(deficit).**



Regional Road Safety Program Local Government Roads



The \$455 million Regional Road Safety Program, jointly-funded by the Australian (\$364 million) and Western Australian (\$91 million) Governments, will help **improve road user safety and reduce road trauma.**

Between 2015 and 2019, 42 per cent of all people killed, and 47 per cent of all people seriously injured were involved in run off road crashes on rural local government roads.

In regional Western Australia, the rate of fatal and serious injury road crashes (from run-off-road and head-on crashes) is five times higher than the same type of crash in the metropolitan area.

The Australian Government's Regional Road Safety Program will significantly improve road user safety and help to reduce road trauma through the installation of audible edge lines and sealing of road shoulders to provide a more forgiving road environment.

Main Roads' latest program of safety improvements, designed to help optimise the existing road formation through installation of audible edge lines and shoulder sealing, will help improve road user safety and reduce road trauma across the State road network.

Modelling indicates that these treatments have the potential to reduce road trauma by up to 60 per cent, depending on the existing road width.

Program Overview

Over the next two years, state and local regional roads will be treated with:

- sealed shoulders
- installation of audible edge and
- installation of audible centre lines (where suitable)

Unlike the Australian and State Government Black Spot programs which focus on site-specific treatments, this program considers an entire route, taking into account both crash statistics and current condition.

Main Roads will prioritise nominations based on crash ranking, proposed treatments and the deliverability and cost effectiveness proposed by the Local Government.

Works not considered within this funding program include:

- road formation widening
- construction of culverts and bridges
- maintenance activities such as reseals and vegetation clearing
- rehabilitation activities including overlays and pavement repairs; and
- intersection improvements.

A copy of the program guidelines has been forwarded to each Local Government with pre-qualified road sections.

How do I apply?

Ensure your nominated project is located within the published road sections provided by Main Roads.

Submit your application to Program Manager Craig Forster -

email: craig.forster@mainroads.wa.gov.au

Or post to:
Main Roads Western Australia
PO Box 6202
EAST PERTH WA 6892

Timeline

Funding for the program will be available in three stages. Timing for Stages Two and Three will be determined in consultation with the Australian Government.

Stage One (2020/21):

- December 2020: Main Roads finalises program schedule and road section suitability.
- January 2021: Local Governments submit nominations.
- February 2021: Main Roads and Local Governments confirm deliverability.
- March 2021: Australian Government approves projects.
- April 2021: Main Roads advises Local Government of final program.

Further Information

For technical information please visit the Austroads Guide to Design page at: www.mainroads.wa.gov.au/guide-to-road-design-3

For information on the wider program, visit the Regional Road Safety page at: www.mainroads.wa.gov.au/regional-road-safety-upgrades

For general Main Roads enquiries email enquiries@mainroads.wa.gov.au or call 138 138.



This document can be provided in alternative formats upon request

www.mainroads.wa.gov.au



☎ 138 138

✉ enquiries@mainroads.wa.gov.au

📄 www.mainroads.wa.gov.au

**11.12 ACCOUNTS FOR PAYMENT AND AUTHORISATION –
JANUARY 2022**

Location: Shire of Gnowangerup
Proponent: N/A
Date of Report: 7th February 2022
Business Unit: Corporate and Community Services
Officer: SM Miniter– Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- January 2022 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of January 2022.

BACKGROUND

Nil

COMMENTS

The January 2022 cheque list for the period 01/01/2022 to 31/01/2022 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$320,862.48
Credit Card	\$ 1,623.29
TOTAL	\$322,485.77

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

- (2) *A payment may only be made from the municipal fund or the trust fund*
-
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- (b) *otherwise, if the payment is authorised in advance by a resolution of the council.*

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

All payments are in line with the Adopted Budget or have been approved by Council as a Budget Amendment.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0222. That Council:

Approves the Schedule of Accounts:

Municipal Fund Cheques 00051 - 00061, EFT 18259 – EFT 18337, Superannuation and Direct Deposits totalling \$320,862.48 and Corporate Credit Card totalling \$1,623.29

Chq/EFT	Date	Name	Description	Amount
51	01/01/2022	CANCELLED CHEQUE		\$ -
52	11/01/2022	SYNERGY	STREET LIGHT SUPPLY TO 04/01/22 34 DAYS	\$ 4,837.44
53	11/01/2022	WATER CORPORATION	WATER USAGE	\$ 8.19
54	20/01/2022	SYNERGY	SUPPLY PERIOD 64 DAYS	\$ 3,338.50
55	20/01/2022	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$ 5,083.96
56	28/01/2022	FOWLER SURVEYS	SPOT BARRIER MARK KWOBURUP ROAD POST SEALING RRG	\$ 6,990.50
57	28/01/2022	GAVIN M RICHARDSON	RATES INCENTIVE WINNER	\$ 100.00
58	28/01/2022	GNOWANGERUP SHIRE MEDICAL PRACTICE	PRE PLACEMENT MEDICAL	\$ 150.00
59	28/01/2022	NARRABURRA FARMING CO	RATES INCENTIVE DRAW 2021/22	\$ 100.00
60	28/01/2022	SYNERGY	SUPPLY PERIOD 65 DAYS	\$ 6,165.90
61	28/01/2022	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$ 4,667.87
EFT18259	11/01/2022	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 80.00
EFT18260	11/01/2022	ADROIT INFORMATION MANAGEMENT	RECORDS TRAINING - LIFECYCLE OF RECORDS	\$ 1,900.80
EFT18261	11/01/2022	AIR LIQUIDE	CYLINDER FEE HIRE LGE, MED, SML	\$ 149.68
EFT18262	11/01/2022	AMD CHARTERED ACCOUNTANTS	AUDIT REG.17 REVIEW	\$ 7,920.00
EFT18263	11/01/2022	ARCHIVAL SURVIVAL	ARCHIVAL BOXES FOR GNOWANGERUP STAR PROJECT	\$ 197.18
EFT18264	11/01/2022	ASSIST ENGINEERING	SHOULDER WIDENING ON CORNER ON BOXWOOD HILL ONGERUP ROAD	\$ 3,630.00

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EFT18265	11/01/2022 BEST OFFICE SYSTEMS	GNP DEPOT PHOTOCOPIER	\$ 94.08
EFT18266	11/01/2022 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 110.00
EFT18267	11/01/2022 CRYSTALLINE CIVIL AND RURAL	GRAVEL SHEETING MAGITUP ROAD R2R	\$ 8,827.50
EFT18268	11/01/2022 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$ 197.02
EFT18269	11/01/2022 DL CONSULTING	AUDIT QUERIES, OCTOBER MFR. FINALIS ROAD ASSET IMPAIRMENT VALUE, PREPARE DRAFT LTFP	\$ 4,950.00
EFT18270	11/01/2022 EDWARDS ISUZU & KATANNING MAZDA	PURCHASE SINGLE CAB ISUZU 4X4 DIESEL UTE WITH OPTIONS AS PER QUOTE TOTAL COST \$40,946.40 LESS TRADE \$32,088.00 = \$8,858.40	\$ 8,858.40
EFT18271	11/01/2022 GNOWANGERUP FUEL SUPPLIES	FUEL FOR FLEET	\$ 1,020.61
EFT18272	11/01/2022 GNP HARDWARE	DEPOT SUPPLIES	\$ 1,512.01
EFT18273	11/01/2022 GREAT SOUTHERN FUEL SUPPLIES	FUEL FOR BFB FLEET	\$ 110.39
EFT18274	11/01/2022 JAMES R MACAULAY	RATES INCENTIVE PRIZE WINNER	\$ 100.00
EFT18275	11/01/2022 LGRCEU	PAYROLL DEDUCTIONS	\$ 143.50
EFT18276	11/01/2022 MESSAGEMEDIA	11164 MESSAGES FOR DECEMBER	\$ 1,473.65
EFT18277	11/01/2022 OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT DECEMBER 2021	\$ 11,000.00
EFT18278	11/01/2022 POWELL SECURITY SERVICES	QUARTERLY SECURITY MONITORING 01/01/22-31/03/22	\$ 100.10
EFT18279	11/01/2022 REECE AUSTRALIA LIMITED	FORMBY ROAD BORE DECOMMISSIONING OF TANKS	\$ 122.54
EFT18280	11/01/2022 SHIRE OF CRANBROOK	CONTRIBUTION CESM COST OCTOBER 21 - DECEMBER 21	\$ 4,662.88
EFT18281	11/01/2022 SIGMA CHEMICALS	SWIMMING POOL SUPPLIES	\$ 2,471.15

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EFT18282	11/01/2022 SUPERLOOP (OPERATIONS) PTY LTD	MONTHLY FEE FIXED WIRELESS	\$ 1.10
EFT18283	11/01/2022 TOLL TRANSPORT PTY LTD	FREIGHT	\$ 135.49
EFT18284	11/01/2022 WARREN BLACKWOOD WASTE	240LTR BINS PICK UP 02/12, 09/12, 16/12, 23/12, 30/12	\$ 8,535.05
EFT18285	11/01/2022 WINC. (WORK INCORPORATED)	ADMIN STATIONARY ORDER	\$ 64.85
EFT18286	11/01/2022 WURTH AUSTRALIA PTY LTD	DEPOT CLEANING SUPPLIES	\$ 81.02
EFT18287	20/01/2022 A & R NOMINEES PTY LTD	ONGERUP CHILDCARE FACILITY	\$ 7,090.45
EFT18288	20/01/2022 ADROIT INFORMATION MANAGEMENT	REVIEW MEDICAL CENTRE AGREEMENT - RECORDS	\$ 495.00
EFT18289	20/01/2022 ADVANCE CLEAN AND SEAL PTY LTD	HIRE EXCAVATOR - ONGERUP PARKS & GARDENS	\$ 330.00
EFT18290	20/01/2022 AUSTRALIA POST	POSTAGE	\$ 388.46
EFT18291	20/01/2022 AUTOSMART (WA) SOUTH WEST & GREAT SOUTHERN	PPE - BLACK LIGHTNING GLOVES	\$ 344.83
EFT18292	20/01/2022 B P HARRIS & SON	METAL FOR BRACKET	\$ 6.33
EFT18293	20/01/2022 BCITF	BUILDING PERMIT GNB21.021	\$ 1,888.95
EFT18294	20/01/2022 BGL SOLUTIONS	GARDENING CONTRACT	\$ 10,429.53
EFT18295	20/01/2022 DEPT MINES, INDUSTRY REGULATION AND SAFETY	BUILDING PERMITS GNB21.020, GNB21.021, GNB21.022	\$ 1,407.88
EFT18296	20/01/2022 CBCA WA BRANCH (INC)	CBCA SUBSCRIPTION	\$ 75.00
EFT18297	20/01/2022 COLEMAN CONSULTING	ASSIST IN PREPARATION OF DOCUMENTS FOR CLAIM 1	\$ 1,666.00
EFT18298	20/01/2022 DWER	GREASE TRAPS TRACKING FORM	\$ 44.00
EFT18299	20/01/2022 FULTON HOGAN INDUSTRIES WA	SEALING OF KWOBURUP ROAD	\$ 101,905.56

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EFT18300	20/01/2022 G & M DETERGENTS	GNOWANGERUP SWIMMING POOL SUPPLIES	\$	29.00
EFT18301	20/01/2022 GNOWANGERUP CRC	CLEANING - SHIRE REIMBURSEMENT	\$	917.66
EFT18302	20/01/2022 GNOWANGERUP FUEL SUPPLIES	FUEL FOR FLEET	\$	62.03
EFT18303	20/01/2022 GNOWANGERUP PHARMACY	TOUCH FREE INFRARED THERMOMETER	\$	210.35
EFT18304	20/01/2022 GNP HARDWARE	SUPPLIES FOR DEPOT	\$	520.37
EFT18305	20/01/2022 KATANNING H HARDWARE	MEDICAL CENTRE MAINTENANCE	\$	469.25
EFT18306	20/01/2022 MARKETFORCE	JOB ADVERTISEMENT	\$	717.24
EFT18307	20/01/2022 MOORE STEPHENS	2022 FINANCIAL REPORTING WORKSHOP	\$	2,420.00
EFT18308	20/01/2022 OFFICEWORKS	STATIONERY ORDER	\$	86.95
EFT18309	20/01/2022 ONGERUP FARM SUPPLIES	SUPPLIES BORDEN PARKS & GARDENS	\$	300.25
EFT18310	20/01/2022 ONGERUP TYRES & AUTOMOTIVE	BATTERIES FOR JOHN DEERE GRADER	\$	610.00
EFT18311	20/01/2022 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MEMBERSHIP FEES	\$	632.50
EFT18312	20/01/2022 OWENDALE TRUST	RATES INCENTIVE DRAW 2021/22	\$	100.00
EFT18313	20/01/2022 SOLUTIONS IT	MANAGED SUPPORT JANUARY	\$	3,483.70
EFT18314	20/01/2022 STAR SALES & SERVICE	PARTS FOR HUSQVARNA MOWER	\$	144.00
EFT18315	20/01/2022 STATEWIDE BUILDING CERTIFICATION WA	REVISED CERTIFICATE OF DESIGN COMPLIANCE	\$	220.00
EFT18316	20/01/2022 TOLL TRANSPORT PTY LTD	FREIGHT	\$	45.49
EFT18317	20/01/2022 TRAILBLAZERS	UNIFORMS - DEPOT	\$	2,495.00

EFT18318	20/01/2022 TUDOR HOUSE (WA) PTY LTD	2 X ABORIGINAL FLAG	\$ 445.00
EFT18319	20/01/2022 WA CONTRACT RANGER SERVICES	RANGER SERVICES 05/01, 12/01, 13/01	\$ 2,612.60
EFT18320	20/01/2022 WESTSIDE BITUMEN PTY LTD	HIRE OF WATER TRUCK FOR MAGITUP ROAD	\$ 3,696.00
EFT18321	20/01/2022 WINC. (WORK INCORPORATED)	PPE ORDER	\$ 487.48
EFT18322	28/01/2022 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 90.00
EFT18323	28/01/2022 BAREFOOT CLOTHING MANUFACTURERS	UNIFORMS EMBROIDERY - DEPOT	\$ 567.00
EFT18324	28/01/2022 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 120.00
EFT18325	28/01/2022 BUNNINGS ALBANY	GIFT FOR CITIZEN OF THE YEAR	\$ 51.88
EFT18326	28/01/2022 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$ 197.02
EFT18327	28/01/2022 GNOWANGERUP FUEL SUPPLIES	DIESEL GNP DEPOT 23,203 LITRES @ \$1.5425	\$ 35,790.63
EFT18328	28/01/2022 GNOWANGERUP IGA	COUNCIL REFRESHMENTS	\$ 774.06
EFT18329	28/01/2022 GNP HARDWARE	DEPOT SUPPLIES	\$ 962.40
EFT18330	28/01/2022 KIRSTY BUCHANAN	AUS DAY NAPKINS AND CUTLERY	\$ 62.95
EFT18331	28/01/2022 LGRCEU	PAYROLL DEDUCTIONS	\$ 143.50
EFT18332	28/01/2022 MARKETFORCE	NOTICE LOCAL LAW THOROUGHFARES AND PUBLIC PLACES - WEST AUSTRALIAN AND GS HERALD	\$ 1,270.14
EFT18333	28/01/2022 SOLUTIONS IT	M365 LICENCES AND SUBSCRIPTIONS	\$ 1,021.37
EFT18334	28/01/2022 THINK WATER ALBANY	REPAIR COMPLEX DAM PUMP	\$ 1,786.47
EFT18335	28/01/2022 TOLL TRANSPORT PTY LTD	FREIGHT	\$ 67.38

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EFT18336	28/01/2022	WESTERN WORK WEAR & SAFETY (WA) PTY LTD	UNIFORMS - DEPOT	\$	1,709.95
EFT18337	28/01/2022	WINC. (WORK INCORPORATED)	STATIONERY	\$	29.90
DD4972.2	01/01/2022	WESTNET	ADMIN INTERNET	\$	252.83
DD4977.2	09/01/2022	TELSTRA	USAGE SERVICES AND CHARGES	\$	179.91
DD4977.3	06/01/2022	TELSTRA	USAGE SERVICES AND CHARGES	\$	819.93
DD4982.1	06/01/2022	TELSTRA	USAGE SERVICE AND EQUIPMENT	\$	55.00
DD4982.2	12/01/2022	TELSTRA	MOBILE PHONES AND DATA PACKS	\$	692.99
DD4993.1	05/01/2022	AWARE SUPER	PAYROLL DEDUCTIONS	\$	6,165.53
DD4993.2	05/01/2022	OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	200.00
DD4993.3	05/01/2022	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	537.38
DD4993.4	05/01/2022	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	340.56
DD4993.5	05/01/2022	WALGS PLAN	PAYROLL DEDUCTIONS	\$	286.69
DD4993.6	05/01/2022	SMSF	SUPERANNUATION CONTRIBUTIONS	\$	1,028.93
DD4993.7	05/01/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$	659.98
DD4993.8	05/01/2022	COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	874.71
DD4993.9	05/01/2022	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	983.43
DD4996.1	11/01/2022	TELSTRA	USAGE, SERVICE AND EQUIPMENT CHARGES	\$	263.59
DD5002.2	30/01/2022	TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	220.81

DD5002.3	24/01/2022	TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	1,580.31
DD5005.1	19/01/2022	AWARE SUPER	PAYROLL DEDUCTIONS	\$	6,595.14
DD5005.2	19/01/2022	OASIS SUPERANNUATION MASTER TRUST	SUPERANNUATION CONTRIBUTIONS	\$	200.00
DD5005.3	19/01/2022	THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	549.58
DD5005.4	19/01/2022	ANZ SMART CHOICE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	337.94
DD5005.5	19/01/2022	WALGS PLAN	PAYROLL DEDUCTIONS	\$	286.69
DD5005.6	19/01/2022	SMSF	SUPERANNUATION CONTRIBUTIONS	\$	660.56
DD5005.7	19/01/2022	WEALTH PERSONAL SUPERANNUATION AND PENSION FUND	SUPERANNUATION CONTRIBUTIONS	\$	708.14
DD5005.8	19/01/2022	COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	846.75
DD5005.9	19/01/2022	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	966.51
DD4993.10	05/01/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	877.49
DD4993.11	05/01/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	306.56
DD4993.12	05/01/2022	BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	129.30
DD4993.13	05/01/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	230.52
DD5005.10	19/01/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,059.81
DD5005.11	19/01/2022	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	308.46
DD5005.12	19/01/2022	BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	113.06
DD5005.13	19/01/2022	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	230.52

	TOTAL MUNICIPAL ACCOUNT	\$ 320,862.48
5/12/2021 LITTLE LOVE GROVES	PRIZES FOR CHRISTMAS PARTY	\$ 54.90
12/12/2021 PUMA ENERGY	FUEL GN.00	\$ 71.83
27/12/2021 PUMA ENERGY	FUEL GN.00	\$ 64.31
02/12/2021 SEEK	CORPORATE RISK OFFICER POSITION ADVERTISING	\$ 313.50
03/12/2021 AUSPIRE	2 X UNITY LAPEL FOR CITIZENSHIP OF THE YEAR AWARDS	\$ 17.95
07/12/2021 SHIRE OF GNOWANGERUP	PLATE REMAKE GN.0026	\$ 42.40
07/12/2021 SHIRE OF GNOWANGERUP	SES	\$ 30.50
07/12/2022 SHIRE OF GNOWANGERUP	SES	\$ 18.90
16/12/2021 SNAPPFISH	CITIZENSHIP AWARDS	\$ 393.51
21/12/2021 BP EXPRESS	FUEL GN.001	\$ 94.30
23/12/2021 SURVEY MONKEY	ANNUAL SUBSCRIPTION	\$ 384.00
29/12/2021 LOWER KING	FUEL GN.001	\$ 64.20
31/12/2021 IINET	DCEO HOME INTERNET	\$ 64.99
31/12/2021 BENDIGO BANK	CREDIT CARD MONTHLY FEES	\$ 8.00
	TOTAL CREDIT CARD	\$ 1,623.29

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 18259 - 18337, Cheque 00051 - 00061, DD and Super Clearing House = \$320,862.48

TOTAL FOR CREDIT CARD: \$1,623.29

- F** Fully Grant Funded
- P** Partial Grant Funded
- R** Other Funding (Reimbursements)

11.13	CROPPING LEASES TO COMMUNITY GROUPS
Location:	N/A
Proponent:	N/A
Date of Report:	4th February 2022
Business Unit:	Corporate Services and Community Development
Officer:	A van Zyl – Finance and Emergency Management Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Letter of Expression of Interest from GNP360°.
- Draft Lease for Virginia Land Estate.
- Draft Lease of portions of Reserves 11486 and 28654.

PURPOSE OF THE REPORT

For Council to approve the award of the Leases for Virginia Land Estate and Portions of Crown Reserves 11486 & 28654 to GNP360°, for cropping purposes.

BACKGROUND

Over a number of years, the Shire has, via an expression of interest (EOI) process, leased portions of land to community groups for cropping purpose. This has enabled the successful groups to produce additional much needed revenue to contribute to the costs of their services and facilities and investment into the community.

In addition to the above it also transfers the fire hazard risk reduction responsibility to the lessees, which would be the responsibility of the Shire, if the land was not leased to community groups.

Expressions of interest for lease of the land as described were publicly advertised on 1 December 2021 (with a closing date of 28 January 2022) by way of advertising in the three local newsletters, Shire Facebook page, Shire website and on noticeboards across the Shire.

COMMENTS

At the closing date only one submission of EOI was received, that of GNP360°. The GNP360° group has been the lessees of the land as described for the previous 3 years. GNP360° has offered to pay to the Shire an amount of \$8,085 (incl GST) per year for the three portions of land for the next three years.

CONSULTATION

The advertised material supplied significant information to potential interested community groups.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995
s3.58 Disposing of Property

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –

(a) it gives local public notice of the proposed disposition –

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Income from these leases have been included in Council budgets so there will be no material financial implications.

STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2021 – 2031

Theme: Our Community

Community Priority 1.3: Strengthen the sense of place and culture and belonging through inclusive community interaction and participation.

Action 1.5.1: Partner with local community and business groups to strengthen the relationship and communication between our three communities

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not lease the land as described and loose the income derived from leasing the three portions of land and transfer the fire hazard risk reduction responsibility back onto the shire, which will incur additional cost, due to chemical spraying or other methods used for fire risk reduction.

CONCLUSION

Awarding the leases over the land described to GNP360° will provide them with an alternative source of revenue which they endeavour to invest back into the community as per their attached letter of offer. GNP360° was also the only community group who submitted an EOI to lease the three portions of land.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

0222 That Council:

Award the lease of Virginia Land Estate and Portion of Crown Reserve 11486 & Portion of Crown Reserve 28654 as per the attached draft Lease Agreements to GNP360° for a term of 3 years at \$8,085 (incl GST) per year, for cropping purposes.



Investing in our future by considering the “Whole Picture”

10 December, 2021

Dear Bob, CEO Shire of Gnowangerup and/or Ian Deputy CEO Shire of Gnowangerup

Re: Lease of Portion of Reserve 11486 (85 Yougenup Road, Gnowangerup) & Portion of Reserve 28654 (Quinn Street, Gnowangerup) & Virginia Land Estate

I am writing on behalf of the GNP360 Community Cooperative. We wish to submit an expression of interest to obtain the cropping lease recently advertised. Our previous lease will soon expire and we would like the opportunity to continue for another 3 year period.

Our Directors represent a wide section of the Gnowangerup Community, who have made personal investments toward a community project to secure our town’s retail future. Our cooperative is committed to discovering ways we can invigorate and nurture business opportunities within Gnowangerup to encourage vibrancy within our town.

Our Directors have agreed to apply for the opportunity to lease the above land to supplement funds already raised by the community to ensure our future projects which benefit the community will go ahead. We feel continuity is important at this strategic time. We are prepared to offer the set rental rate of \$8,085 per year for 3 years including GST for the three portions. If there are considerations that need to occur with other competing community groups we would appreciate the opportunity to negotiate the terms.

Looking forward to your response.

Sincerely

A handwritten signature in black ink that reads 'Cassandra Beeck'.

Cassandra Beeck (Secretary)

gnp.360@outlook.com



PO Box 40, Gnowangerup 6335

Vision: “To help build a strong and vibrant atmosphere through incubating, nurturing and supporting sustainable new business and community ventures in Gnowangerup.”

Heart of the Stirling



SHIRE OF GNOWANGERUP

- LEASE AGREEMENT -

FOR

“VIRGINIA LAND ESTATE FOR CROPPING PURPOSES”

BETWEEN

SHIRE OF GNOWANGERUP

28 Yougenup Road Gnowangerup WA 6335

AND

GNP 360 CO-OPERATIVE LTD

Gnowangerup WA 6336

LEASE

DEED Dated 1st April 2022

BETWEEN **SHIRE OF GNOWANGERUP** of 28 Yougenup Road, Gnowangerup, Western Australia ('Lessor')

AND **GNP 360 CO-OPERATIVE LTD** of PO Box 40, of Gnowangerup WA 6335 ('Lessee')

RECITALS

- (a) The Lessor is the registered proprietor of the Land.
- (b) The Lessor has agreed to lease the land to the Lessee at the Rent and upon the terms and conditions contained in this Lease.

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Deed, unless the contrary intention appears, the following words have the following meanings:

'Commencement Date' means the Commencement Date specified in the Schedule;

'Expiration Date' means the Expiration Date specified in the Schedule;

'Land' means the Property referred to in the Schedule;

'Lessee' means the Lessee referred to in the Schedule;

'Lessee's Covenants' means terms and covenants and conditions contained in this Lease and on the part of the Lessee to be observed and performed;

'Permitted Use' means the permitted use specified in the Schedule;

'Rent' means the rent specified in the Schedule and the rent payable under this Lease from time to time;

'Term' means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

'The Shire' means the Shire of Gnowangerup; and

'This Lease' means this lease and any variations to it agreed in writing between the parties.

1.2 Interpretation

When two or more Lessees are parties to this Lease the covenants and agreements on their part shall bind them and any two or greater number of them jointly and severally.

2. LEASE

The Lessor LEASES the property to the Lessee for the Term at the Rent and otherwise upon the terms and conditions contained in this Lease.

3. RENT

The rent for the lease of the property as specified in Item 4 of the Schedule.

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Compliance with Statutes and Licenses

- (a) At its own expense to comply with, carry out and perform the requirements of the *Local Government Act*, the *Health Act* and all other Acts, town planning schemes, local laws or regulations or any requisitions or orders under them applicable to the land or the use or occupation of the land.
- (b) To take out and keep current any licenses required in connection with any activities carried on the land.

4.2 Permitted Use

To use the land solely for the Permitted Use. No residential (temporary or permanent) use of the land is permitted.

4.3 Restorations and Improvements

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the land.

4.4 Assignment or Subletting

- (a) The Lessee must not assign or sub-let and acknowledge that this Lease does not confer upon the Lessee any estate or interest in the Land or any part of the Land and the legal possession and control of the Land remains vested in the Shire at all times.
- (b) The following sections of the Property Law Act 1969 (WA) do not apply to this Lease:
 - (i) Section 80; and
 - (ii) Section 82.

4.5 Fire

To use and adopt all proper measures and precautions against the outbreak or spread of fire upon from or to the land and to comply with the *Bushfires Act 1965* and with all by-laws, orders, regulations, requisitions, orders and notices made or given thereunder or pursuant thereto.

Firebreaks of not less than **3 meters** must be constructed along and within 20 meters of all external boundaries of the leased land. Firebreaks to the aforementioned requirements must also be constructed along boundaries adjoining a public road or creek line.

4.6 Maintenance

Maintain the property in a neat and tidy condition at all times during the lease.

4.7 Indemnity

The Lessee must indemnify and keep indemnified the Shire from and against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Shire shall or may be or become liable in respect of or incidental to the Lessee's use or occupation of the land including but not limited to:

- (a) any loss or damage to property, or death or injury of whatsoever nature or kind and howsoever or wherever sustained, caused or contributed to by the use of the Lessee or by any person authorised by it relating to the Lessee's use of the land except to the extent that the same is caused by the negligence, act, default or omission of the Shire, its servants, agents or workmen;
- (b) resulting from any acts of default or omission by the Lessee hereunder; and
- (c) resulting from any notice claim or demand to pay do or perform any act matter or thing to be paid done or performed by the Lessee under this Lease except however to the extent that the Shire shall be obliged hereunder to pay for or contribute to the cost of the same.

5. LESSOR'S COVENANT – QUIET POSSESSION

The Lessor COVENANTS with the Lessee that the Lessee paying the rental reserved by this Lease and observing and performing the covenants expressed and implied by this Lease and on the Lessee's part to be observed and performed shall during the Term and any extension of the Term quietly enjoy the use and occupation of the Premises without interruption by the Lessor or any person lawfully claiming through or under the Lessor.

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee If:

- (a) the Lessee breaches any of the Lessee's Covenants and the breach continues for fourteen (14) days after notice has been served on the Lessee by the Lessor; or
 - (b) the Lessee goes into liquidation or ceases to be an incorporated body whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction) or a receiver or manager is appointed; or
 - (c) the Lessee abandons or vacates the land;
- then and in any of such cases (but subject to the *Bankruptcy Act 1966*) the Lessor may at its option at any time after that event and without any notice or demand enter and repossess the property and as a result of that the Term and the estate and interest of the Lessee in the property will immediately determine but without prejudice to any other of the rights and remedies of the Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's Covenants.

6.2 Service of Notices

That all notices, consents and approvals or any demand to be given to or made upon the Lessee shall be in writing and may be signed by the Lessor or its solicitors or agents and all such notices or demands shall be considered as having been properly served upon the Lessee if delivered to the Lessee or posted to the Lessee by prepaid registered post addressed to the property or to the address of the Lessee and if served by post shall be conclusively deemed to be served upon and be received by the Lessee at the expiration of the next day following the day when the same shall be posted.

6.3 Early Termination

If by reason of any change of regulation or by-law, the Lessee is prevented from undertaking their activities on the land, then the Lessee has the option to terminate the lease.

DRAFT

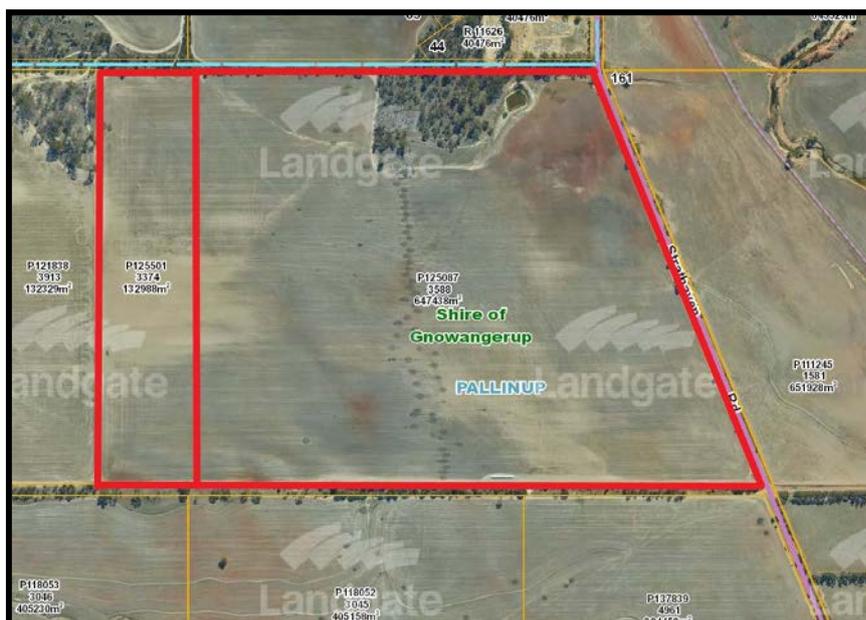
SCHEDULE

Item 1 The Lessee

GNP 360 CO-OPERATIVE LTD of Po Box 40, Gnowangerup WA 6335

Item 2 Property

Kojonup Location 3374 on Crown Diagram 25501, being the whole of the land contained in Certificate of Title Volume 2210 Folio 460, and Kojonup Location 3588 on Crown Diagram 25087, being the whole of the land contained in Certificate of Title Volume 2210 Folio 461 (see image below). The size of this property is 78ha in total.



Item 3 Terms

Three (3) years

Commencement Date:

1st April 2022

Expiration Date:

Upon the final crop being harvested, no later than **31st January 2025**, at which time the land is to be returned to the Lessor in the same condition that it was received.

Item 4 Rent

The rent for the property is three (3) annual payments of **\$6,655.73** (including GST), each payment is to be paid in advance prior to the following dates:

- 1st April 2022
- 1st April 2023
- 1st April 2024

Item 5 Permitted Use

Use by GNP 360 Co-operative Ltd for cropping purposes only.

EXECUTED as a Deed

GNP 360 Co-operative Ltd.

Date

THE COMMON SEAL of the SHIRE OF)
GNOWANGERUP was affixed by the)
authority of the Council in presence of:)

ID No. _____

Shire President
Fiona Gaze

Date

Chief Executive Officer
Bob Jarvis

Date

Heart of the Stirlings



SHIRE OF GNOWANGERUP

- LEASE AGREEMENT -

FOR

**“PORTION OF CROWN RESERVE 11486 & PORTION OF
CROWN RESERVE 28654 FOR CROPPING PURPOSES”**

BETWEEN

SHIRE OF GNOWANGERUP

28 Yougenup Road Gnowangerup WA 6335

AND

GNP 360 CO-OPERATIVE LTD

Gnowangerup WA 6336

LEASE

DEED Dated 1st April 2022

BETWEEN **SHIRE OF GNOWANGERUP** of 28 Yougenup Road, Gnowangerup, Western Australia ('Lessor')

AND **GNP 360 CO-OPERATIVE LTD** of PO Box 40, of Gnowangerup WA 6335 ('Lessee')

RECITALS

- (a) The Lessor is the registered proprietor of the Land.
- (b) The Lessor has agreed to lease the land to the Lessee at the Rent and upon the terms and conditions contained in this Lease.

OPERATIVE PART

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Deed, unless the contrary intention appears, the following words have the following meanings:

'Commencement Date' means the Commencement Date specified in the Schedule;

'Expiration Date' means the Expiration Date specified in the Schedule;

'Land' means the Property referred to in the Schedule;

'Lessee' means the Lessee referred to in the Schedule;

'Lessee's Covenants' means terms and covenants and conditions contained in this Lease and on the part of the Lessee to be observed and performed;

'Permitted Use' means the permitted use specified in the Schedule;

'Rent' means the rent specified in the Schedule and the rent payable under this Lease from time to time;

'Term' means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

'The Shire' means the Shire of Gnowangerup; and

'This Lease' means this lease and any variations to it agreed in writing between the parties.

1.2 Interpretation

When two or more Lessees are parties to this Lease the covenants and agreements on their part shall bind them and any two or greater number of them jointly and severally.

2. LEASE

The Lessor LEASES the property to the Lessee for the Term at the Rent and otherwise upon the terms and conditions contained in this Lease.

3. RENT

The rent for the lease of the property as specified in Item 4 of the Schedule.

4. LESSEE'S COVENANTS

The Lessee COVENANTS with the Lessor as follows:

4.1 Compliance with Statutes and Licenses

- (a) At its own expense to comply with, carry out and perform the requirements of the *Local Government Act*, the *Health Act* and all other Acts, town planning schemes, local laws or regulations or any requisitions or orders under them applicable to the land or the use or occupation of the land.
- (b) To take out and keep current any licenses required in connection with any activities carried on the land.

4.2 Permitted Use

To use the land solely for the Permitted Use. No residential (temporary or permanent) use of the land is permitted.

4.3 Restorations and Improvements

Not without the prior written consent of the Lessor to erect or suffer to be erected any building or structure on the land.

4.4 Assignment or Subletting

- (a) The Lessee must not assign or sub-let and acknowledge that this Lease does not confer upon the Lessee any estate or interest in the Land or any part of the Land and the legal possession and control of the Land remains vested in the Shire at all times.
- (b) The following sections of the Property Law Act 1969 (WA) do not apply to this Lease:
 - (i) Section 80; and
 - (ii) Section 82.

4.5 Fire

To use and adopt all proper measures and precautions against the outbreak or spread of fire upon from or to the land and to comply with the *Bushfires Act 1965* and with all by-laws, orders, regulations, requisitions, orders and notices made or given thereunder or pursuant thereto.

Firebreaks of not less than **3 meters** must be constructed along and within 20 meters of all external boundaries of the leased land. Firebreaks to the aforementioned requirements must also be constructed along boundaries adjoining a public road or creek line.

4.6 Maintenance

Maintain the property in a neat and tidy condition at all times during the lease.

4.7 Indemnity

The Lessee must indemnify and keep indemnified the Minister of Lands and the Shire from and against all actions, claims, demands, notices, losses, damages, costs and expenses to which the Minister of Lands and the Shire shall or may be or become liable in respect of or incidental to the Lessee's use or occupation of the land including but not limited to:

- (a) any loss or damage to property, or death or injury of whatsoever nature or kind and howsoever or wherever sustained, caused or contributed to by the use of the Lessee or by any person authorised by it relating to the Lessee's use of the land except to the extent that the same is caused by the negligence, act, default or omission of the Minister of Lands and the Shire, its servants, agents or workmen;
- (b) resulting from any acts of default or omission by the Lessee hereunder; and
- (c) resulting from any notice claim or demand to pay do or perform any act matter or thing to be paid done or performed by the Lessee under this Lease except however to the extent that the Minister of Lands and the Shire shall be obliged hereunder to pay for or contribute to the cost of the same.

5. LESSOR'S COVENANT – QUIET POSSESSION

The Lessor COVENANTS with the Lessee that the Lessee paying the rental reserved by this Lease and observing and performing the covenants expressed and implied by this Lease and on the Lessee's part to be observed and performed shall during the Term and any extension of the Term quietly enjoy the use and occupation of the Premises without interruption by the Lessor or any person lawfully claiming through or under the Lessor.

6. MUTUAL AGREEMENTS

IT IS MUTUALLY AGREED as follows:

6.1 Default by Lessee If:

- (a) the Lessee breaches any of the Lessee's Covenants and the breach continues for fourteen (14) days after notice has been served on the Lessee by the Lessor; or
 - (b) the Lessee goes into liquidation or ceases to be an incorporated body whether compulsory or voluntary (except for the purpose of amalgamation or reconstruction) or a receiver or manager is appointed; or
 - (c) the Lessee abandons or vacates the land;
- then and in any of such cases (but subject to the *Bankruptcy Act 1966*) the Lessor may at its option at any time after that event and without any notice or demand enter and repossess the property and as a result of that the Term and the estate and interest of the Lessee in the property will immediately determine but without prejudice to any other of the rights and remedies of the Lessor under this Lease and without releasing the Lessee from liability in respect of the Lessee's Covenants.

6.2 Service of Notices

That all notices, consents and approvals or any demand to be given to or made upon the Lessee shall be in writing and may be signed by the Lessor or its solicitors or agents and all such notices or demands shall be considered as having been properly served upon the Lessee if delivered to the Lessee or posted to the Lessee by prepaid registered post addressed to the property or to the address of the Lessee and if served by post shall be conclusively deemed to be served upon and be received by the Lessee at the expiration of the next day following the day when the same shall be posted.

6.3 Early Termination

If by reason of any change of regulation or by-law, the Lessee is prevented from undertaking their activities on the land, then the Lessee has the option to terminate the lease.

DRAFT

SCHEDULE

Item 1 The Lessee

GNP 360 CO-OPERATIVE LTD of Po Box 40, Gnowangerup WA 6335

Item 2 Properties

PROPERTY 1 – 85 YOUNGUP ROAD, GNOWANGERUP

Portion of Reserve 11486, being part of Lot 410 on Deposited Plan 164006 and being part of the land contained in Crown Land Title LR3092/565. The land in question is identified in the aerial photographs below. The size of this property is 10.71 ha in total.



PROPERTY 2 – QUINN STREET, GNOWANGERUP

Portion of Reserve 28654, being part of Lot 347 on Deposited Plan 210108 and being part of the land contained in Crown Land Title LR3038/396. The land in question is identified in the aerial photographs below. The size of this property is 6.04ha in total.



Item 3 Terms

Three (3) years

Commencement Date: **1st April 2022**

Expiration Date: Upon the final crop being harvested, no later than **31st January 2025**, at which time the land is to be returned to the Lessor in the same condition that it was received.

Item 4 Rent

The combined rent for the two properties as described in Item 2 of this Schedule is three (3) annual payments of **\$1,429.27** (including GST), each payment is to be paid in advance prior to the following dates:

- 1st April 2022
- 1st April 2023
- 1st April 2024

Item 5 Permitted Use

Use by GNP 360 Co-operative Ltd for cropping purposes only.

EXECUTED as a Deed

GNP 360 Co-operative Ltd.

Date

THE COMMON SEAL of the SHIRE OF)
GNOWANGERUP was affixed by the)
authority of the Council in presence of:)

Shire President
Fiona Gaze

Date

ID No. _____

Chief Executive Officer
Bob Jarvis

Date

11.14 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MEETING MINUTES

Proponent: N/A
Date of Report: 6th February 2022
Business Unit: Corporate and Community Services
Officer: Anrie van Zyl – Finance and Emergency Services Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Unconfirmed Minutes for the Ordinary LEMC meeting held on the 2nd December 2021 **(tabled separately)**

PURPOSE OF THE REPORT

For Council to receive and note the minutes of the LEMC meeting held on the 2nd December 2021.

BACKGROUND

The Shire of Gnowangerup LEMC meets on a quarterly basis and minutes of the meeting are provided to Council for its information.

COMMENTS

Nil

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

It is a requirement under Section 38 of the *Emergency Management Act 2005* that all Local Governments establish a local emergency management committee for the local government's district.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Gnowangerup Strategic Community Plan 2021 – 2031

Theme: Our Community

Community Priority 1.5: Support emergency services planning risk mitigation, response and recovery.

Action 1.5.1: Work with the LEMC to continually improve emergency response planning and delivery

RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

LEMC is a committee of Council and Council is required to receive and note the unconfirmed minutes from the meeting held on the 2nd December 2021.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0222. That Council:

Receives and notes the unconfirmed minutes of the Local Emergency Management Committee (LEMC) meeting held on the 2nd December 2021.

11.15 JANUARY 2022 MONTHLY FINANCIAL REPORT

Location:	Shire of Gnowangerup
Proponent:	N/A
Date of Report:	9 th February 2022
Business Unit:	Corporate and Community Services
Officer:	D. Long – Finance Consultant S. Minitier – Senior Finance Officer
Disclosure of Interest:	NIL

ATTACHMENTS

Monthly Financial Statements for the period 01/01/2022 to 31/01/2022 including:

- Statement of Financial Activity
- Report on Material Differences
- Comprehensive Income by Program and Nature & Type
- Statement of Cash Flows
- Current Assets and Liabilities

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 31st January 2022, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires a local government to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996
Reg. 34 Financial activity statement required each month

POLICY IMPLICATIONS

Investment Policy 4.3

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Our Organisation

Community Priority:

Forward planning and implementation of plans to achieve strategic priorities.

Action: Performance against commitments made.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Financial Sustainability
Consequence Rating	Catastrophic
Likelihood Rating	Unlikely
Acceptance Rating	Acceptable
Risk Acceptance Criteria	Risk Acceptable with adequate controls

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

This is a standard item in the Ordinary Council Meeting Agenda.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0222. That Council:

Receives and accepts the Monthly Financial Report for January 2022.

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

31 January 2022

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 JANUARY 2022

	NOTES	2021-22 ANNUAL BUDGET	2021-22 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$
General Purpose Funding		(106,929)	(33,893)
Governance		(821,399)	(453,348)
Law, Order, Public Safety		(383,968)	(131,806)
Health		(299,375)	(151,722)
Education and Welfare		(29,789)	(15,410)
Housing		(37,110)	(15,726)
Community Amenities		(578,207)	(223,308)
Recreation and Culture		(1,596,000)	(536,537)
Transport		(3,447,983)	(1,799,502)
Economic Services		(161,221)	(75,936)
Other Property and Services		(650,790)	(292,092)
		(8,112,771)	(3,729,280)
REVENUE			
General Purpose Funding		4,758,059	4,543,954
Governance		0	526
Law, Order, Public Safety		75,687	56,326
Health		350	971
Education and Welfare		11,200	0
Housing		94,028	53,497
Community Amenities		283,567	300,052
Recreation and Culture		19,848	18,096
Transport		169,097	178,525
Economic Services		23,357	6,573
Other Property & Services		99,996	104,852
		5,535,189	5,263,373
<i>Increase(Decrease)</i>		(2,577,582)	1,534,093
FINANCE COSTS			
Housing		(8,309)	(4,702)
Recreation & Culture		(14,966)	(7,906)
Other Property & Services		(279)	(593)
Total Finance Costs		(23,554)	(13,201)
NON-OPERATING REVENUE			
Housing		0	(16,225)
Transport		1,339,691	340,409
Economic Services		246,000	0
Other Property & Services		127,187	0
Total Non-Operating Revenue		1,712,878	324,184
PROFIT/(LOSS) ON SALE OF ASSETS			
Transport Profit		0	14,334
Transport Loss		0	0
<i>Total Profit/(Loss)</i>		0	14,334
NET RESULT		(888,258)	1,859,410
Other Comprehensive Income			
Changes on revaluation of non-current assets		0	0
<i>Total Abnormal Items</i>		0	0
TOTAL COMPREHENSIVE INCOME		(888,258)	1,859,410

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 JANUARY 2022

	2021-22 BUDGET	2021-22 ACTUAL
Expenses		
Employee Costs	(2,650,345)	(1,539,302)
Materials and Contracts	(2,358,089)	(1,747,350)
Utility Charges	(178,508)	(92,449)
Depreciation on Non-Current Assets	(2,291,412)	0
Interest Expenses	(23,554)	(13,201)
Insurance Expenses	(251,066)	(199,399)
Other Expenditure	(383,351)	(150,781)
	(8,136,325)	(3,742,481)
Revenue		
Rates	4,223,193	4,228,381
Operating Grants, Subsidies and Contributions	896,348	669,332
Fees and Charges	305,559	245,056
Service Charges	0	0
Interest Earnings	37,455	26,383
Other Revenue	72,634	94,220
	5,535,189	5,263,373
	(2,601,136)	1,520,893
Non-Operating Grants, Subsidies & Contributions	1,712,878	324,184
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	14,334
Loss on Asset Disposals	0	0
	1,712,878	338,518
Net Result	(888,258)	1,859,410
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(888,258)	1,859,410

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 JANUARY 2022

	Note	2020-21 ACTUAL \$	2021-2022 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		2,765,030	2,287,764	-477,266
Restricted Cash & Cash Equivalents		2,145,965	2,139,104	-6,861
Trade and other receivables		388,315	661,956	273,641
Inventories		23,344	35,715	12,371
Other assets		370,948	370,948	0
Total current assets		5,693,602	5,495,487	-198,115
Non-current assets				
Trade and other receivables		114,788	114,788	0
Self Supporting Loans		0	60,000	60,000
Other Financial Assets - WALGA Unit Trust		73,807	73,807	0
Land		1,050,074	1,050,074	0
Buildings		29,110,541	29,156,400	45,859
Plant & Equipment		3,830,310	4,033,070	202,760
Furniture & Equipment		82,180	82,180	0
Infrastructure Assets - Roads		75,885,388	76,916,196	1,030,808
Infrastructure Assets - Footpaths		699,025	699,025	0
Infrastructure Assets - Drainage		3,496,095	3,496,095	0
Infrastructure Assets - Parks & Ovals		5,872,194	5,872,194	0
Infrastructure Assets - Other		906,914	958,313	51,399
Infrastructure Assets - Sewerage		225,384	225,384	0
Infrastructure Assets - Airport		3,007,586	3,007,727	141
Infrastructure Assets - Solid Waste		323,471	323,471	0
Right of Use Assets		4,184	21,374	17,190
Total non-current assets		124,681,942	126,090,098	1,408,156
Total assets		130,375,543	131,585,585	1,210,042
Current liabilities				
Trade and other payables		398,278	132,964	265,314
Contract Liabilities		188,809	177,061	11,748
Interest-bearing loans and borrowings		556,784	509,436	47,348
Bonds and Deposits		0	0	0
Finance Lease Liability		4,323	6,290	-1,968
Provisions		394,658	394,658	0
Total current liabilities		1,542,851	1,220,410	322,442
Non-current liabilities				
Interest-bearing loans and borrowings		564,832	224,832	340,000
Finance Lease Liability		0	13,072	-13,072
Provisions		89,450	89,450	0
Total non-current liabilities		654,282	327,353	326,928
Total liabilities		2,197,133	1,547,763	649,370
Net assets		128,178,411	130,037,822	1,859,411
Equity				
Retained surplus		43,872,509	43,872,101	-408
Net Result		0	1,859,410	1,859,410
Reserve - asset revaluation		82,167,207	82,167,207	0
Reserve - Cash backed		2,138,695	2,139,104	409
Total equity		128,178,411	130,037,822	1,859,411

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

SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 JANUARY 2022

	2020-21 ACTUAL	2021-22 BUDGET	2021-22 ACTUAL
	\$	\$	\$
Cash Flows from operating activities			
Payments			
Employee Costs	(2,548,029)	(2,810,221)	(1,571,962)
Materials & Contracts	(1,791,826)	(2,182,394)	(2,026,801)
Utilities (gas, electricity, water, etc)	(159,395)	(193,747)	(92,449)
Insurance	(211,119)	(234,191)	(199,399)
Interest Expense	(32,319)	(31,838)	(13,201)
Goods and Services Tax Paid	0	0	36,020
Other Expenses	(228,800)	(376,416)	(150,781)
	(4,971,488)	(5,828,807)	(4,018,572)
Receipts			
Rates	4,103,719	4,125,515	3,857,586
Operating Grants & Subsidies	1,663,805	912,608	657,584
Contributions, Reimbursements & Donations	0	0	0
Fees and Charges	346,915	307,371	245,056
Interest Earnings	58,837	46,338	26,383
Goods and Services Tax	(39,343)	0	12,853
Other	193,492	84,856	176,717
	6,327,425	5,476,688	4,976,179
Net Cash flows from Operating Activities	9	(352,119)	957,607
Cash flows from investing activities			
Payments			
Purchase of Land	(30,619)	(27,000)	0
Purchase of Buildings	(92,961)	(176,778)	(45,648)
Purchase Plant and Equipment	(465,144)	(699,500)	(234,060)
Purchase Furniture and Equipment	(42,580)	(45,000)	0
Purchase Road Infrastructure Assets	(1,992,967)	(2,105,192)	(1,030,807)
Purchase of Footpath Assets	0	(5,000)	0
Purchase Aerodrome Assets	(55,680)	(55,250)	(141)
Purchase Drainage Assets	0	(5,000)	0
Purchase Parks & Ovals Assets	(60,906)	(58,810)	0
Purchase Infrastructure Other Assets	(653,972)	(839,396)	(51,398)
Purchase Right of Use Assets	0	0	(17,190)
Receipts			
Proceeds from Sale of Assets	158,636	192,000	45,634
Non-Operating grants used for Development of Assets	2,442,124	2,527,849	324,184
	(794,069)	(1,297,077)	(1,009,426)
Cash flows from financing activities			
Repayment of Debentures	(548,606)	(208,606)	(787,348)
Repayment of Finance Leases	(12,661)	(12,664)	(2,150)
Advances to Community Groups	(340,000)	0	(60,000)
Loan advances repaid	340,000	0	0
Revenue from Self Supporting Loans	29,729	29,729	0
Proceeds from New Finance Leases	0	0	17,190
Proceeds from New Debentures	340,000	0	400,000
Net cash flows from financing activities	(191,538)	(191,541)	(432,308)
Net increase/(decrease) in cash held	370,330	(1,840,737)	(484,127)
Cash at the Beginning of Reporting Period	4,540,665	4,540,665	4,910,995
Cash at the End of Reporting Period	9	2,699,928	4,426,868

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 JANUARY 2022**

	2020-21 ACTUAL	2021-22 BUDGET	2021-22 ACTUAL
	\$	\$	\$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	2,764,129	471,376	2,286,864
Cash at Bank Reserves - Restricted	2,145,965	2,227,752	2,139,104
Cash on Hand	900	800	900
TOTAL CASH	4,910,994	2,699,928	4,426,868
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	1,242,843	(888,259)	1,859,410
Add back Depreciation	2,331,548	2,291,412	0
(Gain)/Loss on Disposal of Assets	4,136	0	(14,334)
Less: Movement in contract liabilities	(176,370)	0	0
Less: Movement in Local Government House Unit Trust	(2,586)	0	0
Less: Self Supporting Loan Principal Reimbursements	1,219	0	0
Less: Contributions for the Development of Assets	(2,265,754)	(1,712,878)	(324,184)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	(8,149)	0	(12,372)
(Increase)/Decrease in Receivables	(85,319)	0	(273,851)
Increase/(Decrease) in Accounts Payable	274,219	(15,442)	(277,063)
Increase/(Decrease) in Prepayments	0	(19,422)	0
Increase/(Decrease) in Employee Provisions	40,151	68,888	0
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM/(USED) IN OPERATING ACTIVITIES	1,355,937	(275,701)	957,607

**SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 31 JANUARY 2022**

	2021-22 ANNUAL BUDGET	2021-22 YTD BUDGET (a)	2021-22 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)
OPERATING REVENUE	\$	\$	\$		
General Purpose Funding	781,328	403,091	565,456	162,365	(29%)
Governance	0	0	526	Within Threshold	(100%)
Law, Order Public Safety	75,687	56,732	56,326	Within Threshold	Within Threshold
Health	350	250	971	Within Threshold	(74%)
Education and Welfare	11,200	6,531	0	Within Threshold	0%
Housing	94,028	54,828	53,497	Within Threshold	Within Threshold
Community Amenities	283,567	276,142	300,052	23,910	Within Threshold
Recreation and Culture	19,848	13,807	18,096	Within Threshold	(24%)
Transport	169,097	169,097	192,859	23,762	(12%)
Economic Services	23,357	17,144	6,573	(10,570)	161%
Other Property and Services	99,996	58,580	104,852	46,272	(44%)
	1,558,458	1,056,202	1,299,209		
LESS OPERATING EXPENDITURE					
General Purpose Funding	(106,929)	(44,372)	(33,893)	10,479	31%
Governance	(821,399)	(546,677)	(453,348)	93,328	21%
Law, Order, Public Safety	(383,968)	(223,345)	(131,806)	91,539	69%
Health	(299,375)	(178,002)	(151,722)	26,280	17%
Education and Welfare	(29,789)	(16,179)	(15,410)	Within Threshold	Within Threshold
Housing	(45,419)	(27,059)	(20,428)	Within Threshold	32%
Community Amenities	(578,207)	(347,481)	(223,308)	124,173	56%
Recreation and Culture	(1,610,966)	(978,312)	(544,443)	433,870	80%
Transport	(3,447,983)	(2,256,327)	(1,799,502)	456,825	25%
Economic Services	(161,221)	(81,058)	(75,936)	Within Threshold	Within Threshold
Other Property & Services	(651,069)	(437,826)	(292,685)	145,140	50%
	(8,136,325)	(5,136,638)	(3,742,481)		
<i>Increase(Decrease)</i>	(6,577,867)	(4,080,437)	(2,443,272)		
ITEMS EXCLUDED FROM OPERATIONS					
Movement in Employee Benefits (Non-current)	69,438	0	0	Within Threshold	0%
Movement in Deferred Pensioners (Non-current)	0	0	0	Within Threshold	0%
Movement in SS Loan (Non-current)	0	0	0	Within Threshold	0%
Movement in LG House Unit Trust	0	0	0	Within Threshold	0%
Loss on the disposal of assets	0	0	0	Within Threshold	0%
(Profit) on the disposal of assets	0	0	(14,334)	(14,334)	(100%)
Depreciation Written Back	2,291,412	1,336,122	0	(1,336,122)	0%
	2,360,850	1,336,122	(14,334)		
<i>Sub Total</i>	(4,217,017)	(2,744,314)	(2,457,606)		
INVESTING ACTIVITIES					
Purchase of Land	0				
Purchase Buildings	(634,091)	(435,091)	(45,648)	389,443	853%
Purchase Plant and Equipment	(1,026,000)	(1,026,000)	(234,060)	791,940	338%
Purchase Furniture and Equipment	(25,740)	(25,740)	0	25,740	0%
Infrastructure Assets - Roads	(1,637,045)	(1,245,180)	(1,030,808)	214,372	21%
Infrastructure Assets - Footpaths	0	0	0	Within Threshold	0%
Infrastructure Assets - Aerodromes	(274,100)	(274,100)	(141)	273,959	194187%
Infrastructure Assets - Drainage	(5,000)	0	0	Within Threshold	0%
Infrastructure Assets - Sewerage	0	0	0	Within Threshold	0%
Infrastructure Assets - Parks & Ovals	(24,256)	(24,256)	0	24,256	0%
Infrastructure Assets - Solid Waste	0	0	0	Within Threshold	0%
Infrastructure Assets - Other	(121,613)	(121,613)	(51,398)	70,215	137%
Proceeds from Sale of Assets	362,000	362,000	45,634	(316,366)	693%
Contributions for the Development of Assets	1,712,878	439,187	324,184	(115,003)	35%
Amount Attributable to Investing Activities	(1,672,967)	(2,350,793)	(992,238)		
FINANCING ACTIVITIES					
Repayment of Debt - Loan Principal	(216,784)	(107,346)	(787,348)	(680,002)	(86%)
Repayment of Debt - Finance Lease	(5,945)	(4,148)	(2,150)	Within Threshold	93%
Self Supporting Loan Principal Income	30,949	15,318	0	(15,318)	0%
Loan Advances to Community Groups	(60,000)	(60,000)	(60,000)	Within Threshold	Within Threshold
Loan Advance - Principal Repaid	0	0	0		
Transfer to Reserves	(268,398)	(3,148)	(408)	Within Threshold	671%
	(520,178)	(159,323)	(849,906)		
Plus Rounding					
<i>Sub Total</i>	(6,410,162)	(5,254,431)	(4,299,750)		
FUNDING FROM					
Transfer from Reserves	173,000	0	0	Within Threshold	0%
Loans Raised	78,240	78,240	400,000	321,760	(80%)
Estimated Opening Surplus at 1 July	2,182,200	2,182,200	2,202,004	19,804	Within Threshold
Amount Raised from General Rates	3,976,731	3,976,731	3,978,498	Within Threshold	Within Threshold
	6,410,171	6,237,171	6,580,502		
NET SURPLUS/(DEFICIT)	9	982,740	2,280,753		

NOTE 1

CURRENT RATIO

Current Assets	2,875,577	3.28
Current Liabilit	877,088	

Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 JANUARY 2022

CURRENT ASSET	ACTUAL 31-Jan-22	ACTUAL 30 JUNE 2021
91000 Municipal Fund Bank Account - NAB	\$261,002	\$2,764,130
91001 Municipal Fund Bank Account - Bendigo	\$2,025,863	
91003 Gnp Office Till Float	\$300	\$300
91004 Gnp Office Petty Cash	\$300	\$300
91005 Swimming Pool Float	\$300	\$300
91008 SWIMMING POOL VENDING MACHINE	\$0	\$0
91009 CASH ON HAND - BANKING CHANGE	\$0	\$0
99000 TRUST FUND BANK ACCOUNT	\$0	\$0
91010 Restricted Cash - Long Service Leave Reserve	\$197,738	\$197,701
91011 Restricted Cash - Plant Reserve	\$733,614	\$733,474
91014 Restricted Cash - Ongerup Effluent Line Reserve	\$47,229	\$47,220
91017 Restricted Cash - Area Promotion Reserve	\$30,662	\$30,656
91020 Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023 Restricted Cash - Swimming Pool Upgrade Reserve	\$294,495	\$294,439
91025 Restricted Cash - Land Development Reserve	\$193,417	\$193,380
91026 Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027 Restricted Cash - Computer Replacement Reserve	\$53,275	\$53,265
91029 Restricted Cash - Waste Disposal Reserve	\$250,947	\$250,899
91030 Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031 Restricted Cash - Futures Fund Reserve	\$205,439	\$205,400
91034 RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,837	\$31,831
91035 RESTRICTED CASH - COVID-19 RESERVE	\$100,448	\$100,429
91070 Restricted Cash - Kidz Sports Grant	\$0	\$0
91071 Restricted Cash - Cat Sterilisation Grant (DLG)	\$0	\$0
91072 Restricted Cash - ICCWA Stay on Your Feet Grant	\$0	\$0
91073 Restricted Cash - CSRFF Grant Swim Pool (DSR)	\$0	\$0
91074 Restricted Cash - CLGF Grant Swim Pool (RDL)	\$0	\$0
91075 Restricted Cash - Workforce Planning Grant (DLG)	\$0	\$0
91076 Restricted Cash - Club Development Officer Grant (DSR)	\$0	\$0
91077 RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT	\$0	\$0
91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$0	\$7,270
91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080 RESTRICTED CASH - CAT TRAP BONDS	\$0	\$0
91081 RESTRICTED CASH - TENANCY HOUSING BONDS	\$0	\$0
91100 Rates Debtor - Rates	\$480,901	\$161,324
91101 Rates Debtor - Specified Area Rates	\$17,538	\$10,588
91102 Rates Debtor - Rubbish Collection	\$9,516	\$6,941
91103 Rates Debtor - Health Act Rate	\$25,482	\$18,834
91104 Rates Debtor - Legal Charges	\$10,722	\$11,474
91105 Rates Debtor - Interest/Admin Charges	\$24,992	\$20,782
91106 Rates Debtor - ESL	\$15,883	\$8,053
91107 Rates Debtor - Sundry Charges	\$0	\$0
91108 Rates Debtor - Recycling Charges	\$8,103	\$5,512
91110 Sundry Debtors Control	\$48,183	\$117,844
91111 Pensioner Rebate Claims - General Rates	\$10,814	\$4,585
91112 Pensioner Rebate Claims - ESL Levy	\$824	\$318
91113 PROVISION FOR DOUBTFUL DEBTS	(\$23,137)	(\$23,137)
91120 GST Receivable	\$0	\$41,005
GST Payable	\$0	\$0
93041 GST Claimable	\$28,152	\$0
91130 Accrued Interest on SSL's	\$0	(\$425)
91131 ACCRUED INCOME	\$3,983	\$3,983
91140 Self Supporting Loans (Current)	\$370,948	\$30,948
80034 LOAN ADVANCE - ONGERUP COMMUNITY DEVELOPMENT	\$0	\$340,000
80015 PRINCIPAL REPaid - SELF SUPPORTING LOAN INCOME	\$0	\$0
55022 Less Allocated To Works	\$0	\$0
55032 Fuel & Oils Purchased	\$122,305	\$163,761
55042 Less Fuel & Oils Allocated	(\$109,933)	(\$155,612)
91200 Stock On Hand - Fuel & Oils	\$23,344	\$15,194

91201	Stock On Hand - Materials	\$0	\$0
93031	Suspense	\$0	\$0
		5,495,487	5,692,967
	LESS CURRENT LIABILITIES		
93000	Sundry Creditors Control	\$1,386	(\$303,223)
93001	ESL Payable	(\$26,991)	\$4,886
93002	ACCRUED EXPENSES	(\$33,690)	(\$33,690)
93003	Part Proceeds - Sale of Land	\$0	\$0
93010	Accrued Interest On Loans	(\$4,160)	(\$4,160)
93020	Accrued Salaries & Wages	\$0	(\$32,659)
93040	GST Payable	\$0	\$0
93004	GRANT REVENUE RECEIVED IN ADVANCE	\$0	\$0
93030	Rate Payments Received In Advance	(\$14,945)	(\$29,376)
93043	Net Gst Payable/Receivable	(\$36,020)	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	(\$5,652)	\$0
93051	SGC Award Superannuation	(\$12,656)	\$0
93060	HALL HIRE BONDS	\$0	\$0
93061	ANIMAL TRAP BONDS	(\$100)	\$0
93062	HOLLOW LOG TOURNAMENT	\$0	\$0
93063	HOUSING RETENTION MONIES	\$0	\$0
93064	TENANCY HOUSING BONDS	\$0	\$0
93065	Building Commission Levy	\$0	\$0
93066	BCITF Levy	\$0	(\$8,565)
93072	Bond - Truck fill fob	(\$80)	\$523,234
99300	Trust Liabilities	\$0	\$7,111
99100	POLICE LICENSING (PAY)	\$532,836	\$5,795
99101	BCITF LEVY (PAY)	\$0	\$11,155
99102	BUILDING SERVICES LEVY (PAY)	\$0	\$480
99110	OTHER GENERAL TRUST (PAY)	\$0	\$50
99112	NOMINATION DEPOSITS PAYMENTS	\$0	(\$523,234)
99114	MICRO-CHIP BOND PAYMENTS	\$0	(\$7,115)
99200	POLICE LICENSING (REC)	(\$532,836)	(\$5,792)
99201	BCITF LEVY (REC)	\$0	(\$9,376)
99202	BUILDING SERVICES LEVY (REC)	\$0	(\$100)
99203	TENNANCY HOUSING BONDS (REC)	\$0	(\$2,640)
99208	CAT TRAP BONDS (REC)	\$0	(\$480)
99210	OTHER GENERAL TRUST (REC)	\$0	(\$56)
99212	NOMINATION DEPOSITS RECEIPTS	\$0	(\$5,648)
93067	UNCLAIMED RATES REFUND	(\$56)	(\$6,792)
93068	ADVANCE OPERATIONAL GRANT SES	(\$691)	(\$4,486)
93069	ADVANCE OPERATIONAL GRANT BFB	\$0	(\$171,884)
93070	CONTRACT LIABILITIES - LRCI PHASE 1	(\$4,486)	(\$216,784)
93071	CONTRACT LIABILITIES - LRCI PHASE 2	(\$171,884)	(\$680,000)
93110	Loan Liability (Current)	(\$109,436)	(\$16,984)
80035	WATC SHORT TERM LOAN	(\$340,000)	\$12,661
93120	LEASE LIABILITY (CURRENT)	(\$8,440)	(\$199,000)
80024	PRINCIPAL ON FINANCE LEASES	\$2,150	(\$149,701)
93200	Provision For Annual Leave (Current)	(\$199,000)	(\$45,957)
93210	Provision For Long Service Leave (Current)	(\$149,701)	\$0
93220	Provision for Sick Leave Bonus (Current)	(\$45,957)	\$0
			\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$0	\$0
		-1,160,410	-1,892,328
	SUB-TOTAL	4,335,077	3,800,640
	ADJUSTMENTS		
95100	Reserves Cash backed	(\$2,139,104)	(\$2,138,695)
	Add Back Loan & Finance Lease Liability	\$455,726	\$901,106
	Deduct Off Self Supporting Loan Repayments	(\$370,948)	(\$370,948)
		\$0	\$0
	Rounding	\$1	\$0
	SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$ 2,280,753	\$ 2,192,102

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 JANUARY 2022

EXPLANATION OF MATERIAL VARIANCES

2021-22

REPORTING PROGRAM & EXPLANATION	TIMING / PERMANENT	\$ VARIANCE	% VARIANCE
<u>OPERATING REVENUE</u>			
General Purpose Funding			
Financial Assistance Grant Funding higher than anticipated for reporting period	PERMANENT	162,365	(28.71%)
Governance			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	(1)
Law Order & Public Safety -			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	Within Threshold
Health			
Health Act licenses not anticipated for reporting period		Within Threshold	(74.26%)
Education & Welfare			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	0%
Housing			
Variance within 10% or \$10,000 materiality threshold		Within Threshold	Within Threshold
Community Amenities			
Rubbish Charges, Cemetery Fees, Planning App and Septic cleaning higher than anticipated	TIMING	23,910	Within Threshold
Recreation & Culture			
Variance within \$10,000 materiality threshold, reimbursements higher than anticipated		Within Threshold	(23.70%)
Transport			
R2R, Profit of assets & reimbursements higher than anticipated. Aerdrome and RRG funding not received to date		23,762	(12.32%)
Economic Services			
Caravan Park licenses & building fees higher than anticipated. Land lease payment yet to be received. Stand pipe fees lower than anticipated		(10,570)	160.81%
Other Property and Services			
Private Works income higher and Paid Parental Leave not anticipated for reporting period	PERMANENT/ TIMING	46,272	(44.13%)
<u>OPERATING EXPENDITURE</u>			
General Purpose Funding			
Printing, Rate incentive and Collection costs less than anticipated for reporting period		10,479	30.92%
Governance			
Community Grant expenditure, Council allowances, Audit fees & subscriptions less and anticipated	TIMING	93,328	20.59%
Law Order & Public Safety -			
Emergency Services expenditure less and Depreciation yet to be applied - no monetary impact	TIMING	91,539	69.45%
Health			
Superannuation & Pest Control less than anticipated, Depreciation yet to be applied to Medical buildings		26,280	17.32%
Education & Welfare			
Variance within 10% or \$10,000 materiality threshold.		Within Threshold	Within Threshold
Housing			
Depreciation not yet applied - no monetart impact		Within Threshold	32.46%
Community Amenities			
Depreciation not applied to date - no monetary impact	TIMING	124,173	55.61%
Recreation & Culture			
Depreciation not applied to date - no monetary impact	TIMING	433,870	79.69%
Transport			
Depreciation not applied to date - no monetary impact	TIMING	456,825	25.39%
Economic Service			
Marketing and Tourism expenditure higher than anticipated for reporting period		Within Threshold	Within Threshold
Other Property & Services			
Depreciation for plant not yet applied	TIMING	145,140	49.59%
<u>CAPITAL REVENUES</u>			
<u>Non-Operating Grants, Subsidies & Contributions</u>			
Transport			
Regional Road Group Grants		(196,694)	

Roads to Recovery Grants - Grant funding claimed higher than anticipated for reporting period.	TIMING	261,831	
LRCI Grants		0	
Airstrip Grants & Contributions - Grant funding not yet received	TIMING	(68,525)	
<u>Economic Services</u>			
Commonwealth Water Grants		0	
Drought Extension Grants - Grant funding not yet received	TIMING	(95,390)	
		<u>(98,778)</u>	35.47%
<u>Proceeds from Sale of Assets</u>			
Sale of Grader GN.015		(150,000)	
Sale of Manager Works GN.004 - Plant item not yet traded	TIMING	(30,000)	
Sale of Mower GN0029 - Plant item traded in earlier than anticipated	TIMING	2,007	
Sale of Mower GN0034 - Plant item traded in earlier than anticipated	TIMING	7,456	
Sale of Side Tipper GN.0050 - Plant item not yet traded	TIMING	(40,000)	
Sale of Side Tipper GN.17003 - Plant item not yet traded	TIMING	(40,000)	
Sale of Dolly GN.170002 - Plant item not yet traded	TIMING	(10,000)	
Sale of Dolly GN.17067 - Plant item not yet traded	TIMING	(10,000)	
Sale of Utility GN.037 - Plant item not yet traded	TIMING	(20,000)	
Sale of Utility GN.0051 - Plant item not yet traded	TIMING	(20,000)	
Sale of Utility GN.0036 - Plant item not yet traded	TIMING	(20,000)	
Sale of Utility GN.0048 - Plant item not yet traded	TIMING	(15,000)	
		<u>(345,537)</u>	693.28%
<u>Transfers from Reserve</u>			
Transfers from Reserve -			
CAPITAL EXPENDITURE			
<u>Transfers to Reserve</u>			
Transfers to Reserve		Within Threshold	671.14%
<u>Furniture & Equipment</u>			
<u>Other Property & Services</u>			
Administration Furniture & Equipment - Acquisition of furniture not yet commenced	TIMING	25,740	
		<u>25,740</u>	0%
<u>Buildings</u>			
<u>Economic Services</u>			
Construction Chalets BBRF		269,000	
Transportable - Staff Quarters		0	
Transportable - Kitchen/Lunchroom		0	
<u>Transport</u>			
Upgrade Depot Mezzanine Floor & Lighting - Project not yet commenced	TIMING	16,250	
<u>Other Property & Services</u>			
Kitchen Upgrade and New Oven - Project commenced earlier than anticipated	TIMING	7,727	
<u>Recreation & Culture</u>			
Borden CWA Building - Renewals and safety measures - Project expenses lower than anticipated for reporting period.	TIMING	13,001	
Ongerup Sports Pavilion Capital - Renewals & Renovations - Project expenses higher than anticipated for reporting period	TIMING	78,194	
Borden Pavilion Multipurpose Shed & Shelter		5,270	
		<u>389,443</u>	853.14%
<u>Plant & Equipment</u>			
<u>Recreation & Culture</u>			

Purchase Mower GN.0029 - Mower purchased earlier than anticipated, purchase price higher than budget estimate	PERMANENT/ TIMING	(6,370)	
Purchase Mower GN.0034 - Mower purchased earlier than anticipated, purchase price higher than budget estimate	PERMANENT/ TIMING	(7,096)	
Rebuild of Tree Saw - Acquisition not yet occurred	TIMING	30,000	
<u>Transport</u>			
Purchase Side Tipper GN.0050 - Acquisition not yet occurred	TIMING	110,000	
Purchase Side Tipper GN.17003 - Acquisition not yet occurred	TIMING	10,060	
Purchase Dolly GN.17002		570	
Purchase Dolly GN.17067 - Acquisition not yet occurred	TIMING	30,000	
Purchase of Utility GN.0036 - Acquisition not yet occurred	TIMING	38,000	
Purchase of Utility GN.0051 - Acquisition not yet occurred	TIMING	38,000	
Purchase of Utility GN.037 - Acquisition not yet occurred	TIMING	38,000	
Purchase Manager Works GN.004 - Acquisition not yet occurred	TIMING	45,000	
Total (Over)/Under Budget		791,164	338.35%
<u>Road Construction</u>			
<u>Roads to Recovery</u>			
RTR Rabbit Proof Fence Rd - Gravel Sheet		(118,694)	
RTR - Magitup Road	TIMING	39,710	
RTR - Boxwood Hill Ongerup Road		132,479	
<u>Regional Road Group</u>			
RRG - Kowbrup Road	TIMING	55,278	
RRG - Borden - Bremer Road		187,000	
<u>Commonwealth Local Roads & Community Infrastructure</u>			
LRCIP - Phase 2 Projects	TIMING	(138,442)	
<u>Municipal Road Projects</u>			
Toompup Road South Reseal		0	
Quinn Street RAV Reseal		72,089	
Corakerup Road Reseal		(297)	
Coromup Road Reseal		0	
Gnp Tambellup Road Reseal		42,600	
Total (Over)/Under Budget		271,723	20.80%
<u>Drainage</u>			
Drainage Renewals		0	
		0	0%
<u>Airport Infrastructure</u>			
Airport Infrastructure		274,100	
Total (Over)/Under Budget		274,100	194186.93%
<u>Parks & Ovals</u>			
Playground Gnp Sports Complex		3,671	
Weir Park Improvements		20,585	
Total (Over)/Under Budget		24,256	0%
<u>Other Infrastructure</u>			
<u>Community Amenities</u>			
Gnp Cemetery Project	TIMING	(13,995)	
<u>Transport</u>			
Depot Fencing Renewal		15,000	
Depot Adblue Storage Tank		10,000	
Gnp Precinct Renewal Project	TIMING	7,059	
Stirlings/Borden Streetscape Project	TIMING	8,176	
Ongerup Streetscape and Signage Works	TIMING	1,610	
<u>Economic Services</u>			
Toompup Dam Renewal		24,583	
Magitup Dam Renewal		5,227	
Gnowangerup Depot Water Harvesting project		12,554	
Total (Over)/Under Budget		70,215	136.61%

Note: (NB) = No Budget Provision Made

12. REPORT FOR DECISION – CONFIDENTIAL ITEMS

PROCEDURAL MOTION

0222. That Council:

Closes the meeting to members of the public close to discuss item 12.1 as the item is considered confidential pursuant to Section 5.23(2)(c) of the Local Government Act 1995 as a contract will be entered into as a result of item 12.1.

12.1	New Grader Confirmation
Location:	Gnowangerup
Proponent:	Applicant
File Ref:	Number
Date of Report:	1 st February 2022
Business Unit:	Infrastructure (Roading)
Officer:	Geoff Carberry Assets and Waste Management Coordinator
Disclosure of Interest:	NIL

PROCEDURAL MOTION

0222. *That Council:*

Reopens the meeting to members of the public.

The Presiding Member announces the resolution and result.

OTHER BUSINESS AND CLOSING PROCEDURES

13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

15. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 23rd March 2022.

16. CLOSURE

The Shire President thanks Council and staff for their time and declares the meeting closed at _____ pm.