



MINUTES

ORDINARY MEETING OF COUNCIL

24th April 2019
Commencing at 3:30pm

Council Chambers
28 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 24th April 2019, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.

Signed: 

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.

Signed: 

S. Pike
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 6.51 of the Local Government Act 1995
- ☐ Closely Associated Persons pursuant to Section 5.62 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 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.

TABLE OF CONTENTS

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS	1
2. ACKNOWLEDGEMENT OF COUNTRY	1
3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE	1
3.1. ATTENDANCE	1
3.2. APOLOGIES	1
3.3. APPROVED LEAVE OF ABSENCE	1
4. APPLICATION FOR LEAVE OF ABSENCE	1
5. RESPONSE TO QUESTIONS TAKEN ON NOTICE	1
6. PUBLIC QUESTION TIME	1
7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY	2
8. PETITIONS / DEPUTATIONS / PRESENTATIONS	2
8.1. PETITIONS	2
8.2. DEPUTATIONS	2
8.3. PRESENTATIONS	2
9. CONFIRMATION OF PREVIOUS MEETING MINUTES	2
9.1. ORDINARY MEETING OF COUNCIL MINUTES 27 TH MARCH 2019	2
10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION	3
10.1. ELECTED MEMBERS ACTIVITY REPORTS	3

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL	5
11.1 CEO REVIEW COMMITTEE MEETING 10 TH APRIL 2019	5
12. STRATEGY AND GOVERNANCE	7
12.1 LOCAL GOVERNMENT ORDINARY ELECTION 2019	7
12.2 REVIEW OF GOVERNANCE MANUAL	13
12.3 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN / STRATEGIC COMMUNITY PLAN	50
12.4 BORDEN COMMUNITY BUS SHELTER - REQUEST FROM BORDEN DEVELOPMENT GROUP (INC) TO WAIVE DEVELOPMENT APPLICATION FEE	56
13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT	64
14. INFRASTRUCTURE AND ASSET MANAGEMENT	64
15. STATUTORY COMPLIANCE	64
16. FINANCE	64
16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – MARCH 2019	64
16.2 MARCH 2019 MONTHLY FINANCIAL REPORT	76
17. CONFIDENTIAL ITEMS	89

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL	89
19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	89
20. DATE OF NEXT MEETING	89
21. CLOSURE	89

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

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

2. 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.

ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

Cr Keith House

Shire President

Cr Fiona Gaze

Deputy Shire President

Cr Chris Thomas

Cr Richard House

Cr Greg Stewart

Cr Lex Martin

Cr Shelley Hmeljak

Shelley Pike

Chief Executive Officer

Vin Fordham Lamont

Deputy Chief Executive Officer

Carol Shaddick

Senior Finance Officer

Yvette Wheatcroft

Manager of Works

John Skinner

Asset & Waste Management Coordinator

Anita Finn

Executive Assistant

3.2 APOLOGIES

Cr Ben Moore

Cr Frank Hmeljak

3.3 APPROVED LEAVE OF ABSENCE

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

Nil

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

Nil

6. PUBLIC QUESTION TIME

Nil

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

Nil

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

Nil

8.2 DEPUTATIONS

Nil

8.3 PRESENTATIONS

Nil

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 27TH MARCH 2019

COUNCIL RESOLUTION

Moved: Cr F Gaze

Seconded: Cr C Thomas

0419.27 That the minutes of the Ordinary Council Meeting held on 27th March 2019 to be confirmed subject to the following amendment:

Page 272/Motion No 0319.19: The vote 5/0 to be deleted and replaced with vote 8/0 for item 16.2 – ‘Accounts for payment and authorisation - January 2019’

UNANIMOUSLY CARRIED: 7/0

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

10.1 ELECTED MEMBERS ACTIVITY REPORT

Date of Report: 24th April 2019

Councillors: Various

Attended the following meetings/events

Cr F Gaze:

- 3rd April 19 Borden Pavilion Committee AGM
- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting

Cr C Thomas:

- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting

Cr R House:

- 1st April 19 Trachmach meeting ('Big tractor')
- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting

Cr B Moore:

- N/A

Cr L Martin:

- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting

Cr F Hmeljak:

- N/A

Cr G Stewart:

- 3rd April 19 Bush Fire Advisory Committee Meeting Borden
- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting

Cr S Hmeljak:

- 9th April 19 Appreciation Night – DFES 'Thank you' for volunteers & staff
- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting

Cr K House:

- 27th March 19 State Council Meeting
- 1st April 19 Trachmach meeting ('Big tractor')
- 3rd April 19 Bush Fire Advisory Committee Meeting Borden
- 9th April 19 Appreciation Night – DFES 'Thank you' for volunteers & staff
- 10th April 19 Councillor and Executive Workshop & CEO Review Committee Meeting
- 11th April 19 SAT Meeting
- 15th April 19 Majors & Presidents Meeting

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

11.1 CEO REVIEW COMMITTEE MEETING 10TH APRIL 2019

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0525
Date of Report: 10th April 2019
Business Unit: Strategy and Governance
Officer:
Disclosure of Interest: Nil.

ATTACHMENT

- Minutes of the CEO Review Committee Meeting held on Wednesday 10th April 2019 – ***Confidential***

PURPOSE OF THE REPORT

To advise Council of the CEO Review Committee Meeting held on 10th April 2019.

BACKGROUND

The CEO Review Committee met on 10th April 2019 and made the following recommendations to council;

That the CEO Review Committee recommend to Council that Council:

- **Approve the Timeline for the CEO Recruitment Process as proposed and updated by LO-GO Appointments with the advertising commencing on 13th April 2019 and closing on 3rd May 2019; and**
- **Note the advertising options and selection criteria.**

COMMENTS

Nil

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

Moved: Cr L Martin

Seconded: Cr C Thomas

0419.28 That the CEO Review Committee recommend to Council that Council:

- 1. Accept the minutes of the Audit Committee Meeting 10th April 2019; and**
- 2. Approve the Timeline for the CEO Recruitment Process as proposed and updated by LO-GO Appointments with the advertising commencing on 13th April 2019 and closing on 3rd May 2019; and**
- 3. Note the advertising options and selection criteria.**

UNANIMOUSLY CARRIED: 7/0

12. STRATEGY AND GOVERNANCE

12.1 LOCAL GOVERNMENT ORDINARY ELECTION 2019

Location:	N/A
Proponent:	N/A
File Ref:	ADM0156
Date of Report:	3 rd April 2019
Business Unit:	Strategy and Governance
Officer:	Shelley Pike Chief Executive Officer
Disclosure of Interest:	Nil

ATTACHMENTS

- Letter from the Electoral Commission

PURPOSE OF THE REPORT

To formalise the conduct of the 2019 Shire of Gnowangerup Local Government election process.

BACKGROUND

The next Local Government Elections are to be held on 19th October 2019. Whilst this is still some time away I have sought an estimate from the Electoral Commission to assist in Council's 2019/2020 budget deliberations; should Council decide to conduct a postal election facilitated by the Electoral Commission.

For the past three elections the Shire of Gnowangerup has appointed the Western Australian Electoral Commission to conduct a Postal Vote. Councils across Western Australia are permitted to conduct their elections using either the attendance or postal voting method. A summary of each voting method is listed below:

Attendance voting:

- Voters are required to attend a polling place within the municipality on election day
- Consistent with State and Federal election voting methods
- Usually lower voter participation rate compared to postal voting
- Incorrectly enrolled voters are more effectively managed
- Cost to conduct an attendance election is higher than a postal ballot

Postal Voting

- No need for voters to attend a polling place on election day
- Provides more time for completing the ballot paper
- Better enables aged, infirm and disabled voters to participate in the election
- Higher voter participation rate compared with attendance voting
- More difficult to manage incorrectly enrolled voters
- Cost to run a postal election is less than an attendance election
- Generally, postal voting has resulted in lower levels of informal votes than attendance voting

The numbers of elections held by the postal voting method are on the increase in Western Australia and many local governments in Western Australia are moving away from in person voting to postal voting for the local elections for a variety of reasons. These include the associated costs, access and transparency.

The Electoral Commissioner is responsible for conducting postal elections in Western Australia and conducts voting in person election on request under the *Local Government Act 1995*.

COMMENTS

In recent times postal voting has become more prominent in many modern democracies. It is seen as a way of encouraging and increasing voter turnout, especially among travelers, the elderly and the infirm.

Postal voting promotes fairer elections by increasing the opportunity for participation by all groups in society. Typically, as with other aspects of electoral administration, the electoral management body is responsible for providing postal vote application forms and processing applications; in this case, the Western Australian Electoral Commissioner is responsible for this.

It is also widely accepted that, to ensure free and fair elections and to maintain transparency, electoral management bodies should be independent, both of the government of the day and of any political partisan connections. This is also true of local government where the election process must be seen as a transparent process.

CONSULTATION

In September 2019, it is proposed to run a “So you want to be a Councillor?” information session. The session is designed to inform members of the public, who may be contemplating standing as a candidate at the 2019 local government election, of the role of a Councillor and their responsibilities and duties as a Councillor. It is anticipated that this information session will be available to all members of the public including current Councillors. Included in this session would be an overview of the electoral process. In 2015 the electoral commission presented information regarding voting at a public meeting in Gnowangerup. Due to the poor attendance it is not intended to invite the Electoral Commission to attend a public meeting in 2019.

In approximately August 2019, WALGA will place advertising in the *West Australian* newspaper about enrolling to vote and calling for nominations.

The Shire has also been in contact with the Western Australian Electoral Commission about the election process.

LEGAL AND STATUTORY REQUIREMENTS

The *Local Government Act 1995* – section 4.20(4)

The *Local Government Act 1995* – section 4.16(2)

POLICY IMPLICATIONS

There are no policy implications as a result of this report

FINANCIAL IMPLICATIONS

The estimated cost of for the 2019 election if conducted as a postal ballot is \$14,000 including GST, which is based on the following assumptions:

- 1,100 electors
- response rate of approximately 45%
- 4 vacancies
- Count to be conducted in the offices of the Shire of Gnowangerup
- appointment of a local returning officer
- regular delivery Australia postal service

Costs not included in this estimate include:

- any legal expenses other than those determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns,
- one Gnowangerup officer to work in the polling booth on election day,
- any additional postage rate increase by Australia Post.

STRATEGIC IMPLICATIONS

The conduct of fair and independent local elections and therefore facilitating local democracy and strengthening the governance role of Councillors is contained in Outcome 5 of the Strategic Community Plan 2017-2027.

Strategic Community Plan

Theme: 4 A Sustainable and Capable Council

Objective: 1 Provide accountable and transparent leadership

Strategic Initiative: 1.4 Optimise opportunities for the community to access and participate in the decision making process

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Strategic Risk Category	Ineffective Leadership
Consequence Rating	Catastrophic
Likelihood Rating	Possible
Acceptance Rating	High
Risk Acceptance Criteria	In adequate

IMPACT ON CAPACITY

One officer will be required to be present at the polling booth on election day. As in the past this requirement will be managed by administrative staff and will not impact on the capacity of the organisation.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could choose not to conduct a postal vote and manage the election in house. This method lacks transparency and would incur staffing and travel costs in three locations.

CONCLUSION

The three previous elections which employed postal voting achieved a voter participation rate much higher than an attendance vote. A postal vote also leads to a true representative Council for the community and removes the potential for perceived undue interference in the process by staff and the CEO.

VOTING REQUIREMENTS

Absolute majority

COUNCIL RESOLUTION

Moved: Cr G Stewart

Seconded: Cr R House

0419.29 That Council:

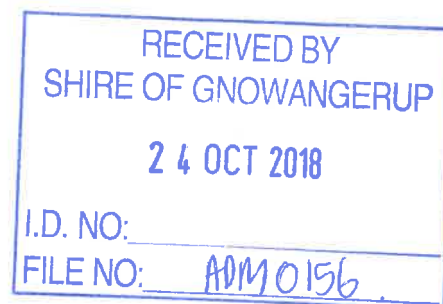
- 1. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner be responsible for the conduct of the 2019 ordinary election together with any other elections or polls which may be required.**
- 2. Decide, in accordance with section 4.16(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.**
- 3. Authorise the CEO to convey this information to the Western Australian Electoral Commissioner as soon as possible.**

UNANIMOUSLY CARRIED: 7/0



LGE 028

Ms Shelley Pike
Chief Executive Officer
Shire of Gnowangerup
28 Yougenup Road
GNOWANGERUP WA 6335



Dear Ms Pike

Local Government Ordinary Election: 2019

The next local government ordinary elections are being held on 19 October 2019. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2019/2020 budget preparations.

The estimated cost for the 2019 election if conducted as a postal ballot is \$14,000 inc GST, which has been based on the following assumptions:

- 1,100 electors
- response rate of approximately 45%
- 4 vacancies
- count to be conducted at the offices of the Shire of Gnowangerup
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$220 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The Commission is of the view that the regular service is adequate for outgoing mail for most local governments, particularly in the metropolitan area.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day
- any additional postage rate increase by Australia Post.

151616

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2019 for the Shire of Gnowangerup in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the Shire of Gnowangerup also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the Shire of Gnowangerup in anticipation of an affirmative vote by Council. If you have any further queries please contact Phil Richards Manager, Election Events on 9214 0400.

Yours sincerely



David Kerslake
ELECTORAL COMMISSIONER

19 October 2018

12.2 REVIEW OF GOVERNANCE MANUAL

Location: N/A
Proponent: N/A
File Ref: ADM0423
Date of Report: 15th April 2019
Business Unit: Strategy and Governance
Officer: V Fordham Lamont – Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

- Governance Manual with draft amendments

PURPOSE OF THE REPORT

For Council to note the proposed changes to the Governance Manual.

BACKGROUND

Officers create a Governance Manual for the Shire in 2018. To ensure that the currency of the document is maintained, it was decided to review the manual on an annual basis.

COMMENTS

A review of the Governance Manual has been undertaken and the existing document, showing proposed amendments, is attached. There are no significant changes from the original document.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: To have a highly skilled and effective Council that represents the best interests of the community.

Strategic Initiative: Ensure the elected body has a comprehensive understanding of its roles and responsibilities.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

N/A

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

Officers have reviewed the Governance Manual, making adjustments where necessary. No significant changes were required from the previous version.

VOTING REQUIREMENTS

Simple majority

OFFICER RECOMMENDATION

Moved: Cr L Martin

Seconded: Cr F Gaze

That Council:

Note the proposed changes to the Governance Manual.

MOTION FOR AMENDEMENT

0419.30 That Council:

Reverse the changes to Section 3.1b) and d) to the Governance Manual.

Moved: Cr C Thomas

Seconded: Cr S Hmeljak

UNANIMOUSLY CARRIED: 7/0

COUNCIL RESOLUTION

0419.31 That Council:

Note the proposed changes to the Governance Manual subject to the following amendments:

Reverse the changes to Section 3.1b) and d) to the Governance Manual.

UNANIMOUSLY CARRIED: 7/0

Shire of Gnowangerup **Governance Manual**

April 2019



REVIEW HISTORY

Adopted April 2018

Reviewed April 2019

DRAFT

Contents

PART 1: CORPORATE GOVERNANCE IN LOCAL GOVERNMENT	5
1. GOVERNANCE DEFINED	5
Purpose	5
What is governance?	5
What is good governance?	5
Good governance is accountable.....	5
Good governance is transparent and open.....	6
Good governance follows the rule of law	6
Good governance is responsive.....	6
Good governance is equitable and inclusive.....	6
Good governance is effective, efficient and sustainable.....	6
Good governance is participatory	6
Why is good governance important to the Shire?	6
PART 2: GOVERNANCE STATEMENT.....	7
1. INTRODUCTION	7
2. CORPORATE GOVERNANCE MODEL	8
3. ROLES, RESPONSIBILITIES AND COUNCIL COMPOSITION.....	9
3.1 The Role of Council	9
a) Directs and controls the affairs of the Shire of Gnowangerup.	9
b) Is responsible for performance of the functions of the Shire of Gnowangerup.....	9
c) Oversees allocation of the finances and resources of the Shire of Gnowangerup.....	9
d) Guides policy development within the Shire of Gnowangerup.....	9
Legislative.....	10
Executive.....	10
Quasi-judicial.....	10
3.2 Nominating for Council	10
3.3 The Composition of Council	10
3.4 The Role of President.....	10
3.5 The Role of Deputy President.....	11
3.6 The Role of Councillors	11

3.7 The Role of Chief Executive Officer	11
3.8 Employees	13
3.9 The Role of Council as a Corporate Body	13
3.10 Councillor Support	13
4. GOVERNANCE PRINCIPLES	14
Our Mission.....	14
Our Vision	14
4.1 Integrated Planning and Reporting Framework.....	14
Strategic Community Plan	15
Corporate Business Plan	15
Long Term Financial Plan	15
Asset Management Plans.....	15
Workforce Plan	15
Annual Budget and Annual Report.....	15
4.2 Customer Consultation and Engagement.....	16
Customer Service Charter.....	16
Community Surveys	16
4.3 Ethics and Values	16
4.4 Statutory Compliance	16
4.5 Asset and Risk Management	16
Audit, Indemnity and Liability Insurance Protection	17
4.6 Performance Measurement and Review	17
Funding of Services/Operations.....	17
Performance Monitoring / Reporting / Strategic Planning / Business Planning / Quarterly Reporting	18
5. CORPORATE VALUE AND STANDARDS	19
5.1 Code of Conduct.....	19
5.2 Rules of Conduct Legislation.....	19
5.3 Conflicts of Interest	20
5.4 Disclosure of Conflict of Interest.....	21
5.5 Financial Interests	21
5.6 Disclosure of Interests Affecting Impartiality	22
5.7 The Declaration and Recording of Gifts.....	22
6. MEETINGS AND REPORTING STRUCTURES	23

6.1	Agenda and Minutes	23
6.2	Council Meetings.....	23
6.3	Briefing Sessions (Including Information Bulletin).....	24
6.4	Councillor & Executive Workshops (CEWs)	24
6.5	Advisory Committees and Advisory Groups.....	24
6.6	Qualified Privilege for Councillors in the Performance of their Duties.....	24
6.7	Access to Information and Decision Making.....	25
7.	PLANNING AND DEVELOPMENT FUNCTIONS OF THE COUNCIL	25
7.1	Town Planning Schemes	25
7.2	Consideration of Development Applications.....	27
8.	LOCAL LAWS, POLICIES, MANAGEMENT PRACTICE AND DELEGATIONS	28
8.1	Local Laws	28
8.2	Policies and Procedures.....	29
8.3	Delegations.....	29
PART 3 - KEY GOVERNANCE DOCUMENTS, POLICIES AND PROCEDURES.....		30
1.	Integrated Planning Framework and Reporting.....	30
2.	Ethics and Values	30
3.	Statutory Compliance	30
4.	Asset and Risk Management	30
5.	Performance Measurement and Review	31
6.	Customer Consultation	31
PART 4 – ATTACHMENTS.....		32
Attachment One: Council Nomination Eligibility		32
Current Terms of Office of the President and Councillors.....		32
Attachment Two: Limitation of Councillor Liability		33
Attachment Three: Instructions for Accessing the Shire of Gnowangerup Code of Conduct		34

PART 1: CORPORATE GOVERNANCE IN LOCAL GOVERNMENT

Councillors and employees of the Shire of Gnowangerup are committed to the democratic process and the principles of good governance.

This document outlines the Shire's Corporate Governance Framework.

1. GOVERNANCE DEFINED

Purpose

This Governance Manual has been prepared to ensure our compliance with all relevant legislation, including the *Local Government Act 1995* (the Act) and the pursuit of best practice as a democratic local government.

It is an overview of the governance program that has been put in place so that Councillors and employees can meet their governance responsibilities. It also enables our community and stakeholders to have an understanding of governance and demonstrates how all people associated with our Council can participate.

What is governance?

Governance is the act of governing. It encompasses all the processes for making and implementing decisions, that define expectations, grant power or verify performance. Governance is how the Shire of Gnowangerup ensures and enhances good government principles throughout our organisation, in order to maintain the trust of the community.

It affects all sectors of our community and the practice of good governance is considered critical for ensuring that:

- The Shire meets legal and ethical compliance
- Decisions are made in the interests of all stakeholders
- The Shire behaves as a good corporate citizen should.

What is good governance?

Good governance for the Shire is about how well it provides goods, services and programs while also meeting its legislative and non-legislative requirements (e.g. internal standards) and community expectations.

This is achieved by having the best possible decision making processes and structures in place that are transparent and accountable, and displaying integrity when interacting with the community, businesses and government.

It is defined by the following principles:

Good governance is accountable

Accountability is vital. The Shire has an obligation to report, explain and be answerable for the consequences of decisions we have made on behalf of our community.

Good governance is transparent and open

The community and stakeholders should be able to follow and understand our decision-making process. This means they will be able to clearly see how and why a decision was made – what information, advice and consultation Council considered, and which legislative requirements (when relevant) Council followed.

Good governance follows the rule of law

This means that decisions are consistent with relevant legislation or common law and are within the powers of Council.

Good governance is responsive

The Shire should always try to serve the needs of the entire community while balancing conflicting interests in an appropriate, timely and responsive manner.

Good governance is equitable and inclusive

Our community's wellbeing derives from the its satisfaction that Council has considered community members' interests in the decision-making process. This means that all groups, particularly the most vulnerable, should have opportunities to participate in the process.

Good governance is effective, efficient and sustainable

The Shire should implement decisions and follow processes that make the best use of available staff, resources and time, to ensure the best possible results for our community.

Good governance is participatory

Anyone affected by or interested in a decision, should have an opportunity to participate in the process for making that decision, whether this is by being provided with information, or being consulted with to provide them with opportunities to give their opinions or recommendations.

Why is good governance important to the Shire?

- It underpins the confidence that the community has in Council and its services
- It affects the quality of our outputs – goods, services and programs
- It is a value adding activity
- It ensures that the Shire meets its legislative responsibilities
- It is a strong reminder to the Council that it is ultimately accountable to the community it serves.

By following good governance principles, the Council, the Chief Executive Officer, employees and the community can be confident that our organisation is being run efficiently, is sustainable and is carrying out the objectives, policies and plans of Council.

PART 2: GOVERNANCE STATEMENT

1. INTRODUCTION

Local governments are experiencing increasing scrutiny of their operations and activities, creating a need for full and open disclosure of their governance systems. As with the private sector's long-standing focus on governance issues, we must consider the principles of systems integrity, role delineation, accountability and strategic management, in order to develop suitable governance frameworks that ensure effective, transparent and sustainable administration of the Shire's affairs.

This Corporate Governance Manual provides information about the Council, Councillors and administration; the relationships that exist and how they work together to achieve good governance.

The framework links their roles under the *Local Government Act 1995* (the Act) and other relevant legislation, our suite of governance documents and the functions performed by the Shire. It provides guidance and information to the major participants in the governance processes of the Shire.

Supported by this framework, Councillors and the Chief Executive Officer are able to:

- Provide strong, effective leadership
- Maintain quality service delivery and the effective use of resources
- Adhere to the Shire's values and defined strategies
- Deliver effective stewardship of the Shire's assets, including infrastructure assets
- Provide systems that ensure compliance with relevant statutes
- Encourage innovation and continuous improvement throughout the organisation
- Deliver services in line with agreed performance measures. Our Governance Framework is underpinned by the Integrated Planning and Reporting (IPR) Framework and other strategic Council documents.

The IPR Framework demonstrates how we plan to sustainably and strategically meet the needs of our community, while focusing on community wellbeing, local business, our built and natural environments and a greater level of leadership and governance. It was formulated through a comprehensive community engagement process, which documented our community's priorities, aspirations and vision for the Shire and helped us shape and create a shared vision for the Shire of Gnowangerup. This involved extensive community consultation with approximately 485 community members contributing through seven community engagement activities.

2. CORPORATE GOVERNANCE MODEL

The following diagram represents the Shire's internal/external stakeholder governance model.



3. ROLES, RESPONSIBILITIES AND COUNCIL COMPOSITION

3.1 The Role of Council

The roles, functions and objectives of councils are set out in the *Local Government Act 1995* as follows. Section 2.7 describes the role of the Council:

The Council as a body corporate -

- a) governs the affairs of the Shire of Gnowangerup;
- b) is responsible for the performance of the Shire of Gnowangerup's functions;
- c) oversees the allocation of the finances and resources of the Shire of Gnowangerup; and
- d) Determines the policies within the Shire of Gnowangerup.

The following Council roles and responsibilities have been interpreted from the Act, in conjunction with the Shire's Governance Framework.

- a) Directs and controls the affairs of the Shire of Gnowangerup.

How strategic planning mechanisms are used by the Council to ensure the continuing viability and performance of the Shire, by setting appropriate strategic goals for the organisation and monitoring the Shire's performance against them.

- b) Is responsible for performance of the functions of the Shire of Gnowangerup.

The Council bears ultimate responsibility for the performance of the Shire's functions. It can exercise this through the development of appropriate governance frameworks including delegations of authority and determining an appropriate organisational structure.

- c) Oversees allocation of the finances and resources of the Shire of Gnowangerup.

The Council exercises this role by adopting the Shire's budget and Long Term Financial Plan, as advised by Shire officers responsible for the professional development of appropriate financial controls and strategic documents.

- d) Determines the policies of the Shire of Gnowangerup.

The role of Council in setting policy is most effective when it consults with a professional local government organisation that implements policies through the development of appropriate management practices and work processes. Council policies should set the standards for the Shire's administration to achieve and make strategic policy decisions that guide officers in their decision-making processes.

To achieve the Shire's accountability, stewardship, sustainability and innovation objectives, Councillors are at their most effective when they focus on the above, while at the same time, representing the interests of

the community. They must also be involved in appointing the Chief Executive Officer and participating in that officer's performance review process.

Greater accountability and transparency is best achieved when:

Council deliberates and makes resolutions within a framework that is factually based, non-prejudicial and relevant to the issues at hand. It is fostered by Councillors' standards and behaviour, especially those adhering to legislation governing the declaration of financial and other interests, whenever these arise, and any other associated implications for their participation in any debate.

The role of Council can be categorised into three key areas; legislative, executive and quasi-judicial.

Legislative

The Council is responsible for adopting a set of local laws that reflect current community standards and provide for the good governance of the Shire. Council, when making local laws, must be aware of their legislative effect.

Executive

The Council is responsible for overseeing the executive functions of the Shire; determining appropriate policies, strategies and functions for the administration to implement.

Quasi-judicial

The Council is responsible for applying existing laws, including the Local Government Act, Planning and Development Act and other relevant legislation to specific facts and situations. A quasi-judicial role is one where they must act as judges rather than legislators.

3.2 Nominating for Council

Local Government elections are conducted biennially (every two years) on a fixed date prescribed by the Act, with candidates elected to the office of Councillor for a four (4) year term. Attachment 1 provides the eligibility criteria for nomination and current terms of office applicable to the Councillors.

The CEO will provide the 'Standing for Council Information Guide' to community members interested in standing for Council.

The CEO will provide the 'Information for Candidates Guide' prepared by the WA Electoral Commission to candidates, at time of nomination.

3.3 The Composition of Council

The Council comprises nine members, including the Shire President. Councillors (elected members) are elected by the whole community. The President is elected by the Council.

3.4 The Role of President

The role of the President as provided under the Act [Section 2.8], is to:

- a) Preside at meetings in accordance with the Act;
- b) Provide leadership and guidance to the Shire of Gnowangerup community;
- c) Carry out civic and ceremonial duties on behalf of the Shire;

- d) Speak on behalf of the Shire;
- e) Perform such other functions as are given to the President by the Act or any other written law;
- f) Liaise with the Chief Executive Officer on the Shire of Gnowangerup's affairs and the performance of its functions; and
- g) Otherwise fulfil the role of Councillor.

3.5 The Role of Deputy President

The Act [Section 2.9] enables the Deputy President to perform the functions of the President, if:

- a) The office of President is vacant; or
- b) If the President is not available, or is unable or unwilling to perform the functions of President.

3.6 The Role of Councillors

Under the Act [Section 2.10], the role of a Councillor is to:

- a) Represent the interests of electors, ratepayers and residents of the Shire;
- b) Provide leadership and guidance to the Shire of Gnowangerup community;
- c) Facilitate communication between the community and the Council;
- d) Participate in the Shire of Gnowangerup's decision making processes at Council and Committee meetings; and
- e) Perform such other functions as are given to a Councillor by this Act or any other written law.

Each individual Councillor has a legislative requirement to fulfil this role and how they perform the role is outlined in this Governance Framework.

Individually, Councillors have a responsibility to act as a conduit between the community and the Shire. Not only must they represent the interests of the broader community on the Council, but also as community leaders they must represent the interests of the Shire within the broader community.

A Councillor's primary obligation is to represent the interests of the broader community within the Shire. It is not appropriate for individual Councillor's constituent concerns to interfere with their decision-making processes in providing good governance of the Shire as a whole.

3.7 The Role of Chief Executive Officer

Under the Act [Section 5.41] the Chief Executive Officer's functions are to:

- a) Advise the Council in relation to the functions of the Shire of Gnowangerup under the Act and other written laws;
- b) Ensure that advice and information is available to the Council so that informed decisions can be made;
- c) Cause Council decisions to be implemented;

- d) Manage the day to day operations of the Shire of Gnowangerup;
- e) Liaise with the President on the Shire of Gnowangerup's affairs and the performance of the Shire's functions;
- f) Speak on behalf of the Shire if the President agrees;
- g) Be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to Section 5.37 (2) in relation to senior employees);
- h) Ensure that records and documents of the Shire of Gnowangerup are properly kept for the purposes of the Act, or any other written law; and
- i) Perform any other function specified or delegated by the Shire of Gnowangerup or imposed under the Act or any other written law as a function to be performed by the Chief Executive Officer.

The Act enables Council to delegate in writing to the Chief Executive Officer, the capacity to exercise any of its powers or duties, **with the exception of** those relating to:

- a) Actions in which a decision of an absolute majority or a 75% majority of the Council is required;
- b) Acceptance of a tender which exceeds an amount as determined by the Council;
- c) Appointment of an auditor;
- d) Acquisition or disposal of any property valued at an amount exceeding an amount determined by the Council for the purposes of this paragraph;
- e) Any of the Council's powers under Sections 5.98, 5.99 or 5.100 (determining fees, allowances and expenses of members and Committee members);
- f) Borrowing money on behalf of the Shire;
- g) Hearing or determining an objection of a kind referred to in Section 9.5;
- h) Carrying out any power or duty that requires the approval of the Minister or the Governor; or
- i) Such other powers or duties as may be prescribed.

The role of the Chief Executive Officer in the governance framework extends to:

- Providing policy advice to Council
- Implementing strategies, policies and decisions of Council
- Managing the operations of the Shire
- Maintaining the integrity of systems and processes required to ensure that the Shire's accountability and compliance obligations are met
- Appointing and managing the activities of the Shire's staff.

This clear separation of Councillor and Chief Executive Officer roles and responsibilities as identified within the Act reinforces good governance principles. It also provides the basis for the Shire to adhere to all statutory requirements whilst meeting the expectations of its community.

However, it is also important for all parties to recognise and agree that maintenance of a close, effective and cooperative relationship between Councillors, the Chief Executive Officer and staff will be critical to the achievement of key goals and objectives.

It is a requirement that initial staff contact by Councillors on any matter is made through the Chief Executive Officer, Deputy CEO, or another person nominated by the CEO. Should a Councillor wish to contact any other member of staff directly, a request shall first be made to the Chief Executive Officer, who will assess the request.

3.8 Employees

In undertaking its functions and responsibilities, Council is supported by the Chief Executive Officer and an Executive Management Team (Manex) comprising:

- Deputy Chief Executive Officer
- Manager of Works
- Asset & Waste Management Co-ordinator
- Senior Finance Officer
- Community Development Coordinator

Manex meets fortnightly as a basis for ensuring effective co-ordination of the Shire's operations and implementation of Council resolutions.

3.9 The Role of Council as a Corporate Body

Under the Act [Section 2.5], a Local Government is a legal entity (body corporate) with perpetual succession (continues unaffected by death of leadership) and a common seal.

The Shire of Gnowangerup protects its Councillors and officers by mitigating their liability with liability insurance protection and incorporating effective risk management strategies and processes within our corporate governance framework.

Attachment 2 outlines the limitation of Councillor liability.

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources.

Effective risk management can be achieved by ensuring participants in the governance process are fully aware of their roles, responsibilities and accountabilities.

3.10 Councillor Support

The Chief Executive Officer, through an effective support process, will ensure that Councillors develop an understanding of their roles and responsibilities so they are able to add value and bring independent, informed and objective judgment to the governance decision making process of Council.

The CEO provides a comprehensive induction program upon their appointment and makes available to Councillors (subject to budget provisions) appropriate resources for their continuing education and development programs as necessary to ensure effective representation of the community and key stakeholders and in accordance with Council policy. Individual support and advice is available through the CEO and relevant executive management.

4. GOVERNANCE PRINCIPLES

The foundations of our Shire's governance framework are in the strategies, policies and procedures established to meet legislative requirements, and manage issues and relationships affecting our Shire while achieving the goals outlined in our strategic plans.

These detailed strategies and plans help us work effectively for and with the communities and businesses within the Shire to meet the needs and expectations of our residents and ratepayers and administer the Shire's affairs. Good governance requires accountable and sustainable strategic planning, and robust and transparent financial management, particularly concerning the stewardship of community assets.

These plans also serve to support our organisation's Mission and Vision.

Our Mission

Our mission statement outlines the purpose and core business of the Shire of Gnowangerup. This statement identifies the important roles of the community, the Council and the staff in ensuring that the strategies outlined in the Strategic Plan 2017–2027 can be achieved.

"To demonstrate leadership in the provision of facilities, infrastructure and services that meet the needs of our community"

Our Vision

Our vision statement describes how the Shire of Gnowangerup will respond to the community's aspirations and priorities for the future.

"A progressive, inclusive and prosperous community built on opportunity."

The governance foundations are outlined below:

4.1 Integrated Planning and Reporting Framework

Following legislation put in place by the Department of Local Government in 2012 all local governments are required to have an integrated planning and reporting framework in place.

Our framework comprises:

Strategic Community Plan

This is the overarching plan guiding the Council. It has a long-term focus and a strong emphasis on our community's aspirations, priorities and vision for the future. Community consultation identified key focus areas based around six themes, as the Shire's broad priorities.

These themes are:

Sustainable Business Growth

The Natural Environment

Our Community

A Sustainable and Capable Council

Financial Sustainability

Quality Built Form

The Strategic Community Plan informs our Long Term Financial Plan.

Corporate Business Plan

This four-year rolling plan contains details of the projects, services, operations and performance measurements required, to achieve the priorities identified in the Strategic Community Plan. It works in conjunction with the Long Term Financial Plan (see below), to set the Shire's resource and budgeting priorities over its life.

Councillors are provided with quarterly updates of the Corporate Business Plan, to enable them to access the performance of strategic initiatives and to assist with decision-making.

Long Term Financial Plan

Set for ten years, the Long Term Financial Plan aligns our community aspirations, strategic intent and organisational capacity and guides how we responsibly deliver infrastructure and services to the community, in a financially sustainable and affordable manner.

Asset Management Plans

The Asset Management Plans identify responsibilities, maintenance standards, inspection regimes and asset renewal requirements required to manage civil liability. They demonstrate that the Shire, as the asset infrastructure authority, is responsibly managing the assets under its control.

Workforce Plan

The Workforce Plan sets out workforce requirements and our resourcing strategies for current and future operations, for the life of the Corporate Plan. Effective management of our human resources is an imperative as the Shire's staff play an important role in achieving strategic/operational goals and objectives.

Annual Budget and Annual Report

This twelve-month budget provides a framework for the allocation of financial, physical and administrative resources required to pursue the Shire's objectives.

Budget reviews are conducted every six months and reflect changing circumstances and priorities.

The Annual Report has its basis in legislation, but enables the Shire to monitor, control and report on the outcome of its activities over a particular financial year.

Both the Annual Budget and the Annual Report are aligned with the Shire's Strategic Community Plan.

4.2 Customer Consultation and Engagement

Customer Service Charter

The Shire has developed and implemented a Customer Service Charter, which outlines the level of service a customer can expect from the Shire; how information can be obtained; how to address matters if standards are not met; and, offers advice on how customers can help us to serve them better.

The Customer Service Charter reflects our commitment to the quality of service we provide.

The Charter promotes flexibility, innovation and responsiveness in the delivery of service, in an environment of openness, transparency and co-operation between the Shire and its customers, pivotal to the achievement of positive outcomes. The Charter establishes minimum standards by which Shire staff will attend to customer enquiries, complaints and information requests to support these outcomes.

The Shire is committed to reviewing the Charter in order to reaffirm its customer-focused culture.

The Shire has also undertaken to develop and implement internal/external customer satisfaction surveys to improve the effectiveness of organisational processes.

Community Surveys

The Shire undertakes regular community surveys and other consultative mechanisms to evaluate and measure performance and contribute to decision-making processes.

4.3 Ethics and Values

Ethical and values-based behaviour is a vital component of good governance. It is built into our governance framework through Corporate Values and a Code of Conduct for Councillors and officers. This establishes clear parameters and standards of conduct.

4.4 Statutory Compliance

The Shire recognises that matters involving deliberations of Council, the implementation of resolutions and any reporting of performance/outcomes must be fully compliant with all legislation and regulations applicable to local government and as reflected in the Statutory Compliance Audit Return.

Compliance is pursued by maintaining the integrity of key financial-based planning and reporting mechanisms underpinning the Shire's operations – notably, the Annual Budget and Annual Report, and supplemented by internally-based, performance measurement mechanisms such as Quarterly Reports.

Compliance with key financial and statutory requirements is assessed through the annual audit, conducted in accordance with the Act, by a professionally qualified external party appointed by the Shire.

4.5 Asset and Risk Management

The Shire actively pursues effective risk management and internal systems of control in the conduct of its business, to safeguard its assets, by implementing a number of specific and organisation wide initiatives.

These initiatives include:

- Policies and procedures relating to financial investments;

- Limits on the approval of operational and capital expenditure;
- A quality budget development and implementation program that entrenches sound financial management in the Shire's operations;
- A proactive approach to meeting statutory compliance objectives;
- Preparation and monitoring of infrastructure asset management plans;
- Appropriate procedural and technological controls to ensure a safe, reliable and secure approach to knowledge management;
- A coordinated plan of providing insurance cover for all the Shire's operational risks;
- Responsible guidelines and practices established for Occupational Safety and Health, Equal Employment Opportunity and Sexual Harassment; and
- Procedures that ensure quality, customer-focused decision making while meeting the requirements of administrative law.

The Shire maintains a wide range of assets including:

- Infrastructure assets;
- Real property;
- Financial assets; and
- Information assets and intellectual property.

Effective stewardship of all Shire assets is a key element in ensuring the Shire optimises the use of financial, physical and intellectual resources for the benefit of its residents and ratepayers.

Strategic initiatives including the 10-year capital works program and an annual works program schedule provide the Shire with a basis upon which infrastructure assets are managed and developed.

Audit, Indemnity and Liability Insurance Protection

The Shire's performance in implementing effective risk management strategies and adhering to sound business practice, is reinforced through access to independent legal advice, the completion of an annual statutory compliance audit and the annual financial audit undertaken by professional, external auditors as required by the Act.

These strategies are intended to enable maintenance of comprehensive professional indemnity and public liability insurances, which are supported by appropriate insurance policies to ensure that the Shire is more than adequately safeguarded against unforeseen risks.

4.6 Performance Measurement and Review

The Shire has implemented a range of mechanisms to ensure that performance is measured and reviewed so that remedial action can be taken, where necessary.

Funding of Services/Operations

From a strategic perspective and through the agency of its Long Term Financial Plan, the Shire has ensured that its priorities are sustainable and can be appropriately funded.

The Shire's primary aim is the maximisation of community benefit and value for money from expenditures and the use of assets.

The Shire is committed to identifying opportunities for introducing a 'user pays' fee charging model for appropriate functions and services, and developing strategies for implementing this philosophy while continuing to recognise community service obligations.

Performance Monitoring / Reporting / Strategic Planning / Business Planning / Quarterly Reporting

The Shire is committed to developing appropriate sustainable financial policies and strategic plans to ensure long term financial viability.

The Shire's level of 'rate competitiveness' is regularly benchmarked relative to other local governments. The level of dependence on rates, as the primary funding source for Shire programs, is monitored as part of the budget development process.

Financial performance of the Shire's operations is monitored through internal systems and processes, with reporting occurring at the Manex and Council levels.

The Shire's progress in implementing the Long Term Financial Plan, in terms of its effective coordination between strategic and operational elements is monitored through quarterly reporting to Council.

DRAFT

5. CORPORATE VALUE AND STANDARDS

5.1 Code of Conduct

The Shire of Gnowangerup has adopted a Code of Conduct in accordance with the legislative requirements of the Local Government Act. It is based on the Shire's Values (as above) and is available for public inspection on the Shire's website.

The Code establishes the minimum appropriate standards for the honest and ethical behaviour of Councillors and employees.

The Code is not a replacement for any act, regulation or local law. If there is a conflict between the Code and the provisions of any act, regulation or local law, the latter provisions prevail.

Councillors and employees are required to familiarise themselves with the Code and ensure they observe its provisions.

The President is to ensure that the Code is brought to the notice of all Councillors. Councillors must observe the Code and behave in accordance with its provisions. Councillors, upon taking the oath or affirmation of allegiance, will declare that they will abide by the standards set out in the Code.

The Chief Executive Officer is to ensure that the Code is brought to the notice of all employees. Employees must observe the Code's contents as part of the conditions of their contract of employment.

In view of the open and accountable environment within which Western Australian Local Government operates, the Code occupies an important role in promoting good governance.

A fundamental tenet of the Code is that it involves self-regulation and relies upon Councillors and the Chief Executive Officer to ensure the Shire is accountable and transparent and that business of the Council is conducted in an environment of openness and honesty.

In developing its Code, the Shire has recognised the need to meet these objectives and the focus of the Code, being good government for the residents and ratepayers.

Instructions for obtaining a copy of the current Code of Conduct are included at [Attachment 3](#).

5.2 Rules of Conduct Legislation

The Local Government (Rules of Conduct) Regulations 2007 were introduced to provide statewide principles to guide the behaviour of Councillors and specific rules of conduct that must be adhered to. Regulations apply only to Councillors and breaches of the Rules of Conduct can result in sanctions.

The Regulations list eight general principles to guide elected members' behaviour. A person in his or her capacity as a Councillor should;

- a) Act with reasonable care and diligence;
- b) Act with honesty and integrity;
- c) Act lawfully;
- d) Avoid damage to the reputation of the local government;

- e) Be open and accountable to the public;
- f) Base decisions on relevant and factually correct information;
- g) Treat others with respect and fairness; and
- h) Not be impaired by mind affecting substances.

The Regulations' Rules of Conduct of Council members, as referred to in Section 5.104 of the Act, cover:

- a) Use of Information
- b) Securing personal advantage or disadvantaging others
- c) Misuse of local government resources
- d) Prohibition against involvement in administration
- e) Relations with local government employees
- f) Disclosure of interest
- g) Gifts

Copies of the Local Government (Rules of Conduct) Regulations are available on the Department of Local Government, Sport and Cultural Industries website www.dlgc.wa.gov.au.

5.3 Conflicts of Interest

The Act, Rules of Conduct Regulations and the Shire's Code of Conduct all deal with financial and conflicts of interest and require that:

- a) Councillors and employees will ensure there is no actual or perceived conflict or incompatibility between their personal interests and the impartial fulfilment of their public and professional duties.
- b) Where a Councillor or employee has a conflict of interest referred to in (a) above, then that Councillor or employee will openly and fully disclose the conflict of interest.
- c) Discretionary employees will notify the Chief Executive Officer when dealing with a matter in which they have a direct or indirect conflict of interest and when dealing with relatives and closely associated persons. In such cases, discretionary employees will disqualify themselves from dealing with the matter.
- d) Where a report on a matter is submitted to Council by an employee, a disclosure of interest by the discretionary employee will be made in the report, where it could be perceived that the discretionary employee has an influence in the Shire's dealing with the matter.
- e) Employees will not engage in private work with or for any persons or body with an interest in a proposed or current contract with the Shire without first making a disclosure to the Chief Executive Officer or Council. In this respect, it does not matter whether advantage is in fact

obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

- f) Councillors and employees will lodge written notice with the Chief Executive Officer, describing an intention to undertake a dealing in land or otherwise take action within the district, which may be in conflict with the Shire's function. This provision does not apply to dealings with the Councillor's or employee's principal place of residence.
- g) Councillors will make a disclosure before dealing with a matter that involves relatives or closely associated persons and will disqualify themselves from dealing with such a matter.

5.4 Disclosure of Conflict of Interest

- a) Where disclosure of a conflict of interest is required by law, the Code, or otherwise seems appropriate, it should be made promptly, fully and preferably in writing.
- b) In addition to disclosure of financial or non-financial interests, a Councillor or employee:
 - i) attending a Council meeting; or
 - ii) giving advice to a Council meeting,

will disclose any interest they have in a matter to be discussed at the meeting.

- c) Where a conflict of interest is disclosed under (b) above, the disclosure will be made at the meeting immediately before the matter is discussed or at the time the advice is given, and will be recorded in the minutes of the meeting.

5.5 Financial Interests

Councillors must disclose certain financial interests.

- In matters before Council and Committee meetings
- In Primary and Annual Returns

Councillors need to inform themselves about their obligation to disclose because there are a number of offences that can be committed. Fines of up to \$10,000 or imprisonment of up to two years can be imposed.

Disclosures at meetings and in Primary and Annual returns are recorded in a register to which the public has access. This enhances the accountability of Councillors to the public. At the same time, protection is given to Councillors because it is an offence for a person to publish information from the register unless under specified circumstances.

The Financial Interests Handbook, detailing the financial interest provisions of the Local Government Act 1995, is available from the Department of Local Government, Sport and Cultural Industries.

It is a requirement that:

- a) Councillors and employees will faithfully observe the principles of disclosure of financial interest, as contained within the Act and the Standing Orders Local Law.

- b) Councillors and employees who have a direct or indirect financial interest in a matter, which is the subject of a report or advice, will disclose to the Chief Executive Officer or Council receiving the report, the fact that such an interest exists.
- c) The onus is on Councillors and employees to identify possible conflicts of interest or financial interest and to determine whether such interests, to which no exemption applies, exist.

5.6 Disclosure of Interests Affecting Impartiality

In addition to financial interests, Councillors must declare any interest, which the community may perceive, would affect their ability to act with impartiality.

Interests that commonly fall within this definition are when a Councillor is a member of a group, club or association and that organisation requires Council to make a decision on an application it has made. In addition, if a Councillor's parents, siblings or children (not living at home) have an item before Council, it would be wise for the Councillor to disclose an interest affecting their impartiality.

It is important to note that if a Councillor has an interest affecting impartiality, once they have declared their interest, they may still take part in debate and vote on the matter.

The Department has produced guidelines in relation to interests affecting impartiality.

5.7 The Declaration and Recording of Gifts

The Local Government Regulations characterize gifts as either 'notifiable' or 'prohibited'.

A notifiable gift is valued between \$50 - \$300. That is, one or more gifts given by the same person within a period of 6 months that are in total valued between \$50 - \$300.

A prohibited gift is valued \$300 or more. That is, one or more gifts given by the same person within a period of 6 months that have a total value of \$300 or more.

All notifiable gifts must be declared and recorded in accordance with the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007* (outlined in the Shire's Code of Conduct).

The Shire's Code of Conduct requires that:

- (a) The Chief Executive Officer is to maintain a gifts register accessible to the public.
- (b) The gifts register contains the name of the persons who gave and received each gift, the date of receipt of each gift, a description of each gift and the estimated value of each gift.
- (c) The gifts register does not contain details of gifts that do not need to be disclosed under the provisions of the Code.

Section 5.82 of the Act requires Councillors and Shire Officers with delegated authority to make decisions or act on behalf of the Shire, to:

- Notify the CEO in writing within 10 days, of any notifiable gift accepted with a value over \$200;
- Refuse to accept any gift valued at \$300 or more.

6. MEETINGS AND REPORTING STRUCTURES

6.1 Agenda and Minutes

As required under the Act and associated regulations, the Shire prepares Agendas for Council meetings and ensures that the documentation is delivered to Councillors on the Friday, prior to a scheduled Council meeting.

In keeping with the Shire's commitment to openness and accountability and engaging with the community, agendas are made available for the public to view on the Shire's website and in hard copy, on the Friday prior to a scheduled Council meeting.

Minutes of an Ordinary Council meeting are to be submitted to the next Ordinary Council meeting for confirmation. The Act provides scope for a Local Government to release Minutes in an unconfirmed form, in the interests of maintaining public information and accountability. Accordingly, the Shire endeavours to make unconfirmed Minutes of its Council meetings publicly available by the Friday following a meeting.

6.2 Council Meetings

The Shire of Gnowangerup operates on a monthly Council meeting cycle as a basis for decision-making and management for its operations.

Ordinary Council Meetings are open to the public (except as otherwise prescribed under the Act) and are generally convened at 3:30pm on the fourth Wednesday of each month.

The conduct of meetings is governed by the Standing Orders Local Law. Business at the Shire of Gnowangerup Council meetings is based on an agenda prepared by the Shire's administration; incorporated within are reports and recommendations relating to matters requiring consideration and resolution.

The Standing Orders incorporated within the Local Law are designed to:

- a) provide the rules and guidelines which apply to the conduct of meetings of Council and meetings of Electors.
- b) ensure that all meetings of Council and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and the Standing Orders.
- c) result in:
 - Better decision making by Council;
 - The orderly conduct of meetings dealing with Council business;
 - Better understanding of the process of conducting meetings dealing with Council business; and
 - The more efficient and effective use of time at meetings.

6.3 Briefing Sessions (Including Information Bulletin)

These sessions are convened on a monthly basis and occur on the same day as but prior to the Council meeting, to provide a forum for officers to provide information to Councillors, in respect to current business. These sessions are open to the public and are subject to certain rules, which provide that:

- No decisions are made.
- Councillors shall not canvass for votes, discuss voting patterns or take straw polls. The focus of discussions is on the provision of information by staff.
- Notes of the meeting are to be kept.
- Nothing on the day's Council meeting agenda is to be discussed.

6.4 Councillor & Executive Workshops (CEWs)

CEWs are held two weeks prior to each Ordinary meeting of Council, to update Councillors on some of the more important projects that the Shire is involved in and the progress that has been made on them.

Session outcomes are frequently a report for Council consideration, which enables Councillors to have a greater level of knowledge and understanding of the topic.

No decisions are made at these workshops. Notes are kept as background information and to serve as a record of the session.

6.5 Advisory Committees and Advisory Groups

The Shire operates advisory groups to provide recommendations on the management of key community assets and facilities. Advisory groups comprising community and stakeholder representatives and resourced by the Shire's technical and administrative staff, have also been established to progress key strategic projects.

As part of the Shire's aim of maintaining ongoing, effective community participation in decision making, consultative committees are also established on an 'as needs' basis, to provide input and feedback in the development of major proposals and initiatives.

6.6 Qualified Privilege for Councillors in the Performance of their Duties

Councillors, in the performance of their duties, are only protected by a qualified privilege in certain circumstances. This qualified privilege allows Councillors to make public comment on issues under consideration, either at a Council meeting or Council briefing session. Qualified privilege provides Councillors with a limited protection from actions in damages for defamatory statements.

The qualified privilege is available on occasions where a Councillor has a moral, legal or social duty that is shared by the other Councillors, as a result of their consideration of an issue in the performance of their duties. The exercise of their duty requires the Councillor to make a communication to the Council to allow the other Councillors to fulfil their duty.

This qualified privilege is limited to items under consideration by Council. Councillors can only claim it where they believe they are making a genuine and honest statement. Any maliciousness on behalf of the Councillor claiming qualified privilege, may result in a finding that the Councillor has misused the qualified privilege.

Councillors must be able to speak honestly, openly and frankly, taking into account all matters that are relevant to the items under consideration, when representing the interests of the community in Council decision making procedures. Qualified privilege allows Councillors to honestly raise genuine concerns, in the fulfilment of their duty to provide good governance for the community, without fear of an action in defamation.

6.7 Access to Information and Decision Making

The Shire is committed to fostering high levels of public awareness of its activities, by providing its residents and ratepayers with the broadest possible access to information.

In addition to meeting the statewide and local public notice requirements prescribed by the Act in respect to particular proposals and activities, the Shire also ensures that information is available via traditional and electronic means. These include:

Shire's website: www.gnowangerup.wa.gov.au: provides up to date information and service delivery to ratepayers and residents.

Official notice board at Shire's Administration Centre: relevant information is regularly posted on the board.

Local media: local newsletters and other media are used to inform residents and ratepayers about important issues and Council activities.

Social media: Facebook is utilised by the Shire to inform a broader audience of Council related news.

Public consultation with the Shire's residents and ratepayers occurs through a range of mechanisms such as direct information provision, consultation, public comment, Special Meetings and Annual Electors Meetings.

7. PLANNING AND DEVELOPMENT FUNCTIONS OF THE COUNCIL

7.1 Town Planning Schemes

A Local Government is required under the Planning and Development Act 2005 to have in place a Local Planning Scheme for the district. The Local Planning Scheme must also take into consideration State Government Planning Strategies, Plans and Policies.

A Local Planning Scheme provides a legal framework for a range of functions including:

- Providing land use and development controls;
- Supporting housing choice, variety and amenity;
- Providing the mechanism for the development of convenient and attractive retail centres;

- Assisting economic development through facilitation of commercial, industrial and business development to maximise job opportunities;
- Establishing high quality open space areas and protecting areas of environmental significance;
- Assisting in the provision of a transport network, which serves the needs of the community by providing a range of alternative networks catering for different transport modes, which are closely integrated with land use considerations.

The provisions of a Town Planning Scheme are formulated through a collaborative and consultative process involving the State Government, Local Government and the community.

The State Government, through the Minister for Planning provides final approval to the contents of a Local Planning Scheme and once gazetted, a Scheme comes into operation and has the force of law. Authority to operate its Local Planning Scheme is delegated to the local government by the State government.

A Local Planning Scheme requires review every five years. This is to ensure that the Scheme continues to meet changing community needs and expectations. This review process is facilitated by the Local Government and involves community consultation.

At the present time the Shire operates under Local Planning Scheme 9, which was gazetted in September 2012 and is amended as the need arises.

Amendments can be made to an operative Local Planning Scheme, which vary the Scheme provisions. An amendment to a Scheme again involves a range of stakeholders including the Local Government, the State Government and the community. The Minister for Planning provides the final decision in relation to a Scheme Amendment.

A range of local planning policies is also used to support and guide the implementation of the Scheme. Planning policies can be developed to also provide guidance, detail and consistency of treatment with respect to amenity and other relevant planning issues.

Importantly, Local Planning Schemes incorporate by reference the Residential Design Codes (R-Codes), which is the planning policy of the State Government providing detailed development control for residential development. The State Government revises the R-Codes from time to time.

The role of a Council in administering a Town Planning Scheme includes:

- Consideration of development applications
- Consideration of subdivision proposals
- Consideration of Local Planning Scheme Amendment proposals (whether suggested by the Shire or by a customer)
- Enforcement of Local Planning Scheme provisions
- Development of planning policies
- Review of existing Local Planning Scheme
- Formulation of new Local Planning Scheme

Council is provided with the professional advice from specialist planning officers in exercising its role in relation to each of these matters. This advice will provide Councillors with detailed information relating to the particular Town Planning issue requiring Council consideration. In certain circumstances applicants have rights of appeal to challenge a planning related decision of the Council. It is therefore important for Councillors to gain a full understanding of the issues and follow proper process before reaching a decision.

While all decisions relating to development applications represent a 'Council decision', the Shire's professional planning staff have 'delegated authority' to make various determinations.

7.2 Consideration of Development Applications

When a Council considers a development or planning application, it undertakes a quasi-judicial role. It is required to consider the information the applicant has provided and test it against the provisions of the Town Planning Scheme and any other relevant planning instruments or policies. It is guided in its consideration by the professional advice of its technical officers. The Council has particular responsibilities under the Town Planning Legislation.

Councils are required to decide on planning matters in an unbiased manner that satisfies the principles of administrative law and natural justice / procedural fairness. While it is recognised that councils are composed of members of the community, they must exercise their discretion over planning matters in a way that is mindful of this quasi-judicial role.

The Shire employs a specialist planning officer to draft reports and provide Council with the information it needs to consider a development or planning application and the relevant law that is applicable.

When deciding on planning matters, Council must take reasonable care to ensure that the following principles are adhered to:

- a) Councillors must read the officer's report on the matter before voting at a Council meeting. A Councillor who has not read the officer's report and then participates in the decision making process without a full understanding of the issues at hand, may jeopardise the validity of the decision making process.
- b) Councillors must ensure that when they debate a planning matter under consideration that they restrict themselves to the relevant matters of fact and law. These relevant matters will be contained and addressed in the officer's report. Where Council conducts a debate on a matter that is based on irrelevant considerations, or fails to take into account relevant considerations, this may jeopardise the decision making process.
- c) If Council resolves a planning matter contrary to the recommendation made by its technical officers, then the reason for resolving differently must be recorded in the resolution. The reasons must be based upon valid planning considerations.
- d) Council has a responsibility to ensure neighbours who may be significantly adversely affected by the development have had an appropriate opportunity to be heard on the development proposal. The officer report will include details of any neighbour notification or consultation that has occurred. Council must ensure that neighbours that may be adversely affected by a proposed development have had an adequate opportunity to put their case, and that any relevant matters that they raise have been considered in the decision making process. An opportunity to make a written submission

is generally sufficient, though an opportunity to make a submission in person to a relevant meeting may be appropriate, where it is requested by a person with a significant interest.

Any submission must be made on the basis of town planning principles. Council has the role of testing submissions, whether made by the applicant or another party, and the applicant must be given the right of reply.

Generally, Council as a body, and each Councillor individually, must be certain that they have a clear understanding of the relevant facts and law before making a decision. This decision must be based on the relevant considerations and should not take into account irrelevant considerations.

8. LOCAL LAWS, POLICIES, MANAGEMENT PRACTICE AND DELEGATIONS

The Shire has adopted a number of local laws, policies, delegations and management practices to guide the administration in the conduct of the Shire's operations. The policy and delegation regimes are key components of the Shire's governance framework.

8.1 Local Laws

The *Local Government Act 1995* outlines the process by which the Shire may adopt local laws. This legislative role allows the Shire to adopt local laws that may be enforced through the courts, by the issue of infringement notices or by performing other executive functions to enforce the local laws. The application of enforcement provisions in Local Laws by Council is discretionary, but this discretion should be based on formally established guidelines that are followed by authorised persons. This ensures that, where discretion is used in not enforcing a Local Law provision, it is applied consistently and is not based solely on the judgement of the individual. This way, fairness and equity in application of the law will apply.

When a local law is proposed, the community has an opportunity to submit comments. After the purpose and effect of a local law is read out at a Council meeting, there is a six-week advertising and submission period. The local law is then presented once more to Council and any public submissions are considered. Upon final adoption, the local law is then considered by the Western Australian Parliamentary Committee on Delegated Legislation and listed in the Government Gazette. Local laws must also comply with the National Competition Policy principles adopted by agreement between local, state and federal governments.

Local Laws must be reviewed every eight years under the *Local Government Act 1995*. The Shire undertook a comprehensive review of its suite of local laws in 2016.

The Shire maintains the following local laws:

- Animals, Environment and Nuisance Local Law 2016
- Bushfires Brigades Local Law 2016
- Dogs Local Law 2016;
- Health Local Law 2016;
- Local Government Property Local Law 2016;

- Standing Orders Local Law 2016;

8.2 Policies and Procedures

Policies provide the administration with guidance for the implementation of processes.

These policies focus on setting standards in compliance with legislation, adopting values or guiding processes. They have been drafted broadly, to encourage innovation by the administration, in the development of practices and processes to implement the policies.

Procedures and processes are descriptive of the functions and tasks that are required to achieve each policy objective. Procedures and processes are developed by the Manex and approved by the Chief Executive Officer, and must be consistent with their related policy.

8.3 Delegations

Delegations of authority provide officers of the Shire with the power to exercise duties and make determinations. It is essential that the Shire's delegations are performed in a manner that is in accordance with the adopted governance framework and are compliant with the relevant legislation. The Shire is required to keep records on the exercise of its delegations.

Under the Local Government Act, both the Council and the Chief Executive Officer are given certain functions and duties to be discharged. In accordance with Section 5.42, Council may delegate authority to perform some of its functions and duties to the Chief Executive Officer.

The Chief Executive Officer may delegate to any other officer the authority to perform functions and duties that are exercisable by the Chief Executive Officer under the Act or that have been delegated to the Chief Executive Officer by the Council.

This accords with a governance framework whereby staff are responsible to the Chief Executive Officer and the Chief Executive Officer is responsible to Council. Similarly, the implementation of Council decisions and instructions is conducted by the Chief Executive Officer, who may delegate some of this responsibility to other officers of the Shire.

The judicious use of delegations, with appropriate policy and accountability frameworks, contributes to good governance by allowing the council to focus on strategic rather than operational issues.

PART 3 - KEY GOVERNANCE DOCUMENTS, POLICIES AND PROCEDURES

1. Integrated Planning Framework and Reporting

- Shire's Vision
- Strategic Community Plan
- Corporate Business Plan
- Long Term Financial Plan
- Workforce Plan
- Asset Management Plans
- Annual Budget and
- Annual Report

2. Ethics and Values

- Code of Conduct for Elected Members and Officers
- Rules of Conduct Regulations

3. Statutory Compliance

- Statutory Compliance Return
- Annual Budget and Annual Report
- Monthly Financial Report

4. Asset and Risk Management

- Policies, management practices and delegations
- Sound budgetary framework
- Procedural and technological safeguards
- Legislative and regulatory compliance
- Independent, external legal advice
- Quality, customer-focused decision making
- Assets register
- Capital works programs
- Audit, Indemnity and Liability Insurance Protection

5. Performance Measurement and Review

- Long Term Financial Plan
- Community Surveys

6. Customer Consultation

- Customer Service Charter
- Communication and Consultation Strategy (to be developed)

DRAFT

PART 4 – ATTACHMENTS

Attachment One: Council Nomination Eligibility

There are no professional qualifications or pre-requisites for individuals to nominate for election to Council. A person is eligible provided that they are:

- At least 18 years of age;
- An elector of the district; and
- Not disqualified from being elected due to their incumbency as a representative of State or Federal parliament or due to insolvency, criminal convictions and membership of another council.

A person is unable to serve as a member of the Local Government of which he or she is an employee. However, they are able to stand as a candidate in any Council election and relinquish their employment in the event of their election to office.

Current Terms of Office of the President and Councillors

As a consequence of the October 2017 elections, terms have been allocated to the Council as follows:

Cr K House	Term Expiring	October 2021
Cr C Thomas	Term Expiring	October 2021
Cr R House	Term Expiring	October 2021
Cr F Hmeljak	Term Expiring	October 2021
Cr G Stewart	Term Expiring	October 2021
Cr F Gaze	Term Expiring	October 2019
Cr B Moore	Term Expiring	October 2019
Cr S Hmeljak	Term Expiring	October 2019
Cr L Martin	Term Expiring	October 2019

Attachment Two: Limitation of Councillor Liability

The Shire of Gnowangerup has the legal capacity of a natural person. Therefore, the Shire may instigate legal proceedings in its corporate name and have proceedings taken against it.

Section 9.56 of the Act provides that:

- a) a member of the Council or of a Committee of the Council, of a local government; and*
- b) an employee of a local government; or a person appointed or engaged by a local government to perform functions of a prescribed office or functions of a prescribed class;*

is a protected person.

Further to this, the Act specifies that:

“An action in tort does not lie against a protected person for anything that the person has, in good faith, done in the performance or purported performance of a function under the Act or under any written law”. (2)

The Act also determines that [Section 9.56]:

“It does not relieve the local government of any liability that it might have for the doing of anything by a protected person”. (4)

It is important to also note that, under the Act:

- a) a reference to the doing of anything includes a reference to the omission to do anything;*
- b) a reference to the doing of anything by a protected person in the performance or purported performance of a function under any written law other than this Act is limited to a reference to the doing of anything by that person in a capacity described in subsection (1) (a), (b) or (c) as the case may be.*

Attachment Three: Instructions for Accessing the Shire of Gnowangerup [Code of Conduct](#)

The Code of Conduct provides Council Members and staff of the Shire of Gnowangerup with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code of Conduct is complementary to the principles adopted in the Local Government Act 1995, Regulations and local laws which incorporate four fundamental aims:

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code of Conduct has been developed to assist Council Members and staff to:

- (a) understand the standard of conduct that is expected of them;
- (b) enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of due care and diligence; and
- (c) act in ways that enhance public confidence in the integrity of local government.

A copy of the Code of Conduct can be obtained from the Shire's website <http://www.gnowangerup.wa.gov.au/> under Corporate Documents and Plans.

12.3 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN / STRATEGIC COMMUNITY PLAN

Location: N/A
Proponent: N/A
File Ref: ADM0432
Date of Report: 31st March 2019
Business Unit: Strategy and Governance
Officer: V Fordham Lamont – Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

- Quarterly Corporate Business Plan / Strategic Community Plan Review for 3rd Quarter 2018/2019

PURPOSE OF THE REPORT

For Council to note the Quarterly Corporate Business Plan (CBP) / Strategic Community Plan (SCP) Review for the quarter ending 31st March 2019 (i.e. the progress of the actions/projects in the existing CBP) and to adopt any amendments to the existing SCP and CBP.

BACKGROUND

Council adopted its Strategic Community Plan and Corporate Business Plan in 2017. 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.

The Great Southern Peer Support Group, with the assistance of Shire of Gnowangerup officers, developed a customised tool to report the status of, and any modifications to, these plans, including but not limited to objectives, strategic initiatives and actions. This will satisfy the regulatory requirements above.

COMMENTS

The attached report satisfies Regulations 19DA(4) and 19C(4) of the *Local Government (Administration) Regulations 1996*.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Administration) Regulations 1996
Reg 19C Strategic community plans, requirements for
Reg 19DA Corporate business plans, requirements for

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

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting

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

This reporting tool is a relatively simple way to report to Council on the progress of the CBP actions. Suggested improvements are welcomed and can be added into future reports.

The adoption of the revised CBP and SCP, reinforces Council's commitment to meaningful strategic planning and provides a sound basis for continual improvement within the Shire.

VOTING REQUIREMENTS

Absolute majority

OFFICERS RECOMMENDATION

Moved: Cr C Thomas

Seconded: Cr R House

That Council:

- 1. Note and approve the achievements against the actions in the attached Quarterly Corporate Business Plan / Strategic Community Plan Review for the quarter ending 31st March 2019;**
- 2. Adopt any amendments to the existing CBP/SCP since the previous quarterly review as described in the attached Review; and**
- 3. Direct the CEO to publish the attached report on the Shire's web page.**

MOTION FOR AMENDEMENT

0419.32 That Council:

Delete '2. Adopt any amendments to the existing CBP/SCP since the previous quarterly review as described in the attached Review'

Moved: Cr K House

Seconded: Cr C Thomas

LOST: 0/7

COUNCIL RESOLUTION

Moved: Cr C Thomas

Seconded: Cr R House

0419.33 That Council:

- 1. Note and approve the achievements against the actions in the attached Quarterly Corporate Business Plan / Strategic Community Plan Review for the quarter ending 31st March 2019;**
- 2. Adopt any amendments to the existing CBP/SCP since the previous quarterly review as described in the attached Review; and**
- 3. Direct the CEO to publish the attached report on the Shire's web page.**

UNANIMOUSLY CARRIED: 7/0

GNOWANGERUP SHIRE STRATEGIC BUSINESS PLAN FY 2018/19 - 2021/22 v1																																																																																																																																																																																																																																																																																																							
OUR VISION		A progressive, inclusive and prosperous community built on opportunity.																																																																																																																																																																																																																																																																																																					
OUR HORIZONS		Horizon 1 FY 2018/19 – 2021/22 (next 4 years): Horizon 2 FY 2022/23 – 2028/29 (next 5-10 years):																																																																																																																																																																																																																																																																																																					
OUR VALUES		We believe in the following values which will guide our behaviours: • Honesty • Responsibility • Respect • Excellence • Fairness • Teamwork																																																																																																																																																																																																																																																																																																					
										18/19 QUARTERLY REVIEW - END OF QUARTER THREE																																																																																																																																																																																																																																																																																													
OUR KEY THEMES and OBJECTIVES <small>Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan</small>		OUR STRATEGIC MEASURES <small>(what would success look like - pick out key measures - MAY INCLUDE COMMUNITY PERCEPTION MEASUREMENTS)</small>				OUR CRITICAL SUCCESS FACTORS		OUR BARRIERS		OUR INITIATIVES or PROJECTS <small>Note, these should be broad activities required to: 1) Achieve a target 2) Create a critical success factor 3) Overcome a barrier</small>		Other OBJECTIVE/S supported by this initiative		OPERATIONAL IMPLEMENTATION		PROJECT STATUS		ACTION UPDATE COMMENTS																																																																																																																																																																																																																																																																																					
														ACTIONS		RESPONSIBILITY				DELIVERY TIMELINE				ON TRACK																																																																																																																																																																																																																																																																															
																				FY 17/18	FY 18/19	FY 19/20	FY 20/21		HELD / NOT COMMENCED																																																																																																																																																																																																																																																																														
																										CANCELLED																																																																																																																																																																																																																																																																													
																COMPLETE																																																																																																																																																																																																																																																																																							
A. SUSTAINABLE BUSINESS GROWTH		A1	Actively support and develop existing business and attract new local business.	MA1	Number of registered businesses (ABNs) with a local postcode					A1.1	Lobby for the technological infrastructure necessary to support commercial and business growth.		A1.1.1	Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.	CEO		●																																																																																																																																																																																																																																																																																						
																			A1.1.2	Develop a Digital Workplan to position the Shire as a “Smart Shire” and to maximise the benefits of digital communication technology and initiatives within the Shire for local businesses and the community.	DCEO		●						Plan presented to Council in September 2018.																																																																																																																																																																																																																																																																										
																											A1.1.3	Implement the Digital Workplan.	DCEO		●	●	●			Grant funding approved for Community Digital Awareness project																																																																																																																																																																																																																																																																			
												A1.2	Create business and community Partnerships.		A1.2.1	Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.	CEO	●	●	●	●																																																																																																																																																																																																																																																																																		
												A1.3	Review and align land use and infrastructure plans.		A1.3.1	Monitor progress on infrastructure plans.	TOWN PLANNER	●	●	●	●																																																																																																																																																																																																																																																																																		
										A1.4	Facilitate future industrial Development.		A1.4.1	Work with Landcorp to release the industrial lots in Quinn Street.	CEO / TOWN PLANNER	●	●	●	●																																																																																																																																																																																																																																																																																				
										A1.5	Facilitate knowledge sharing and learning opportunities.		A1.4.2	Monitor development rates and ensure future supply of industrial land for subdivision and development.	TOWN PLANNER	●	●	●	●																																																																																																																																																																																																																																																																																				
													A1.4.3	Progress Cuneo Close commercial development	MW		●																																																																																																																																																																																																																																																																																						
													A1.5.1	Hold annual Business Forum.	CEO	●		●																																																																																																																																																																																																																																																																																					

Community Strategic Plan								3) Overcome a barrier				Initiative				Financial Year				COMPLETE	D			
C2	Build proud and active residents who participate in local activities and services for the betterment of the community.	CA4							C1.3	a more inclusive Shire image.			C1.3.2	Hold a referendum to allow the community to vote on the proposed change.	-CEO-			●						
		CA5							C2.1	Facilitate a program of community-based events that encourage social interaction within our three communities.			C2.1.1	Actively engage the community and event promoters to host iconic, cultural and sporting events within the Shire in partnership with other community organisations e.g. Australia Day, NAIDOC Week, National Youth Week, Mental Health Week, Thank a Volunteer Day / Volunteer Week.	CDC		●	●	●	●			Australia Day was a great success in Ongerup, residents expressed their thanks for a great day. \$1000 Youth Week grant secured to runna roller hockey and roller disco. NAIDOC Week celebrations planning is underway.	
		CA6										C2.1.2	Subscribe to and develop locally based statistical service programs to enhance demographic analysis capability, including Community Profile, Economic Profile and Population forecasts.	-CEO-		●	●	●	●			ABS does not provide this Census information for small communities		
		CA7										C2.1.3	Prepare a Community Development Plan to guide the provision of community based services delivered or facilitated by the Shire.	CDC		●						Planned for the latter half of 2019		
												C2.1.4	Support annual funds to local community groups & individuals to assist in delivering local passive recreational activities.	CDC		●	●	●	●			Had Basketball WA come to deliver a streetball event. This was to help support the social basketball happening in town at the moment. This years Youth Week event includes Roller Hockey.		
C3	Assist in building the sustainable management of local organisations and community groups.	CA8						C3.1	Support and facilitate the development of community Leaders.			C2.2.1	Increase Ongerup Library membership and introduce library activities to be delivered to the community.	CDC		●								Library relocated to CRC and membership has increased as a result. They have also commenced Storytime at the Ongerup Library.
			CA9									C2.2.2	Investigate needs associated with staffing the Gnowangerup Community Swimming Pool to maintain optimal operations.	CEO		●	●							
		CA10							C3.2	Support and encourage opportunities for local volunteering.			C2.2.3	Relocate Ongerup Library to Yongergnow-Ongerup CRC.	CEO			●						
												C3.1.1	Work in partnership with other Shires and community organisations to facility the development of local leaders through skills development opportunities and capacity building activities e.g. Regional Passive Recreation Development Project, Governance Training, Training and Skills Development Project and Community Leadership Project.	CEO and CDC		●	●	●	●			We have been working along with the Gnowangerup CRC to provide community events. Have been liaising with the Borden Pavilion to get events and workshops happening in Borden.		
		C4	Ensure residents feel safe and confident in their ability to travel and socialise within their community.	CA10						C4.1	Build a healthy community that is aware of and responsive to current public health risks.			C3.2.1	Promote the sustainable management of local organisations and community groups.	DCD						●		
									C3.2.2			Facilitate and promote partnerships between volunteer organisations, NGO's, Local Businesses and Local Government Organisations.	CDC		●	●	●	●						
									C3.2.3	Develop a community asset map to facilitate a sustainable volunteer base and reduce volunteer burnout.	CDC							●						
									C4.1	Build a healthy community that is aware of and responsive to current public health risks.			C4.1.1	Conduct environmental health initiatives in the community, including inspections and assessments relating to: food, water, noise, disease, pest control and safety.	EHO & CEO		●	●	●	●				Ongoing
												C4.1.2	Continue to monitor the Ongerup Sewerage Scheme.	EHO		●	●	●	●					
								C4.2	Support and promote initiatives that aim to improve mental health.			C4.2.1	Shire remain an Act-Belong-Commit Partner Site.	CDC		●	●	●	●				Current agreement expires in Dec 2019. Will renew if Act-Belong-Commit receive more funding from the State Government.	
										C4.2.2	Support community driven preventative health initiatives and support the provision of services for community members impacted by mental health issues.	CDC		●	●	●	●							
D. A SUSTAINABLE AND CAPABLE COUNCIL		MD1							D1.1	Continue to develop a policy framework that guides decision making.			D1.1.1	Annually review the Shire's Policy Manual and develop new policies as required.	DCEO		●	●	●	●				Ongoing
D1	Provide accountable and transparent leadership.	MD2						D1.2	Integrate planning, resources and reporting.			D1.1.2	Major re-development of Policy Manual.	DCEO			●							Due for completion in fourth quarter.
												D1.2.1	Develop a seamless suite of plans aligning the strategic direction with operational actions and projects.	CEO		●						Waiting the completion of the asset management pla		
		MD3							D1.3	Demonstrate accountability through robust reporting that is relevant and easily accessible by the Community.			D1.2.2	Develop the Asset Management Framework which includes policy, strategy and plans.	AWMC		●							Workforce Plan presented to Council in April 2018.
												D1.2.3	Develop a Workforce Plan.	CEO / DCEO		●						Due for completion in fourth quarter.		
		MD4							D1.4	Optimise opportunities for the community to access and participate in the decision making process.			D1.2.4	Review the Long Term Financial Plan.	DCEO		●	●	●	●				Annual Report adopted by Council on 19 December 2018.
		MD5											D1.3.1	Ensure the Annual Report includes all the information that is required by legislation and in a format easily understandable by the community.	CEO / DCEO		●	●	●	●				
D2	To have a highly skilled and effective Council that represents the best interests of the community.	MD6										D1.4.1	Develop a community engagement / consultation strategy.	CDC		●								Waiting for the outcome of the Customer Service survey
		MD7						D2.1	Ensure elected body has a comprehensive understanding of its roles and responsibilities.			D1.4.2	Establish and manage a Strategic Community Reference Group from a wide demographic to provide advice to Council on matters of significant community interest.	CEO		●							Discussions with the members of the Citizens Panel indicated they would be prepared to take on this role from time to time.	
		MD8										D1.4.3	Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.	CEO		●	●	●	●					
		MD9						D3.1	Improve organisational systems with a focus on innovative solutions.			D2.1.1	Manage election process and ensure new councillors receive relevant documentation.	CEO		●		●						Report to Council in April re postal voting
												D2.1.2	Develop an Induction Manual for elected members.	CEO			●							
		D3	Improve the capability and capacity of the Shire.	MD10									D2.1.3	Develop an annual elected members training calendar.	EA			●						
											D3.1.1	Implement the outcomes of the Better Practice Review.	CEO / DCEO		●						Completed in 17/18.			
										D3.1.2	Implement new Synergysoft and ALTUS Human Resources module to provide management with relevant HR statistics to assist decision making.	DCEO		●							Not proceeded with as system will not offer benefits to outweigh implementation and ongoing costs.			
										D3.1.3	Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process.	DCEO		●	●						Liaising with IT Vision to finalise this project before end of 18/19.			
										D3.1.4	Conduct five yearly review of Recordkeeping Plan.	DCEO		●	●						New Recordkeeping Plan will be completed in fourth quarter by external consultant.			
										D3.1.5	Conduct two-yearly Reg 17 Audit Review.	DCEO		●			●				Review conducted by external consultants and presented to Council in September 2018.			
										D3.1.6	Implement recommendations from Records Management review including records disaster recovery plan, records policies and procedures, completion of archiving program and medical practice files.	DCEO		●	●						Continuing to implement recommendations.			
										D3.1.7	Annually conduct a review of local laws with a major review to be done eight-yearly. (Last major review was 2016).	DCEO		●	●	●	●				Review completed. CEO advised that Standing Orders Local Law will not be updated until after the new CEO commences.			
										D3.1.8	Complete an annual Compliance Audit Return to demonstrate compliance with legislation.	DCEO		●	●	●	●				CAR presented to Council in March 2019.			
										D3.1.9	Design and adopt new industry standard Chart of Accounts to provide improved reporting.	DCEO					●				Assess in 19/20.			
D4	For the Shire to demonstrate advocacy in promoting the needs and ambitions of the district and the achievement of local							D3.2	Strengthen customer service.			D3.2.1	Conduct a bi-annual survey of residents to measure customer satisfaction with services.	CEO			●							Survey completed and submissions close 5/4/19.
												D3.2.2	Review the Shire's Customer Service Charter to inform and enhance service outcomes.	DCEO		●	●	●	●					
									D3.3	Maintain a highly skilled and effective workforce.			D3.3.1	Ensure staff training opportunities are identified during performance management process.	DCEO		●	●	●	●				
								D4.1	Advocate and influence political direction to achieve local and regional development.			D4.1.1	Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.	CEO / DCEO / COUNCILLORS		●	●	●	●					

Community Strategic Plan										3) Overcome a barrier		Initiative							COMPLETE D	
the development of Local Government.																				

12.4 BORDEN COMMUNITY BUS SHELTER - REQUEST FROM BORDEN DEVELOPMENT GROUP (INC) TO WAIVE DEVELOPMENT APPLICATION FEE.

Location: Lot 43 (Pt. Reserve 23568) John/Windmar Streets, Borden
Proponent: Rebecca O'Meehan on behalf of Borden Development Group (Inc)
File Ref: A6256 (P19/03)
Date of Report: 4th April 2019
Business Unit: Strategy & Governance
Officer: Phil Shephard, Planning Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Development Application covering letter
- Approved bus shelter/shed plans

PURPOSE OF THE REPORT

To consider the request from the Borden Development Group (Inc) to waive the development application fee of \$147 for the proposed community bus shelter.

BACKGROUND

The Shire has recently approved, under delegated authority, the development of a new community bus shelter adjacent to the bowling club on the Borden Recreation Complex (see attached Approved bus shelter/shed plans).

COMMENTS

The Borden Development Group (Inc) have purchased a 24-seater bus for the community to hire to attend social, sporting, cultural, educational and other outings. The Group have consulted with, and received approval from, the Borden Pavilion Committee Inc for the siting and development of the community bus shelter.

The shed will be 5m-wide by 12m-long with a ridge height of 3.9m. The shed will be purchased from local suppliers and constructed by local builders using steel frames with a concrete floor. The walls and roof etc. will be clad with 'deep ocean' coloured colorbond metal sheeting. The supply cost for the shed kit is \$11,735.96 (inc. GST).

The Group (see attached Development Application covering letter) request the Council waive the development application fee for the following reasons:

"As we are a not-for-profit incorporated body and the bus is for use by the entire committee at a very low hiring cost, we would ask the Shire to consider waiving any fees pertaining to this development. The Borden Development Group (Inc) is funding the cost of the shed build topped up by a small grant from the CBH Grass Roots fund."

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Planning and Development Regulations 2009 - The Regulations allow, and set limits on, the planning fees that can be charged by a local government administering its planning scheme and r.52 allow the Council to waive or refund fees as follows:

52. Local government may waive or refund fee

A local government may waive or refund, in whole or in part, payment of a fee for a planning service.

POLICY IMPLICATIONS

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

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

Strategic Risk Category	Financial
Consequence Rating	Insignificant
Likelihood Rating	Unlikely
Acceptance Rating	Low
Risk Acceptance Criteria	Acceptable. Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring

FINANCIAL IMPLICATIONS

The waiving of the fee, if approved, will reduce the income into GL 29023 Planning Applications/Approval Fees by \$147 in the 2018/19 Budget.

STRATEGIC IMPLICATIONS

The report impacts on the following item in the Strategic Community Plan 2017 – 2027 as follows:

Strategic Focus	Built Environment and Infrastructure
Goals:	A built environment and infrastructure that supports the community and the economy
Outcome 3.1:	<ul style="list-style-type: none"> Appropriate planning and development
Strategy 3.1.2	Provide planning and development advice on land developments.
Strategy 3.1.3	Ensure quality, consistent and responsive development and building assessment approval processes.

Strategic Focus	Governance and Organisation
Goals:	Proactive leadership, good governance and efficient service delivery
Outcome 5.1:	<ul style="list-style-type: none"> Strategic governance and leadership
Strategy 5.1.5	Ensure compliance with Local Laws and statutory requirements.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

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

1 Not support the waiving of the fee

The Local Government can choose to not support the proposal. If this was supported, the applicants would be required to pay the fee of \$147.

2 Support the waiving of the fee

The Local Government can choose to support the proposal and proceed to waive the fee, in whole or part.

3 Defer the proposal

The Local Government may elect to defer the matter for a period and seek additional information or comment, if deemed necessary, before proceeding to make a decision.

CONCLUSION

The new 24-seater community bus has been purchased by the Borden Development Group (Inc). The development of the new shed to house the community bus is a worthwhile local project. Given the proponents are a local volunteer group that have raised their own funds to complete the project, staff support the request for Council to waive the fees for the reasons set out above in the report.

VOTING REQUIREMENTS

Simple Majority.

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr F Gaze

0419.34 That Council

Waive, in accordance with r.52 of the *Planning and Development Regulations 2009*, the development application fee of \$147 for the new community bus shelter to be constructed on Lot 43 (Pt. Reserve 23568) John/Windmar Streets, Borden.

UNANIMOUSLY CARRIED: 7/0

Phil Shephard

From: Rebecca O'Meehan <becomeehan@bigpond.com>
Sent: Sunday, 10 March 2019 7:03 PM
To: Phil Shephard
Subject: Borden Group Community Bus Shed at Borden Pavilion
Attachments: Bus shed location.pdf; Bus Shed specs & quote.pdf; CommuntyBusShed.docx; Bus shed letter .pdf

Hi Phil,

Please find attached information pertaining to our request to erect a colorbond garage/shed at the Borden Pavilion playing fields to house our Borden Community Bus.

Attached:

1. Shed location
2. Letter of approval from the Borden Pavilion Committee
3. Shed plans (Ausplow)

The shed kit will be purchased from local company Ausplow and be built by local Borden builder Gary Jansen.

As far as we are aware with regards to land ownership, the land on which the shed is to be built is owned by the Shire of Gnowangerup vested in the Borden community for recreation purposes. The buildings and grounds that make up this reserve are managed by The Borden Pavilion Committee (Inc).

As we are a not for profit incorporated body and the community bus is for use by the entire community at very low hiring cost, we would ask that the Shire consider waiving any fees pertaining to this development. The Borden Development Group (Inc) is funding the cost of the shed build topped up by a small grant from the CBH Grass Roots fund.

We look forward to your reply.

Kind regards,

Rebecca O'Meehan
Chair
The Borden Development Group Inc
P: 9827 9296
M: 0427 279 296
E: becomeehan@bigpond.com

Google Maps



Imagery ©2019 DigitalGlobe, CNES / Airbus, Map data ©2019 Google 20 m

SHIRE OF GNOWANGERUP PLANNING APPROVAL

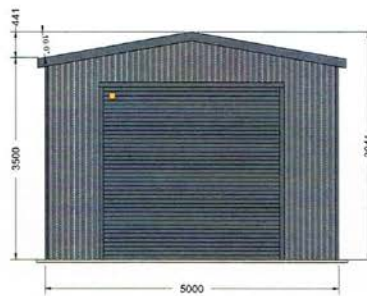
Is hereby granted under the provisions of the Shire of Gnowangerup. Local Planning Scheme No 2 (as amended) subject to compliance with the Conditions on the amended notice.

[Signature]
PLANNING OFFICER

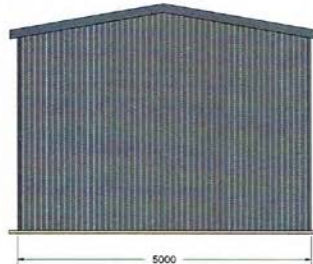
No. A6256(P19/03) Date 3, 4, 2019

<https://www.google.com/maps/@-34.0732328,118.2586988,311m/data=!3m1!1e3>

1/1



FRONT ELEVATION



REAR ELEVATION

SHEDSPAN
TOUGH SHEDS ASSEMBLED EASY

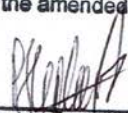
23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

CLIENT The Borden Group
SITE ADDRESS Borden, WA, 6336
PHONE
EMAIL terawhit@bigpond.com

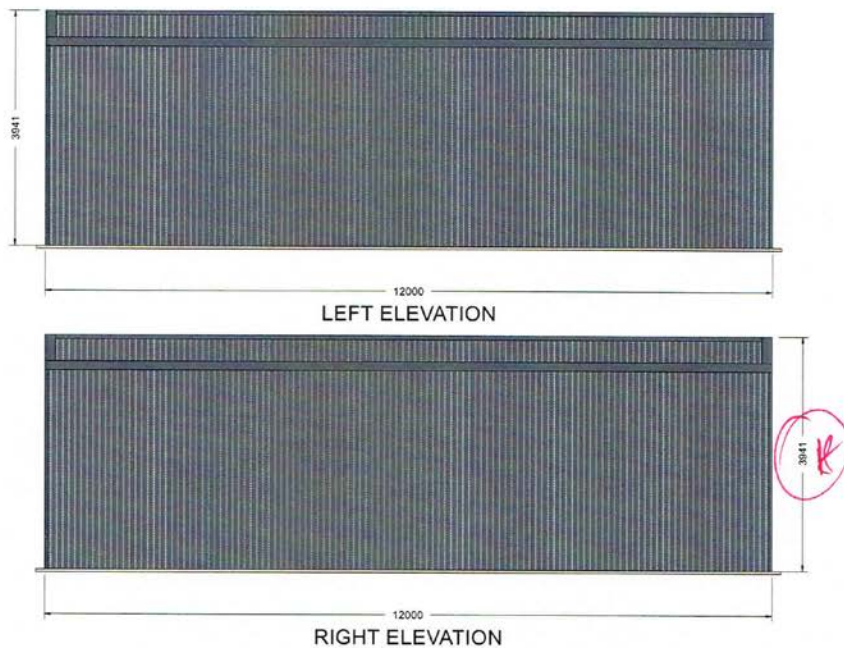
DRAWING TITLE End Elevations
SCALE 1:67.031
DATE 25-02-2019
Job Number SHEDSPAN-1351(3)

SHIRE OF GNOWANGERUP PLANNING APPROVAL

Is hereby granted under the provisions of the Shire
of Gnowangerup, Local Planning Scheme No 2 (as
amended) subject to compliance with the
Conditions on the amended notice.


PLANNING OFFICER

No. A6256 (P19103) Date 3, 4, 2019



SHEDSPAN
TOUGH SHEDS ASSEMBLED EASY

23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

CLIENT The Borden Group
SITE ADDRESS Borden, WA, 6338
PHONE
EMAIL terawhite@bigpond.com

DRAWING TITLE Side Elevations
SCALE 1:64.973
DATE 25-02-2019
Job Number SHEDSPAN-1351(3)

SHIRE OF GNOWANGERUP PLANNING APPROVAL

Is hereby granted under the provisions of the Shire of Gnowangerup. Local Planning Scheme No 2 (as amended) subject to compliance with the Conditions on the amended notice.


PLANNING OFFICER

No. A6256/P19/03 Date 3, 4, 2019



FLOOR PLAN

SHEDSPAN
TOUGH SHEDS ASSEMBLED EASY

23 Corbett ST, Gnowangerup
Western Australia 6335
T: 1300 74 1300 | F: 1300 75 1300
www.shedspan.com.au

CLIENT: The Borden Group
SITE ADDRESS: Borden, WA, 6338
PHONE:
EMAIL: terawhiti@bigpond.com

DRAWING TITLE: Floor Plan
SCALE: 1:63.654
DATE: 25-02-2019
Job Number: SHEDSPAN-1351(3)

SHIRE OF GNOWANGERUP PLANNING APPROVAL

Is hereby granted under the provisions of the Shire of Gnowangerup, Local Planning Scheme No 2 (as amended) subject to compliance with the Conditions on the amended notice.

PLANNING OFFICER

No. A6256 CP19103 Date 3, Apr, 2019

13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

Nil

14. INFRASTRUCTURE AND ASSET MANAGEMENT

Nil

15. STATUTORY COMPLIANCE

Nil

16. FINANCE

16.1 ACCOUNTS FOR PAYMENT AND AUTHORISATION – MARCH 2019

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 12th April 2019
Business Unit: Corporate and Community Services
Officer: CA Shaddick – Senior Finance Officer
Disclosure of Interest: Nil

ATTACHMENTS

- March 2019 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of March 2019.

BACKGROUND

Nil

COMMENTS

The March 2019 cheque list for the period 01/03/2019 to 31/03/2019 is attached as follows:

FUND	AMOUNT
Municipal Fund	\$ 278,724.49
Trust Fund	\$ 230.56
Credit Card	\$ 2,223.56
TOTAL	\$ 281,178.61

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 4.7

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: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

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

COUNCIL RESOLUTION

Moved: Cr F Gaze

Seconded: Cr G Stewart

0419.35 That Council:

Approve the Schedule of Accounts:

Municipal Fund Cheques 27451 - 27469, EFT 14535 – EFT 14640, Superannuation and Direct Deposits totalling \$278,724.49 and Trust Fund Cheques 905 - 907 totalling \$230.56 and Corporate Credit Card totalling \$2,223.56.

UNANIMOUSLY CARRIED: 7/0

Chq/EFT	Date	Name	Description	Amount
905	6/03/2019	BUILDING COMMISSION	BUILDING APPLICATION FOR FEBRUARY 2019	\$ 88.73
906	6/03/2019	BCITF	BUILDING APPLICATION FOR FEBRUARY 2019	\$ 128.58
907	6/03/2019	GNOWANGERUP SHIRE	BUILDING COMMISSIONS FOR FEBRUARY 2019	\$ 13.25
TOTAL TRUST ACCOUNT				\$ 230.56
EFT14535	1/03/2019	JOHN GORDON OWENS	DECODER, CABLE AND SETUP FOR 40 CORBETT STREET	\$ 328.00
EFT14536	5/03/2019	AIR LIQUIDE	CYLINDER FEE LGE, MD, SMALL	\$ 135.19
EFT14537	5/03/2019	ALBANY OFFICE PRODUCTS DEPOT	LASER CARTRIDGE REFILLS DEPOT PHOTOCOPIER	\$ 274.20
EFT14538	5/03/2019	ARMADILLO PRODUCTS	JIC 90 DEG SWEEP FEMALE MONO CODE: RHCM55-2116 GN.0014	\$ 167.23
EFT14539	5/03/2019	BEST OFFICE SYSTEMS	DEPOT PHOTOCOPY READING FOR 28/01/2019 TO 28/02/2019	\$ 231.50
EFT14540	5/03/2019	BGL SOLUTIONS	HIRE OF DINGO FOR FLAGPOLE INSTALLATION	\$ 247.06
EFT14541	5/03/2019	BORDEN BULLETIN	21 EDITIONS IN 2019-BORDEN BULLETIN	\$ 334.00
EFT14542	5/03/2019	COURIER AUSTRALIA	FREIGHT	\$ 23.05
EFT14543	5/03/2019	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2018/19 ESL 3RD QUARTER	\$ 22,336.80
EFT14544	5/03/2019	ECHOLON AUSTRALIA PTY LTD	RIKS AND GOVERNANCE DAY - 22 NOVEMBER 2018 - 4 ATTENDEES	\$ 396.00
EFT14545	5/03/2019	GNOWANGERUP FUEL SUPPLIES	ADMIN FLEET FUEL	\$ 897.41
EFT14546	5/03/2019	GNOWANGERUP PHARMACY	RE FILLING ONGERUP FIRST AID KIT SUPPLIES	\$ 16.45
EFT14547	5/03/2019	GNOWANGERUP TYRE SERVICE	PUNCTURE REPAIR ON 17.5R25 GRADER TYRE WITH 1/2 LABOUR	\$ 77.00
EFT14548	5/03/2019	HUDSON SEWAGE SERVICES	SEPTIC SYSTEM SERVICE QUARTERLY SERVICE 9/11 YOUNGNEUP RD	\$ 186.59
EFT14549	5/03/2019	LANDGATE	MINING TENEMENTS CHARGABLE	\$ 39.00
EFT14550	5/03/2019	OFFICEWORKS	PAPER BAGS-POOL	\$ 79.72
EFT14551	5/03/2019	OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT FEBRUARY 2019	\$ 11,000.00

EFT14552	5/03/2019 ONGERUP CARAVAN PARK	CLEANING ONGERUP HALL & PUBLIC CONVENIENCES	\$	369.47
EFT14553	5/03/2019 ONGERUP TYRES & AUTOMOTIVE	BN 100 X 2 BATTERIES GN.0030 ROLLER	\$	500.00
EFT14554	5/03/2019 OPTEON	FINANCIAL REPORTING PURPOSES - VACANT BLOCK OF RESIDENTIAL LAND ONGERUP	\$	800.00
EFT14555	5/03/2019 RECORDS ARCHIVES HISTORICAL MANAGEMENT	DISASTER MANAGEMENT PLAN	\$	2,150.50
EFT14556	5/03/2019 STAR SALES & SERVICE	KEYS FOR HONDA MOTOR	\$	72.00
EFT14557	5/03/2019 WA CONTRACT RANGER SERVICES	RANGER SERVICES 20/02, 27/02	\$	1,881.00
EFT14558	5/03/2019 WESTERN WORK WEAR & SAFETY (WA) PTY LTD	SAFTEY BOOTS AND KING GEE SOCKS	\$	188.00
EFT14559	5/03/2019 WINC. (WORK INCORPORATED)	ADMIN AND DEPOT STATIONERY	\$	104.63
EFT14560	7/03/2019 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	90.00
EFT14561	7/03/2019 ADRIENNE JOYCE	RENT 20/03/2019 - 16/04/2019 ONGERUP GRADER DRIVER	\$	520.00
EFT14562	7/03/2019 ALBANY LOCK SERVICE SUPERIOR SECURITY	KEYS TO BE CUT FOR PUBLIC TOILETS IN GNP	\$	20.00
EFT14563	7/03/2019 ASHLEIGH ANNE NUTTALL	RENT 25/03/2019 - 07/04/2019 GNP GRADER DRIVER	\$	500.00
EFT14564	7/03/2019 BARRETTS MINI EARTHMOVING & CHIPPING	REMOVE LIMB FROM TREE OVERHANGING GRAVES PRUNE OVERHANGING BRANCHES ALONG YOUNGUP RD PRUNE AND REDUCE TREE IN CARAVAN PARK X 2	\$ \$ \$	880.00 880.00 880.00
EFT14565	7/03/2019 BGL SOLUTIONS	MONTHLY MAINTENANCE AS PER CONTRACT	\$	10,429.53
EFT14566	7/03/2019 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	120.00
EFT14567	7/03/2019 BULLSEYE PLUMBING & GAS	CLEAR SECTION OF SEWER LINE NEAR ONGERUP CARAVAN PARK	\$	770.00
EFT14568	7/03/2019 BUNNINGS ALBANY	DOOR SEALS AND VILLA BOARD GNP DEPOT	\$	84.02
EFT14569	7/03/2019 CONWAY HIGHBURY PTY LTD	REVIEW OF SHIRE OF GNOWANGERUP BUSH FIRE BRIGADES LOCAL LAW 2016.	\$	880.00
EFT14570	7/03/2019 COURIER AUSTRALIA	FREIGHT	\$	24.64
EFT14571	7/03/2019 DL CONSULTING	BUDGET REVIEW - TRAVEL TO GNP TO ATTEND MEETING LTFP & BUDGET REVIEW	\$	3,326.95
EFT14572	7/03/2019 ENVIRONMENTAL MONITORING SYSTEMS PTY LTD	ENVIRONMENTAL HEALTH SERVICES FOR DECEMBER 2018	\$	4,233.78

EFT14573	7/03/2019 G & M DETERGENTS	1 X CARTON PAPER TOWEL ROLL FOR MEN'S TOILET - DEPOT	\$	52.00
EFT14574	7/03/2019 GNOWANGERUP COMMUNITY RESOURCE CENTRE	STAFFING FOR LIBRARY - 1ST FEB 3.5 HOURS 8TH FEB 3.5 HOURS 15TH FEB 3.5 HOURS 22ND FEB 3.5 HOURS 25TH FEB 3.5 HOURS 26TH FEB 7 HOURS CLEANING FEBRUARY TELEPHONE & INTERNET AND STAFF AMENITIES ELECTRICITY FEBRUARY	\$ \$ \$ \$	601.97 337.92 64.26 237.46
EFT14575	7/03/2019 GNOWANGERUP SPORTING COMPLEX	CONTRIBUTION TO RUNNING COSTS 2018/19 AS PER BUDGET	\$	14,742.20
EFT14576	7/03/2019 GNOWANGERUP TYRE SERVICE	2 X NEW FRONT TYRES FOR BACKHOE GNP MULTISTAR TL 14PLY ITEM NO: T12.5/80-18	\$	860.00
EFT14577	7/03/2019 HANSON CONSTRUCTION MATERIALS	BALLST ROCK AND DUST FOR ONGERUP EFFLUENT PONDS 50MM GRANITE RAILWAY BALLAST	\$	5,357.96
EFT14578	7/03/2019 HITACHI	2 X GAS OPERATED CYLINDER - AT340156	\$	270.23
EFT14579	7/03/2019 LGRCEU	PAYROLL DEDUCTIONS	\$	164.00
EFT14580	7/03/2019 M & MP BUILDERS	MAINTENANCE REPAIRS TO SHIRE BUILDINGS	\$	1,350.67
EFT14581	7/03/2019 OFFICEWORKS	OSLO EXECUTIVE BLACK CHAIR AND LIBRARY STATIONERY	\$	248.44
EFT14582	7/03/2019 OLIVIA LETTER	REIMBURSE TRAINING EXPENSES AND STOCK ITEMS FOR LIBRARY	\$	285.79
EFT14583	7/03/2019 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE HYBRID LEVEL 2 FOR JANUARY 2019	\$	528.00
EFT14584	7/03/2019 ROB OWEN DECORATING SERVICES	PAINTING GNP DEPOT OFFICES AND FEMALE TOILET	\$	940.50
EFT14585	7/03/2019 WARREN BLACKWOOD WASTE	BINS PICK UP 07/02, 14/02, 21/02, 28/02	\$	7,180.80
EFT14586	7/03/2019 WESTRAC EQUIPMENT PTY LTD	1 X CUTTING EDGE 135-9397 (2045MM) SKID STEER	\$	375.84
EFT14587	7/03/2019 WINC. (WORK INCORPORATED)	ADMIN STATIONERY	\$	250.54
EFT14588	7/03/2019 WOOD & GRIEVE ENGINEERS	DESIGN AND DOCUMENTATION OF ELECTRICAL PLAN OF WESTERN POWER APPLICATION AND TELECOMMUNICATIONS DESIGN FOR CUNEO CLOSE DEVELOPMENT	\$	1,210.00
EFT14589	14/03/2019 AUSPAN GROUP	PAYMENT 1 (PLANS / ENGINEERING AND PROCURMENT) DEPOT SHED	\$	29,817.04
EFT14590	14/03/2019 AUSTRALIA POST	FEBRUARY POSTAGE	\$	385.27
EFT14591	14/03/2019 BUNNINGS ALBANY	TOILET SEATS FOR PUBLIC TOILET NEAR ADMIN	\$	88.35

EFT14592	14/03/2019 COLEMAN CONSULTING	CONSULTING WORKS FOR RAV NETWORK AND KWOBURP ROAD ASSESSMENT AND TREATMENT OPTIONS	\$	657.50
EFT14593	14/03/2019 COURIER AUSTRALIA	FREIGHT	\$	56.94
EFT14594	14/03/2019 DEPARTMENT OF WATER AND ENVIRONMENTAL REG	CLEANING OF SEPTIC TANK - TRACKING FORM	\$	88.00
EFT14595	14/03/2019 DURAQUIP	SANDBLAST AND PAINT FLAG POLES BASES AND POLES X 4	\$	792.00
EFT14596	14/03/2019 GATEWAY PRINTING	WINDOW FACED ENVELOPES	\$	454.30
EFT14597	14/03/2019 HARJWAY	HIRE OF GRADER FOR 3 DAYS @\$520/DAY HIRE OF WATER TRUCK 3 DAYS @ \$300/DAY ONGERUP/PINGRUP RD	\$	2,706.00
EFT14598	14/03/2019 HEWER CONSULTING SERVICES	AGRN743 FLOOD DAMAGE RESTORATION WORKS. LOGISTICS AND PREPARATION OF PROJECT DOCUMENTATION	\$	695.20 W
EFT14599	14/03/2019 HITACHI	STARTER MOTOR K ITEM NUMBER: RE507639	\$	1,285.16
EFT14600	14/03/2019 IMPRINT PLASTIC BADGE & SIGN MANUFACTURERS	STAFF NAME BADGES	\$	36.30
EFT14601	14/03/2019 J.E. & K.N. DAVIS	EXCAVATE NEW TRENCH AND REHAB TO OLD TRENCH REFUSE SITES	\$	14,036.00
EFT14602	14/03/2019 JERRAMUNGUP ELECTRICAL SERVICE	H/D ELECTRIC B/POLE 6.5M X 1 GNP OLD KINDY	\$	856.35
EFT14603	14/03/2019 JETBLACK CREATIVE MEDIA	HTTPS PROTOCOL SETUP & MINOR TWEAK OF SOME CODE	\$	88.00
EFT14604	14/03/2019 JH COMPUTER SERVICES PTY LTD	7002SPL SUPPORT PACK LABOUR HOURS	\$	1,760.07
EFT14605	14/03/2019 JR & A HERSEY PTY LTD	12 X RIGGERS GLOVES 2EXTRA LARGE (BLACK) ITEM NO: CGL41N2XL	\$	261.25
EFT14606	14/03/2019 KOMATSU AUSTRALIA PTY LTD	CYLINDER ASSEMBLY - ITEM: 707-02-00100 GN.0021	\$	7,059.41
EFT14607	14/03/2019 MAMMOTH EQUIPMENT AND EXHAUSTS	300 LITRES OF ECOBLUE FOR IVECO STRALIS @ \$0.62 PER LITRE	\$	409.20
EFT14608	14/03/2019 MARKETFORCE	ADVERT GREAT SOUTHERN HERALD 24 JANUARY 19 PUBLIC NOTICE - ANNUAL ELECTORS MEETING	\$	283.08
EFT14609	14/03/2019 OFFICEWORKS	GNP DEPOT STATIONERY ITEMS	\$	269.97
EFT14610	14/03/2019 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR MONTHLY ACCESS FEE HYBRID LEVEL 2 FOR FEBRUARY 2019	\$	528.00

EFT14611	14/03/2019 PRIMARIES GNOWANGERUP	VARIOUS HARDWARE ITEMS	\$	298.80
EFT14612	14/03/2019 RECORDS ARCHIVES HISTORICAL MANAGEMENT	DISASTER MANAGEMENT PLAN	\$	442.75
EFT14613	14/03/2019 ROB OWEN DECORATING SERVICES	PAINT GNP DEPOT ENTRANCE AND RECEPTION AREA	\$	880.00
EFT14614	14/03/2019 SADLERS BUTCHERS	COUNCIL CATERING FEBRUARY	\$	673.50
EFT14615	14/03/2019 SHIRE OF CUBALLING	BUILDING SURVEYOR SERVICES FOR FEBRUARY 2019	\$	4,431.00
EFT14616	14/03/2019 STAR SALES & SERVICE	WATER PUMP - CARBY ASSY - GX200 ITEM NUMBER: GAPCAM6971	\$	106.00
EFT14617	20/03/2019 ADRIENNE JOYCE	RENT 17/04/2019-30/04/2019 ONG GRADER DRIVER	\$	260.00
EFT14618	20/03/2019 ARMADILLO PRODUCTS	PARTS FOR KOMATSU GRADER GN.0021	\$	208.27
EFT14619	20/03/2019 ASHLEIGH ANNE NUTTALL	RENT 08/04/2019-21/04/2019 GNP GRADER DRIVER	\$	500.00
EFT14620	20/03/2019 BEST OFFICE SYSTEMS	PHOTOCOPIER - FIXED FAULT: NOT FILTERING (FEEDING)	\$	77.00
EFT14621	20/03/2019 BGL SOLUTIONS	ADMINISTRATION BUILDING REMOVE 2 DEAD TREES FROM CAR PARK REMOVE DEAD BRANCHES FROM REMAINING TREES AT THE SHIRE OFFICE	\$	554.00
EFT14622	20/03/2019 COURIER AUSTRALIA	FREIGHT	\$	37.74
EFT14623	20/03/2019 DURAQUIP	DOLLEY 4 X K HITCH BRAKE DRUM AND COMPLETE HUB	\$	1,802.90
EFT14624	20/03/2019 ELITE STEEL FABRICATION	REPLACE SHED DOOR TRACK GNP DEPOT	\$	4,620.00
EFT14625	20/03/2019 G & M DETERGENTS	ITEMS FOR PUBLIC TOILETS GNP, ONG AND BORDEN	\$	252.60
EFT14626	20/03/2019 GNOWANGERUP TYRE SERVICE	TYRE FITTING 11R22.5 SIDE TIPPER	\$	428.00
EFT14627	20/03/2019 JASON SIGN MAKERS	4 @ R4-1C SPEED LIMIT SIGNS 900 X 1200 2 @ 60 1 @ 70 1 @ 110	\$	395.82
EFT14628	20/03/2019 JERRAMUNGUP ELECTRICAL SERVICE	INSTALL NEW SUB SURFACE SUMP PUMP GNP POOL REPLACE AND REPAIR FLURO LIGHTS GNP PUBLIC TOILETS	\$ \$	861.03 432.21
EFT14629	20/03/2019 JR & A HERSEY PTY LTD	STEEL BLUE WORK BOOTS - 320550 LEDA BOOTS	\$	198.00
EFT14630	20/03/2019 MESSAGEMEDIA	2154 MESSAGES SENT FEBRUARY 2019	\$	308.02
EFT14631	20/03/2019 MOORE STEPHENS	BUDGET WORKSHOP 2019 - VIN FORDHAM LAMONT	\$	935.00

EFT14632	20/03/2019	ONGERUP FARM SUPPLIES	VARIOUS HARDWARE ITEMS ONGERUP/BORDEN	\$	349.59
EFT14633	20/03/2019	ONGERUP TYRES & AUTOMOTIVE	REPAIRS 17.5R25 GRADER TYRE	\$	110.00
EFT14634	20/03/2019	RECORDS ARCHIVES HISTORICAL MANAGEMENT	MEDICAL RECORDS/PROCEDURES AND DISASTER MANAGEMENT PLAN PROGRESS PAYMENT	\$	1,296.63
EFT14635	20/03/2019	ROB OWEN DECORATING SERVICES	PAINT GNOWANGERUP DEPOT OFFICE	\$	1,023.00
EFT14636	20/03/2019	ROYAL LIFE SAVING SOCIETY WA INC	WATCH AROUND WATER RE-REGISTRATION 3 YEARS	\$	400.00
EFT14637	20/03/2019	WA CONTRACT RANGER SERVICES	RANGER SERVICES 06/03, 13/03	\$	1,980.00
EFT14638	21/03/2019	ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	90.00
EFT14639	21/03/2019	BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	120.00
EFT14640	21/03/2019	LGRCEU	PAYROLL DEDUCTIONS	\$	164.00
27451	5/03/2019	DEPT OF LOCAL GOVERNMENT SPORT & CULTURAL	RETURN UNSPENT GRANT FUNDS FOR Y. MURPHY	\$	1,665.40
27452	5/03/2019	SYNERGY	SUPPLY PERIOD 31 DAYS TO 01/02/2019	\$	6,688.85
27453	7/03/2019	GNOWANGERUP IGA	CONSUMABLES	\$	327.05
27454	7/03/2019	TELSTRA	CABLE FOR TESTRA PIT AND CABLE ON CUNEO CLOSE DEVELOPMENT	\$	6,932.95
27455-27459	14/03/2019	CANCELLED	PRINTING ERROR	\$	0.00
27460	14/03/2019	AUSTRALIAN TAXATION OFFICE	FEBRUARY BAS RETURN	\$	28,809.00
27461	14/03/2019	SYNERGY	STREET LIGHTING SUPPLY PERIOD 33 DAYS TO 05/03/2019	\$	3,752.55
			SUPPLY PERIOD 31 DAYS	\$	2,800.85
27462	14/03/2019	TELSTRA	USAGE, SERVICE, EQUIPMENT CHARGES AND DIRECTORY FEES	\$	1,082.62
27463	14/03/2019	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$	7,393.17
27464	14/03/2019	YVETTE PATRICIA WHEATCROFT	FUEL FOR GN.004	\$	77.77
27465	20/03/2019	GNOWANGERUP ROADHOUSE	COUNCILOR & EXECUTIVE WORKSHOP CATERING	\$	282.00
27466	20/03/2019	SHIRE OF GNOWANGERUP	PETTY CASH ITEMS REIMBURSED	\$	275.00

27467	20/03/2019	SYNERGY	SUPPLY PERIOD 63 DAYS	\$	1,205.00
27468	20/03/2019	TELSTRA	MOBILE PHONE PLANS AND DATA PACKS	\$	674.17
27469	20/03/2019	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES	\$	3,529.01
DD4268.1	6/03/2019	WALGS PLAN	PAYROLL DEDUCTIONS	\$	7,011.32
DD4268.2	6/03/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	166.93
DD4268.3	6/03/2019	CBUS	SUPERANNUATION CONTRIBUTIONS	\$	228.63
DD4268.4	6/03/2019	SMSF	PAYROLL DEDUCTIONS	\$	936.03
DD4268.5	6/03/2019	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	338.10
DD4268.6	6/03/2019	COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	780.66
DD4268.7	6/03/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,231.94
DD4268.8	6/03/2019	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	468.75
DD4268.9	6/03/2019	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	219.92
DD4272.1	30/03/2019	LEASEIT LTD	PHOTOCOPIER LEASE MARCH 2019	\$	1,196.25
DD4281.1	11/03/2019	NATIONAL AUSTRALIA BANK	ITEMISED IN DETAIL BELOW	\$	0.00
DD4284.1	20/03/2019	WALGS PLAN	PAYROLL DEDUCTIONS	\$	7,136.56
DD4284.2	20/03/2019	MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	421.05
DD4284.3	20/03/2019	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	166.93
DD4284.4	20/03/2019	CBUS	SUPERANNUATION CONTRIBUTIONS	\$	228.63
DD4284.5	20/03/2019	MLC MASTERKEY	SUPERANNUATION CONTRIBUTIONS	\$	431.06
DD4284.6	20/03/2019	SMSF	PAYROLL DEDUCTIONS	\$	836.03
DD4284.7	20/03/2019	WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	360.59

DD4284.8	20/03/2019 COLONIAL FIRSTWRAP PLUS PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	780.66
DD4284.9	20/03/2019 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	640.74
DD4268.10	6/03/2019 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	93.63
DD4268.11	6/03/2019 MURRON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	188.73
DD4284.10	20/03/2019 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	468.75
DD4284.11	20/03/2019 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	219.92
DD4284.12	20/03/2019 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	107.01
DD4284.13	20/03/2019 MURRON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	188.73

TOTAL MUNICIPAL ACCOUNT \$ 278,724.49

14/02/2019	JB HIFI	STOCK FOR GNOWANGERUP LIBRARY	\$	415.89
18/02/2019	GNOWANGERUP HOTEL	COMMUNITY FAIR APPRECIATION DINNER WITH CEO	\$	104.00
21/02/2019	SAI GLOBAL	INTERNET DOWNLOAD OHS	\$	166.39
22/02/2019	DRAFTEX CORPORATION	FILING TABS AND BAGS FOR SHIRE MAPS	\$	221.60
4/03/2019	WESTNET	SHIRE & CEO HOME INTERNET MONTHLY FEE	\$	262.83
6/03/2019	BOOKING.COM	ACCOMODATION FOR STAFF TO ATTEND LIFEGUARD COURSE	\$	155.00
11/03/2019	SADLERS BUTCHERS	INTERNATIONAL WOMENS DAY CATERING	\$	65.00
11/03/2019	YARDGAMES	LARGE OUTDOOR GAMES FOR COMMUNITY EVENTS	\$	814.85
11/03/2019	NAB	CORPORATE CARD MONTHLY FEE	\$	18.00

TOTAL CORPORATE CREDIT CARD \$ 2,223.56

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 14535 -14640, Cheque 27451 - 27469, DD Super Clearing House = \$278,724.49
TOTAL FOR TRUST FUND: Cheque 905 - 907 \$230.56
TOTAL FOR CREDIT CARD: \$2,223.56

CHIEF EXECUTIVE OFFICER

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

16.2 MARCH 2019 MONTHLY FINANCIAL REPORT

Location: Shire of Gnowangerup
Proponent: N/A
File Ref: ADM0451
Date of Report: 12th APRIL 2019
Business Unit: Corporate and Community Services
Officer: D. Long – Finance Consultant
C. Shaddick – Senior Finance Officer
Disclosure of Interest: NIL

ATTACHMENTS

Monthly Financial Statements for period 31st March 2019 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 31 March 2019, 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

Reporting Material Differences Policy 4.2
Investment Policy 4.5

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

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

COUNCIL RESOLUTION

Moved: Cr F Gaze

Seconded: Cr C Thomas

0419.36 That Council:

Receive and accept the Monthly Financial Report for March 2019.

UNANIMOUSLY CARRIED: 7/0

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

31-Mar-19

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 MARCH 2019

	NOTES	2018-19 ANNUAL BUDGET	2018-19 JULY - FEB BUDGET	2018-19 YTD ACTUAL
EXPENDITURE (Excluding Finance Costs)		\$	\$	\$
General Purpose Funding		(129,467)	(94,214)	(79,861)
Governance		(1,102,041)	(792,888)	(493,447)
Law, Order, Public Safety		(340,336)	(234,444)	(227,952)
Health		(250,299)	(179,611)	(188,898)
Education and Welfare		(26,524)	(21,245)	(11,448)
Housing		(56,914)	(58,589)	(63,888)
Community Amenities		(598,782)	(473,921)	(325,796)
Recreation and Culture		(1,694,532)	(1,341,612)	(1,014,864)
Transport		(6,646,343)	(4,956,375)	(4,108,375)
Economic Services		(343,278)	(269,121)	(57,539)
Other Property and Services		(214,590)	(297,574)	(502,384)
		(11,403,105)	(8,719,594)	(7,074,452)
REVENUE				
General Purpose Funding		4,569,139	595,041	4,462,353
Governance		0	0	568
Law, Order, Public Safety		54,052	36,565	39,176
Health		300	0	317
Education and Welfare		11,500	8,520	400
Housing		84,280	68,267	64,660
Community Amenities		293,921	286,660	275,574
Recreation and Culture		24,400	24,179	19,100
Transport		3,448,829	2,472,955	2,363,579
Economic Services		12,372	10,598	12,796
Other Property & Services		120,408	93,138	160,727
		8,619,201	3,595,923	7,399,249
<i>Increase(Decrease)</i>		(2,783,904)	(5,123,672)	324,797
FINANCE COSTS				
General Purpose Funding		0		0
Housing		(16,874)	(7,215)	(7,215)
Community Amenities		(221)	(218)	(218)
Recreation & Culture		(26,959)	(13,404)	(13,404)
Transport		(12,000)	0	0
Other Property & Services		0	0	0
Total Finance Costs		(56,054)	(20,836)	(20,836)
NON-OPERATING REVENUE				
General Purpose Funding		0	0	0
Law, Order & Public Safety		0	0	0
Housing		367,500	0	0
Recreation & Culture		0	0	0
Transport		728,172	0	456,972
Economic Services		0	0	0
Total Non-Operating Revenue		1,095,672	0	456,972
PROFIT/(LOSS) ON SALE OF ASSETS				
Law, Order & Public Safety		0	0	0
Health		0	0	0
Community Amenities		0	0	0
Recreation & Culture Profit		0	0	0
Recreation & Culture Loss		0	0	0
Transport Profit		0	0	13,375
Transport Loss		0	0	(30,185)
Other Property & Services Profit		0	0	0
Other Property & Services Loss		0	0	0
Total Profit/(Loss)		0	0	(16,811)
NET RESULT		(1,744,286)	(5,144,508)	744,122
Other Comprehensive Income				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
TOTAL COMPREHENSIVE INCOME		(1,744,286)	(5,144,508)	744,122

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 MARCH 2019

	2018-19 BUDGET	2018-19 ACTUAL
Expenses		
Employee Costs	(2,157,672)	(1,651,527)
Materials and Contracts	(5,503,216)	(3,355,877)
Utility Charges	(173,500)	(117,453)
Depreciation on Non-Current Assets	(2,985,960)	(1,630,681)
Interest Expenses	(56,054)	(32,391)
Insurance Expenses	(211,068)	(183,164)
Other Expenditure	(371,690)	(122,103)
	(11,459,159)	(7,093,197)
Revenue		
Rates	4,005,853	4,040,395
Operating Grants, Subsidies and Contributions	746,003	672,037
Fees and Charges	346,222	166,607
Service Charges	0	0
Interest Earnings	67,420	79,075
Other Revenue	3,453,703	2,441,136
	8,619,201	7,399,249
	(2,839,958)	306,052
Non-Operating Grants, Subsidies & Contributions	1,095,672	456,972
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	13,375
Loss on Asset Disposals	0	(32,276)
	1,095,672	438,070
Net Result	(1,744,286)	744,122
Other Comprehensive Income		
Changes on revaluation of non-current assets	0	0
Total Other Comprehensive Income	0	0
TOTAL COMPREHENSIVE INCOME	(1,744,286)	744,122

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 MARCH 2019

	Note	2017-18 ACTUAL \$	2018-19 ACTUAL \$	Variance \$
Current assets				
Unrestricted Cash & Cash Equivalents		584,969	2,388,288	1,803,319
Restricted Cash & Cash Equivalents		1,994,946	2,020,821	25,875
Trade and other receivables		2,476,324	434,248	-2,042,076
Inventories		29,548	42,501	12,953
Other assets		0	0	0
Total current assets		5,085,788	4,885,858	-199,930
Non-current assets				
Trade and other receivables		216,796	216,796	0
LG House Unit Trust		6,186	6,186	0
Property, infrastructure, plant and equipment		30,268,914	30,277,565	8,651
Infrastructure Assets		89,714,587	89,561,532	-153,055
Total non-current assets		120,206,483	120,062,079	-144,404
Total assets		125,292,271	124,947,937	-344,334
Current liabilities				
Trade and other payables		233,000	223,824	9,177
Interest-bearing loans and borrowings		1,163,537	1,079,187	84,350
Provisions		324,814	329,885	-5,071
Total current liabilities		1,721,351	1,632,895	88,456
Non-current liabilities				
Interest-bearing loans and borrowings		749,852	-250,148	1,000,000
Provisions		104,800	104,800	0
Total non-current liabilities		854,651	-145,349	1,000,000
Total liabilities		2,576,003	1,487,547	1,088,456
Net assets		122,716,268	123,460,390	744,122
Equity				
Retained surplus		43,260,431	42,603,913	-656,518
Net Result		-628,654	744,122	1,372,776
Reserve - asset revaluation		78,094,181	78,094,180	-1
Reserve - Cash backed		1,990,309	2,018,174	27,865
Total equity		122,716,268	123,460,390	744,122

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

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 MARCH 2019**

Cash Flows from operating activities

	Note	2017-18 ACTUAL \$	2018-19 BUDGET \$	2018-19 ACTUAL \$
Payments				
Employee Costs		(2,322,997)	(2,110,373)	(1,656,587)
Materials & Contracts		(9,288,820)	(5,497,574)	(3,309,923)
Utilities (gas, electricity, water, etc)		(152,816)	(173,500)	(117,453)
Insurance		(169,375)	(56,054)	(183,164)
Interest Expense		(47,253)	(211,068)	(22,261)
Goods and Services Tax Paid		(300,000)	0	0
Other Expenses		(194,954)	(371,689)	(150,702)
		(12,476,215)	(8,420,258)	(5,440,090)
Receipts				
Rates		3,856,106	4,005,853	3,828,357
Operating Grants & Subsidies		1,216,396	746,003	672,037
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		223,463	346,222	166,607
Interest Earnings		103,186	67,420	79,075
Goods and Services Tax		189,811	109,879	83,435
Other		6,759,854	5,591,971	4,572,330
		12,348,816	10,867,348	9,401,841
Net Cash flows from Operating Activities	9	(127,399)	2,447,090	3,961,751
Cash flows from investing activities				
Payments				
Purchase of Land		(250,688)	(510,000)	(445,736)
Purchase of Buildings		(93,045)	(954,930)	(98,202)
Purchase Plant and Equipment		(327,274)	(732,000)	(252,668)
Purchase Furniture and Equipment		(18,739)	(5,000)	(5,001)
Purchase Road Infrastructure Assets		(1,218,668)	(1,300,381)	(739,385)
Purchase of Footpath Assets		0	(5,000)	0
Purchase Aerodrome Assets		(3,099)	0	0
Purchase Drainage Assets		0	(9,000)	0
Purchase Sewerage Assets		(45,775)	(50,000)	(32,403)
Purchase Parks & Ovals Assets		(4,700)	(4,858)	(2,200)
Purchase Solid Waste Assets		0	0	0
Purchase Infrastructure Other Assets		0	(8,000)	(62,085)
Receipts				
Proceeds from Sale of Assets		77,809	223,000	132,500
Non-Operating grants used for Development of Assets		654,212	1,095,672	456,972
		(1,229,968)	(2,260,497)	(1,048,208)
Cash flows from financing activities				
Repayment of Debentures		(163,109)	(1,163,539)	(1,084,350)
Advances to Community Groups		0	0	0
Revenue from Self Supporting Loans		26,352	27,433	0
Proceeds from New Debentures		1,000,000	367,500	0
Net cash flows from financing activities		863,243	(768,606)	(1,084,350)
Net increase/(decrease) in cash held		(494,124)	(582,013)	1,829,193
Cash at the Beginning of Reporting Period		3,074,039	2,579,916	2,579,915
Cash at the End of Reporting Period	9	2,579,915	1,997,903	4,409,108

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 MARCH 2019**

Notes

	2017-18 ACTUAL \$	2018-19 BUDGET \$	2018-19 ACTUAL \$
RECONCILIATION OF CASH			
Cash at Bank - Unrestricted	587,764	1,996,061	2,386,445
Cash at Bank Reserves - Restricted	1,990,309		2,020,822
Cash on Hand	1,842	1,842	1,842
TOTAL CASH	2,579,915	1,997,903	4,409,109
RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT			
Net Result (As per Comprehensive Income Statement)	-923,476	-1,744,286	744,122
Add back Depreciation	2,932,726	2,985,960	1,630,681
(Gain)/Loss on Disposal of Assets	23,298	0	18,902
Self Supporting Loan Principal Reimbursements	0	0	0
Contributions for the Development of Assets	-654,212	-1,095,672	-456,972
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	-8,345	0	-12,953
(Increase)/Decrease in Receivables	-1,555,399	2,248,147	2,005,713
Increase/(Decrease) in Accounts Payable	-28,471	5,642	27,187
Increase/(Decrease) in Prepayments	0	0	0
Increase/(Decrease) in Employee Provisions	86,480	47,299	5,071
Increase/(Decrease) in Accrued Expenses	0	0	0
Rounding	0	0	0
NET CASH FROM(USED) IN OPERATING ACTIVITIES	-127,399	2,447,090	3,961,751

SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 31 MARCH 2019

	2017-18	2018-19	2018-19	2018-19
	ACTUAL	ANNUAL BUDGET	JULY- MAR BUDGET	JULY- MAR ACTUAL
OPERATING REVENUE	\$	\$	\$	\$
General Purpose Funding	1,510,710	771,744	595,041	663,755
Governance	182	0	0	568
Law, Order Public Safety	75,889	54,052	36,565	39,176
Health	395	300	0	317
Education and Welfare	12,023	11,500	8,520	400
Housing	79,729	84,280	68,267	64,660
Community Amenities	317,181	293,921	286,660	275,574
Recreation and Culture	36,259	24,400	24,179	19,100
Transport	7,721,579	3,448,829	2,472,955	2,376,954
Economic Services	15,524	12,372	10,598	12,796
Other Property and Services	204,999	120,408	93,138	160,727
	9,974,469	4,821,806	3,595,923	3,614,025
LESS OPERATING EXPENDITURE				
General Purpose Funding	(164,396)	(129,467)	(94,214)	(79,861)
Governance	(679,597)	(1,102,041)	(792,888)	(493,447)
Law, Order, Public Safety	(289,231)	(340,336)	(234,444)	(227,952)
Health	(251,724)	(250,299)	(179,611)	(188,898)
Education and Welfare	(15,828)	(26,524)	(21,245)	(11,448)
Housing	(75,860)	(73,788)	(58,589)	(71,103)
Community Amenities	(538,893)	(599,003)	(473,921)	(326,014)
Recreation and Culture	(1,676,662)	(1,721,491)	(1,341,612)	(1,028,268)
Transport	(10,800,247)	(6,658,343)	(4,956,375)	(4,138,560)
Economic Services	(92,255)	(343,278)	(269,121)	(57,539)
Other Property & Services	(585,174)	(214,590)	(297,574)	(502,384)
	(15,169,867)	(11,459,159)	(8,719,594)	(7,125,474)
<i>Increase/(Decrease)</i>	(5,195,398)	(6,637,353)	(5,123,672)	(3,511,448)
ADD				
Movement in Employee Benefits (Non-current)	60,430	47,299	0	0
(Profit)/ Loss on the disposal of assets	23,298	0	0	18,902
Depreciation Written Back	2,932,726	2,985,960	994,922	1,630,681
	3,016,454	3,033,259	994,922	1,649,583
<i>Sub Total</i>	(2,178,945)	(3,604,094)	(4,128,750)	(1,861,865)
LESS CAPITAL PROGRAMME				
Purchase of Land	0	0	0	0
Purchase Buildings	(343,732)	(1,464,930)	(1,464,930)	(561,937)
Infrastructure Assets - Roads	(1,218,668)	(1,300,381)	(965,381)	(739,385)
Infrastructure Assets - Footpaths	0	(5,000)	(5,000)	0
Infrastructure Assets - Aerodromes	(3,099)	0	0	0
Infrastructure Assets - Drainage	0	(9,000)	0	0
Infrastructure Assets - Sewerage	(45,775)	(50,000)	(50,000)	(32,403)
Infrastructure Assets - Parks & Ovals	(4,700)	(4,858)	(4,858)	(2,200)
Infrastructure Assets - Other	0	(8,000)	(8,000)	(62,085)
Purchase Plant and Equipment	(327,274)	(732,000)	(732,000)	(234,668)
Purchase Furniture and Equipment	(18,739)	(5,000)	(5,000)	(5,001)
Proceeds from Sale of Assets	77,809	223,000	187,000	132,500
Contributions for the Development of Assets	654,212	1,095,672	871,497	456,972
Repayment of Debt - Loan Principal	(163,109)	(1,163,539)	(1,084,352)	(1,084,350)
Self Supporting Loan Principal Income	26,352	27,433	13,579	0
Transfer to Reserves	(331,600)	(202,500)	(17,993)	(27,865)
	(1,698,325)	(3,599,103)	(3,265,438)	(2,160,422)
Plus Rounding				
<i>Sub Total</i>	(3,877,269)	(7,203,197)	(7,394,187)	(4,022,287)
FUNDING FROM				
Transfer from Reserves	237,668	790,302	0	0
Loans Raised	1,000,000	367,500	0	0
Estimated Opening Surplus at 1 July	1,552,914	2,248,000	2,248,000	2,510,231
Amount Raised from General Rates	3,617,710	3,797,395	3,797,395	3,798,599
Closing Funds	0	0	0	0
	6,408,292	7,203,197	6,045,395	6,308,830
NET SURPLUS/(DEFICIT)	2,531,023	(0)	(1,348,792)	2,286,542

NOTE 1			
CURRENT RATIO	Current Assets	2,875,577	3.28
	Current Liabilities	877,088	
Ratios greater than one indicate that Council has sufficient current assets to meet it's short term current liabilities.			
NOTE 2 - VARIANCES EXPLAINED			
	OPERATING REVENUE	\$ VARIANCE	% VARIANCE
General Purpose Funding			
WA Local Govt Grants _ FAG and Bank interest higher than anticipated for reporting period	68,714		11.55%
Governance			
Reimbursement income not anticipated for reporting period	568		0.00%
Law Order & Public Safety -			
Variance within 10% Materiality Threshold	2,611		Variance within % Threshold
Health			
Medical Centre reimbursement of costs not anticipated	317		0.00%
Education & Welfare			
Education Dept mowing contract received annually not monthly as anticipated	(8,120)		(95.31%)
Housing			
Variance within 10% Materiality Threshold	(3,607)		Variance within % Threshold
Community Amenities			
Variance within 10% Materiality Threshold	(11,086)		Variance within % Threshold
Recreation & Culture			
Swimming pool entrance fees less than anticipated for reporting period	(5,080)		(21.01%)
Transport			
Variance within 10% Materiality Threshold	(96,001)		Variance within % Threshold
Economic Service			
Standpipe fees higher than anticipated for reporting period	2,197		20.73%
Other Property and Services			
Workers Compensation and Insurance Claim reimbursements higher than anticipated	67,588		72.57%
OPERATING EXPENDITURE			
	\$ VARIANCE	% VARIANCE	
General Purpose funding			
Printing costs and Admin allocations less than anticipated for reporting period	14,352		15.23%
Governance			
Administration and Conference costs less than anticipated for reporting period	299,441		-37.77%
Law Order & Public Safety -			
Variance within 10% materiality threshold	6,493		within % Threshold
Health			
Variance within 10% materiality threshold	(9,287)		Variance within %
Education & Welfare			
Mowing costs and Building maintenance less than anticipated for reporting period	9,796		46.11%
Housing			
Timing - allocations for housing not allocated to other programs as anticipated	(12,514)		21.36%
Community Amenities			
Depreciation adjustments less than anticipated for reporting period	147,907		31.21%
Recreation & Culture			
Depreciation adjustments less than anticipated for reporting period	313,345		23.36%
Transport			
Road depreciation and maintenance expenditure less than anticipated for reporting period	817,815		(16.50%)
Economic Service			
Community Projects not commenced as anticipated for reporting period	211,582		78.62%
Other Property & Services			
Deductions allocated to works less than anticipated for reporting period no monetary impact	(204,810)		(68.83%)

CAPITAL REVENUE		
<u>Proceeds on Sale of Assets</u>		
Sale of Vehicle GN00	-8,636	
Sale of Vehicle GN002	3,182	
Sale of Utility (GN0048)	12,182	
Sale of Utility GN.037	12,182	
Sale of Utility GN.0004	682	
Sale of Loader GN.0040	-80,000	
Sale of Backhoe GN.0089	-10,000	
Proceeds - Sale of Land	15,909	
	-54,500	29.14%
<u>Non-Operatina Revenue</u>		
<u>Housing</u>		
Commonwealth Grants BBR Funding	-143,325	
<u>Transport</u>		
Regional Road Group Grants	-271,200	
Roads To Recovery Grants	0	
	-414,525	47.56%
<u>Transfers from Reserve</u>		
Transfer from Reserve Fund	0	0

CAPITAL EXPENDITURE		
<u>Transfers to Reserve</u>		
Transfers To Reserve Funds - (Inc Interest Earned) - Offset by interest earned on Reserve Term Deposit	TIMING	
	-7,623	
	-7,623	(54.87%)
<u>Furniture & Equipment</u>		
Administration - Computers and monitor replacements		(1)
Total (Over)/Under Budget		(1) Variance withi
<u>Land & Buildings</u>		
<u>Housing</u>		
Construction of 2 houses on cnr Quinn & Whitehead Sts	NOT COMMENCED	735,000
20 McDonald St Renewals		1,498
2 Cecil Street Bathroom Renewal		3,648
<u>Community Amenities</u>		
Land Development Cuneo Close - Project expenses higher than anticipated for the reporting period		46,264
<u>Recreation & Culture</u>		
Swimming Pool Capital Expenditure		21,010
Yougenup Community Centre		4,030
Gnp Town Hall Capital		13,642
Ongerup Town Hall Renewals		25,000
Old Swimming Pool Redevelopment		(9,293)
Ongerup Community Centre Capital		5,000
Ongerup CWA Building Capital		5,000
Ongerup Museum Capital		5,000
Gnowangerup Star Building Capital		5,000
<u>Transport</u>		
Gnowangerup Works Depot Capital		27,694
Ongerup Works Depot Capital		5,000
<u>Other Property & Services</u>		
Administration Centre Building Capital		9,500
Total (Over)/Under Budget		902,993 (61.64%)

CAPITAL EXPENDITURE		
<u>Plant & Equipment</u>		
Recreation & Culture		
Purchase Pump and Water Tank - Ongerup oval	(6,318)	
Transport		
Purchase Loader GN0040	280,000	
Purchase Backhoe GN.0089	185,000	
Minor Plant Purchases	16,945	
4 Tonne Multi Roller	9,500	
Purchase of Utility GN.0048	628	
Purchase of Utility GN.037	2,135	
Purchase of Utility GN.004	45,000	
Purchase Canopy for Utility (Ranger)	5,000	
<u>Other Property & Services</u>		
CEO Vehicle - DECEMBER DELIVERY	3,756	
MCS Vehicle - DECEMBER DELIVERY	0	
Total (Over)/Under Budget	541,647	67.94%
<u>Road Construction</u>		
<u>Roads to Recovery</u>		
Rabbit Proof Fence Rd - Gravel Sheet	0	
Salt River Road	0	
Gleeson Road Gravel Sheet SLk 5.00 - 9.00	13,864	
<u>Regional Road Group</u>		
Tieline Road Reseal	0	
Borden - Bremer Road	0	
Ongerup-Pingrup Road	259,067	
<u>Municipal Fund Roads</u>		
Sandalwood Road Reseal	15,298	
Borden Bremer Bay Road	(223)	
Tieline Rd Resheet	22,712	
Nightwell Rd	50,000	
Highdenup Rd Gravel Sheet	0	
Total (Over)/Under Budget	360,719	23.41%
<u>Footpath Construction</u>		
Footpath Construction	5,000	
Total (Over)/Under Budget	5,000	100.00%
<u>Drainage Infrastructure</u>		
Drainage Renewals	0	
Total (Over)/Under Budget	0	0.00%
<u>Sewerage Infrastructure</u>		
Ongerup Waste Water Ponds	17,597	
Total (Over)/Under Budget	17,597	35.19%
<u>Parks, Ovals & Reserves Infrastructure</u>		
Community Park Capital	2,658	
Total (Over)/Under Budget	2,658	54.71%
<u>Other Infrastructure</u>		
Caravan Park Other Infrastructure	5,000	
Street Banners & Banner Poles	3,000	
Total (Over)/Under Budget	8,000	0.00%
Note: (NB) = No Budget Provision Made		

MATERIAL VARIANCES
%
11.55%
0.00%
Variance within
% Threshold
0.00%
(95.31%)
Variance within
% Threshold
Variance within
% Threshold
(21.01%)
Variance within
% Threshold
20.73%
72.57%
15.23%
(37.77%)
Variance within
% Threshold
Variance within
% Threshold
46.11%
21.36%
31.21%
23.36%
(16.50%)
78.62%
(68.83%)
0.00%
0.00%
(63.90%)
(61.64%)
23.41%
100.00%
0.00%
0.00%
35.19%
54.71%
(676.06%)
67.94%
Variance within
% Threshold
29.14%
47.56%
Variance within
% Threshold
100.00%
(54.87%)
0.00%
0.00%
11.67%
Variance within
% Threshold

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 MARCH 2019

CURRENT ASSET		ACTUAL 31 MAR 2019	ACTUAL 30 JUNE 2018
91000	Municipal Fund Bank Account	\$2,386,446	\$583,127
91003	Gnp Office Till Float	\$200	\$200
91004	Gnp Office Petty Cash	\$300	\$300
91005	Swimming Pool Float	\$200	\$200
91008	SWIMMING POOL VENDING MACHINE	\$142	\$142
91009	CASH ON HAND - BANKING CHANGE	\$1,000	\$1,000
91010	Restricted Cash - Long Service Leave Reserve	\$85,266	\$84,089
91011	Restricted Cash - Plant Reserve	\$896,669	\$884,288
91014	Restricted Cash - Ongerup Effluent Line Reserve	\$55,394	\$54,629
91017	Restricted Cash - Area Promotion Reserve	\$30,034	\$29,619
91020	Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023	Restricted Cash - Swimming Pool Upgrade Reserve	\$152,325	\$150,222
91025	Restricted Cash - Land Development Reserve	\$508,996	\$501,969
91026	Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027	Restricted Cash - Computer Replacement Reserve	\$7,929	\$7,819
91029	Restricted Cash - Waste Disposal Reserve	\$243,684	\$240,319
91030	Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031	Restricted Cash - Futures Fund Reserve	\$16,140	\$15,917
91034	RESTRICTED CASH - LIQUID WASTE FACILITY	\$21,738	\$21,438
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	\$476
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	\$1,077	\$1,077
91078	RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$695	\$695
91079	RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$875	\$2,389
91100	Rates Debtor - Rates	\$307,279	\$108,758
91101	Rates Debtor - Specified Area Rates	\$7,181	\$5,418
91102	Rates Debtor - Rubbish Collection	\$6,409	\$7,114
91103	Rates Debtor - Health Act Rate	\$18,402	\$17,269
91104	Rates Debtor - Legal Charges	\$13,597	\$17,627
91105	Rates Debtor - Interest/Admin Charges	\$17,148	\$14,757
91106	Rates Debtor - ESL	\$9,363	\$5,317
91107	Rates Debtor - Sundry Charges	\$0	\$0
91108	Rates Debtor - Recycling Charges	\$5,772	\$5,661
91110	Sundry Debtors Control	\$24,009	\$2,155,204
91111	Pensioner Rebate Claims - General Rates	\$6,648	\$1,331
91112	Pensioner Rebate Claims - ESL Levy	\$463	\$92
91120	GST Receivable	\$26,818	\$109,879
93040	GST Payable	\$0	\$0
93041	GST Claimable	\$0	\$374
91130	Accrued Interest on SSL's	\$91	\$91
91140	Self Supporting Loans (Current)	\$27,433	\$27,433
55022	Less Allocated To Works	\$0	\$0
55032	Fuel & Oils Purchased	\$173,233	\$166,026
55042	Less Fuel & Oils Allocated	(\$160,280)	(\$157,681)
91200	Stock On Hand - Fuel & Oils	\$29,548	\$21,203
91201	Stock On Hand - Materials	\$0	\$0
92312	BUILDING ASSET DISPOSAL (DUMMY)	\$0	\$0
		4,922,222	5,085,788
	LESS CURRENT LIABILITIES		
93000	Sundry Creditors Control	(\$209,316)	(\$157,938)
93001	ESL Payable	\$4,722	\$12,250
93002	ACCRUED EXPENSES	\$0	(\$13,521)
93003	Part Proceeds - Sale of Land	(\$36,364)	(\$36,364)
93010	Accrued Interest On Loans	(\$10,130)	(\$10,130)
93020	Accrued Salaries & Wages	\$0	(\$12,220)
	Net Gst Payable/Receivable	\$0	\$0
93030	Rate Payments Received In Advance	(\$9,099)	(\$15,078)
93043	Net Gst Payable/Receivable	\$0	\$0
93050	Net Salaries & Wages	\$0	\$0
93042	GST Liability (Payable)	\$0	\$0
93110	Loan Liability (Current)	(\$2,079,187)	(\$163,537)
80025	WATC SHORT TERM LOAN	\$0	(\$1,000,000)
93200	Provision For Annual Leave (Current)	(\$159,968)	(\$159,968)
93210	Provision For Long Service Leave (Current)	(\$120,863)	(\$115,792)
93220	Provision for Sick Leave Bonus (Current)	(\$49,054)	(\$49,054)
xxxx1	Suspense - police licensing	\$0	\$0
80004	Principal Repayments on Loans	\$0	\$0
80014	WATC SHORT TERM LOAN Principal	\$1,000,000	
		-1,669,259	-1,721,351
	SUB-TOTAL	3,252,962.61	3,364,436
	ADJUSTMENTS		
95100	Reserves Cash backed	(\$2,018,174)	(\$1,990,309)
	Add Back Loan Liability	\$1,079,187	\$1,163,537
	Deduct Off Self Supporting Loan Repayments	(\$27,433)	(\$27,433)
		\$0	\$0
	Rounding	(\$1)	\$0
	SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES	\$ 2,286,542	\$ 2,510,231

17. CONFIDENTIAL ITEMS

Nil

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

Nil

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on 22nd May 2019.

21. CLOSURE

The Shire President thanked council and staff for their time and declared the meeting closed at 4:20 pm.