



AGENDA

ORDINARY MEETING OF COUNCIL

26th August 2020
Commencing at 3:30pm

Council Chambers
Yougenup Road, Gnowangerup WA 6335

COUNCIL'S VISION

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

Shire of Gnowangerup

NOTICE OF AN ORDINARY MEETING OF COUNCIL

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 26th August 2020, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



Signed: _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER

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

When Council uses this expression it means that:

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

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



DISCLAIMER

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

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

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

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

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

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

Signed:  _____

Bob Jarvis
CHIEF EXECUTIVE OFFICER



DECLARATION OF INTEREST FORM

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

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

Agenda Item(3) _____

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

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

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

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

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

Yours sincerely

Signed

Date

Notes:

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

DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE)

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

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

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

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

NOTES ON FINANCIAL INTEREST (NOTES FOR YOUR GUIDANCE)

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

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

INTERESTS AFFECTING IMPARTIALITY

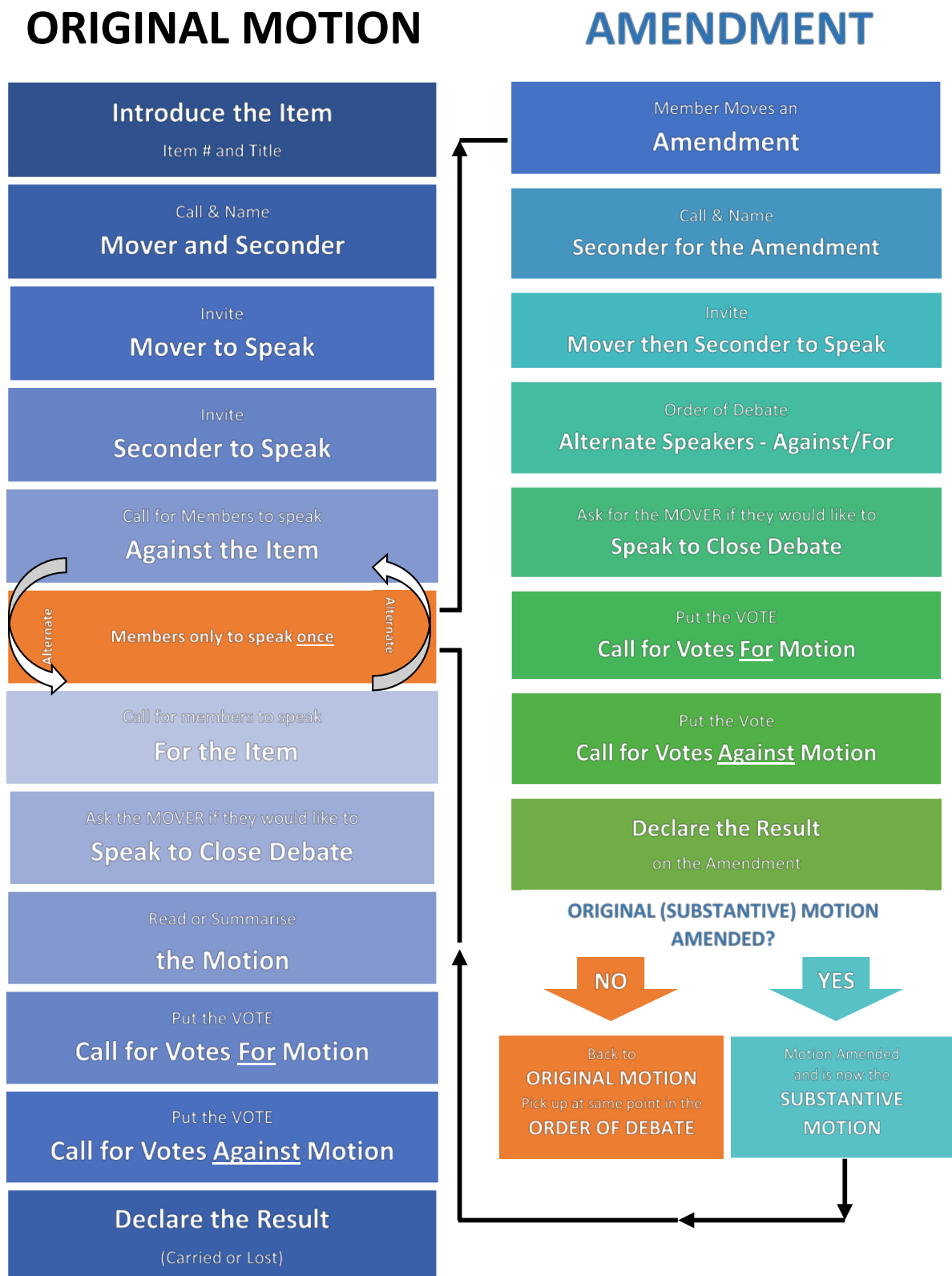
DEFINITION: An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter to be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

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

IMPACT OF AN IMPARTIALITY DISCLOSURE

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

Process of Motions



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

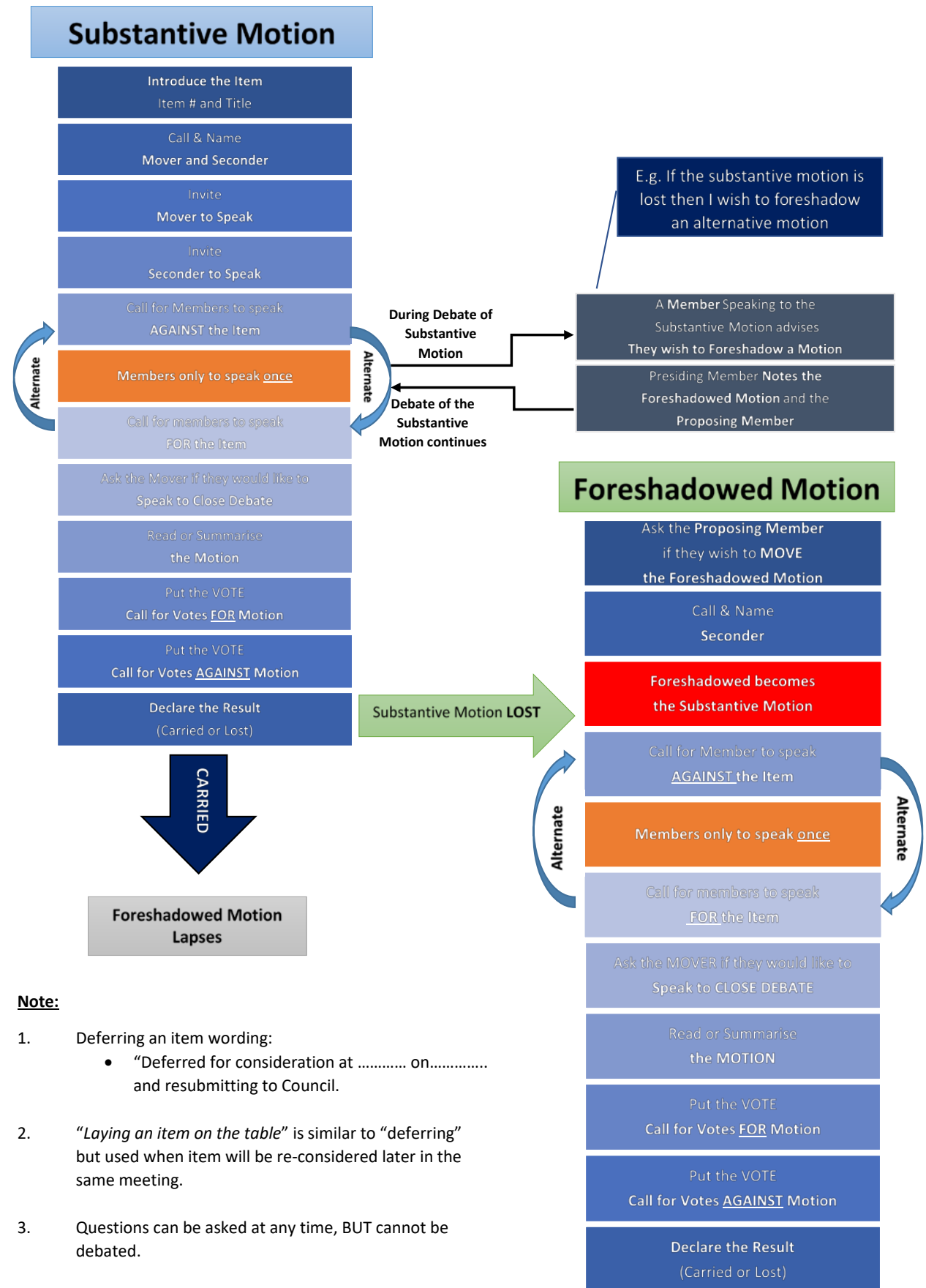


TABLE OF CONTENTS

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 | 1 |
| 8. PETITIONS / DEPUTATIONS / PRESENTATIONS | 1 |
| 8.1. PETITIONS | 1 |
| 8.2. DEPUTATIONS | 1 |
| 8.3. PRESENTATIONS | 1 |
| 9. CONFIRMATION OF PREVIOUS MEETING MINUTES | 1 |
| 9.1. ORDINARY MEETING OF COUNCIL MINUTES 22 nd JULY 2020 | 1 |
| 10. ANNOUNCEMENTS BY ELECTED MEMBERS WITHOUT DISCUSSION | 2 |
| 10.1. ELECTED MEMBERS ACTIVITY REPORTS | 2 |

REPORTS FOR DECISION

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 11. COMMITTEES OF COUNCIL | 3 |
| 12. STRATEGY AND GOVERNANCE | 3 |
| 12.1 CHANGE PURPOSE OF QUINN STREET INDUSTRIAL LAND | 3 |
| 12.2 SUBMISSIONS ON LOCAL PLANNING SCHEME No. 2 – AMENDMENT No. 13 TO REZONE LOTS 30 AND Pt. 31 HOUSE STREET, GNOWANGERUP TO INDUSTRY ZONE AND LOT 1 AYLMORE STREET AND LOT 8 FORMBY STREET, GNOWANGERUP TO LIGHT AND SERVICE INDUSTRY ZONE | 6 |
| 12.3 VOTING DELEGATES FOR WALGA AGM & ATTENDANCE AT THE POLITICAL FORUM ON 25TH SEPTEMBER 2020 | 7 |
| 12.4 REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE | 15 |
| 12.5 REVISED 2020 SHIRE OF GNOWANGERUP CODE OF CONDUCT | 22 |
| 13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT | 49 |
| 13.1 CARAVAN GROUP REQUEST TO STAY AT BORDEN PAVILION | 49 |
| 13.2 BUDGET AMENDMENT – ONGERUP COMMUNITY DEVELOPMENT INC. LOAN | 53 |
| 13.3 GREAT SOUTHERN TREASURES – MEETING MINUTES – JULY 2020 | 55 |
| 14. INFRASTRUCTURE AND ASSET MANAGEMENT | 84 |
| 14.1 AIRPORT SEAL FAILURE | 84 |

| | |
|---------------------------------------------------------------|------------|
| 15. STATUTORY COMPLIANCE | 104 |
| 16. FINANCE | 104 |
| 16.1 JUNE 2020 MONTHLY FINANCIAL REPORT | 104 |
| 16.2 ACCOUNTS FOR PAYMENT AND AUTHORISATION – JULY 2020 | 116 |
| 16.3 JULY 2020 MONTHLY FINANCIAL REPORT | 125 |
| 17. CONFIDENTIAL ITEMS | 137 |

OTHER BUSINESS AND CLOSING PROCEDURES

| | |
|--------------------------------------------------------------------|------------|
| 18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL | 137 |
| 19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 137 |
| 20. DATE OF NEXT MEETING | 137 |
| 21. CLOSURE | 137 |

OPENING PROCEDURES

1. OPENING AND ANNOUNCEMENT OF VISITORS

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at _____pm.

2. ACKNOWLEDGEMENT OF COUNTRY

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

3. ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

3.1 ATTENDANCE

3.2 APOLOGIES

3.3 APPROVED LEAVE OF ABSENCE

Nil

4. APPLICATION FOR LEAVE OF ABSENCE

5. RESPONSE TO QUESTIONS TAKEN ON NOTICE

6. PUBLIC QUESTION TIME

7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY

8. PETITIONS / DEPUTATIONS / PRESENTATIONS

8.1 PETITIONS

8.2 DEPUTATIONS

8.3 PRESENTATIONS

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 ORDINARY MEETING OF COUNCIL MINUTES 22ND JULY 2020

OFFICER RECOMMENDATION:

0820. That the minutes of the Ordinary Council Meeting held on 22nd July 2020 be confirmed as a true record of proceedings.

10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

| | |
|------------------------|----------------------------------------|
| 10.1 | ELECTED MEMBERS ACTIVITY REPORT |
| Date of Report: | 26 th August 2020 |
| Councillors: | Various |

Attended the following meetings/events

REPORTS FOR DECISION

11. COMMITTEES OF COUNCIL

Nil

12. STRATEGY AND GOVERNANCE

12.1 CHANGE PURPOSE OF QUINN STREET INDUSTRIAL LAND

Location: Reserve 28654 (Lot 347) Quinn Street, Gnowangerup

Proponent: N/A

File Ref: A6270

Date of Report: 13th August 2020

Business Unit: Strategy & Governance

Officer: Bob Jarvis - Chief Executive Officer

Phil Shephard - Planning Officer

Disclosure of Interest: Nil

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

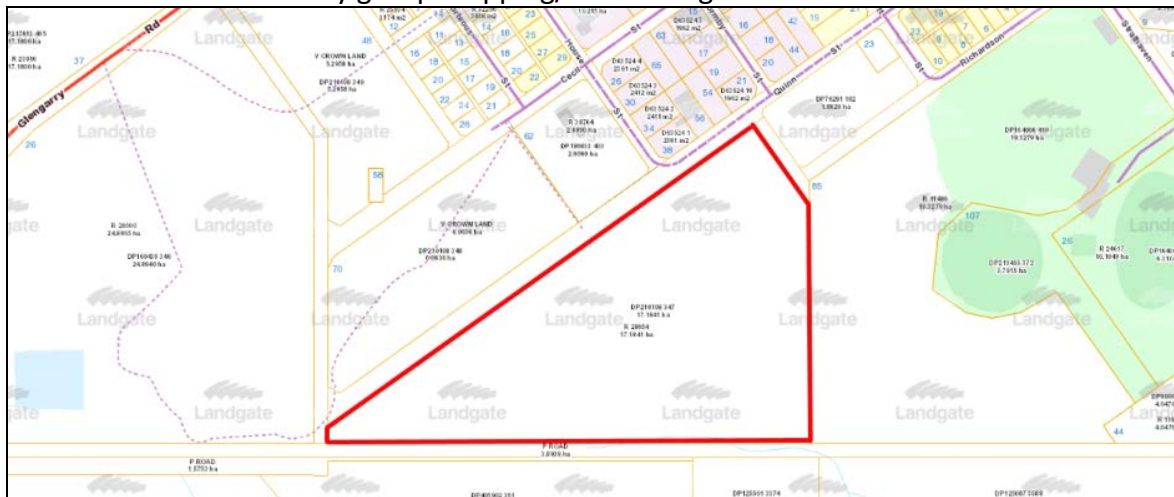
To consider changing the purpose of Reserve 28654 (Lot 347) to include Industrial Development Purposes.

BACKGROUND

Council has been pursuing the creation of additional General Industry land on Reserve 28654 (Lot 347). The proposal was submitted to the Regional Development Assistance Program (RDAP) through LandCorp (now called Development WA) to assist Council to achieve servicing and subdivision of the land.

COMMENTS

The present Management Order requires Reserve 28654 (shown below) to be used for Community Purposes which was approved by the Department of Lands in May 2017 and reflects its current use for community group cropping/fundraising activities.



Staff have been approached recently by a local business owner enquiring about the potential to lease some of the land. Staff made enquiries to Development WA to see if Council could potentially lease some of the land in the interim before the subdivision was completed.

To facilitate the use of the land for industrial purposes, staff recommend the purpose of Reserve 28654 be changed to include Industrial Development Purposes. This action would be consistent with the present General Industry zoning of the land.

As the Management Order for the reserve has been issued to the Shire (with the power to lease for any term not exceeding 21 years with the Minister's consent) the Council will then have the authority to lease all or portion of the reserve for the approved purpose.

CONSULTATION WITH THE COMMUNITY AND GOVERNMENT AGENCIES

Robert Fenn - Development WA (Senior Development Manager)

LEGAL AND STATUTORY REQUIREMENTS

Land Administration Act 1997 – The Act is the primary legislation dealing with the management of Crown land and is administered by the Minister for Lands/Department of Planning, Lands and Heritage. The Act provides for the creation, modification, administration, and management of reserves.

Local Government Act 1995 – The future leasing of any of the land would be subject to Section 3.58 'Disposing of Property' of the Act which sets out the process and procedure for a local government disposing of land.

POLICY IMPLICATIONS

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

IMPACT ON CAPACITY

Nil.

RISK MANAGEMENT CONSIDERATIONS

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Strategic Risk Category | Compliance |
| 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 proposal to change the reserve purpose does not require payment of any application fee to the Minister for Lands/Department of Planning, Lands and Heritage. As the proposal is for a purpose change only, it is not expected there will be any survey costs associated with the request.

The Shire holds the Management Order for the reserve, and this requires the Shire to manage and maintain the land. The proposed future release of the land would reduce the Shire’s existing requirement to budget and fund maintenance of those areas of reserve.

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. |

| | |
|-----------------|-----------------------------------------------------------------------------------------|
| 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 proposal

The Council can choose to not support the proposal. If this option was chosen, the reserve would be restricted to community purpose activities.

2 Support the proposal

The Council can choose to support the proposal, in part or whole. If this option were chosen, the Shire would then formally request the Minister for Lands/Department of Planning, Lands and Heritage approve the change of reserve purpose to include industrial development purposes to be managed by the Shire.

3 Defer the proposal

The Council can choose to defer the matter and seek additional information or undertake consultation with the public, if deemed necessary, before proceeding to make a decision.

As the reserves are Crown Land, the Council’s decision will form a recommendation to the State Government and the ultimate decision will be made by the Minister for Lands or their delegate at the Department of Planning, Lands and Heritage.

CONCLUSION

The change to the approved use for Reserve 28654 to include Industrial Development Purposes will enable the Council to facilitate the future disposal, including leasing of the land, for industrial purposes.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0820. That Council

Requests the Minister for Lands/Department of Planning, Lands and Heritage change the purpose of Reserve 28654 (Lot 347) Quinn Street, Gnowangerup to include Industrial Development Purposes as well as Community Purposes with the Management Order in favour of the Shire of Gnowangerup.

| | |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.2 | CONSIDERATION OF SUBMISSIONS ON LOCAL PLANNING SCHEME No. 2 – AMENDMENT No. 13 TO REZONE LOTS 30 AND Pt. 31 HOUSE STREET, GNOWANGERUP TO INDUSTRY ZONE AND LOT 1 AYLMOORE STREET AND LOT 8 FORMBY STREET, GNOWANGERUP TO LIGHT AND SERVICE INDUSTRY ZONE |
| Location: | Lots 30 & 31 House Street, Lot 1 Aylmore Street and Lot 8 Formby Street, Gnowangerup |
| Proponent: | Edge Planning & Property for Duraquip Pty Ltd |
| File Ref: | A1203, A6199, A1015 & A1367 |
| Date of Report: | 21 st August 2020 |
| Business Unit: | Strategy & Governance |
| Officer: | Phil Shephard, Planning Officer |
| Disclosure of Interest: | Nil |

Because the deadline for submissions regarding the amendment is Thursday 20th August 2020, the final report will be sent / published separately on Friday, 21st August 2020.

12.3 VOTING DELEGATES FOR WALGA AGM & ATTENDANCE AT THE POLITICAL FORUM ON 25TH SEPTEMBER 2020

Proponent: N/A
File Ref: ADM0061
Date of Report: 17th August 2020
Business Unit: Strategy and Governance
Officer: Bob Jarvis – Chief Executive Officer
Disclosure of Interest: Nil

ATTACHMENTS

- Notice of meeting and nomination form
- Information on WALGA Political Forum

PURPOSE OF THE REPORT

Council's nomination of two voting delegates for the West Australian Local Government Association (WALGA) Annual General Meeting to be held at 1:30pm Friday 25th September 2020, and consideration of attendance at the Political Forum to be held on the same day by the Shire President and Deputy Shire President.

BACKGROUND

The Annual General Meeting of WALGA is to take place at 1.30PM on Friday 25th September 2020 at Crown Towers Perth.

Each member Local Government is entitled to two voting delegates, and proxy delegates can also be registered if one or both nominated delegates are unable to attend. Nominated delegates must be received by WALGA by Friday 28th August 2020. Delegates may be councillors or serving officers.

Voting is electronic and details of how to vote and pick up voting equipment is included in the attachment.

A political forum is to be held the same day as the AGM and the shire is able to send the Shire President, Deputy Shire President and CEO to this forum to listen to State Ministers outline initiatives in their portfolios. Questions from the floor are generally part of the forum and provide an opportunity for delegates to raise matters of concern

Logically, if the Shire President and Deputy Shire President are nominated as delegates to the AGM they would be available on the same day for the forum because the two events are at separate time frames to allow delegates to attend both if so appointed. The CEO will be in the South West with family on annual leave and is unavailable for the AGM and political forum. However, it has been the practice of this shire not to have the CEO attend.

COMMENTS

The AGM and Political Forum are opportunities for the Shire to have some influence at a State level on matters of importance to the Shire. These events are normally held in August of each year as part of the WALGA Convention which was cancelled this year due to COVID – 19.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Travel and any accommodation and meal costs for delegates will be met by the Shire.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A SUSTAINABLE AND CAPABLE COUNCIL

Objective: For the Shire to demonstrate advocacy in promoting the needs and ambitions of the district and the advancement of Local Government.

Strategic Initiative: Advocate and influence political direction to achieve local and regional development.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council can choose not to send any delegates to the AGM or the Political Forum. There would be no consequences other than not having a say in WALGA's agenda at the AGM and not using the Political Forum as an opportunity to be informed of the State Government's agenda and not being able to question Ministers on issues affecting the Shire.

CONCLUSION

It is recommended that the Council avail itself of these opportunities to exercise some influence on the agenda of WALGA and meet with State Ministers on matters of importance to the Shire. The Shire President and Deputy Shire President may choose not to attend the political forum because of other commitments.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0820. That Council:

Appoints Councillors; _____ and _____ as voting delegates, and Councillors _____ and _____ as proxies to the West Australian Local Government Association Annual General meeting to be held on the 25th September 2020, and approves the Shire President and Deputy Shire President to attend the Political Forum to be held on the same day.



Notice
of
Annual General
Meeting
and
Procedural Information
for Submission of Motions

Crown Perth
Friday, 25 September 2020

Deadline for Agenda Items
(Close of Business)
Friday, 31 July 2020

2020 Local Government Convention

General Information

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30pm on Friday 25 September 2020. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. Delegates must register their attendance in advance.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Friday, 31 July**.

Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm Friday, 17 July 2020 in order to satisfy the 60 day constitutional notification requirements.

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrod, Executive Officer Governance on (08) 9213 2036 or via email mdegebrod@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



Mayor Tracey Roberts JP
President



Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2020 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Friday 25 September 2020 at Crown Towers Perth.

Please complete and return this form to the Association by **Friday 28, August 2020** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

| VOTING DELEGATES | PROXY Voting Delegates |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Name of Voting Delegates (2): | Name of Proxy Voting Delegates (2): |
| For (Local Government Name): Shire/Town/City of | |
| Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email) | |
| Date _____ | |

ON COMPLETION PLEASE EMAIL TO: mdegebrot@walga.asn.au

Margaret Degebrot, Executive Officer Governance



POLITICAL FORUM

WALGA would like to invite Mayors and Presidents, their deputies and CEOs from Local Governments to the last of the sector's Political Forums prior to the State election.

The Forum will provide an opportunity to get an understanding about the various party policies and platforms.

Journalist Liam Bartlett will facilitate the 2020 Political Forum, which will feature four separate panels. Each panel will feature one political party, involving two representatives for a 10-minute presentation and approx. 20-minute facilitated Q&A session.

The following speakers have been invited to the forum:

- **Hon Roger Cook MLA**, Deputy Premier; Minister for Health; Mental Health - *invited*
- **Hon David Templeman MLA**, Minister for Local Government; Heritage; Culture and the Arts - confirmed
- **Hon Liza Harvey MLA**, Leader of the Opposition - confirmed
- **Hon Bill Marmion MLA**, Deputy Leader of the Opposition - confirmed
- **Hon Mia Davies MLA**, Leader of the Nationals WA - confirmed
- **Hon Shane Love MLA**, Deputy Leader of the Nationals WA - confirmed
- **Hon Alison Xamon MLC**, Greens (WA) - confirmed
- **Hon Diane Evers MLC**, Greens (WA) - confirmed

Further information on speakers will be shared once it becomes available.

Event Details

Date: Friday, 25 September
Venue: Crown Perth
Time: 9:15am to 12:00pm (Registration from 7:00am)
Cost: no charge (*registration essential*)
RSVP: by Monday, 14 September



This event is open to Mayors and Presidents, their deputies and Local Government CEOs.

For further information please email WALGA's A/Event Manager, [Ulla Prill](mailto:Ulla.Prill@walgawesternaustralia.com.au) or call 9213 2043.

| | |
|--------------------------------|-----------------------------------------------------------------|
| 12.4 | REVIEW OF THE TERMS OF REFERENCE FOR THE AUDIT COMMITTEE |
| Proponent: | N/A |
| File Ref: | ADM0524 |
| Date of Report: | 17 th August 2020 |
| Business Unit: | Strategy and Governance |
| Officer: | Bob Jarvis – Chief Executive Officer |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- Copy of the current Terms of Reference for the Audit Committee

PURPOSE OF THE REPORT

Council's review of its Terms of Reference for its Audit Committee.

BACKGROUND

Council should review, in a timely manner, but certainly prior to each local Government Election, its terms of reference for committees, and if any of Council's powers have been delegated to a committee, they are to be reviewed at least once in every Financial Year pursuant to Section 5.18 of the Local Government Act 1995.

Any changes to the functions of an Audit Committee pursuant to Regulation 16 of the *Local Government (Audit) Regulations 1996* need to be included in the Terms of Reference when such changes are made.

The following is the current Regulation 16 requirements for an Audit Committee:

Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;

- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

The current Terms of Reference limits the powers and functions to those prescribed in the Regulation.

The following is the relevant section of the Local Government Act 1995 which provides for Audit Committees and their membership.

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.
 - * *Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

[Section 7.1A inserted: No. 49 of 2004 s. 5; amended: No. 5 of 2017 s. 11.]

COMMENTS

Given Section 7.1A prohibits a CEO or his or her representative being a member of the Audit Committee, it would seem not appropriate to have the clause in the current terms of reference for the Shire's Audit Committee which allows the CEO and Senior staff to provide advice to the Committee. It would be more appropriate to have the Deputy CEO attend, and only invite the CEO to speak to his or her report under Regulation 17(1) of the *Local Government (Audit) Regulations 1996* and the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c). It is the role of the Committee to monitor and advise the CEO on these matters, not the other way around.

With respect to the membership of the Committee, Council might wish to consider a reduction of membership from all Councillors to a smaller number of Councillors with some experience or interest in being a member, noting that three councillors is the minimum size of an Audit Committee and that other persons can be members so long as Councillors are in the majority. It should be noted that there is a restriction on delegating any other power of the local government to the Audit Committee apart from what is prescribed in that Section of the Act:

Delegation of some powers and duties to audit committees

(1) *Despite* section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

* *Absolute majority required.*

(2) A delegation to an audit committee is not subject to section 5.17.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

The formation of the Audit Committee and its functions are prescribed by Section 7.1A of the Local Government Act 1995, and the Local Government (Audit) Regulations 1996.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may choose not to make any changes to the current terms of reference, or the membership of the committee. The current membership, unless it is changed by Council (by Absolute Majority) is every councillor. Council may resolve to consider reducing the membership now, or as part of its post-election appointments in 2021.

CONCLUSION

The current terms of reference are confined to those functions prescribed by the Local Government Act and regulations, and given the limitations on delegating any other powers to the Committee there is no pressing need to change those functions. The only change suggested is to remove the section which allows the CEO to attend and provide advice to the Committee, and instead allow the Deputy CEO to attend not as a member and not as an appointment by the CEO but at the request of Council through the adoption of the Terms of Reference. If Council wishes to retain the membership of the Committee as every Councillor then no further change is required.

VOTING REQUIREMENTS

Simple majority unless Council wishes to change the membership of the Committee

OFFICER RECOMMENDATION

0820. That Council:

- 1. Retains its current Terms of Reference for the Audit Committee with the following changes:
 - **Deleting the words under the heading of Membership “The CEO and Senior staff attend meetings to provide advice and guidance to the committee” and replace it with**
 - **The Deputy CEO will attend meetings, not as a member but to assist the Committee with any queries or requests for information.**
 - **The Executive Assistant or another nominated staff member will attend meetings to take the minutes.****

- 2. Retains its current membership of all Councillors but considers reducing the number prior to the next Local Government Election in 2021.**

Heart of the Stirlings



SHIRE OF GNOWANGERUP

AUDIT COMMITTEE

TERMS OF REFERENCE

11 July 2018

Objectives of the Audit Committee

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- the enhancement of the credibility and objectivity of external financial reporting;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

Powers of the Audit Committee

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

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

Membership

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

The CEO and employees are not members of the committee.

The CEO and senior staff attend meetings to provide advice and guidance to the committee.

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

Meetings

The committee shall meet at least quarterly.

Additional meetings shall be convened at the discretion of the Presiding Member.

Reporting

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

Functions of the Audit Committee

The functions of the committee, pursuant to Reg. 16 of the *Local Government (Audit) Regulations 1996* will be to:

- a) guide and assist the local government in carrying out its functions:
 - i. under Part 6 (Financial Management) of the Act; and
 - ii. relating to other audits and other matters related to financial management;
- b) guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 (Audit) of the Act;
- c) review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - i. report to the council the results of that review; and
 - ii. give a copy of the CEO's report to the council;
- d) monitor and advise the CEO when the CEO is carrying out functions in relation to a review under
 - i. regulation 17(1); and
 - ii. the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- e) support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- f) oversee the implementation of any action that the local government:
 - i. is required to take by section 7.12A(3) of the Act; and
 - ii. has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a) of the Act; and
 - iii. has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - iv. has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- g) perform any other function conferred on the audit committee by these regulations or another written law.

12.5 REVISED 2020 SHIRE OF GNOWANGERUP CODE OF CONDUCT

Location(s): N/A
Proponent: N/A
File Ref:
Date of Report: 14th August 2020
Business Unit: Strategy and Governance
Officer: Ian Graham – Deputy CEO
Disclosure of Interest: Nil

ATTACHMENTS

- Revised 2020 Shire of Gnowangerup Code of Conduct (DRAFT)

PURPOSE OF THE REPORT

To advise Council of the completion of a revised Shire of Gnowangerup Code of Conduct and for Council to adopt the amended Code.

COMMENTS

The Shire undertakes a two (2) yearly review of the Code of Conduct to ensure compliance prior to Local Government elections. In addition, following recent amendments to the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007, including amendments to provisions for disclosure of gifts received by elected members and staff, local governments are required to prepare, adopt and implement a Code of Conduct which includes appropriate amendments.

The amendments to the Act and Regulations were gazetted in October 2019. Regulation 12 of the Local Government (Rules of Conduct) Regulations 2007 no longer applies and has been deleted. The LG Act 1995 now requires gifts (including contributions to travel) received by elected members and CEO's, valued at (or cumulative value within 12 months) over \$300 and received in their capacity as elected members or CEO, to be disclosed and included on a publicly available register.

Gifts from the following entities are excluded from the above requirements:

- WALGA
- ALGA
- LG Professionals WA
- A Commonwealth, State or Territory government department, or
- Another Local Government or Regional local Government.

A full review of the Code of Conduct was undertaken. The only other significant amendment was to the section regarding "Breaches of the Code by Employees" (Page 25), with the following inclusions (in bold italics):

"Any person who has a reason to believe that the personal behaviour of the CEO breaches the standards of conduct as set out in the Code, must refer the matter to the Shire President, who will consider the matter and deal with it in accordance with Shire policies and procedures, ***any***

applicable law and be mindful of any applicable clauses in the CEO's Employment Contract which may be relevant to such a disclosure and its consequences.

Reporting of breaches may be made anonymously."

CONSULTATION

Dept. of Local Government, Sport and Cultural Industries

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 (s5.62, s5.87A and 5.87B)

PLAN IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Continue to develop a policy framework that guides decision-making.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil. The revised Code of Conduct and recommendation will provide for legislative compliance.

CONCLUSION

Staff have revised the Shire of Gnowangerup Code of Conduct in order to comply with the amendments to the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

0820. That Council:

Formally adopts the revised 2020 Shire of Gnowangerup Code of Conduct.

Heart of the Stirling



SHIRE OF GNOWANGERUP

CODE OF CONDUCT
for
COUNCIL MEMBERS, COMMITTEE
MEMBERS, EMPLOYEES & VOLUNTEERS

OUR VISION:

A progressive, inclusive and prosperous community built on opportunity.

OUR MISSION:

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

OUR VALUES

| | |
|-----------------------|---------------------------------------------------------------------------------------|
| Honesty | through integrity, ethical behaviour and trustworthiness |
| Responsibility | through accountability, transparency and ownership |
| Respect: | of diversity and opinion through politeness and inclusiveness of all community groups |
| Excellence | through consistency and the pursuit of continual improvement |
| Fairness | through justice and equality |
| Teamwork | through collaboration, partnerships and a willingness to work together |

PREAMBLE

The Code of Conduct provides Council Members and employees 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 employees 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.

STATUTORY ENVIRONMENT

This Code of Conduct observes the statutory requirements of the *Local Government Act 1995* (S5.103 - Codes of Conduct) and the *Local Government (Administration) Regulations 1996* (Regulations 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed Rules of Conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

ROLES

ROLE OF THE COUNCIL

The Role of the Council is in accordance with section 2.7 of the *Local Government Act 1995*:

- 2.7 Role of Council**
- 1) The Council –
 - (a) governs the local government’s affairs; and
 - (b) is responsible for the performance of the local government’s functions.
 - 2) Without limiting subsection (1), the council is to –
 - (a) oversee the allocation of the local government’s finances and resources; and
 - (b) determine the local government’s policies

[Section 2.7 amended by No.17 of 2009 s.4.]

ROLE OF COUNCIL MEMBERS

The primary role of a Council Member is to represent the community, and the effective translation of the community’s needs and aspirations into a direction and future for the Shire of Gnowangerup. This will be the focus of the Council Member’s public life.

The Role of a Council Member as set out in section 2.10 of the *Local Government Act 1995* follows:

- A Councillor -**
- (a) represents the interest of electors, ratepayers and residents of the district; and
 - (b) provides leadership and guidance to the community in the district; and
 - (c) facilitates communication between the community and the council; and
 - (d) participates in the local government’s decision-making processes at council and committee meetings; and
 - (e) performs such other functions as are given to a councillor by this Act or any other written law.

A Council Member is part of a team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its Council Members.

In fulfilling their various roles, Council Members’ activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Shire’s finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of resident’s concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- being aware of the statutory obligations imposed on Council Members and the Shire.

In carrying out its functions, the Shire is to use its best endeavours to meet the needs of current and future generations through the integration of environmental protection, social advancement and economic prosperity.

ROLE OF EMPLOYEES

The role of employees is determined by the functions of the Chief Executive Officer as set out in section 5.41 of the *Local Government Act 1995*:

The CEO's functions are to -

- a) advise the council in relation to the functions of a local government under this Act and other written laws; and
- b) ensure that advice and information is available to the council so that informed decisions can be made; and
- c) cause council decisions to be implemented; and
- d) manage the day to day operations of the local government; and
- e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and
- f) speak on behalf of the local government if the mayor or president agrees; and
- g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S5.37(2) in relation to senior employees); and
- h) ensure that records and documents of the local government are properly kept for the purpose of this Act and any other written law; and
- i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The CEO is responsible for the effective and efficient implementation of Council decisions and in turn all employees of the Shire are subject to the direction of the Chief Executive Officer.

Employees enable the functions of the Shire and Council to be performed, and they have an obligation to:

- give their attention to the business of Council while on duty;
- ensure that their work is carried out efficiently, economically and effectively;
- carry out lawful direction given by any person having authority to give such direction; and
- give effect to the lawful policies, decisions and practices of the Council, whether or not the employee agrees or approves of them.

RELATIONSHIPS BETWEEN COUNCIL MEMBERS AND EMPLOYEES

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other employees. That teamwork will only occur if Council Members and employees have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve this, Council members and employees need to observe their statutory and professional obligations which include, but are not limited to, the following:

COUNCILLORS

- accept that their roll is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members employees to carry out particular functions;
- refrain from publicly criticizing any employee in a way that casts aspirations on their professional competence and credibility.

EMPLOYEES

- respect the role and position of Councillors and implement to their best ability the decisions of Council;
- acknowledge that individual Councillors have no capacity to direct employees or become involved in day to day operations of the Shire of Gnowangerup;
- will not actively involve Councillors in any work instruction, direction, conflict, dispute or issue arising from their employment with the Shire of Gnowangerup;
- refrain from publicly criticizing Council decisions and/or individual Councillors in public forums or in situations where their personal views would be reasonably misinterpreted as the views of the Shire's Management and/or Administration.

ROLE OF VOLUNTEERS AND CONTRACTORS ASSISTING THE SHIRE OF GNOWANGERUP

- Volunteers assisting the Shire of Gnowangerup, and contractors who work alongside existing employees, are also expected to comply with the principles and where relevant, specific provisions of this Code of Conduct.
- While the word employee has been used throughout this document, this should be read as applying to volunteers and contractors who work alongside existing employees as well.

CONFLICT AND DISCLOSURE OF INTEREST

GUIDING PRINCIPLES

The nature of the Shire's business is conducive to conflicts of interest between a Council Member and an employees personal interests and the performance of their public or professional duties.

Genuine or perceived conflicts of interest may arise from a number of sources, including friends, relatives, close associates, financial investments, past employment and the like.

Although there is no right way to identify conflict of interest, a good starting point is to consider the following principles:

- **Public duty versus private interests**
Do I have personal or private interests that may conflict, or be perceived to conflict with my public duty?
- **Potentialities**
Could there be benefits for me now, or in the future, that might cast doubt on my objectivity?
- **Perception**
How will my involvement in the decision/action be viewed by others? Are there risks associated for me/my organisation?
- **Proportionality**
Does my involvement in the decision appear fair and reasonable in all circumstances?
- **Presence of mind**
What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?
- **Promises**
Have I made any promises or commitments in relation to the matter? Do I stand to gain or lose from the proposed action/decision?

CONFLICT OF INTEREST

Council Members and employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire, without first making disclosure to the CEO. 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.

Council Members and employees will lodge a written notice with the CEO describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).

Council Members and employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

Employees will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discrimination legislation.

FINANCIAL INTEREST

Council Members, Committee Members and employees must comply with the laws of governing financial interests, including the disclosure of financial interests set out in the *Local Government Act 1995*.

Sections 5.59 – 5.90 of the *Local Government Act 1995* establish the requirements for disclosure by Council Members or employees of financial interest (including proximity interests).

The responsibility is on Council Members and employees to identify possible financial interests (including proximity interests), to determine whether an interest exists, and whether any statutory exemption applies.

DISCLOSURE OF INTEREST

Employees

Regulation 34C of the *Local Government (Administration) Regulation 1996* contains the provisions relating to employees disclosing interests:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Definition:</u></p> <p><i>In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 –</i></p> <p><i>“interest” means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.</i></p> | |
| (a) | A person who is an employee and who has an interest in any matter to be discussed at a Council or Committee meeting attended by the person is required to disclose the nature of the interest: (i) in a written notice given to the CEO before the meeting; or (ii) at the meeting immediately before the matter is discussed. |
| (b) | A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter: (i) in a written notice given to the CEO before the meeting; or (ii) at the time the advice is given. |
| (c) | A requirement described under items (a) and (b) exclude an interest referred to in Section 5.60 of the Local Government Act 1995. |
| (d) | A person is excused from a requirement made under items (a) or (b) to disclose the nature of an interest if: (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind. |

- (e) If a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If:
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

Council Members

Regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* contains the provisions relating to Council Members disclosing interests –

- 11. Disclosure of Interest**
- (1) In this regulation –

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.
 - (2) A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –
 - (a) in a written notice given to the CEO before the meeting;
 - or
 - (b) at the meeting immediately before the matter is discussed.
 - (3) Subregulation (2) does not apply to an interest referred to in section 5.60 of the Act.
 - (4) Subregulation (2) does not apply if –
 - (a) a person who is a council member fails to disclose an interest because the person did not know he or she had an interest in the matter; or
 - (b) a person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
 - (5) If, under subregulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and

- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure relates is discussed.
- (6) If —
- (a) under subregulation (2)(b) or (4)(b) a person’s interest in a matter is disclosed at a meeting; or
 - (b) under subregulation (5)(b) notice of a person’s interest in a matter is brought to the attention of the persons present at a meeting,
the nature of the interest is to be recorded in the minutes of the meeting.

INDEPENDENT LEGAL ADVICE TO BE SOUGHT IF IN DOUBT

If a Council Member is in doubt whether a conflict of interest exists, they should seek independent legal or other appropriate advice, including but not limited from the Department of Local Government (or equivalent) or the Western Australian Local Government Association (WALGA).

INFORMATION AND PERSONAL BENEFIT

USE OF CONFIDENTIAL INFORMATION

Council Members and employees will not use confidential information to gain improper advantage for themselves or for any person or organisation, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

Council Members and employees must not disclose to another person, written or oral information that is provided to them in confidence, or derived from a confidential document, or acquired at a closed Council or Committee Meeting which is not open to the public.

A closed meeting means a Council or Committee Meeting that is closed to members of the public under section 5.23(2) of the *Local Government Act 1995*.

INTELLECTUAL PROPERTY

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Gnowangerup upon its creation unless otherwise agreed by separate contract with the Shire.

IMPROPER OR UNDUE INFLUENCE

Council Members and employees will not take advantage of their position to improperly influence other Councillors or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or any other person or organisation.

GIFTS

In relation to acceptance of gifts, Council Members and employees are required to comply with the provisions of the LG Act 1995 and Regulations.

employeeemployee

Definitions:

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996:

“activity involving a local government discretion” means an activity:

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include:

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means:

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means:

- (a) a gift worth \$300 or more; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.*

GIFTS - EMPLOYEES:

- (a) A person who is an employee is to refrain from accepting a prohibited gift from a person who:
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- (b) A person who is an employee and who accepts a notifiable gift from a person who:
 - (i) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (ii) it is reasonable to believe is intending to undertake an activity involving a local government discretion,is to notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.
- (c) The notification of the acceptance of a notifiable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and

- (ii) the date on which the gift was accepted; and
- (iii) a description, and the estimated value, of the gift; and
- (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (v) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift” (whether or not it is also a notifiable gift under paragraph (a) of that definition):
 - (1) a description; and
 - (2) the estimated value; and
 - (3) the date of acceptance,
 of each other gift accepted within the 6 month period.
- (d) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (c).
- (e) This clause does not apply to gifts received from a relative (as defined in s.5.74(1) of the *Local Government Act 1995*) or an electoral gift (to which other disclosure provisions apply).
- (f) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

GIFTS – COUNCIL MEMBERS:

(1) A council member must disclose, in accordance with subsection (2) and section 5.87C, a gift received by the council member.

Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.

(2) The disclosure must be made in writing to the CEO.

(3) A person does not commit an offence against subsection (1) if —

(a) the amount of the gift does not exceed the amount prescribed for the purposes of this paragraph; or

(b) the gift is not received by the person in their capacity as a council member.

(4) For the purposes of subsection (3)(a), if the gift is 1 of 2 or more gifts made by 1 person to the council member at any time during a year, the amount of the gift is the sum of the amounts of those 2 or more gifts.

(5) For the purposes of subsection (3)(b), the gift is not received by the person in their capacity as a council member if it is a gift that the person would have received even if the person were not a council member.

[Section 5.87A inserted: No. 16 of 2019 s. 38.]

GIFTS - CEO

(1) A CEO must disclose, in accordance with subsection (2) and section 5.87C, a gift received by the CEO.

Penalty for this subsection: a fine of \$10 000 or imprisonment for 2 years.

- (2) The disclosure must be made in writing to the mayor or president.
- (3) A person does not commit an offence against subsection (1) if —
 - (a) the amount of the gift does not exceed the amount prescribed for the purposes of this paragraph; or
 - (b) the gift is not received by the person in their capacity as the CEO.
- (4) For the purposes of subsection (3)(a), if the gift is 1 of 2 or more gifts made by 1 person to the CEO at any time during a year, the amount of the gift is the sum of the amounts of those 2 or more gifts.
- (5) For the purposes of subsection (3)(b), the gift is not received by the person in their capacity as the CEO if it is a gift that the person would have received even if the person were not the CEO.

[Section 5.87B inserted: No. 16 of 2019 s. 38.]

5.87C. Provisions about disclosure

- (1) This section applies to a disclosure under section 5.87A or 5.87B.
- (2) The disclosure must be made within 10 days after receipt of the gift.
- (3) The disclosure must include the following —
 - (a) a description of the gift;
 - (b) the name and address of the person who made the gift;
 - (c) the date on which the gift was received;
 - (d) the estimated value of the gift at the time it was made;
 - (e) the nature of the relationship between the person who made the gift and the person who received the gift;
 - (f) in the case of a travel contribution —
 - (i) a description of the travel; and
 - (ii) the date of the travel.

[Section 5.87C inserted: No. 16 of 2019 s. 38.]

Subdivision 3 — General

5.88. Register of financial interests

- (1) A CEO is to keep a register of financial interests.
- (2) The register is to contain —
 - (a) the returns lodged under section 5.75 and 5.76; and
 - (b) a record of the disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, and be in the form that is prescribed (if any).

(3) As soon as is practicable after a person ceases to be a person who is required under section 5.75 or 5.76 to lodge a return, the CEO is to remove from the register all returns relating to that person.

(4) Returns lodged under section 5.75 or 5.76 and removed from the register under subsection (3) are to be kept by the CEO for a period of at least 5 years after the person who lodged the return ceased to be a council member or designated employee.

[Section 5.88 amended: No. 16 of 2019 s. 39(1).]

5.89A. Register of gifts

(1) A CEO is to keep a register of gifts.

(2) The register is to contain a record of the disclosures made under sections 5.87A and 5.87B..

(2A) The CEO must record a disclosure made under section 5.87A or 5.87B in the register within 10 days after the disclosure is made.

(2B) If a gift disclosed under section 5.87A or 5.87B is an excluded gift under section 5.62(1B)(a), the CEO must record in the register —

- (a) the date of the approval referred to in section 5.62(1B)(a)(ii); and
- (b) the reasons for that approval; and
- (c) any prescribed information.

(3) The register is to be in the form that is prescribed (if any).

[(4) deleted]

(5) The CEO is to publish an up-to-date version of the register on the local government's official website.

(5A) The version of the register published under subsection (5) must not, in the case of a disclosure about a gift made by an individual, include the address disclosed under section 5.87C(3)(b) and must instead include the town or suburb mentioned in the address.

(6) As soon as practicable after a person ceases to be a person who is required under section 5.87A or 5.87B to make a disclosure, the CEO is to remove from the register all records relating to that person.

(7) If records relating to a person are removed from the register under subsection (6), a copy of the records is, for a period of at least 5 years after the person ceases to be a person required under section 5.87A or 5.87B to make a disclosure —

- (a) to be kept by the CEO; and
- (b) to be made available for public inspection.

[Section 5.89A inserted: No. 2 of 2016 s. 37; amended: No. 16 of 2019 s. 40.]

(PLEASE REFER TO ATTACHMENTS A TO C)

GENERAL CONDUCT OBLIGATIONS

High standards of professional conduct displayed by Council Members and employees, ensures that a positive image of the Shire is conveyed when interacting with stakeholders and the community. The conduct displayed should encourage fair, unbiased and lawful operations of the Shire.

PERSONAL BEHAVIOUR

- a) Council Members and employees will:
- act and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - perform their duties impartially and in the best interests of the Shire of Gnowangerup uninfluenced by fear or favour;
 - act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interest of the Shire and the community;
 - make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment, and
 - always act in accordance with their obligation of fidelity to the Shire.
- b) Council Members will represent and promote the interests of the Shire, while recognising their special duty to facilitate communication between the community and the Council.

HONESTY AND INTEGRITY

Council Members and employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the Shire President any dishonesty or possible dishonesty on the part of any Council Member, and in the case of an employee, to the Chief Executive Officer; and
- c) be frank and honest in their official dealings with each other.

FRAUD AND CORRUPTION

The Shire has a zero tolerance approach to fraud and corruption and will deal appropriately with all allegations and suspected instances of fraud and/or corruption. The Shire has developed a Fraud and Corruption Control Plan and all Council Members, Committee Members, Employees and Volunteers must adhere to Plan.

PERFORMANCE OF DUTIES

- a) While on duty, employees will give their whole time and attention to the Shire of Gnowangerup's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire.
- b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but

treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

COMPLIANCE WITH LAWFUL ORDERS

- a) Council Members and employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- b) Council Members and employees will give effect to the lawful policies of the Shire, whether or not they agree or approve of them.

ADMINISTRATIVE AND MANAGEMENT PRACTICES

Council Members and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and reasonable management practices.

Council Members and employees shall at all times be mindful of their responsibility to maintain full and accurate records in the performance of their duties.

CORPORATE OBLIGATIONS

a) STANDARD OF DRESS

Council Members and employees are expected to comply with neat and respectable dress standards at all times. Accordingly:

- Council Members and employees will dress in a manner appropriate to their position, in particular when attending meetings or representing the Shire in an official capacity.
- Management reserves the right to adopt policies relating to corporate dress and to raise any issue of dress with individual employees.
- Management reserves the rights to prescribe appropriate Personal Protective Equipment (PPE).

b) COMMUNICATION AND PUBLIC RELATIONS

- The Shire President and the Chief Executive Officer (or their delegated nominees) are the only people authorised to represent the views of the Council or the Shire to the media.
- All aspects of communication by employees (including by phone, electronic means, written or in person) involving the Shire's activities should reflect the status and objectives of the Shire of Gnowangerup. Communications should be accurate, polite and professional.
- As a representative of the community, Councillors need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Councillors should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council, and Councillors will publicly support Council's decision even if contrary to their own personal views.
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;

- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

c) PERSONAL COMMUNICATIONS AND SOCIAL MEDIA

- Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential; to be made public, whether it as intended to be made public or not.

Therefore, on the basis that personal or private communications may be shared or become public at some point in the future, Councillors and employees must ensure that their personal and private communications do not breach the requirements of the Code of Conduct and for Councillors, the *Local Government (Rules of Conduct) Regulations 2007*.

- Employees must not, unless specifically authorised to do so, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Gnowangerup, it's Councillors, employees, volunteers or contractors, which breach this Code of Conduct.
- Councillors comments which become public and breach the *Local Government (Rules of Conduct) Regulations 2007* may constitute a serious breach of the *Local Government Act 1995* and may be referred for investigation.
- Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be reported under the *Public Sector Management Act 1992*.

APPOINTMENTS TO COMMITTEES

As part of their representative role Council Members are often asked to represent the Council on committees of external organisations. It is important that Council Members:

- a) clearly understand the basis of their appointment;
- b) provide regular reports to Council on the activities of the organisation; and
- c) represent the views and decisions of Council.

HARASSMENT AND DISCRIMINATION

Council Members and employees must not harass, discriminate against, or support others who harass and discriminate against colleagues or members of the public. This includes, but is not limited to, harassment and discrimination on the grounds of sex, pregnancy, age, race (including colour, nationality, ethnic or religious background), political affiliation, marital status, disability, or sexual preference.

The Shire will ensure compliance with the principles and provisions of the *Equal Opportunity Act 1984 (WA)*. This commitment extends to ensuring that recruitment and selection, promotion and advancement will be solely on the basis of equity and fairness and that appointment will be based on merit.

All people have the right to work in an environment that is free from sexual harassment. Sexual harassment will not be tolerated at the Shire of Gnowangerup. Any Council members or employees found to be committing sexual harassment will be subject to discipline and/or termination proceedings.

DRAFT

DEALING WITH COUNCIL PROPERTY

USE OF SHIRE RESOURCES

Council Members and employees will:

- a) be scrupulously honest in their use of the Shire of Gnowangerup's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or organisation; and
- b) use the resources entrusted to them effectively and economically in the course of their duties; and
- c) not use the Shire of Gnowangerup's resources or equipment (including the services of Council employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer); and
- d) avoid any action or situation which could create the impression that Shire property, official services or public facilities are being improperly used for their own or any other person's or organisation's private benefit; and
- e) not use the Shire's computer or telecommunications resources to access, search, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

TRAVELLING AND SUSTENANCE EXPENSES

Council Members and employees will only claim or accept travelling and sustenance expenses, arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire in accordance with Shire policy and the provisions of the *Local Government Act 1995*.

Council Members and employees shall be diligent in ensuring that the expenses claimed in accordance with Council policy relate to their functions as a Council Member or an employee, and are appropriately acquitted.

ACCESS TO INFORMATION

Employees will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Members of Council.

Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

The *Local Government Act 1995* provides for access to information by Council Members which is detailed in sections 5.91 and 5.92.

REPORTING BREACHES AND MISCONDUCT

BREACHES OF THE CODE BY EMPLOYEES

Any person who has reason to believe that the personal behaviour of a member of an employee breaches the standards of conduct as set out in the Code, must refer the matter to the CEO, who will consider the matter and deal with it in accordance with management protocols, procedures and any applicable law concerning employees.

Any person who has a reason to believe that the personal behaviour of the CEO breaches the standards of conduct as set out in the Code, must refer the matter to the Shire President, who will consider the matter and deal with it in accordance with Shire policies and procedures, any applicable law and be mindful of any applicable clauses in the CEO's Employment Contract which may be relevant to such a disclosure and its consequences.

Reporting of breaches may be made anonymously.

BREACHES OF CODE BY COUNCIL MEMBERS

A breach by a Council Member under the *Local Government (Rules of Conduct) Regulations 2007* must be reported to the CEO and will be dealt with under Part 5 Division 9 of the *Local Government Act 1995*.

Any person who has reason to believe that the personal behaviour of a Council Member breaches the standards of conduct set out in the Code, other than those matter set out in the *Local Government (Rules of Conduct) Regulations 2007*, must refer the matter to the CEO, who will consider the matter and deal with it accordingly as he or she sees fit.

REPORTING MISCONDUCT TO THE CORRUPTION AND CRIME COMMISSION

Misconduct means misconduct as defined in section 4 of the *Corruption, Crime and Misconduct Act 2003*. It can involve activities such as improper handling of conflicts of interest, abuse of position, unauthorised access to or disclosure of confidential information, biased or preferential employment practices, allegations involving improper practices concerning contracts and tendering and misappropriation of public fund or property.

Section 4 of the *Corruption, Crime and Misconduct Act 2003*:

4. Term used: misconduct

Misconduct occurs if —

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment; or
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person; or
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years' imprisonment; or
- (d) a public officer engages in conduct that —
 - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct; or
 - (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial; or

- (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
- (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,
- and constitutes or could constitute —
- (v) deleted]
- (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the Public Sector Management Act 1994 (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).
- [Section 4 inserted by No. 78 of 2003 s. 6; amended by No. 35 of 2014 s. 7.]

The Chief Executive Officer has a statutory obligation to report, to the Corruption and Crime Commission:

- any allegations of misconduct; or
- any situation that otherwise comes to his or her attention involving misconduct,

where the CEO considers on reasonable grounds that misconduct may have occurred.

LEGISLATION AND ASSOCIATED DOCUMENTS RELATING TO THIS CODE

- (a) Local Government Act 1995
- (b) Local Government (Administration) Regulations 1996
- (c) Local Government (Rules of Conduct) Regulations 2007
- (d) Equal Opportunity Act 1984
- (e) Corruption, Crime and Misconduct Act 2003

REVIEW

This Code will be reviewed after each ordinary election of Council.

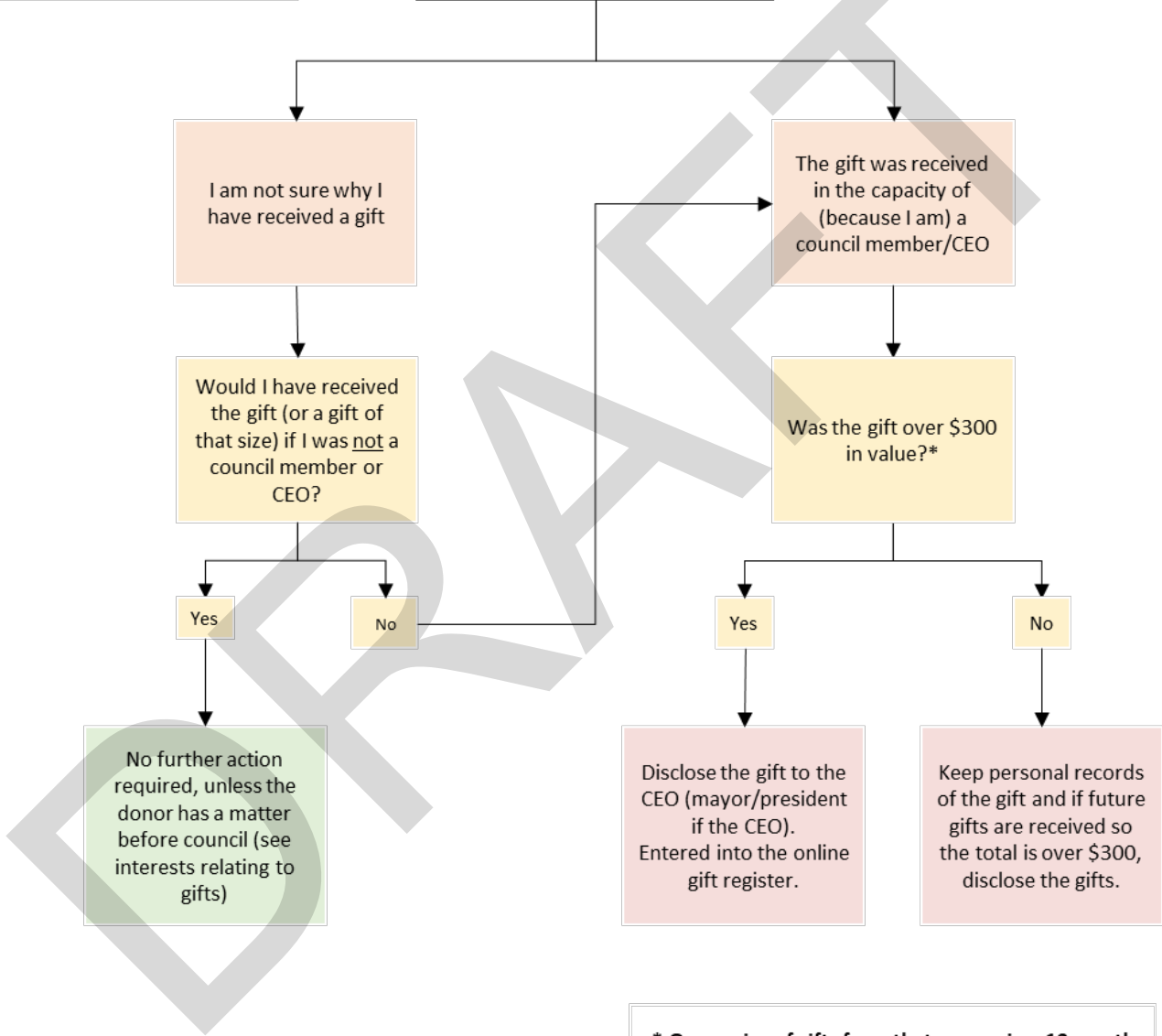
I (name) _____ have read and agree to comply with this Code of Conduct whilst employed by the Shire of Gnowangerup.

Signature: _____

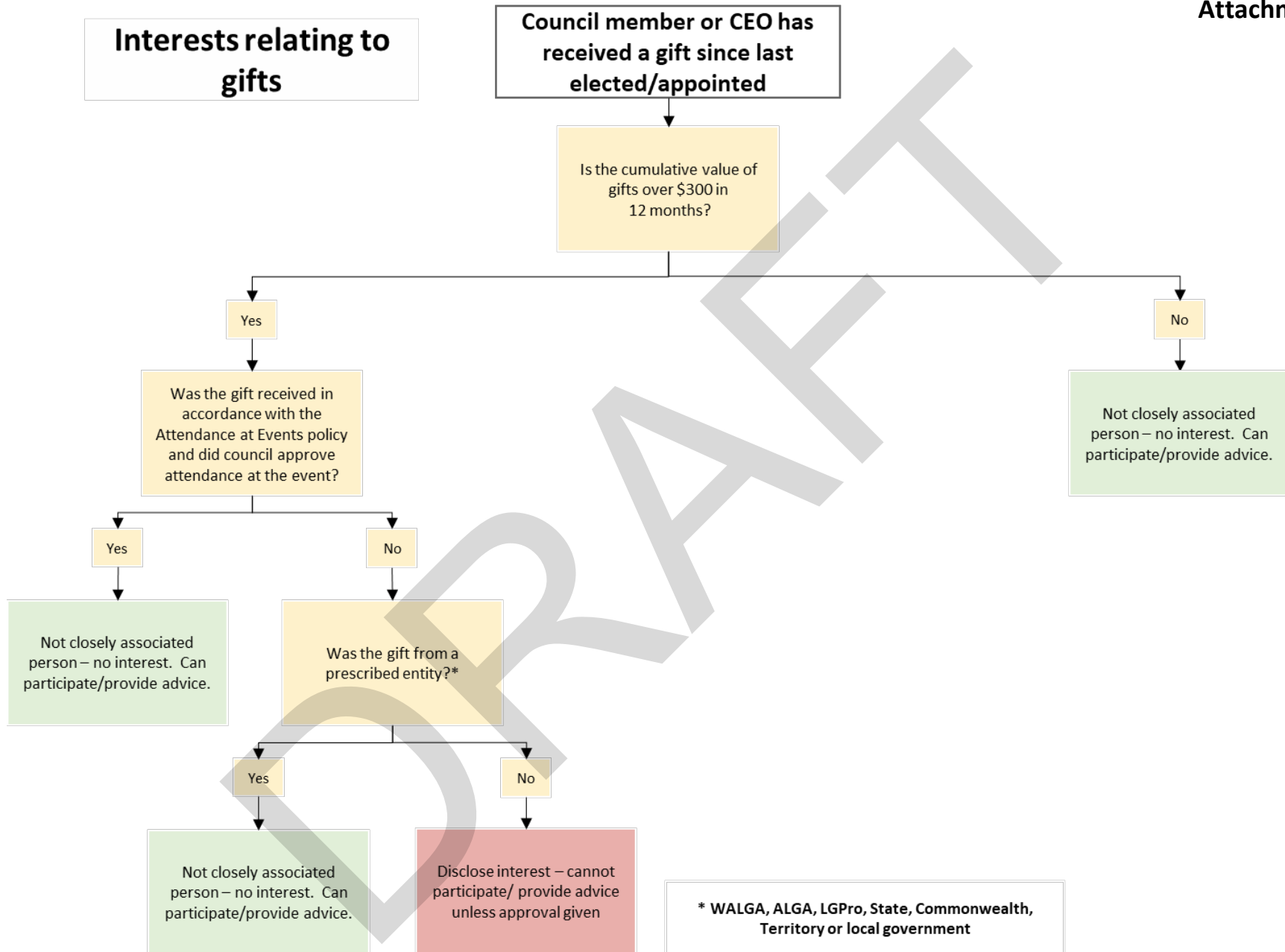
Date: _____

Gift framework - disclosure

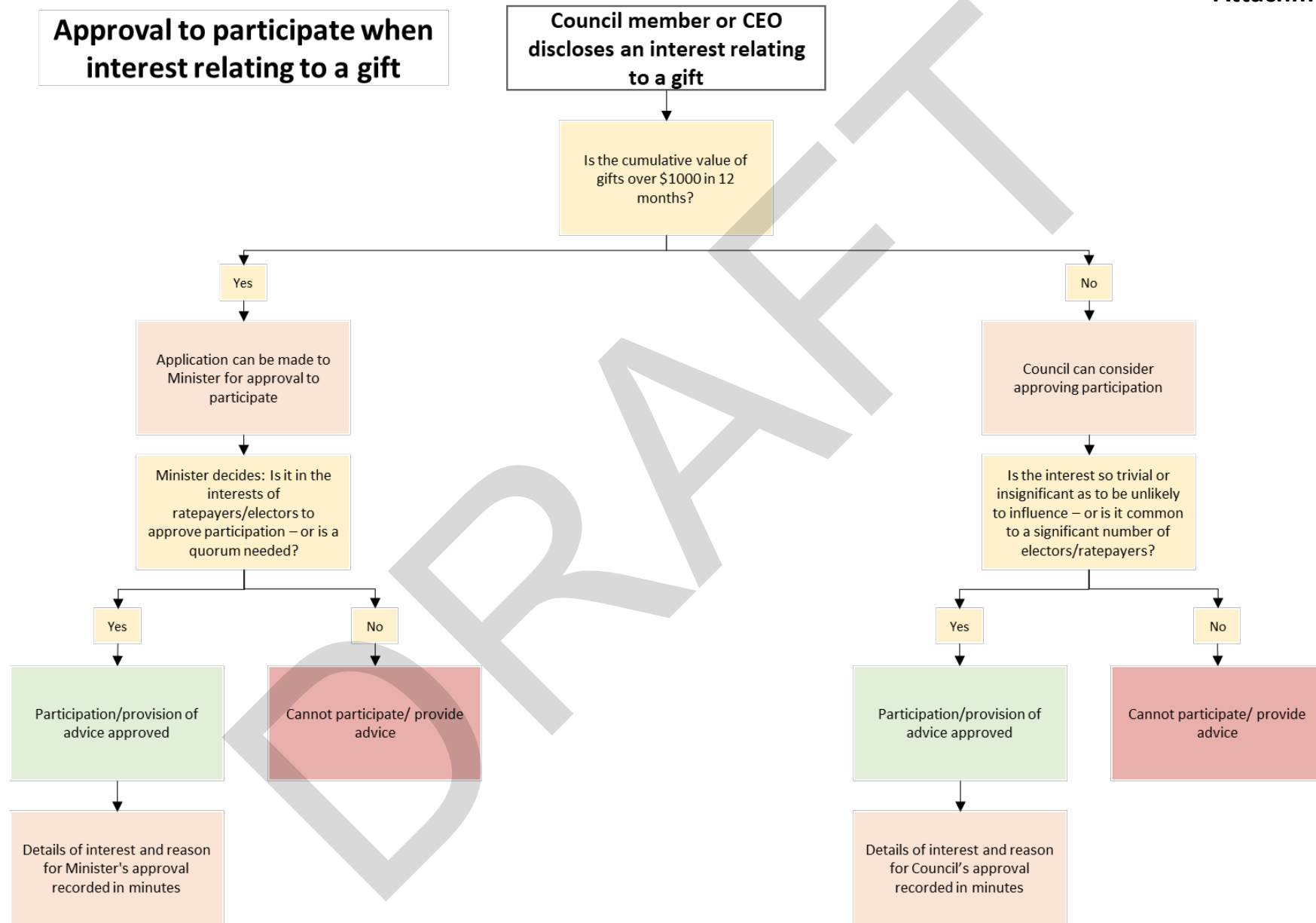
Council member or CEO receives a gift



*** Or a series of gifts from that person in a 12 month period was over \$300 in value**



Approval to participate when interest relating to a gift



13. CORPORATE SERVICES & COMMUNITY DEVELOPMENT

13.1 CARAVAN GROUP REQUEST TO STAY AT BORDEN PAVILION

| | |
|--------------------------------|-------------------------------------------------------------------|
| Location: | Borden |
| Proponent: | Bi Tone West Coast Caravan Club |
| File Ref: | |
| Date of Report: | 17 th August 2020 |
| Business Unit: | Corporate Services & Community Development / Environmental Health |
| Officer: | Llew Withers – Environmental Health Officer |
| Disclosure of Interest: | Nil |

ATTACHMENTS

Nil

PURPOSE OF THE REPORT

To provide advice to Council and allow Council to consider supporting a request from the Bi Tone West Coast Caravan Club to stay at the Borden Pavilion for three (3) nights in September 2020.

BACKGROUND

The Shire of Gnowangerup and the Borden Pavilion has been approached by a caravan group to camp at the Pavilion using facilities for \$15 per night for 3 nights from Saturday 19th to Tuesday 22nd September 2020.

The Bi Tone West Coast Caravan Club is conducting a roving rally for 14 days in September this year. The group has 32 vans, with 60 members participating in this event.

“The group is travelling for 2 weeks in the Central Wheatbelt and Great Southern shires. The Club is 95% retirees, who are not looking for adventure, but the opportunity of a quiet relaxed break in small towns away from the crowded south west coastal tourist strip. On this trip we are visiting Dumbleyung, Nyabing, Pingrup, Ravensthorpe, Hopetoun, Newdegate and Lake Grace. “

“The purpose of this correspondence is to seek approval to park our caravans at the Borden Sports Pavilion for three nights as well. From here we plan to take day trips (without towing the vans) to the Stirling Ranges, Bremer Bay, and visit nearby local towns of Gnowangerup, Tambellup, Ongerup etc.”

“We are aware there are nearby caravan parks, however, for such a large group they cannot meet our needs. We like to hold an evening function such as quiz night, group games, raffles, card nights etc., which require a sheltered indoor area. Generally, small caravan park camp kitchens and lounges where other guests are staying who also want to use these facilities are not practical or suitable for us. The Group will be visiting the Borden Tavern on the Sunday evening. “

“The Borden Pavilion facilities provides us with necessary facilities plus space to conduct our events and gatherings as well.”

“Due to the size of our club, similar requests in the past have been approved by shires such as Victoria Plains, Beverley, Kulin, Pingelly, Wagin & Cunderdin. We look forward to your favourable consideration.”

“Finally, our club operates under a comprehensive risk management plan for each rally, and all key committee members have completed the Safe Hospitality & Tourism Covid-19 Hygiene Course. I would be happy to provide any further information you require.”

COMMENTS

The use of the Pavilion shall be in line with the COVID 19 Safety Plan for the facility.

The Group will be staying in caravan parks in Newdegate and Ravensthorpe where community facilities are not available.

There is an abundance of ablutions available in the Pavilion for the use of the campers.

Most of the caravan vans have solar panels but about 1/3 will require connection to the centre facilities.

The Borden Pavilion is a community association that utilises land owned by the Shire of Gnowangerup.

CONSULTATION

I contacted Virginia Wade Proprietor of the Stirling Range Retreat (Caravan Park & Camping Ground). She had been approached by the Group who were prepared to split into two and camp at an approved site if permission was not granted to camp at the carpark of the Borden Pavilion.

I inspected the Borden Pavilion with Richard Milne to determine if there were sufficient ablution facilities available for 30 vans expected to stay at Borden. There are 2 change rooms for each gender with: - for male patrons – 3WCs, 3 metres of urinal, 3 hand basins and 11 showers and for females – 5 WCs, 3 hand basins and 6 showers

For 30 sites in a caravan park and camping ground, Schedule 7, Division 6, Regulation 20 (3) (b) requires for male persons – 2 WCs, 1200 mm of urinal, 3 showers & 3 hand basins and for female persons 3 WCs, 3 showers and 3 hand basins. All ablutions must be within 90 metres of a caravan.

I inspected the Borden Tavern on Friday 14th August. The Tavern was not displaying its COVID 19 Certificate but I was assured that the COVID Safety Plan was in place and a copy would be sent to me in the next few days. The Tavern would comfortably hold 60 persons under the present COVID Stage 4.

I rang Margot Byrne, joint Proprietor of Mt Trio Bush Camp & Caravan Park. At the time of preparing this Agenda item, the Bi Tone West Coast Caravan Group had not contacted her concerning the Group using Mt Trio facilities on the listed dates.

The Caravanning Group requires about 10 powered sites and the remaining caravans have their own power source. After discussing the Group's needs, there would be sufficient room in the park for 32 vans and the open lounge area would have sufficient room for the Caravan Group and other camp dwellers.

LEGAL AND STATUTORY REQUIREMENTS

The Caravan Parks and Camping Grounds Regulations (1997), Part 2- Caravanning and Camping Generally Regulation 10, 11 & 12 state that a person may camp in an approved caravan park or camping ground, or for up to 3 nights in any 28 days on land which he or she owns or has a legal right to occupy. There is provision to camp longer up to 3 months in 12 months with the approval of the local government or more than 3 months in any 12 months with the Minister's approval.

This regulation implies that as Council is the legal owner of the land, Council may allow camping to take place. The Borden Pavilion Association are the lessee and have requested the Group to stay.

The Stirling Range Retreat was not able to guarantee space for the whole group as they had not booked in advance (inquired in late July) and September is a busy time with individuals and Groups visiting to see the Wildflowers in the Stirling Ranges.

The Mt Trio Caravan & Camping Ground is sufficiently large enough to take the whole group and the covered meals area is big enough to accommodate 60 persons. It has sufficient ablutions for up to 30 sites for male and female ablutions and a separate disabled toilet & shower which could supplement either male or female patrons.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Vehicle movements on the Borden Pavilion Grounds may cause damage to the ground surface from wheels.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017

Theme: Sustainable Business Growth

Objective: Enhance and develop the tourism industry to promote growth and prosperity

Strategic Initiative: Develop partnerships to actively support visitor growth.

RISK MANAGEMENT CONSIDERATIONS:

Potential for damage to the Pavilion grounds by vehicles.

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

To support the request, therefore allowing the group deciding to stay in Borden as requested, which will impact on the approved accommodation businesses.

CONCLUSION

There is sufficient space at Mt Trio Camp Ground & Caravan Park to accommodate the touring Caravan Group.

Large groups of caravanners should be accommodated in locations that are designed for this purpose.

VOTING REQUIREMENTS

Simple majority.

OFFICER RECOMMENDATION

0820. That Council

Because there is sufficient space at Mt Trio Camp Ground & Caravan Park to accommodate the touring Caravan Group, does not approve the request from the Bi Tone West Coast Caravan Club to stay at the Borden Pavilion for three (3) nights (being Saturday 19th, Sunday 20th and Monday 21st September 2020).

| | |
|--------------------------------|-------------------------------------------------------------------|
| 13.2 | Budget Amendment – Ongerup Community Development Inc. Loan |
| Proponent: | N/A |
| File Ref: | |
| Date of Report: | 8 th August 2020 |
| Business Unit: | Corporate and Community Services |
| Officer: | Ian Graham – Deputy CEO |
| Disclosure of Interest: | Nil |

ATTACHMENTS

Nil.

PURPOSE OF THE REPORT

To seek Council approval for a budget amendment in the 2020-21 Annual Budget, to allow for the inclusion of a loan for the Ongerup Community Development Inc. (OCD Inc.).

BACKGROUND

On the 11th July 2020, the OCD Inc. wrote to the Shire of Gnowangerup requesting support from the Shire in the form of a short-term loan for \$340,000 to provide cash flow funding during the construction of two houses in Ongerup under the GSHI project. Council approved the request at the July 2020 meeting (Res. 0720.73).

COMMENTS

Due to the timing of the request, the proposed loan for the OCD Inc. was not included in the 2020-21 draft Annual Budget, which was also adopted by Council at the July 2020 meeting. Therefore a budget amendment is required to include the loan in the 2020-21 Annual Budget.

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil. The loan, interest cost and associated fees will be fully paid by the Ongerup Community Development Inc.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting.

RISK MANAGEMENT CONSIDERATIONS:

Primary Strategic Risk Category: Business/Community Disruption

Sub-category: Inability to Provide Core Services

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The recommendation ensures compliance with legislative requirements.

VOTING REQUIREMENTS

Absolute majority.

OFFICER RECOMMENDATION

0820. That Council:

Approves a budget amendment to the 2020-21 annual budget for a loan to the Ongerup Community Development Inc. (OCD Inc.), as follows:-

- **New loan (increase Liability) \$340,000**
- **Interest on loans (Expense) \$2,006**
- **Loan Fees (Expense) \$1,258**
- **Reimbursement of Interest on loan from OCD Inc. (Revenue) -\$2,006**
- **Reimbursement of Loan Fees from OCD Inc. (Revenue) -\$1,258**
- **Repayment of loan by OCD Inc. (decrease Liability) -\$340,000**

| | |
|--------------------------------|---------------------------------------------------------------|
| 13.3 | GREAT SOUTHERN TREASURES – MEETING MINUTES – JULY 2020 |
| Location: | N/A |
| Proponent: | Great Southern Treasures |
| File Ref: | ADM0415 |
| Date of Report: | 13 th August 2020 |
| Business Unit: | Corporate Services & Community Development |
| Officer: | Kirsty Buchanan - Community Development Coordinator |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- Great Southern Treasures meeting minutes – July 2020.
- Forward Planning Update Presentation.
- Australia’s South West Proposal – Destination Management Strategy.

PURPOSE OF THE REPORT

The purpose of this report is for council to receive the minutes and attachments from the recent Great Southern Treasures meeting held on Thursday 2nd July 2020.

BACKGROUND

Great Southern Treasures (formerly known as Hidden Treasures) was originally formed in or around 2001 and its membership comprised all of the Councils within the Great Southern, except for the City of Albany and the Shires of Denmark and Plantagenet. Subsequently, the Shire of Jerramungup has ceased being a member, while the Shire of Plantagenet has joined.

The primary purpose of Great Southern Treasures is to:

1. Promote tourist assets across the member local governments – equally and respectfully; and
2. Market the communities of Great Southern Treasures locally, nationally and worldwide.

COMMENTS

The Councillor Representative on this committee is Cr K O’Keeffe and Cr C Thomas as proxy. Kirsty Buchanan, Community Development Coordinator also attends these meetings.

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The operational costs for running the Great Southern Treasures is shared between the member councils. For the 2020/2021 financial year the Shire of Gnowangerup’s contribution is \$10,481.00.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: 1. Sustainable Business Growth

Objective: 3. Enhance and develop the tourism industry to promote growth and prosperity.

Strategic Initiative: 3.2 Develop partnerships to actively support visitor growth.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

| | |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Primary Strategic Risk Category | Project / Change Management |
| Description | Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes. |
| Residual Risk: (Low, Moderate, High, Extreme) | High |
| Consequence: (Insignificant, Minor, Moderate, Major, Catastrophic) | Major |
| Likelihood: (Almost Certain, Likely, Possible, Unlikely, Rare) | Possible |

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The Shire of Gnowangerup is one of nine councils that are part of the Great Southern Treasures. Meetings are held every two months at alternate locations.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

0820. That Council

Receives the minutes from the Great Southern Treasures meeting on 2nd July 2020.

Minutes

GREAT SOUTHERN TREASURES
Committee Meeting – Nyabing Recreation Pavilion, Nyabing
Thursday 2 July 2020, 10.30am

Opening: The Chair, Ronnie Fleay, opened the meeting at 10.36am

1. Attendance and Apologies

| Shire | Representative | Proxy |
|----------------------|----------------------------|-----------------|
| Chair | Ronnie Fleay | |
| Broomehill Tambellup | | Keith Williams |
| Cranbrook | Peter Slater | |
| Gnowangerup | | Kirsty Buchanan |
| Katanning | | |
| Kent | Rick Miller | Kate Johnston |
| Kojonup | Rick Mitchell-Collins (R2) | |
| Plantagenet | Andrus Budrikis | |
| Woodanilling | Lesley Trimming | |
| GSDC Representative | Jessica van der Waag | |

1.1. Admin, Guests and Representatives, Danielle Killey, GSDC, Caroline Robinson, 150 Square,

1.2. Apologies Peter, Jessica van der Waag, Samantha O'Neill, Lesley Trimming, Kate O'Keefe, Liz Guidera, Natassia Shirazee, Kelly Holzknacht

2. Confirmation of Minutes from previous meeting

The minutes of the General Committee Meeting on 14 May 2020 (via Zoom) were updated and are to be endorsed by email as a true and accurate record.

3. Business Arising from previous minutes

3.1. Contracted Caroline Robinson, 150 Square, to commence work on business plan

3.2. Signed an MOU with GSCORE to write marketing plan for recreation circuit

3.3. Distributed new tour guide to all shires. Ordered another 5000 to be printed.

3.4. Presented to Shire of Gnowangerup & met with Shire of Cranbrook to explain funding model for 2021 (based on PowerPoint presented at the Zoom meeting 14 May)

3.5. Committed \$5000 of marketing budget to Australia's South West media campaign (famil, Stirling Range recovery, Bloom support)



4. Agenda Items

4.1. Chair Welcome

4.2. Business Plan Update

A powerpoint presentation was given by Emily (attached). Caroline Robinson, 150 Square, was in attendance for this presentation and was able to answer any questions that arose. The presentation gave a general overview of what has occurred so far with the business plan and the next steps. The following comments came out of that presentation:

Slide 5. Everyone needs to read the ASW proposal as a business model option (attached). If this is a preferred model it will change the development of the business plan. The regional subsidiary model needs to be added to the Governance table.

Slide 7. The group was asked to prioritise the 5 goals in order of importance. It was general consensus that all 5 steps will be key pillars of the plan. Caroline Robinson suggested looking at each LGA strategic plan to pull out tourism priorities & build those into the business plan.

Slide 8. Discussed how to achieve goals. Suggestions: marketing, coordination, facilitate product development and collaboration.

Slide 9. Requested that Bloom FTE be changed to represent a 12 month figure, not 6 months.

Slide 10. Requested that dates all be pushed back by a month.

Next Steps. Email all associated documents to committee to review, including updated Governance Structure table. Arrange a Zoom meeting with committee if required.

NOTE. At the end of the presentation is the suggested work plan for the Executive Officer and costs associated with that for 2020/21. This is taken from the presentation given at the May meeting.

4.3. Bloom online

There are \$5,700 reserve Bloom Funds held with Shire of Katanning. We were successful in applying for a GSDC grant for \$5,000 for Bloom 2020. The Bighead Digital campaign will cost \$7,500 and video purchase \$500. Our buy in with ASW will support some marketing of Bloom. The draft itineraries were shown to the committee. These will be distributed to the committee for feedback before the end of July. A grant application was also made to GSDC for Bloom 2021 and we were successful in securing \$7,500.



4.4. GSCORE

Emily has signed an MOU with GSCORE to write a marketing plan for the recreation circuit (attached). This marketing plan will outline ways to promote the trail and can be used to support future funding applications. The committee discussed naming options for the circuit and 'Treasure Trails' was put forward. Other suggestions are welcome and it can be put to a vote at the next meeting. We discussed the importance of consistency of signage across the entire trail. All agreed that it should look the same in each shire. GSCORE have just submitted an application to REDS Round 3 for funding to support the development of the circuit.

4.5. Distribution of Tour Guide

Committee agreed to send a cover letter and the new guide to all Visitor Centres in WA at a cost of \$114.00. Once we establish demand we can reprint as needed.

4.6. FRRR grant

\$9,908 remaining to acquit before November 2020. This will be used for the writing of the business plan, printing and distribution of the Tool Kit and some tourism workshops.

5. **Correspondence:** as per agenda

6. **Chairs Report:** nil to report

7. Finance Report:

Shire finances tabled. **MOTION:** The committee accepts the finances as tabled. **MOVED:** Andrus Budrikis **SECOND** Rick Miller **All agreed**

8. General Business

Keith Williams introduced discussion on the MOU. This is being developed, in order to provide some surety for GSTreasures going forward, while awaiting the outcome of Caroline Robertson's work which is exploring a number of management models.

Keith and Julian Murphy have been investigating the benefit of forming a Regional Subsidiary as against an incorporated body. This will be workshopped with GSTreasures and consultant Caroline Robertson given her vast background.

The MOU will be circulated to committee and once any adjustments are made the agreement can be signed by the LG members.

Emily gave an update on the joint REDs funding application being submitted by the Shire of Katanning and Treasures.

Andrus Budrikis requested adding a social media report to the agenda

Discussed the South West Edge, a new marketing campaign between 3 RTOs – Perth, ASW and Golden Outback. <https://www.thesouthwestedge.com.au> There is a great interactive map on the home page that is worth exploring.

9. Administration Officer Report

| Item | Number | Comments |
|----------------------------------------------------------------------|--------|---------------------------------------------------------------------------------------|
| Tour Guide & Map | 7,000 | About to do mail out to all VCs |
| Tour Guides as at | | |
| # general enquiry emails | | |
| # emails forwarded to Chair, Bloom Coordinator or Exec for follow-up | | Admin, Bloom, Reds, GSCORE, business planning, committee structure, finance 2020/21 |
| # purchase orders prepared | 6 | ASW (media campaign), Wayfound (printing), Emily Hardie (invoices and reimbursements) |

10. Administration Officer - Cumulative Hours 2020

| Item | Since last meeting | Description | Cumulative (since 1 Jan 2019) |
|---------------------------------------------|--------------------|----------------------------------------------------------------------------------|-------------------------------|
| Km Travelled (in-kind) | 706km | KA x 5, SoP x 1, GNP x 1, CB x 1 | 2,360 kms |
| Estimated # hours worked since last meeting | 200 hrs | 7 weeks: admin, bloom, trails, REDS, BHG, business plan, marketing plan, toolkit | 594 hrs |

11. Shire & Delegate In Kind Record 2020

Time included the HT Meeting and Travel as well as any activities that have been undertaken such as attending shows etc.

| Shire / Delegate | In-Kind Hours current month | Total Accumulated Hours (since 1 Jan 2020) | Other Kms \$ cash \$ in kind | Description of Activities |
|-----------------------|-----------------------------|--------------------------------------------|------------------------------|---------------------------|
| Broomehill- Tambellup | 8 | 11.5 | | Travel and meeting |
| Cranbrook | 8 | 13 | | Travel and meeting |
| Gnowangerup | 4 | 5 | | Travel and meeting |
| Katanning | | 1 | | Travel and meeting |
| Kent | 3 | 7 | | Travel and meeting |
| Kojonup | 7 | 13 | | Travel and meeting |
| Woodanilling | | 3.5 | | Travel and meeting |
| Plantagenet | 10 | 15 | | Travel and meeting |
| GSDC | 10 | 18 | | Travel and meeting |
| Chair | 10 | 17.5 | | Travel and meeting |

12. Next meeting date and Close of Meeting

The next meeting is 6 August via Zoom. Caroline Robinson will join this meeting.

The Chairperson closed the meeting at 1.00pm



FORWARD PLANNING

UPDATE

2 JULY 2020

Emily Hardie

PRESENTATION PURPOSE

- Update GST Committee - work to date on the group's business plan
- Seek feedback on work to date
- Seek feedback from the GST Committee regarding next steps

OUR VISION

Drive visitation and tourism in our region by knowing the value and beauty of where we live and sharing that through genuine experiences and great hospitality

PURPOSE OF THE WORK

- Develop a strategic plan for GST
- Develop a 12month activity plan linked to the strategic plan



DESIRED OUTCOMES OF THE WORK

1. Core business and focus for GST
2. Direction and activities for next 3 years
3. Guide investment and resource allocation
4. Governance structure to manage EO
5. Forward planning for projects/initiatives
6. Sustainable model



STAGE ONE - JUNE

- Engaged 150Square
- ZOOM meetings to:
 - Establish groups current position
 - Establish groups purpose and proposed future direction
 - Identify operational successes, challenges and improvements
 - Pros and cons of various governance structures
 - Status Quo
 - MoU
 - Incorporated Association
 - Regional Subsidiary
 - Identify key questions for member Councils



STAGE ONE – KEY CONSIDERATIONS

Note: Committee received governance summary table & ASW proposal

- Clarity on the groups purpose and how it is achieved
- Education about the groups purpose with members and key stakeholders
- Clarity on the role and responsibilities of the EO
- Appropriate governance structure and reporting lines
- Forward plan to guide resource allocation
- Data to measure the groups performance and investments



STAGE TWO - TODAY

Key questions for member Councils before proceeding into the development of a strategic/business plan and 12 month activity plan

Prioritise the following in order of importance (1 to 5):

- Increasing the profile of the member's tourism assets and communities (marketing)
- Increasing overnight stays in the member communities
- Increasing collaboration amongst tourist operators, visitor centres and member Councils
- Support tourism product design, development or collaboration
- Collaboration and coordination of the visitor / tourist experience

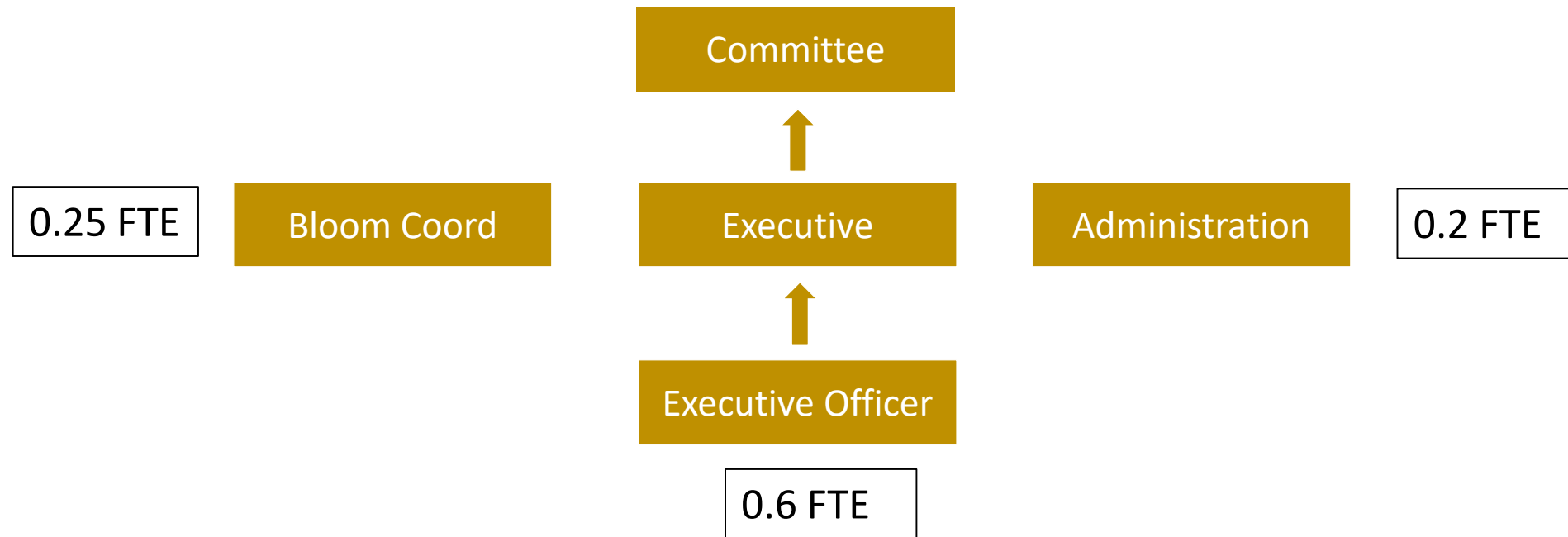


STAGE TWO - TODAY

- Key questions for member Councils before proceeding into the development of a strategic plan and 12 month activity plan
 - **How does the group achieve this?**



PROPOSED STRUCTURE



Note: Bloom hours calculated on last year. 500 hours over 6 months. EO hours based on current workplan.

STAGE TWO – NEXT STEPS

Next steps

- Stage Two (JULY)
 - Feedback from Councils and CEOs regarding the **groups purpose and how** it achieves this
- Stage Three (AUGUST)
 - Report back to GST and gain additional feedback
 - Development of a strategic/business plan and activity plan by EO and 150Square
- Stage Four (AUGUST/SEPTEMBER)
 - Report back to GST and gain additional feedback
 - Endorsement and presentation to Councils



FEEDBACK

- Work to date by the EO and 150Square?
- Next steps?



Work Plan

JULY 2020 – JUNE 2021

CAPACITY BUILDING

- **Roll out 'We love..' workshops in other communities.**
- **Tourism training opportunities for CRCs in partnership with Australia's South West.**
- **Finalise and distribute the 'Local Tourism Toolkit'.**

MARKETING & PROMOTIONS

- **Develop a Marketing Strategy for Great Southern Treasures, including the Treasures trail included in the GSCORE Regional Master Plan.**
- **Attend Caravan and Camping (October 2020) with Australia South West and Amazing South Coast.**

- **Deliver Bloom 2020: Social media campaign based around itineraries to promote intra–regional travel during Spring, as well as encourage those from Perth to visit. The project will help support businesses recovery post covid.**
- **Continue to update and promote the website, facebook and instagram.**

FUTURE DIRECTION

- **Oversee development of the Great Southern Treasures Business Plan.**
- **Plan for new projects in consultation with LGAs and partners and seek funding.**



Recommendation
2020/21 Budget

| | 2019/20 | 2020/21 | | |
|-----------------|--------------------------|--------------------------|---------------------------------|--------------------------|
| | Base plus PO 4 days/week | Base plus PO 4 days/week | Base plus PO 3 days/week | Base plus PO 2 days/week |
| BHT | 7,000 | 11,801 | 9,782 | 7,763 |
| CB | 7,000 | 11,801 | 9,782 | 7,763 |
| GNG | 7,500 | 12,644 | 10,481 | 8,318 |
| KA | 10,000 | 16,859 | 13,975 | 11,090 |
| KT | 4,000 | 6,744 | 5,590 | 4,436 |
| KO | 7,500 | 12,644 | 10,481 | 8,318 |
| PL | 7,500 | 12,644 | 10,481 | 8,318 |
| WO | 4,000 | 6,744 | 5,590 | 4,436 |
| Subtotal | 54,500 | | | |
| REDS | 37,382 | | | |
| TOTAL | 91,882 | 91,882 | 76,162 | 60,441 |



DESTINATION MANAGEMENT STRATEGY

Prepared for the Great Southern Treasures

Version 1 (13 May 2020)

Contact:

Catrin Allsop
Chief Executive Officer
Australia's South West (ASW)
Ph: 0408 893 323
Email: ceo@australiassouthwest.com

GST Destination Management Strategy (v1) (13 May 2020)

1

1. EXECUTIVE SUMMARY

This document outlines a Destination Management Strategy option to ensure that the Great Southern Treasures (GST) region has a destination marketing and industry engagement presence into the future and a tactical response to the impact of the COVID-19 pandemic on the region.

This model aims to provide sustainability and growth for tourism in the Great Southern Treasures region. It provides opportunity for industry and government to work more closely together on a collaborative basis delivering initiatives that will provide economic benefits to all participating local government areas whilst leveraging existing funding and resources.

Australia's South West (ASW) is the regional tourism organisation responsible for destination marketing for the South West region through funding by Tourism Western our member base of operators and stakeholders. Our primary role is intrastate (Perth and surrounds) marketing whilst supporting Tourism WA in the interstate and international markets.

Approach:

ASW, Great Southern Treasures and local government take a joint leadership role in achieving these outcomes.

Recommendations:

1. ASW provides governance, management, and administrative functions
2. A locally based GST Industry Liaison & Communications Officer is appointed to engage with the industry
3. ASW delivers the GST destination marketing plan for the region
4. ASW provides destination development services to industry and government

Catrin Allsop 13/5/2020 1:04 PM

Comment [1]: Which would still be you Emily

Total Cost:

\$TBC+GST per year (scalable according to desired outcomes particularly through the restricted travel and recovery period – see Great Southern Treasures Tourism Schedule and Budget supporting document).

Timeframe:

This strategy is to be implemented from 1 July 2020 for TBC years. Depending on the length of time before the recovery period begins, the outcomes can be staged and budgeted accordingly.

Economic Imperative:

By implementing the following recommendations, the partners will ensure that their investment in tourism is expended efficiently and effectively, and that the Great Southern Treasures region will be in a strong position to rebound at the end of the crisis period.

Benefits:

- Improved broader economic return to local government and local businesses
- Long term sustainability of Great Southern Treasures in the marketplace
- Build and leverages excellent work to date that has been achieved by the Great Southern Treasures
- Provides a supportive environment with the ability to leverage ASW skills and expertise in marketing, capacity and capability building and stakeholder engagement
- Access to ASW resources and networks including Tourism Western Australia and Tourism Australia, tourism trade, media and consumer databases

- Being including in federal and state funding application and marketing initiatives
- Provides a robust platform for increased local and regional collaboration
- Cost effective solution by leveraging additional activities and resources

2. RECOMMENDATIONS

Recommendation 1: ASW provides governance, executive management, administrative functions and strategic planning

ASW provides governance, executive management, administrative functions and strategic planning for the Great Southern Treasures Tourism Association.

Financial implications: To be funded by the participating local governments as a governance and administrative fee

Management structure: ASW CEO and executive team will undertake this these elements

ASW Board comprises an independent Chair, skills based and industry representation Board Directors (including BG representative) and will be responsible for the governance and delivery of the BG collaborative marketing and industry engagement agreement.

The table below outlines the key functions ASW would provide as part of the service agreement.

| Governance | Management | Administration |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------|
| ASW Board Industry Advisory Body (recommendation no.5) Secretariat support | Financial HR Risk/Legal Business continuity Asset management | Bookkeeping Stakeholder communications Industry communications |

Recommendation 2: Appoint an GST Industry Liaison and Communications Officer

An Industry Liaison and Communications Officer would be employed to work with ASW. Industry Liaison and Communications Officer will implement marketing elements such as social media and be the conduit between the marketing and development initiatives delivered by ASW and local tourism businesses. This will ensure that local content is fed into ASW's campaigns, and that local businesses can leverage ASW brand assets.

Financial implications: This position to be funded by participating local governments.

Management structure: This person to be employed by ASW. Position will require sales experience (to engage industry to buy-in to campaign activity); practical marketing experience and industry engagement skills. **The intention is to retain the Executive Officer currently employed by the GST.**

Recommendation 3: ASW delivers the GST destination marketing plan

ASW is responsible for delivering the GST marketing plan developed and endorsed in collaboration with the participating local governments and industry. ASW would be responsible for GST brand asset management, the schedule of agreed marketing deliverables including collateral, tactical campaigns (sub-regional and whole of region), and development of industry liaison tools. ASW has significant reach within all domestic markets (intra and inter-state) and presence in relevant international markets. ASW would deliver both its regional ASW brand as well as the GST sub-regional brand where deemed relevant. In the immediate term, ASW would provide direction to the industry on how to respond to the current crisis and what businesses need to do to get ready to re-enter the market.

Financial implications: The marketing plan would be funded by participating local governments and/or on an identified project basis with state funding such as the REDs funding and funding already received by ASW. The marketing outcomes can be weighted dependant on funding amounts received by each participating local government.

Management structure: ASW would receive guidance from the participating local governments.

Recommendation 4: ASW provides destination development services

ASW delivers destination development services to include infrastructure lobbying and funding requests support, education of consumer needs and stakeholder management.

Execute a local government tourism conference to educate and inform local government stakeholders on the value of tourism.

Financial implications: To be funded by the participating local governments as a governance and administrative fee and industry liaison expenses

Management structure: ASW CEO and executive team will undertake these elements

3. PROJECT PLAN

ASW will develop and deliver the tactical response in partnership with the participating local governments. The changing nature of the current public health emergency, and the Australian Government's response to it, means that the project plan needs to be flexible. The tasks and phases identified above constitute an initial project plan. Given current emergency conditions, the project will be delivered remotely. Delivering a successful strategy across the entire state will require the support and commitment of all partners. Any in-kind resources that can be given by ASW will be included.

A strategic approach and annual marketing plan will be developed and endorsed in collaboration with GST, industry and participating local governments.

Reporting to local governments on regular basis both verbal presentations and reporting can be included and delivered by ASW.

3.1 Critical Assumptions

The critical assumptions of this strategy are:

- The participating local government funding partners support the key recommendations and can apply the necessary budget to deliver the required outcomes
- Each participating local government commits to an annual meeting to discuss and formulate destination marketing and destination development strategies for next financial year
- There is a MOU commitment to maintain brand message, provide content as required, collaboration (where feasible) and cross promotion.
- ASW exists and is solvent

3.2 Membership

All tourism businesses who active industry partners of GST will be given an ASW essential level complimentary for 21/22. 22/21 will be paid membership and any revenue will go towards the financial sustainability of ASW and destination marketing outcomes.

3.3 Governance

ASW is a not-for-profit Incorporated Association to provide industry support and destination marketing for the South West region. We have a strong track-record of delivering value-for-money campaigns and projects with economic development outcomes. Existing staff are available to work on this project and a Board to oversee the Governance of the organisation. The organisation is solvent, with sufficient funds and cashflow to deliver this strategy in addition to its other programs.

3.4 Investment Required

The following annual investment is required to deliver this strategy through a collaborate marketing and industry engagement agreement for the period June 2020 to June 2023. The main costs are salaries to carry out core functions associated with recommendations 1 to 3. The solution is scalable depending on desired outcomes, and in line with current commitments.

ASW would seek further financial contribution from the tourism industry and stakeholders on additional marketing initiatives and projects.

| Recommendation | Resources | Cost |
|--------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------|
| Recommendation 1 (Governance and Admin) | ASW Chief Executive and Administration (0.2FTE) | \$TBC |
| Recommendation 2 (Industry Liaison) | GST Industry Liaison and Communications Officer (1FTE) plus on-costs and 10K liaison expenses | \$TBC |
| Recommendation 3 (Marketing) | Destination marketing plan | \$TBC |
| Recommendation 4 (Destination Development) | Destination Development outcomes | Per project basis |
| TOTAL | | \$TBC per |

GST Destination Management Strategy (v1) (13 May 2020)

5

| | |
|--|-------|
| | annum |
|--|-------|

Note this plan is subject to ASW Board approval but has in-principle support

GREAT SOUTHERN TREASURES SCHEDULE AND BUDGET

Version 1 (13 May 2020)

Each participating local government commits to the formulation of a destination marketing, destination development and industry liaison plan and commits the necessary budget.

SUMMARY

| Initiative | Resources needed | Resource Time ALL TBC | Activity Budget (minimums) |
|------------------------------------------------|------------------------------------------------------------------|---------------------------------|----------------------------------------|
| Brand | GST Industry Liaison and Comms Officer | N/A | N/A |
| Image library | ASW Marketing Manager | In-kind | TBC |
| Digital marketing | GST Industry Liaison and Comms Officer | 0.2 FTE | TBC |
| Social media & web/travel platforms | GST Industry Liaison and Comms Officer | 0.2 FTE | TBC |
| Collateral | GST Industry Liaison and Comms Officer | 0.05 FTE | TBC |
| Campaigns | ASW Marketing Manager and GST Industry Liaison and Comms Officer | In-kind and 0.05 FTE | TBC |
| Media and PR | ASW Marketing Manager | In-kind | TBC |
| Trade | ASW Marketing Manager | In-kind | TBC |
| Industry liaison and support | GST Industry Liaison and Comms Officer | 0.3 FTE | TBC |
| Destination Development | GST Industry Liaison and Comms Officer | 0.1 FTE | TBC |
| Event marketing & development | GST Industry Liaison and Comms Officer | 0.1 FTE | TBC |
| Infrastructure | ASW CEO | 0.1 FTE | Within Executive recommendation budget |
| Advocacy & governance | ASW CEO | 0.1 FTE | Within Executive recommendation budget |
| Total | GST Industry Liaison and Comms Officer and expenses | 1 FTE | TBC |
| Total | Marketing | | TBC |
| Total | Governance, stakeholder management and admin | | TBC |
| Total | | | TBC |

1. INITIATIVES

Insert here desired outcomes and corresponding budget

1.1 BRAND

- ASW and GST Industry Liaison and Comms Officer will manage all brand assets

1.2 IMAGE LIBRARY

1.3 DIGITAL MARKETING

- Website
- Industry Enews

1.4 SOCIAL MEDIA

- Manage all social media channels

1.5 COLLATERAL

1.6 CAMPAIGNS

1.7 MEDIA & PR

1.8 TRADE

1.9 EVENT MARKETING & DEVELOPMENT

1.10 INFRASTRUCTURE

- Work with LGAs and stakeholders to develop lists and lobby for funding and support for:
 - Hero attractions and core infrastructure that appeal to our target audiences and creates world-class experiences

- Infrastructure and services to support business growth
- Infrastructure to support connectivity
- Future projects list based on trends, gaps etc
- Work with LGAs and stakeholders to ensure projects meet consumer needs

1.11 INDUSTRY LIAISON AND SUPPORT

- Build a cohesive tourism industry through relationship building, practical support and information sharing
- Host regular networking events
- Visitor Servicing relationship management

1.12 DESTINATION DEVELOPMENT

1.13 ADVOCACY & GOVERNANCE

- Manage governance processes and groups
- Sub-regional cohesiveness
- Educate on the Value of Tourism

14. INFRASTRUCTURE AND ASSET MANAGEMENT

14.1 AIRPORT SEAL FAILURE

| | |
|--------------------------------|-------------------------------------------------------|
| Location: | Gnowangerup Airport |
| Proponent: | N/A |
| File Ref: | |
| Date of Report: | 17 th August 2020 |
| Business Unit: | Infrastructure |
| Officer: | Geoff Carberry - Asset & Waste Management Coordinator |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- 5 Photos
- 3 Quotes,
- Approval signed by Shire President

PURPOSE OF THE REPORT

To advise Council of urgent works required on the airport runway due to bitumen seal issues and to request ratification of approval for emergency funding of the works.

BACKGROUND

Recently a weekly inspection located three areas of varying bitumen seal failure. On two of these areas the seal has been damaged with the third showing signs of impending failure.

The runway was last sealed in 2009 with a two coat seal being applied. An enrichment over spray has also been added.

COMMENTS

Investigation of the areas indicated that the seal may have broken away under heavy braking of an aircraft.

The first two areas identified were patched as a matter of safety to landing aircraft.

Whilst investigations were continuing multiple areas indicating seal failure were found. This included three large areas near the intersection of the runway and the taxiway where the seal “ballooned” (See photos 3, 4 & 5) then subsided leaving a bubbled but intact surface. These areas sound hollow when tapped.

Analysis of these areas, including drilling, found no obvious cause.

Further analysis indicates that the base bitumen seal is quite brittle.

General causes for this brittleness can be attributed to a combination of age of the seal and lack of traffic on the seal

With the airport now being certified there are additional standards required to be maintained.

As the failures were affecting a substantial part of the southern area of the runway requiring attention at the earliest possible time, staff requested that emergency funding be made so that works could be immediately initiated.

Quotes have now been obtained for the spraying of the rejuvenation seal from:

Fulton Hogan at \$0.60 per litre

Bitumen Surfacing at \$0.73 litre per litre

Colas – declined to quote.

Line marking will need to be reinstated to the MOS 139 standards after the rejuvenation works have cured. These works are estimated at \$5000.

CONSULTATION

Numerous parties were consulted regarding the failed areas including:

- Main Roads WA
- Fulton Hogan
- Airport Management Services

No one had experienced the same issues or could provide a cause other than bitumen life expiry.

LEGAL AND STATUTORY REQUIREMENTS

Manual of Standards 139

6.2.9 Runway Surface

6.2.9.1 The surface of a bitumen seal, asphalt or concrete runway must not have irregularities that would result in the loss of frictional characteristics or otherwise adversely affect the take-off or landing of an aircraft.

Note: The finish of the surface of a runway should be such that, when tested with a 3m straight-edge placed anywhere on the surface, there is no deviation greater than 3mm between the bottom of the straight-edge and the surface of the runway pavement anywhere along the straight-edge.

6.2.9.1A The surface of a bitumen seal, asphalt or concrete runway must have an average surface texture depth of not less than 1mm over the full runway width and runway length.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

An allocation of \$50,000 is requested to be made in the 2020/2021 budget to carry out an immediate surface rejuvenation seal.

Should the surface fail totally there would be an approximate cost of \$250,000 to resurface the runway.

STRATEGIC IMPLICATIONS

Without remedial action the airport risks being closed due to not meeting MOS 139 standards which would directly impact on Community Health treatment options. I.e. RFDS unable to land.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

A non compliant surface presents a high risk to the Shires liability.

IMPACT ON CAPACITY

Nil as the works will be carried out by a contractor.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Spot patching may be carried out however the same type of failure will continue to occur and may dramatically affect aircraft safety due to uneven braking coefficient across the runway or during a pavement failure.

CONCLUSION

Leaving the seal in its current state risks total seal failure,

It is requested that Council make funds available from the 2019/2020 budget surplus to enable the remediation works to be completed.

Due to the urgent nature of the failures, emergency funding for the repairs was sort and approved by the Shire President.

VOTING REQUIREMENTS

Absolute majority

OFFICER RECOMMENDATION

0820. That Council

Ratifies the decision of the Shire President to grant permission for emergency funding of airport seal repairs to a maximum of \$50,000.

Airport Runway Seal Failure #1



Airport Runway Seal failure #2



Airport Runway Seal Failure #3



Airport Seal Failure #4



Airport Runway Seal Failure #5



Wednesday, 12 August 2020

Fulton Hogan Lot 6 Harris Road, Picton WA 6229

SHIRE OF GNOWANGERUP
PO BOX 147
GNOWANGERUP WA 6335

Attention: YVETTE WHEATCROFT

Project Title : Gnowangerup Airstip Enrichment

| Description | Quantity | Unit | Rate \$ | Total \$ |
|--------------------------------------------------------------------------------------------|-----------|----------------|---------|--------------------|
| SPRAY SEALING | | | | |
| Supply & Spray Emulsion Enrichment Coat at Binder Application Rate of 0.6 L/m ² | 41,000.00 | m ² | \$0.60 | \$24,600.00 |
| Total for SPRAY SEALING | | | | \$24,600.00 |
| Total Price | | | | \$24,600.00 |
| GST | | | | \$2,460.00 |
| Total Price inc GST | | | | \$27,060.00 |

PROJECT SPECIFIC CONDITIONS.

-

STANDARD CONDITIONS.

- ****Rise and Fall - Bitumen - Due to the current volatility of Bitumen rates this quotation is subject to rise and fall based on current GMP from Puma Kwinana being \$1136.20/ tonne + GST as of 1st July 2020** if works are accepted and completed within 30 days of quotation rates will be fixed.**
- **For practical & safety reasons we are unable to Spray and/or lay Asphalt at a grade in excess of 16% maximum, therefore, we reserve the right to review our quotation when a site inspection is possible after the pavement is constructed.**
- **The submitted prices are offered in accordance with all Terms and Conditions that form part of this Quotation being accepted by the client. Should this quotation be successful, please sign and return the Acceptance of Quotation (Clause 10).**
- **This quotation remains open for acceptance for 30 days from the date of issue, prices subject to review after this period.**
- **The quantities listed are approximate only and our invoice will be based on actual quantities completed.**
- **No deductions, retentions, back charges or set - offs are to be made by the customer against payment for these works.**
- **Should the value of these work be above current credit terms a Bank Guarantee may be required. Where there is no credit terms in place with Fulton Hogan a Bank Guarantee will be required.**
- **Shifts cancelled less than 48 hours prior to programmed commencement of works will have all costs reimbursed in full by client to Fulton Hogan Industries.**
- **This submission (including pricing and program) is based on the assumptions that the COVID-19 (CoronaVirus) does not impact the project, our ability to perform the works within the time indicated or at all, does not impact our ability to obtain critical materials where necessary or in the event that the Government (or other Authorities here in Australia or Worldwide) issue restrictions which impact people movement. We may seek to review and amend the submission should these assumptions change.**
- **A suitable laydown area for plant and equipment and/or stockpile location situated within the works is to be provided at no cost to Fulton Hogan Industries.**
- **Limit of accuracy - the quantities provided for in this quotation are limited to +/- 10%. Fulton Hogan Industries reserves the right to revise the quotation if quantities are outside nominated limits.**
- **Mutual agreement of Commercial Terms & Conditions, clarification of Specifications, Design, Scope and Program required before commencement of works and rates adjusted accordingly if required. Evaluation and signing of subcontract terms may take 1 week from receiving document.**
- **Quotation is to be read as non-separable unless approved in writing by Fulton Hogan Industries**
- **Prior to commencement of the works by Fulton Hogan Industries, the signing of this document and a purchase order will be required to be returned.**

- Quotation prices are offered in accordance with Fulton Hogan Industries Terms & Conditions for full disclosure please visit www.fultonhogan.com/terms-conditions/
- Our submission does not including any goods and services tax (GST). Any goods and services tax will be added in accordance with the applicable GST law as defined in the New Tax System Act of 1999.

A handwritten signature in black ink, consisting of a large, sweeping loop at the top and a long, horizontal stroke extending to the right.

Fulton Hogan Lot 6 Harris Road, Picton WA 6229
South West Area Manager
9725 4630

FULTON HOGAN TERMS AND CONDITIONS

Fulton Hogan Industries Pty Ltd (ABN 54 000 538 689) (Fulton Hogan)

These terms and conditions (Terms) will apply to any works (Works) (including the supply of materials) described in Fulton Hogan's quotation (Quotation) and undertaken by Fulton Hogan at the Customer's request. Expressions used in the Quotation have the same meaning in these Terms.

1. PRICE AND PAYMENT

1.1 Subject to these Terms, Fulton Hogan will complete the Works for the Price.

1.2 Unless the Customer has entered into written terms of credit with Fulton Hogan, the Price must be paid in full by the Customer to Fulton Hogan before Fulton Hogan is required to deliver any materials or commence the Works.

1.3 Fulton Hogan may by notice to the Customer adjust the Price if:

1.4 during the period between the date of the Quotation and the commencement of the Works, the cost of labour or materials has changed;

1.5 the Works described in the Quotation are different from the work actually performed by Fulton Hogan pursuant to the Quotation or as required by the Customer; or

due to matters outside of Fulton Hogan's reasonable control (for example, inclement weather, unsafe workplace, site restrictions, inadequate / inappropriate site preparation or delays by others), the Works take longer than reasonably anticipated by Fulton Hogan.

1.6 Fulton Hogan may charge for any materials ordered by the Customer where the Customer, without reasonable prior notice to Fulton Hogan, refuses or is unable to accept delivery of the materials.

1.7 Any claim for alleged short delivery of material must be made by the Customer in writing within 7 days of delivery, failing which the quantity stated on the delivery docket will be deemed to be the actual quantity supplied, for which the Customer will be liable.

1.8 No deductions, retentions, back charges or set-offs are to be made by the Customer.

2. SITE AND ACCESS

2.1 The Customer must:

2.1.1 provide Fulton Hogan with sufficient and safe access to and egress from the Site at all reasonable times, such that Fulton Hogan can undertake the Works in a safe and uninterrupted manner;

2.1.2 procure all consents, approvals, licences, permissions and permits required for Works, except those specified in the Quotation or entirely within the control of Fulton Hogan;

2.1.3 provide Fulton Hogan with all information relevant to the Works including the location of utilities;

2.1.4 mark the position of all services including pipes, drains, manholes, wiring and any obstacles in, under or about the Site; and

2.1.5 inform Fulton Hogan of any conditions affecting the Site or the Works which may impact upon the Works.

2.2 The Customer must ensure that the Site is:

2.2.1 prepared and maintained as specified in the Quotation and in a manner that is in all respects fit for the purpose and suitable for Fulton Hogan's performance of the Works; and

2.2.2 a safe workplace, such that Fulton Hogan can undertake the Works without risk of injury.

2.3 Should Fulton Hogan discover any:

2.3.1 material inconsistency between the existing position of the services, Site conditions and obstacles; and the information provided or marked by the Customer; or

2.3.2 any services, conditions and obstacles affecting the Site or the Works so as to render it reasonably impracticable for Fulton Hogan to continue with the Works,

2.3.3 Fulton Hogan may suspend the Works and immediately notify the Customer of such suspension. If, after 7 days of the suspension, the parties have not agreed in writing to recommence the Works, Fulton Hogan may terminate this contract, in which case Fulton Hogan will have no liability to the Customer for any loss or damage of any nature in no way connected with the Works, the contract or as a result of the suspension or termination. The Customer will be liable to Fulton Hogan for payment for the Works carried out prior to suspension or termination and for costs, losses and damages associated with the suspension and termination, including indirect and consequential losses.

2.4 Where Fulton Hogan's equipment or labour stands idle because Site conditions do not permit the use of equipment or labour, Fulton Hogan may charge the Customer at the applicable standby rate for that equipment or labour.

2.5 If the Customer requires that any employee, sub-contractor or representative of Fulton Hogan undertake any form of induction or screening in addition to the procedures normally required by Fulton Hogan, Fulton Hogan may charge the Customer at the applicable standby rate for the period of time that individuals and equipment are not available to progress the Works, plus any extra over costs.

3 DELIVERY, PROPERTY AND RISK

3.1 Property in any materials supplied by Fulton Hogan to the Customer does not pass, and the Customer is prohibited from registering any security interest in any materials delivered by Fulton Hogan, until the Customer has made full payment for the Works. Risk in materials passes to the Customer at the time they are tendered to the Site for delivery.

3.2 At the time of delivery the Customer or its agent will sign Fulton Hogan's delivery docket to acknowledge receipt of the materials delivered. If the Customer does not make itself or its agent available to sign Fulton Hogan's delivery docket, the Customer appoints Fulton Hogan as the Customer's agent with authority to sign the delivery docket.

3.3 Where unloading of materials is not completed within 20 minutes of tender, Fulton Hogan may charge the Customer at Fulton Hogan's standard rates in respect of any unloading time exceeding of 20 minutes.

3.4 Until payment of all monies owed by the Customer to Fulton Hogan, the Customer holds the materials as fiduciary bailee and agent for Fulton Hogan and must keep the materials physically separate from all other goods of the Customer, and clearly identified as owned by Fulton Hogan. If the Customer breaches this contract in a material way (including non-payment) or Fulton Hogan determines (acting reasonably) that there is a material risk that the Customer may not be able to discharge its obligations under this contract, then without prejudice to Fulton Hogan's other rights (including any rights Fulton Hogan may have pursuant to any applicable security of payments legislation), Fulton Hogan may without notice to the Customer enter any place where the materials are located (including the Site and premises occupied by the Customer) and recover possession of them. If the Customer sells any of the materials while money is owed to Fulton Hogan, or goods incorporating the materials are manufactured and / or resold by the Customer, the Customer must keep the proceeds of the manufacturing process and / or sale in a separate account and all book debts owed in respect, and proceeds, of such sales will be held in trust by the Customer for Fulton Hogan.

3.5 Unless specified in the Quotation, the Customer is responsible for any incidental damage caused to existing pavements, footpath crossings and other structures, surfaces and utilities associated with the Works. Fulton Hogan will not be responsible for maintenance and repair costs related to damage or contamination to applied surface treatments caused by others.

3.6 Unless specified in the Quotation, the Customer will be responsible for the:

- 3.6.1 establishment of appropriate traffic control signage prior to the commencement of the Works;
- 3.6.2 erection of aftercare signage at the completion of the Works;
- 3.6.3 provision of suitable facilities, including toilet and messing facilities;
- 3.6.4 removal of surplus and loose aggregate; and
- 3.6.5 application of temporary and final line-marking.

4 MATERIALS

- 4.1 Where the Works require Fulton Hogan to supply materials, the Customer is to provide at its cost a clean, hard stockpile site, which is suitable for mechanical loading and within 3 kilometres of the Site. If the stockpile site is more than 3 kilometres from the Site, the Customer is to pay any excess haulage costs incurred by Fulton Hogan at Fulton Hogan's applicable rate.
- 4.2 If Fulton Hogan is unable to supply sufficient materials both to complete the Works and fulfil its obligations to other customers, Fulton Hogan may, in its absolute discretion, apportion the available materials between customers (including the Customer) and in doing so Fulton Hogan will not incur any liability, including for any loss or damage (consequential or otherwise) to the Customer as a result of being unable to obtain sufficient materials.
- 4.3 If, at the Customer's direction or request excess materials have been delivered to Site and must be removed, the Customer will be liable (and may be required to pay in advance) for the costs of Fulton Hogan transporting the excess materials from the Site, at Fulton Hogan's applicable rate.

5 SPECIFICATIONS AND TESTS

- 5.1 All Works performed by Fulton Hogan will comply with the Customer's specifications, as notified to and accepted by Fulton Hogan. If no Customer specifications are supplied, Fulton Hogan will perform the Works in accordance with Fulton Hogan's current specification applicable to the type of Works, the relevant Australian Standard or general industry practice, as determined by Fulton Hogan.
- 5.2 Fulton Hogan will not undertake any tests unless specified and priced in the Quotation.

6 FORCE MAJEURE

- 6.1 Fulton Hogan is not liable to the Customer for any loss or damage, consequential or otherwise, arising from any delay or failure by Fulton Hogan in fulfilling its obligations under this contract where the cause of such delay or failure is beyond Fulton Hogan's reasonable control including acts of God, events of war, riots, civil commotions, fires, natural disasters, extreme weather conditions, road or rail closures or the acts or omissions of any sub-contractor or supplier engaged by Fulton Hogan.

7 INDEMNITY

- 7.1 The Customer indemnifies Fulton Hogan, its related entities, sub-contractors and suppliers and each of their officers, employees, contractors and agents from and against all loss, cost, expense, demand, damage, claim or liability (collectively loss or claim) whatever and howsoever arising (whether in contract, tort, breach of statutory duty or otherwise) under or in connection with these Terms, the Works or the supply of materials, and including a breach of these Terms or the negligent act or omission of any person in connection with these Terms.
- 7.2 Without limiting the application of any of the foregoing, this indemnity includes an indemnity for any loss or claim by any person including the general public, the Customer or its personnel, any person located on the Site or other third parties for injury, death, property damage or otherwise.

8 FULTON HOGAN'S LIABILITY

- 8.1 To the fullest extent permitted by law and notwithstanding any other clause of this contract, the liability of Fulton Hogan is limited, at Fulton Hogan's option, to the replacement of defective materials or the repair of the Works or to providing the Works again or to the payment of the costs of having the Works provided again, provided that defects in the materials or the Works occur within 3 months of completion of the Works and is notified to Fulton Hogan within 10 days of the occurrence of the defect.
- 8.2 Fulton Hogan not be responsible for any loss of profit, penalties, expenditure, damages or losses (including, without limitation, any consequential, special, incidental or indirect loss or damages) incurred by the Customer arising out of any delay in delivery of the materials or performance of the Works, caused by or arising out of any use or dealing with the materials whether arising from any defect in the materials, unsuitability for the Customer's purposes, negligence by Fulton Hogan or its employees, representatives, officers, agents, contractors or suppliers or in any other way or caused by any act, omission, failure, fault or negligence by them in performing the Works.
- 8.3 The parties agree and acknowledge that Fulton Hogan lays materials and undertakes Works on supporting structures that are prepared by others and that, unless specified in the Quotation, Fulton Hogan is not liable for defects in the Works attributable to the constitution, integrity and performance of the supporting structures.

9 GENERAL

- 9.1 The Quotation and these Terms constitute the entire basis upon which Fulton Hogan will undertake the Works and any representations, warranties, explanations or commitments or other terms or conditions, express or implied, affecting the subject matter are superseded by this document and have no effect. If there is an inconsistency between these the Quotation and these Terms, the Quotation shall prevail.
- 9.2 The parties submit to the non-exclusive jurisdiction of the courts of the State or Territory in which the Works are to be performed and the laws applying in that State or Territory is the proper law governing these Terms.
- 9.3 If any part of these Terms is unenforceable such part shall be severed and any unenforceability shall not effect any other part.
- 9.4 Where a dispute arises between the Customer and Fulton Hogan as to the performance by either the Customer or Fulton Hogan, as a result of which the Customer threatens or fails to make any payment claimed by Fulton Hogan, Fulton Hogan may immediately cease performance of the Works without incurring any liability of any nature whatsoever to the Customer pending settlement of the dispute.
- 9.5 After the Quotation is provided to the Customer, any order for Works or materials placed by the Customer is deemed to be an order incorporating these Terms notwithstanding inconsistencies which may be introduced in the Customer's order or acceptance unless expressly agreed to by Fulton Hogan in writing. At all times, these Terms are to take precedence over any terms and conditions of the Customer.
- 9.6 The Quotation and these Terms may only be varied by agreement in writing signed by both Fulton Hogan and the Customer.

10.. ACCEPTANCE OF TERMS & CONDITIONS

By signing the Quotation acceptance below, the Customer accepts these Terms and the Project Specific Terms and Conditions are part of the Quotation and that no other terms apply to the contract between the parties.

QUOTE No; WABUN20190617.03

Signature: _____

Name: _____

Title: _____

Date: / / _____

Yvette Wheatcroft

Agenda

From: Richard Moriconi <RMoriconi@colas.com.au>
Sent: Monday, 10 August 2020 2:43 PM
To: Yvette Wheatcroft
Subject: RE: Quote for enrichment for Gnowangerup airstrip

Hi Yvette,

Thank you for the opportunity to quote your sealing work.

MRWA recently awarded COLAS an unexpected number of resealing contracts throughout regional WA for the 2020/21 and 2021/22 sealing seasons.

As a result of these awards, COLAS do not have capacity to undertake any other spray sealing works from now through to the end of March 2021.

Furthermore, as COLAS are not in a position to perform work during this period, we have no option but to decline the offer to provide rates on this occasion. COLAS only provide prices where we have a reasonable expectation that we can perform the works as and when they are required, based on the information in the RFQ.

We sincerely thank you for your support and still encourage you to contact us for any technical queries you may have and welcome you to consider COLAS for tendering future projects.

Regards,

Richard Moriconi
Estimator



WE OPEN THE WAY

Ph: +61 8 9367 0111
Mfb: +61 429 977 021 | Email: RMoriconi@colas.com.au
980 Miguel Road, Bibra Lake WA 6163

COLAS Western Australia Pty Ltd - ABN 99 073 445 324 - www.colas.com.au

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Agenda

From: Yvette Wheatcroft <Yvette.Wheatcroft@gnowangerup.wa.gov.au>
Sent: Monday, 10 August 2020 11:07 AM
To: Richard Moriconi <RMoriconi@colas.com.au>
Subject: Quote for enrichment for Gnowangerup airstrip

[THIS EMAIL IS SENT FROM AN EXTERNAL SOURCE]

Hi Richard,

Would you be available to quote on an emulsion enrichment for our airstrip in Gnowangerup? Its 41,000m² and the application rate would be 0.6 l/m²
The Shire of Gnowangerup will do the pre sweeping.

This is quite urgent and if I can get the money approved by council and weather permitting it would be in the next couple of weeks.

Kind regards
Yvette

Yvette Wheatcroft | Manager of Works
28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup



T (08) 9827 1338
F (08) 9827 1409
M 0439 791 925
E Yvette.Wheatcroft@gnowangerup.wa.gov.au
W www.gnowangerup.wa.gov.au



Page 97

Wednesday, 12 August 2020

Yvette Wheatcroft
Shire of Gnowangerup
Ph: 9827 1338



To: Yvette

We are pleased to present our offer for your consideration. This is based on the information provided, and specifically;

- Your email dated Wednesday, 12 August 2020.

Our Estimated price (excluding GST) to:

| Item | Description | Qty | Unit | Rate |
|------|---------------------------------------------------------------------------------------------------------|--------|-------|--------|
| 1. | Prime Spray CRS170-60 bitumen emulsion diluted 4:1 with water @ 0.60L/m ² (In 1 visit) | 41,000 | Sqm | \$0.73 |
| 2. | Additional Litres of CRS170-60 bitumen emulsion | | Litre | \$0.67 |
| | | | | |

We confirm that we **have** allowed for;

- Dayshift working hours Monday to Friday 7am to 5pm.
- Supply of Plant and Labour.
- Supply of Bitumen Products.
- Supply of Accommodation.

We confirm that we **have not** allowed for;

- Supply of Potable Water.
- Traffic Control and Management.
- Handwork in excess of 30mins per visit.
- Sweeping or removal of loose materials.
- Water cart for pre-wetting of the base course.
- Placement or removal of any pavement markers.
- Protection of kerbs and/or other structures.
- Survey requirements and set out of areas to be sprayed.
- Inductions >15min or any other site-specific requirements.
- Supply of Aggregate.



Bitumen Surfacing
3 Savill Place
CARLISLE WA 6101
Ph (08) 9361 7370
Mob 0418 653 923
Email quotes@bitumensurfacing.com.au

Our Ref: BS10763-02

Your Ref: 00000000

QUOTATION

Bituminous Sprayed Sealing Works

Quote Reference: BS10763-02

Job Reference: Gnowangerup Air Field

Wednesday, 12 August 2020



We confirm that this is **subject** to the following terms & conditions;

- The quotation is valid for a period of thirty (30) days only. After which it will be subject to confirmation and availability.
- Works will be completed to Australian Standard Specifications unless other specifications are supplied.
- Prices are calculated on areas provided at time of quotation. Should the final area vary by more than 10% we reserve the right to recalculate the quoted rates.
- The price is calculated on the current price of bitumen at time of quotation. This quotation is subject to rise and fall of bitumen prices.
- In the event of stand down or site delays, through no fault of Bitumen Surfacing, the following rate will apply: \$1,000.00 per hour.
- Acceptance of Bitumen Surfacing Credit Application & Terms of Trading Agreement.
- All materials and equipment supplied for the purposes and intent of the contract remain the property of Bitumen Surfacing until paid for in full.
- Invoicing will be based on actual areas measured, sprayed and signed off by the customer or rep on the day and not from purchase orders, drawings or plans.
- Invoices will be presented at the completion of supply or works and / or at the end of the month if a progress claim is applicable.
- Invoices will fall due for payment 30 days from invoice date, in which the goods are supplied, or the services rendered, subject to credit being approved by Bitumen Surfacing otherwise invoices will fall due for payment on delivery.
- We reserve the right to claim for any lost time, mobilisation and de-mobilisation if requested to attend site to commence work and the site is not in a position for us to complete our works as per our schedule. Our price is based on all works being done concurrently from the time we start on site until completion with no lag in between.
- No allowances made for retention monies, repairs to seal during head contractors "defects liability period" or preparation/rehabilitation of stockpile sites.
- Stockpile sites to be within 2km of the works with suitable access roads provided at no cost to Bitumen Surfacing.
- Confirmation of seal treatment designs including application rates, by client prior to commencement of works.
- Unless otherwise specifically agreed we will not be liable for any indirect consequential damages or loss.

We trust this meets with your requirements. Please do not hesitate to contact the undersigned on (08) 9361 7370 should you have any queries.

For and on behalf of,



Matthew Taylor
Estimating Manager
Bitumen Surfacing

We confirm that this is **subject** to the following terms & conditions;

- The quotation is valid for a period of thirty (30) days only. After which it will be subject to confirmation and availability.
- Works will be completed to Australian Standard Specifications unless other specifications are supplied.
- Prices are calculated on areas provided at time of quotation. Should the final area vary by more than 10% we reserve the right to recalculate the quoted rates.
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- Invoicing will be based on actual areas measured, sprayed and signed off by the customer or rep on the day and not from purchase orders, drawings or plans.
- Invoices will be presented at the completion of supply or works and / or at the end of the month if a progress claim is applicable.
- Invoices will fall due for payment 30 days from invoice date, in which the goods are supplied, or the services rendered, subject to credit being approved by Bitumen Surfacing otherwise invoices will fall due for payment on delivery.
- We reserve the right to claim for any lost time, mobilisation and de-mobilisation if requested to attend site to commence work and the site is not in a position for us to complete our works as per our schedule. Our price is based on all works being done concurrently from the time we start on site until completion with no lag in between.
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- Confirmation of seal treatment designs including application rates, by client prior to commencement of works.
- Unless otherwise specifically agreed we will not be liable for any indirect consequential damages or loss.

We trust this meets with your requirements. Please do not hesitate to contact the undersigned on (08) 9361 7370 should you have any queries.

For and on behalf of,



Matthew Taylor
Estimating Manager
Bitumen Surfacing

GAZE Fiona [Gnowangerup District High Sch]

From: Bob Jarvis <Bob.Jarvis@gnowangerup.wa.gov.au>
Sent: Monday, 10 August 2020 1:35 PM
To: GAZE Fiona [Gnowangerup District High Sch]
Cc: Geoffrey Carberry
Subject: CR5130 - Emergency repairs to runway

Dear Fiona

The following advice has been provided to me by Geoffrey Carberry:

"As discussed

The airport runway seal had been identified as having issues unfortunately this has progressed at an alarming rate.

Emergency Expenditure requested.

Patch identified areas of the runway to stop spread of failure.

Provide Rejuvenation seal to runway 1375m x 30m

Reinstate centre lines to MOS 139 (2019) standard.

Total Cost Max \$50,000

Risks – No action or delaying action

The runway presents an unsafe surface for aircraft – Level of risk is high

The runway presents a non-compliant surface for aircraft operations – Level of risk is high

The Seal will continue to rapidly worsen placing the Shire at a larger financial risk – Level of risk is high

Consequence – No Action

Aircraft may suffer braking and control issues on landing causing Loss of life, injury or damage.

Airport closed to all traffic including RFDS

The seal will worsen requiring extended closure of the airport.

Comment

For the immediate cost of less than \$50,000 the runway can be "saved" and restored to operational status.

Leaving the restoration actions, even for a short period, risks having to replace the entire seal at a cost of \$240,000

The airport can remain operational at the moment only due to conditions requiring most aircraft landing from the northwest,

however there is a very high risk that the airport will be closed to all traffic should the current condition of the runway worsen."

The Local Government Act 1995 provides for the following authorisation of expenditure from the Municipal Fund in the case of emergencies, and you will note that this authorisation is to be reported to the next Ordinary meeting of Council:

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) **is authorised in advance by the mayor or president in an emergency.**

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), **it is to be reported to the next ordinary meeting of the council.**

[Section 6.8 amended: No. 1 of 1998 s. 19.]

Please give consideration to the above and provide a signed copy at your earliest convenience authorising the expenditure if you concur.

The above expenditure request is authorised: Signed Cr Fiona Gaze, Shire President *Fiona Gaze* Date:

10 | 8 | 20

Kind Regards,

Bob Jarvis | Chief Executive Officer
28 Yougenup Rd, Gnowangerup WA 6335 | Shire of Gnowangerup



T (08) 9827 1007
F (08) 9827 1377
E Bob.Jarvis@gnowangerup.wa.gov.au
W www.gnowangerup.wa.gov.au



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15. STATUTORY COMPLIANCE

Nil

16. FINANCE

16.1 JUNE 2020 MONTHLY FINANCIAL REPORT

| | |
|--------------------------------|----------------------------------------------------------------------|
| Location: | Shire of Gnowangerup |
| Proponent: | N/A |
| File Ref: | ADM0451 |
| Date of Report: | 21 st July 2020 |
| 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 the period 01/06/2020 to 30/06/2020 including:

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

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 30th June 2020, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

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

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Investment Policy 4.3

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: 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

OFFICER RECOMMENDATION

0820. That Council

Receives and accepts the Monthly Financial Report for June 2020.

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

30 JUNE 2020

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 30 JUNE 2020

| | NOTES | 2019-20 ORIGINAL BUDGET | 2019-20 AMENDED BUDGET | 2019-20 YTD BUDGET | 2019-20 YTD ACTUAL |
|----------------------------------------------|-------|-------------------------------|------------------------------|--------------------------|--------------------------|
| EXPENDITURE (Excluding Finance Costs) | | \$ | | \$ | \$ |
| General Purpose Funding | | (81,604) | (87,719) | (81,604) | (112,468) |
| Governance | | (937,524) | (935,132) | (937,524) | (783,630) |
| Law, Order, Public Safety | | (377,637) | (377,251) | (377,637) | (333,473) |
| Health | | (372,745) | (372,743) | (372,745) | (307,790) |
| Education and Welfare | | (47,261) | (47,177) | (47,261) | (29,200) |
| Housing | | (54,508) | (60,696) | (79,076) | -55,480 |
| Community Amenities | | (570,367) | (570,165) | (570,367) | -498,671 |
| Recreation and Culture | | (1,407,164) | (1,415,396) | (1,430,635) | (1,437,810) |
| Transport | | (3,112,232) | (3,027,479) | (3,228,175) | (2,733,633) |
| Economic Services | | (278,899) | (139,599) | (278,899) | (128,474) |
| Other Property and Services | | (585,290) | (545,731) | (587,305) | (567,595) |
| | | (7,825,231) | (7,579,088) | (7,991,229) | (6,988,223) |
| REVENUE | | | | | |
| General Purpose Funding | | 4,649,831 | 4,749,499 | 0 | 5,587,933 |
| Governance | | 0 | 339 | 2,182,615 | 1,038 |
| Law, Order, Public Safety | | 69,260 | 70,244 | (7,521) | 91,624 |
| Health | | 300 | 1,000 | 115,943 | 1,798 |
| Education and Welfare | | 11,800 | 11,800 | 50,764 | 12,226 |
| Housing | | 86,598 | 86,598 | 2,341,801 | 92,323 |
| Community Amenities | | 283,139 | 280,117 | (4,086,992) | 300,195 |
| Recreation and Culture | | 17,999 | 19,297 | 0 | 22,728 |
| Transport | | 140,886 | 149,616 | 0 | 152,860 |
| Economic Services | | 52,340 | 58,758 | 0 | 66,181 |
| Other Property & Services | | 119,610 | 145,853 | (839,840) | 199,503 |
| | | 5,431,763 | 5,573,121 | (243,230) | 6,528,411 |
| <i>Increase(Decrease)</i> | | (2,393,468) | (2,005,967) | (8,234,458) | (459,812) |
| FINANCE COSTS | | | | | |
| General Purpose Funding | | 0 | 0 | (5,570) | 0 |
| Housing | | (24,568) | (24,568) | (308,000) | (10,941) |
| Community Amenities | | 0 | 0 | (58,000) | 0 |
| Recreation & Culture | | (23,471) | (23,471) | (787,000) | (21,954) |
| Transport | | 0 | 0 | 0 | 0 |
| Other Property & Services | | 0 | 0 | 256,500 | 0 |
| Total Finance Costs | | (48,039) | (48,039) | (896,500) | (32,895) |
| NON-OPERATING REVENUE | | | | | |
| Housing | | 367,500 | 367,500 | 143,325 | 367,500 |
| Community Amenities | | 0 | 300,000 | 300,000 | 276,181 |
| Transport | | 699,558 | 699,558 | 699,558 | 699,558 |
| Total Non-Operating Revenue | | 1,067,058 | 1,367,058 | 1,142,883 | 1,343,239 |
| PROFIT/(LOSS) ON SALE OF ASSETS | | | | | |
| Law, Order & Public Safety | | 0 | 0 | 0 | 0 |
| Health | | 0 | 0 | 0 | 0 |
| Housing | | 0 | 0 | 0 | (42,000) |
| Community Amenities | | 0 | 0 | 0 | (25,000) |
| Recreation & Culture Profit | | 0 | 0 | 0 | 0 |
| Recreation & Culture Loss | | 0 | 0 | 0 | 0 |
| Transport Profit | | 0 | 7,521 | 0 | 626 |
| Transport Loss | | (115,943) | (115,943) | (115,943) | (5,523) |
| Other Property & Services Profit | | 7,521 | 0 | 0 | 0 |
| Other Property & Services Loss | | 0 | 0 | 0 | 0 |
| Total Profit/(Loss) | | (108,422) | (108,422) | (115,943) | (71,897) |
| NET RESULT | | (1,482,871) | (795,370) | (8,104,018) | 778,635 |
| Other Comprehensive Income | | | | | |
| Changes on revaluation of non-current assets | | 0 | 0 | 0 | 0 |
| Total Abnormal Items | | 0 | 0 | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | | (1,482,871) | (795,370) | (8,104,018) | 778,635 |

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 30 JUNE 2020

| | 2019-20 ORIGINAL BUDGET | 2019-20 AMENDED BUDGET | 2019-20 YTD ACTUAL |
|------------------------------------------------------------------------------|----------------------------------------|---------------------------------------|-----------------------------------|
| Expenses | | | |
| Employee Costs | (2,597,413) | (2,522,001) | (2,514,409) |
| Materials and Contracts | (2,222,641) | (2,031,483) | (1,516,420) |
| Utility Charges | (180,080) | (185,905) | (168,150) |
| Depreciation on Non-Current Assets | (2,182,615) | (2,182,615) | (2,313,017) |
| Interest Expenses | (50,054) | (50,054) | (32,895) |
| Insurance Expenses | (232,304) | (238,622) | (194,975) |
| Other Expenditure | (410,178) | (416,447) | (282,152) |
| | (7,875,285) | (7,627,127) | (7,022,018) |
| Revenue | | | |
| Rates | 4,085,295 | 4,090,214 | 4,137,962 |
| Operating Grants, Subsidies and Contributions | 852,667 | 967,745 | 1,783,768 |
| Fees and Charges | 337,229 | 355,083 | 239,219 |
| Service Charges | 0 | 0 | 0 |
| Interest Earnings | 68,470 | 58,961 | 66,532 |
| Other Revenue | 88,102 | 101,118 | 301,830 |
| | 5,431,763 | 5,573,121 | 6,529,311 |
| | (2,443,522) | (2,054,006) | (492,707) |
| Non-Operating Grants, Subsidies & Contributions | 1,367,058 | 1,367,058 | 1,343,239 |
| Fair Value Adjustments to financial assets at fair value through profit/loss | 0 | | 0 |
| Profit on Asset Disposals | 0 | 7,521 | 626 |
| Loss on Asset Disposals | 0 | (115,943) | (72,523) |
| | 1,367,058 | 1,258,636 | 1,271,342 |
| Net Result | (1,076,464) | (795,370) | 778,635 |
| Other Comprehensive Income | | | |
| Changes on revaluation of non-current assets | 0 | | 0 |
| Total Other Comprehensive Income | 0 | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | (1,076,464) | (795,370) | 778,635 |

SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD EN **30 JUNE 2020**

| | Note | 2018-19 ACTUAL \$ | 2019-20 ACTUAL \$ | Variance \$ |
|-----------------------------------------------|------|-------------------------|-------------------------|----------------|
| Current assets | | | | |
| Unrestricted Cash & Cash Equivalents | | 1,644,578 | 2,550,676 | 906,098 |
| Restricted Cash & Cash Equivalents | | 1,756,898 | 1,989,989 | 233,091 |
| Trade and other receivables | | 806,219 | 338,413 | -467,806 |
| Inventories | | 20,994 | 15,194 | -5,800 |
| Other assets | | 0 | 0 | 0 |
| Total current assets | | 4,228,689 | 4,894,273 | 665,584 |
| Non-current assets | | | | |
| Trade and other receivables | | 181,612 | 149,503 | -32,110 |
| LG House Unit Trust | | 70,068 | 71,221 | 1,153 |
| Property, infrastructure, plant and equipment | | 29,949,680 | 29,799,188 | -150,492 |
| Infrastructure Assets | | 89,629,442 | 90,177,839 | 548,397 |
| Total non-current assets | | 119,830,802 | 120,197,751 | 366,949 |
| Total assets | | 124,059,491 | 125,092,024 | 1,032,533 |
| Current liabilities | | | | |
| Trade and other payables | | 226,040 | 302,738 | -76,698 |
| Interest-bearing loans and borrowings | | 163,630 | 222,033 | -58,403 |
| Provisions | | 447,391 | 378,182 | 69,209 |
| Total current liabilities | | 837,061 | 902,953 | -65,892 |
| Non-current liabilities | | | | |
| Interest-bearing loans and borrowings | | 586,221 | 785,934 | -199,713 |
| Provisions | | 54,321 | 63,229 | -8,908 |
| Total non-current liabilities | | 640,542 | 849,163 | -208,621 |
| Total liabilities | | 1,477,603 | 1,752,116 | -274,513 |
| Net assets | | 122,581,888 | 123,339,908 | 758,020 |
| Equity | | | | |
| Retained surplus | | 42,305,940 | 42,031,950 | -273,990 |
| Net Result | | 0 | 778,635 | 778,635 |
| Reserve - asset revaluation | | 78,549,140 | 78,549,140 | 0 |
| Reserve - Cash backed | | 1,726,808 | 1,980,183 | 253,375 |
| Total equity | | 122,581,888 | 123,339,908 | 758,020 |

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

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
30 JUNE 2020**

| Note | 2017-18 ACTUAL \$ | 2018-19 BUDGET \$ | 2018-19 ACTUAL \$ |
|-----------------------------------------------------|-------------------------|-------------------------|-------------------------|
| Cash Flows from operating activities | | | |
| Payments | | | |
| Employee Costs | (2,322,997) | (2,110,373) | (2,551,517) |
| Materials & Contracts | (9,288,820) | (5,497,574) | (1,448,551) |
| Utilities (gas, electricity, water, etc) | (152,816) | (173,500) | (168,150) |
| Insurance | (169,375) | (56,054) | (194,975) |
| Interest Expense | (47,253) | (211,068) | (29,079) |
| Goods and Services Tax Paid | (300,000) | 0 | (14,083) |
| Other Expenses | (194,954) | (371,689) | (287,499) |
| | (12,476,215) | (8,420,258) | (4,693,853) |
| Receipts | | | |
| Rates | 3,856,106 | 4,005,853 | 4,109,577 |
| Operating Grants & Subsidies | 1,216,396 | 746,003 | 1,769,655 |
| Contributions, Reimbursements & Donations | 0 | 0 | 0 |
| Fees and Charges | 223,463 | 346,222 | 239,219 |
| Interest Earnings | 103,186 | 67,420 | 66,741 |
| Goods and Services Tax | 189,811 | 109,879 | (1,610) |
| Other | 6,759,854 | 5,591,971 | 802,370 |
| | 12,348,816 | 10,867,348 | 6,985,951 |
| Net Cash flows from Operating Activities | 9 | 2,447,090 | 2,292,098 |
| Cash flows from investing activities | | | |
| Payments | | | |
| Purchase of Land | (250,688) | (510,000) | (15,298) |
| Purchase of Buildings | (93,045) | (954,930) | (789,192) |
| Purchase Plant and Equipment | (327,274) | (732,000) | (470,637) |
| Purchase Furniture and Equipment | (18,739) | (5,000) | (11,595) |
| Purchase Road Infrastructure Assets | (1,218,668) | (1,300,381) | (1,373,802) |
| 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) | 0 |
| Purchase Parks & Ovals Assets | (4,700) | (4,858) | 0 |
| Purchase Solid Waste Assets | 0 | 0 | (276,181) |
| Purchase Infrastructure Other Assets | 0 | (8,000) | (82,052) |
| Receipts | | | |
| Proceeds from Sale of Assets | 77,809 | 223,000 | 265,155 |
| Non-Operating grants used for Development of Assets | 654,212 | 1,095,672 | 1,343,239 |
| | (1,229,968) | (2,260,497) | (1,410,363) |
| Cash flows from financing activities | | | |
| Repayment of Debentures and Finance Leases | | | |
| Repayment of Debentures and Finance Leases | (163,109) | (1,163,539) | (175,103) |
| Advances to Community Groups | 0 | 0 | 0 |
| Revenue from Self Supporting Loans | 26,352 | 27,433 | 28,558 |
| Proceeds from New Debentures | 1,000,000 | 367,500 | 404,000 |
| Net cash flows from financing activities | 863,243 | (768,606) | 257,455 |
| Net increase/(decrease) in cash held | (494,124) | (582,013) | 1,139,190 |
| Cash at the Beginning of Reporting Period | 3,074,039 | 2,579,916 | 3,401,475 |
| Cash at the End of Reporting Period | 9 | 1,997,903 | 4,540,665 |

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
30 JUNE 2020**

Notes

| | 2017-18 ACTUAL \$ | 2018-19 BUDGET \$ | 2018-19 ACTUAL \$ |
|------------------------------------------------------------------------------------|-------------------------|-------------------------|-------------------------|
| RECONCILIATION OF CASH | | | |
| Cash at Bank - Unrestricted | 587,764 | 1,996,061 | 2,549,876 |
| Cash at Bank Reserves - Restricted | 1,990,309 | - | 1,989,989 |
| Cash on Hand | 1,842 | 1,842 | 800 |
| TOTAL CASH | 2,579,915 | 1,997,903 | 4,540,665 |
| RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT | | | |
| Net Result (As per Comprehensive Income Statement) | -923,476 | -1,482,871 | 778,635 |
| Add back Depreciation | 2,932,726 | 2,182,615 | 2,313,017 |
| (Gain)/Loss on Disposal of Assets | 23,298 | 0 | 71,897 |
| Self Supporting Loan Principal Reimbursements | 0 | 0 | 0 |
| Prepaid Grants Adjustment | 0 | 0 | -20,614 |
| Profit on LG House Unit Trust | 0 | 0 | -1,153 |
| Contributions for the Development of Assets | -654,212 | -1,367,058 | -1,343,239 |
| Changes in Assets and Liabilities | | | |
| (Increase)/Decrease in Inventory | -8,345 | 0 | 5,800 |
| (Increase)/Decrease in Receivables | -1,555,399 | 2,248,147 | 471,357 |
| Increase/(Decrease) in Accounts Payable | -28,471 | 5,642 | 76,699 |
| Increase/(Decrease) in Prepayments | 0 | 0 | 0 |
| Increase/(Decrease) in Employee Provisions | 86,480 | 47,299 | -60,301 |
| Increase/(Decrease) in Accrued Expenses | 0 | 0 | 0 |
| Rounding | 0 | 0 | 0 |
| NET CASH FROM/(USED) IN OPERATING ACTIVITIES | -127,399 | 1,633,774 | 2,292,098 |

SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
30 JUNE 2020 30 JUNE 2020

| | 2019-20 ORIGINAL BUDGET | 2019-20 AMENDED BUDGET | 2019-20 YTD BUDGET | 2019-20 YTD ACTUAL | MATERIAL VARIANCES % |
|-------------------------------------------------|-------------------------------|------------------------------|--------------------------|--------------------------|--------------------------------|
| OPERATING REVENUE | \$ | | \$ | \$ | |
| General Purpose Funding | 772,982 | 866,392 | 772,982 | 1,707,910 | 120.95% |
| Governance | 0 | 339 | 0 | 1,038 | 0.00% |
| Law, Order Public Safety | 69,260 | 70,244 | 69,260 | 91,624 | 32.29% |
| Health | 300 | 1,000 | 300 | 1,798 | 499.36% |
| Education and Welfare | 11,800 | 11,800 | 11,800 | 12,226 | Variance within % Threshold |
| Housing | 86,598 | 86,598 | 86,598 | 92,323 | Variance within % Threshold |
| Community Amenities | 283,139 | 280,117 | 283,139 | 300,195 | Variance within % Threshold |
| Recreation and Culture | 17,999 | 19,297 | 17,999 | 22,728 | 26.27% |
| Transport | 148,407 | 157,137 | 148,407 | 153,486 | % Threshold |
| Economic Services | 52,340 | 58,758 | 52,340 | 66,181 | 26.44% |
| Other Property and Services | 119,610 | 145,853 | 119,610 | 199,503 | 66.79% |
| | 1,562,435 | 1,697,535 | 1,562,435 | 2,649,013 | |
| LESS OPERATING EXPENDITURE | | | | | |
| General Purpose Funding | (81,604) | (87,719) | (81,604) | (112,468) | 37.82% |
| Governance | (937,524) | (935,132) | (937,524) | (783,630) | (16.41%) |
| Law, Order, Public Safety | (377,637) | (377,251) | (377,637) | (333,473) | (11.69%) |
| Health | (372,745) | (372,743) | (372,745) | (307,790) | (17.43%) |
| Education and Welfare | (47,261) | (47,177) | (47,261) | (29,200) | (38.21%) |
| Housing | (79,076) | (85,264) | (79,076) | (108,421) | 37.11% |
| Community Amenities | (570,367) | (570,165) | (570,367) | (523,671) | Variance within % Threshold |
| Recreation and Culture | (1,430,635) | (1,438,867) | (1,430,635) | (1,459,764) | Variance within % Threshold |
| Transport | (3,228,175) | (3,143,422) | (3,228,175) | (2,739,156) | (15.15%) |
| Economic Services | (278,899) | (139,599) | (278,899) | (128,474) | (53.94%) |
| Other Property & Services | (587,305) | (545,731) | (587,305) | (567,595) | Variance within % Threshold |
| | (7,991,228) | (7,743,070) | (7,991,228) | (7,093,641) | |
| <i>Increase/(Decrease)</i> | (6,428,793) | (6,045,535) | (6,428,793) | (4,444,627) | |
| ADD | | | | | |
| Movement in Employee Benefits (Non-current) | 50,764 | 50,764 | 0 | 8,907 | 0.00% |
| Movement in Deferred Pensioners (Non-current) | 0 | 0 | 0 | 2,381 | 0.00% |
| Movement in LG House Unit Trust | 0 | 0 | 0 | (1,153) | 0.00% |
| Movement for AASB15 Reclassification | 0 | 0 | 0 | (20,614) | |
| (Profit)/ Loss on the disposal of assets | 108,422 | 108,422 | 108,422 | 71,897 | (33.69%) |
| Depreciation Written Back | 2,182,615 | 2,182,615 | 1,999,930 | 2,313,017 | 15.65% |
| | 2,341,801 | 2,341,801 | 2,108,352 | 2,374,436 | |
| <i>Sub Total</i> | (4,086,992) | (3,703,734) | (4,320,440) | (2,070,191) | |
| LESS CAPITAL PROGRAMME | | | | | |
| Purchase of Land | 0 | 0 | | | |
| Purchase Buildings | (839,840) | (859,611) | (1,374,436) | (804,490) | (41.47%) |
| Infrastructure Assets - Roads | (1,374,436) | (1,421,312) | (5,000) | (1,373,802) | 27376.04% |
| Infrastructure Assets - Footpaths | (5,000) | (5,000) | 0 | 0 | 0.00% |
| Infrastructure Assets - Aerodromes | 0 | 0 | (9,000) | 0 | (100.00%) |
| Infrastructure Assets - Drainage | (9,000) | (9,000) | (10,000) | 0 | (100.00%) |
| Infrastructure Assets - Sewerage | (10,000) | (10,000) | (5,570) | 0 | (100.00%) |
| Infrastructure Assets - Parks & Ovals | (5,570) | (5,570) | (308,000) | 0 | (100.00%) |
| Infrastructure Assets - Solid Waste | (308,000) | (308,000) | (58,000) | (276,181) | 376.17% |
| Infrastructure Assets - Other | (58,000) | (96,365) | (787,000) | (82,052) | (89.57%) |
| Purchase Plant and Equipment | (787,000) | (520,169) | 0 | (470,637) | 0.00% |
| Purchase Furniture and Equipment | 0 | (5,300) | 256,500 | (11,595) | (104.52%) |
| Proceeds from Sale of Assets | 256,500 | 82,600 | 1,367,058 | 265,155 | (80.60%) |
| Non-Operating Grants, Subsidies & Contributions | 1,367,058 | 1,367,058 | (194,184) | 1,343,239 | (791.74%) |
| Repayment of Debt - Loan Principal | (194,184) | (205,219) | 28,557 | (163,630) | (673.00%) |
| Repayment of Debt - Finance Leases | 0 | 0 | 0 | (11,473) | |
| Self Supporting Loan Principal Income | 28,557 | 28,557 | (396,991) | 28,558 | (107.19%) |
| Transfer to Reserves | (396,991) | (504,370) | 330,000 | (502,875) | (252.39%) |
| | (2,335,906) | (2,471,701) | (1,166,066) | (2,059,783) | |
| Plus Rounding | | | | | |
| <i>Sub Total</i> | (6,422,898) | (6,175,435) | (5,486,506) | (4,129,975) | |
| FUNDING FROM | | | | | |
| Transfer from Reserves | 330,000 | 249,500 | 330,000 | 249,500 | (24.39%) |
| Loans Raised | 404,520 | 404,520 | 404,520 | 404,000 | Variance within % Threshold |
| Estimated Opening Surplus at 1 July | 1,811,529 | 1,799,894 | 1,811,529 | 1,799,892 | Variance within % Threshold |
| Amount Raised from General Rates | 3,876,849 | 3,883,107 | 3,876,849 | 3,880,023 | Variance within % Threshold |
| | 6,422,898 | 6,337,021 | 6,422,898 | 6,333,415 | |
| NET SURPLUS/(DEFICIT) | 0 | 161,586 | 936,392 | 2,203,441 | |

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|-----------------------------|
| NOTE 1 | | | |
| CURRENT RATIO | Current Assets | 4,894,273 | 5.42 |
| | Current Liabilities | 902,953 | |
| 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 | | | |
| FAG Grant higher than anticipated, amended in Budget Review | | 934,928 | 120.95% |
| Governance | | | |
| Borden Pavilion return unexpended grant funds, contribution to Purple Bench | | 1,038 | 0.00% |
| Law Order & Public Safety - | | | |
| DFES Operation Grant funds received in advance for 20/21 | | 22,364 | 32.29% |
| Health | | | |
| Reimbursement of Medical Centre expenditure and Health License fees higher than anticipated. | | 1,498 | 499.36% |
| Education & Welfare | | | |
| Variance within 10% Materiality Threshold | | 426 | Variance within % |
| Housing | | | |
| Variance within 10% Materiality Threshold | | 5,725 | Variance within % Threshold |
| Community Amenities | | | |
| Variance within 10% Materiality Threshold | | 17,056 | Variance within % |
| Recreation & Culture | | | |
| Interest repayments on Loans 275 and 276 | | 4,729 | 26.27% |
| Transport | | | |
| Variance within 10% Materiality Threshold | | 5,079 | Variance within % Threshold |
| Economic Service | | | |
| Building Applications and Standpipe fees higher than anticipated for reporting | | 13,841 | 26.44% |
| Other Property and Services | | | |
| Fuel Rebates and reimbursed insurance claims higher than anticipated for reporting period | | 79,893 | 66.79% |
| OPERATING EXPENDITURE | | | |
| | | \$ VARIANCE | % VARIANCE |
| General Purpose funding | | | |
| Rates Written Off and Collection fees higher than anticipated | | (30,864) | 37.82% |
| Governance | | | |
| Public Relations, Conference Expenses, Legal & Audit fees and Admin allocations less than anticipated for reporting period | | 153,894 | (16.41%) |
| Law Order & Public Safety - | | | |
| Ranger costs less than anticipated, depreciation and admin allocations less than anticipated | | 44,164 | (11.69%) |
| Health | | | |
| Building maintenance and Contractor expenditure less than anticipated for reporting period. Mosquito control funds not expended | | 64,955 | (17.43%) |
| Education & Welfare | | | |
| Mowing costs and Building maintenance less than anticipated for reporting | | 18,061 | (38.21%) |
| Housing | | | |
| Building maintenance on all properties higher than anticipated | | (29,345) | 37.11% |
| Community Amenities | | | |
| Variance within 10% materiality threshold | | 46,695 | Variance within % |
| Recreation & Culture | | | |
| Variance within 10% materiality threshold. | | (29,129) | within % Threshold |
| Transport | | | |
| Road maintenance, kerb and drainage costs less than anticipated | | 489,019 | (15.15%) |
| Economic Service | | | |
| Building Surveyor expenses less than anticipated. Fixed Wireless Project funds to be transferred to COVID19 Reserve as per amended budget | | 150,425 | (53.94%) |
| Other Property & Services | | | |
| Variance within 10% materiality threshold | | 19,710 | within % Threshold |
| CAPITAL REVENUE | | | |

| <u>Proceeds on Sale of Assets</u> | | |
|-----------------------------------------------------------------------------------------------------------------|----------------|--------------|
| Sale of Vehicle GN00 - not traded - now DCEO GN.001 | -29,500 | |
| Sale of Vehicle GN002 -Insurance Write off | 20,609 | |
| Sale of Utility (GN0048) | 0 | |
| Sale of Utility GN.037 | 0 | |
| Sale of Utility GN.0004 | 0 | |
| Sale of Loader GN.0040 | 0 | |
| Sale of Backhoe GN.0089 | 0 | |
| Proceeds - Sale of Land 3396 Gnp Broomehill Rd, not anticipated | 180,000 | |
| | 171,109 | (80.60%) |
| <u>Non-Operating Revenue</u> | | |
| <u>Housing</u> | | |
| Commonwealth Grants BBR Funding - milestone payment (\$317,461.00) higher than anticipated for reporting period | 0 | |
| <u>Transport</u> | | |
| Regional Road Group Grants - Claim submitted by MW | 0 | |
| Roads To Recovery Grants - Claim submitted by MW | 0 | |
| | 0 | (791.74%) |
| <u>Transfers from Reserve</u> | | |
| Transfer from Reserve Fund | -80,500 | -0.243939394 |

| CAPITAL EXPENDITURE | | |
|--------------------------------------------------------------------------------------|-----------------|------------------|
| <u>Transfers to Reserve</u> | | |
| Transfers To Reserve Funds - Interest rates less than anticipated for Financial year | -105,884 | |
| | -105,884 | (252.39%) |
| <u>Furniture & Equipment</u> | | |
| Records Room Compactus - Revised budget amendment approved | (11,595) | |
| Ergonomic Chairs for Chambers | | |
| | (11,595) | (104.52%) |

| <u>Land & Buildings</u> | | |
|-------------------------------------------------------------------------------------------------------|----------------|-----------------|
| <u>Housing</u> | | |
| Construction of 2 houses on cnr Quinn & Whitehead Sts - Budget amendment approved | (5,808) | |
| 20 McDonald St Renewals | 0 | |
| 2 Cecil Street Bathroom Renewal - no longer required | 4,000 | |
| <u>Recreation & Culture</u> | | |
| Ongerup CWA Building Capital | 0 | |
| Ongerup Museum Capital - | 592 | |
| Gnowangerup Star Building Capital | 0 | |
| <u>Transport</u> | | |
| Gnowangerup Works Depot Capital - Budget amendment for retaining wall | (11,364) | |
| Ongerup Works Depot Capital - Not Capital expenditure, required for maintenance | 2,720 | |
| <u>Other Property & Services</u> | | |
| Administration Centre Building Capital - Security expenses less than anticipated for reporting period | 5,500 | |
| | (4,360) | (41.47%) |

| CAPITAL EXPENDITURE | | | |
|------------------------------------------------------------------------------------------------|------------------------------|------------------|-----------|
| <u>Plant & Equipment</u> | | | |
| <u>Recreation & Culture</u> | | | |
| Purchase Pump and Water Tank - Ongerup oval | | 0 | |
| <u>Transport</u> | | | |
| Purchase Loader GN0040 | | 0 | |
| Purchase Backhoe GN.0089 | | 0 | |
| Minor Plant Purchases | | 0 | |
| 4 Tonne Multi Roller | | 0 | |
| Purchase of Utility GN.0048 | | 0 | |
| Purchase of Utility GN.037 | | 0 | |
| *Purchase of Side Tipper - As per Budget Review process | | (95,190) | |
| Purchase of Utility GN.004 | | 0 | |
| Purchase Canopy for Utility (Ranger) | | 0 | |
| <u>Other Property & Services</u> | | | |
| CEO Vehicle - Cost less than anticipated | | 5,364 | |
| MCS Vehicle - Replacement of vehicle write off | | (28,533) | |
| Total (Over)/Under Budget | | (118,359) | 0.00% |
| CAPITAL EXPENDITURE | | | |
| <u>Road Construction</u> | | | |
| <u>Roads to Recovery</u> | | | |
| Rabbit Proof Fence Rd - Gravel Sheet - funds moved to Nightwell Rd for 20/21 | | 119,000 | |
| Salt River Road | | 0 | |
| Gleeson Road Gravel Sheet SLk 5.00 - 9.00 | | 0 | |
| <u>Regional Road Group</u> | | | |
| Tieline Road Reseal | | (3,143) | |
| Borden - Bremer Road | | (6,471) | |
| Ongerup-Pingrup Road | | (19,894) | |
| <u>Municipal Fund Roads</u> | | | |
| Sandalwood Road Reseal | | 0 | |
| Borden Bremer Bay Road | | (93) | |
| | <i>To be completed</i> | | |
| Tieline Rd Resheet - No water to continue program | 20/21 | 24,519 | |
| Nightwell Rd | | 0 | |
| Highdenup Rd Gravel Sheet | | 0 | |
| Total (Over)/Under Budget | | 113,918 | 27376.04% |
| CAPITAL EXPENDITURE | | | |
| <u>Footpath Construction</u> | | | |
| Footpath Construction | | 5,000 | |
| Total (Over)/Under Budget | <i>Not Required</i> 19/20 | 5,000 | 0.00% |
| <u>Drainage Infrastructure</u> | | | |
| Drainage Renewals | | 9,000 | |
| Total (Over)/Under Budget | <i>Not Required</i> | 9,000 | (100.00%) |
| <u>Sewerage Infrastructure</u> | | | |
| Ongerup Waste Water Ponds - Fencing | | 10,000 | |
| Total (Over)/Under Budget | <i>Not Required</i> | 10,000 | (100.00%) |
| <u>Parks, Ovals & Reserves Infrastructure</u> | | | |
| Community Park Capital - replace shade sails | | 5,570 | |
| Total (Over)/Under Budget | <i>Not Required</i> | 5,570 | (100.00%) |
| <u>Solid Waste Infrastructure</u> | | | |
| Ongerup Landfill - Project completed under budget | | 414 | |
| Borden Landfill & Transfer Station Construction - Project completed under budget | | 32,487 | |
| Gnp Landfill Site - Project completed, fencing additions | | (1,082) | |
| Total project completed under budget | Under Budget | 31,819 | 376.17% |
| <u>Other Infrastructure</u> | | | |
| Caravan Park Other Infrastructure - Fire Hose Reels, unable to be completed until 20/21 | <i>Not Required</i> 19/20 | 5,000 | |
| Street Banners & Banner Poles - Does not meet Capital threshold, expenditure under maintenance | | 3,000 | |
| Total (Over)/Under Budget | | 8,000 | 376.17% |
| Note: (NB) = No Budget Provision Made | | | |

SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 30 JUNE 2020

| CURRENT ASSET | ACTUAL 30 JUNE 2020 | ACTUAL 30 JUNE 2019 |
|--------------------------------------------------------------|------------------------|------------------------|
| 91000 Municipal Fund Bank Account | \$2,549,876 | \$1,642,777 |
| 91003 Gnp Office Till Float | \$200 | \$200 |
| 91004 Gnp Office Petty Cash | \$300 | \$300 |
| 91005 Swimming Pool Float | \$300 | \$300 |
| 91008 SWIMMING POOL VENDING MACHINE | \$0 | \$0 |
| 91009 CASH ON HAND - BANKING CHANGE | \$0 | \$1,000 |
| 91010 Restricted Cash - Long Service Leave Reserve | \$166,982 | \$115,741 |
| 91011 Restricted Cash - Plant Reserve | \$741,293 | \$851,666 |
| 91014 Restricted Cash - Ongerup Effluent Line Reserve | \$37,060 | \$26,773 |
| 91017 Restricted Cash - Area Promotion Reserve | \$30,525 | \$30,202 |
| 91020 Restricted Cash - Borden Community Development Reserve | \$0 | \$0 |
| 91023 Restricted Cash - Swimming Pool Upgrade Reserve | \$237,416 | \$209,174 |
| 91025 Restricted Cash - Land Development Reserve | \$192,554 | \$190,512 |
| 91026 Restricted Cash - Unspent Grants Reserve | \$0 | \$0 |
| 91027 Restricted Cash - Computer Replacement Reserve | \$48,058 | \$7,973 |
| 91029 Restricted Cash - Waste Disposal Reserve | \$249,827 | \$247,178 |
| 91030 Restricted Cash - Royalties for Regions Unspent Grant | \$0 | \$0 |
| 91031 Restricted Cash - Futures Fund Reserve | \$144,773 | \$16,230 |
| 91034 RESTRICTED CASH - LIQUID WASTE FACILITY | \$31,695 | \$31,359 |
| 91035 Restricted Cash - COVID-19 Reserve | \$100,000 | \$0 |
| 91070 Restricted Cash - Kidz Sports Grant | \$0 | \$0 |
| 91071 Restricted Cash - Cat Sterilisation Grant (DLG) | \$0 | \$0 |
| 91072 Restricted Cash - ICCWA Stay on Your Feet Grant | \$0 | \$0 |
| 91073 Restricted Cash - CSRFF Grant Swim Pool (DSR) | \$0 | \$0 |
| 91074 Restricted Cash - CLGF Grant Swim Pool (RDL) | \$0 | \$0 |
| 91075 Restricted Cash - Workforce Planning Grant (DLG) | \$0 | \$0 |
| 91076 Restricted Cash - Club Development Officer Grant (DSR) | \$0 | \$0 |
| 91077 RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT | \$211 | \$5,150 |
| 91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT | \$119 | \$15,464 |
| 91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR | \$0 | \$0 |
| 91080 RESTRICTED CASH - CAT TRAP BONDS | \$100 | \$0 |
| 91081 RESTRICTED CASH - TENANCY HOUSING BONDS | \$9,376 | \$0 |
| 91100 Rates Debtor - Rates | \$125,059 | \$111,155 |
| 91101 Rates Debtor - Specified Area Rates | \$9,792 | \$6,450 |
| 91102 Rates Debtor - Rubbish Collection | \$5,277 | \$5,596 |
| 91103 Rates Debtor - Health Act Rate | \$15,322 | \$15,531 |
| 91104 Rates Debtor - Legal Charges | \$14,392 | \$12,286 |
| 91105 Rates Debtor - Interest/Admin Charges | \$18,122 | \$16,209 |
| 91106 Rates Debtor - ESL | \$6,251 | \$5,685 |
| 91107 Rates Debtor - Sundry Charges | \$0 | \$0 |
| 91108 Rates Debtor - Recycling Charges | \$4,261 | \$4,637 |
| 91110 Sundry Debtors Control | \$153,804 | \$646,020 |
| 91111 Pensioner Rebate Claims - General Rates | \$1,736 | \$1,306 |
| 91112 Pensioner Rebate Claims - ESL Levy | \$107 | \$75 |
| 91113 PROVISION FOR DOUBTFUL DEBTS | (\$46,624) | (\$46,624) |
| 91120 GST Receivable | \$1,610 | \$0 |
| 93040 GST Payable | \$0 | \$0 |
| 93041 GST Claimable | \$0 | (\$449) |
| 91130 Accrued Interest on SSL's | (\$425) | (\$216) |
| 91140 Self Supporting Loans (Current) | \$29,729 | \$28,558 |
| 55022 Less Allocated To Works | \$0 | \$0 |
| 55032 Fuel & Oils Purchased | \$154,766 | \$199,324 |
| 55042 Less Fuel & Oils Allocated | (\$160,567) | (\$207,878) |
| 91200 Stock On Hand - Fuel & Oils | \$20,994 | \$29,548 |
| 91201 Stock On Hand - Materials | \$0 | \$0 |
| | 4,894,273 | 4,219,211 |
| LESS CURRENT LIABILITIES | | |
| 93000 Sundry Creditors Control | (\$220,021) | (\$157,535) |
| 93001 ESL Payable | \$5,138 | \$4,722 |
| 93002 ACCRUED EXPENSES | (\$30,000) | (\$30,000) |
| 93003 Part Proceeds - Sale of Land | \$0 | \$0 |
| 93010 Accrued Interest On Loans | (\$5,664) | (\$5,348) |
| 93020 Accrued Salaries & Wages | (\$23,293) | (\$13,634) |
| Net Gst Payable/Receivable | \$0 | \$0 |
| 93004 GRANT REVENUE RECEIVED IN ADVANCE | (\$19,422) | (\$1,847) |
| 93030 Rate Payments Received In Advance | \$0 | (\$12,922) |
| 93043 Net Gst Payable/Receivable | \$0 | \$0 |
| 93050 Net Salaries & Wages | \$0 | \$0 |
| 93042 GST Liability (Payable) | \$0 | \$0 |
| 93061 ANIMAL TRAP BONDS | \$0 | \$0 |
| 93064 TENANCY HOUSING BONDS | \$0 | \$0 |
| 93065 Building Commission Levy | \$0 | \$0 |
| Trust1 Trust Liabilities | (\$9,476) | \$0 |
| 93062 HOLLOW LOG TOURNAMENT | \$0 | \$0 |
| 93063 HOUSING PROJECT - RETENTION MONIES | \$0 | \$0 |
| xx2x Lease Liability | \$0 | \$0 |
| xx3x Lease Payment | \$0 | \$0 |
| 93110 Loan Liability (Current) | (\$208,606) | (\$163,630) |
| 80025 WATC SHORT TERM LOAN | \$0 | (\$1,000,000) |
| 93120 LEASE LIABILITY (CURRENT) | (\$24,899) | \$0 |
| 93200 Provision For Annual Leave (Current) | (\$206,798) | (\$233,472) |
| 93210 Provision For Long Service Leave (Current) | (\$126,106) | (\$155,803) |
| 93220 Provision for Sick Leave Bonus (Current) | (\$45,278) | (\$58,116) |
| xxxx1 Suspense - police licensing | \$0 | \$0 |
| 80004 Principal Repayments on Loans | \$0 | \$0 |
| 80024 Principal On Finance Leases | \$11,473 | \$0 |
| 80014 WATC SHORT TERM LOAN Principal | \$0 | \$1,000,000 |
| | -902,953 | -827,585 |
| SUB-TOTAL | 3,991,319.87 | 3,391,626 |
| ADJUSTMENTS | | |
| 95100 Reserves Cash backed | (\$1,980,183) | (\$1,726,808) |
| Add Back Loan Liability & Finance Lease Liability | \$222,033 | \$163,630 |
| Deduct Off Self Supporting Loan Repayments | (\$29,729) | (\$28,558) |
| Rounding | \$0 | \$0 |
| | \$0 | \$4 |
| SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES | \$ 2,203,441 | \$ 1,799,894 |

| | |
|--------------------------------|-----------------------------------------------------------|
| 16.2 | ACCOUNTS FOR PAYMENT AND AUTHORISATION – JULY 2020 |
| Location: | Shire of Gnowangerup |
| Proponent: | N/A |
| File Ref: | ADM0451 |
| Date of Report: | 10 th August 2020 |
| Business Unit: | Corporate and Community Services |
| Officer: | CA Shaddick – Senior Finance Officer |
| Disclosure of Interest: | Nil |

ATTACHMENTS

- July 2020 Cheque Listing

PURPOSE OF THE REPORT

To provide Council with a list of payments processed in the month of July 2020.

BACKGROUND

Nil

COMMENTS

The July 2020 cheque list for the period 01/07/2020 to 31/07/2020 is attached as follows:

| FUND | AMOUNT |
|----------------|----------------------|
| Municipal Fund | \$ 539,383.67 |
| Credit Card | \$ 201.03 |
| TOTAL | \$ 539,584.70 |

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

Local Government (Financial Management) Regulations 1996

Regulation 12 states that:

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

POLICY IMPLICATIONS

Purchasing Policy 4.1

Corporate Credit Card Policy 4.4

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: 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

OFFICER RECOMMENDATION

0820. That Council

Approves the Schedule of Accounts:

Municipal Fund Cheques 27749 - 27757, EFT 16290 – EFT 16382, Superannuation and Direct Deposits totalling \$539,383.67 and Corporate Credit Card totalling \$201.03.

| Chq/EFT | Date | Name | Description | Amount |
|----------|-----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| EFT16290 | 3/07/2020 | AFGRI EQUIPMENT AUSTRALIA PTY LTD | 2011 JOHN DEERE GRADER GN.0015 - BREAKDOWN TECHNICIAN CALLOUT AND REPAIR | \$ 771.08 |
| EFT16291 | 3/07/2020 | AIR LIQUIDE | CYLINDER HIRE FEE SMALL, MED, LGE | \$ 144.87 |
| EFT16292 | 3/07/2020 | BCITF | LEVY GNP20-006 692 GNOWANGERUP JERRAMUNGUP RD INV-47680-M3T9J6 | \$ 181.75 R |
| EFT16293 | 3/07/2020 | BEST OFFICE SYSTEMS | BEST OFFICE SYSTEMS PHOTOCOPY INK PERIOD FROM 28/05/2020 - 28/06/2020 | \$ 323.82 |
| EFT16294 | 3/07/2020 | BGL SOLUTIONS | GROUNDS MAINTENANCE AS PER CONTRACT \$ 10,429.53 RETIC MAINTENANCE AS PER HANDOVER INSPECTION ON PROPERTY \$ 1,468.22 | |
| EFT16295 | 3/07/2020 | BUILDING AND ENERGY DIVISION DEPT MIRS | BUILDING PERMITS FOR JUNE 2020 | \$ 238.45 R |
| EFT16296 | 3/07/2020 | CORSIGN WA | ROAD SIGNS FOR ONGERUP DEPOT | \$ 3,418.80 |
| EFT16297 | 3/07/2020 | DWER | GREASE TRAP CLEANNG | \$ 88.00 |
| EFT16298 | 3/07/2020 | DURAQUIP | BALANCE PAYMENT FOR TRI-AXEL SIDE TIPPING TRAILER VIN 6K9DURATMLG112016 | \$ 83,767.20 |
| EFT16299 | 3/07/2020 | GNOWANGERUP FUEL SUPPLIES | FUEL FOR ADMIN FLEET | \$ 665.26 |
| EFT16300 | 3/07/2020 | GNP HARDWARE | GNP MEMORIAL HALL BUILDING - GAS BOTTLES FOR HEATERS | \$ 125.00 |
| EFT16301 | 3/07/2020 | IAN DAVID BEATON | INSTALL DRAINAGE PIT AT THE BACK OF GNP COMPLEX TO REMOVE WATER FROM POOL ROAD. \$ 2,189.00 DIG TRENCH & INSTALL PIPE LINE BETWEEN TANKS - FORMBY ROAD BORE \$ 2,090.00 CHECK WATER PRESSURE, CLEAN FILTERS & SHOWER HEADS AT COMPLEX \$ 297.00 | |
| EFT16302 | 3/07/2020 | KATE EMMA O'KEEFFE | MEETING FEES JAN-JUNE | \$ 4,343.00 |
| EFT16303 | 3/07/2020 | LEASEIT LTD | COPY MANAGEMENT PLAN BILLING PERIOD: MAY-JUNE 2020 | \$ 843.98 |
| EFT16304 | 3/07/2020 | M & MP BUILDERS | REPLACE LOCK ON FRONT DOOR AT 25 MCDONALD STREET | \$ 653.40 |
| EFT16305 | 3/07/2020 | OFFICEWORKS | STATIONERY ITEMS | \$ 133.95 |
| EFT16306 | 3/07/2020 | ONGERUP FARM SUPPLIES | ONGERUP DEPOT VARIOUS HARDWARE ITEMS | \$ 150.60 |
| EFT16307 | 3/07/2020 | ROB OWEN DECORATING SERVICES | REPAINTING OF ONGERUP PUBLIC TOILETS | \$ 3,084.40 |
| EFT16308 | 3/07/2020 | SOUTHWAY PETROLEUM AND PAINT SERVICES | REPAIRS AND CALLIBRATION OF GNOWANGERUP DEPOT DIESEL TANK \$ 18,929.09 REPAIRS AND CALLIBRATION OF ONGERUP DEPOT DIESEL TANK \$ 3,711.00 | |
| EFT16309 | 3/07/2020 | TOLL TRANSPORT PTY LTD | FREIGHT | \$ 170.22 |
| EFT16310 | 3/07/2020 | TOPAZ GLOBAL | SUPPLY AND PRINTING OF STREET BANNERS \$ 3,300.00 POLO SHIRTS WITH SHIRE LOGO FOR STAFF \$ 904.97 | |

| | | | |
|----------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| | | CUSTOM POOL DONUT COVERS | \$ 352.00 |
| | | CUSTOM POOL HEATER COVERS | \$ 858.00 |
| EFT16311 | 3/07/2020 WESTERN AUSTRALIAN TREASURY CORP | GOVT GUARANTEE FEE ON LOANS JAN-JUNE | \$ 3,125.62 |
| EFT16312 | 3/07/2020 WINC. (WORK INCORPORATED) | HAND WASH - ON BACK ORDER FROM ORIGINAL ORDER | \$ 3.84 |
| EFT16313 | 10/07/2020 ADMIN SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 90.00 |
| EFT16314 | 10/07/2020 ADVANCE CLEAN AND SEAL PTY LTD | CLEARING DRAINS - COROMUP RD, PENDALUP RD, CULVERTS AT JACKITUP RD, HOLDEN RD, STEWART RD, OAKDALE RD AND CLEAN UP AT GNP REFUSE SITE | \$ 2,970.00 |
| EFT16315 | 10/07/2020 AFGRI EQUIPMENT AUSTRALIA PTY LTD | 2011 JOHN DEERE GRADER GN.0015 - FILTERS | \$ 388.76 |
| EFT16316 | 10/07/2020 ALBANY RECORDS MANAGEMENT | SECURE BIN EXCHANGE AND DESTRUCTION OF ARCHIVE BOXES | \$ 385.00 |
| EFT16317 | 10/07/2020 AUSTRALIA POST | POSTAGE FOR JUNE | \$ 110.70 |
| EFT16318 | 10/07/2020 BARRETTS MINI EARTHMOVING & CHIPPING | GNOWANGERUP, BORDEN, ONGERUP TOWN SITES - TREE PRUNING UNDER POWER LINES TO WESTERN POWER SPECIFICATIONS | \$ 13,420.00 |
| EFT16319 | 10/07/2020 BEST OFFICE SYSTEMS | REPLACE TONER FILTER AND CLEANED SENSORS | \$ 77.00 |
| EFT16320 | 10/07/2020 BLACK AND GOLD SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 120.00 |
| EFT16321 | 10/07/2020 CORSIGN WA | ROAD MAINTENANCE SUNDRY 20 X 80KM SPEED LIMIT 600X600 R/B/W CL1 CORFLUTE CODE: MMS-REG-1 CODE: MMS-ADV-40 | \$ 781.00 |
| EFT16322 | 10/07/2020 DA & KJ MURRAY | MEALS AND ACCOMODATION EHO 09/06 & 23/06 | \$ 140.00 |
| EFT16323 | 10/07/2020 DEPT OF HUMAN SERVICES | PAYROLL DEDUCTIONS | \$ 163.14 |
| EFT16324 | 10/07/2020 DL CONSULTING | COMPILE BUDGET INFORMATION, ATTEND BUDGET COUNCIL WORKSHOP, RECONCILE BUDGET WAGES AND INSURANCE ALLOCATIONS | \$ 4,770.70 |
| EFT16325 | 10/07/2020 GEOFFREY CARBERRY | RELOCATION ALLOWANCE | \$ 5,000.00 |
| EFT16326 | 10/07/2020 GNOWANGERUP BOWLING CLUB | REFRESHMENTS FOR COUNCIL | \$ 130.00 |
| EFT16327 | 10/07/2020 GNOWANGERUP COMMUNITY RESOURCE CENTRE | LIBRARY COVER JUNE, CLEANING, INTERNET AND TELEPHONE | \$ 908.29 |
| EFT16328 | 10/07/2020 GNP HARDWARE | 2011 JOHN DEERE GRADER GN.0015 - TRANSMISSION OIL - MORRIS LIQUIDMATIC JDF VARIOUS HARDWARE ITEMS GNOWANGERUP DEPOT | \$ 1,200.00 \$ 219.79 |
| EFT16329 | 10/07/2020 HUGHANS SAW SERVICE | 3 X NEW BLADES FOR TREE PRUNING MACHINE | \$ 4,936.80 |
| EFT16330 | 10/07/2020 IAN DAVID BEATON | UNBLOCK DRAIN AT 25 MCDONALD STREET | \$ 660.00 |

| | | | | |
|----------|------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| EFT16331 | 10/07/2020 | IPWEA NATIONAL OFFICE | BUILDINGS PLUS SUBSCRIPTION 01/07/2020 - 30/06/2021 | \$ 2,695.00 |
| EFT16332 | 10/07/2020 | IT VISION | ANNUAL LICENSE FEE 2020/2021 AND CPM FINANCIAL REPORTING SUITE | \$ 45,807.30 |
| EFT16333 | 10/07/2020 | JERRAMUNGUP ELECTRICAL SERVICE | 20 MCDONALD STREET INSTALL SECURITY CAMERAS FIND FAULT AND REPLACE ELEMENT BORDEN COMMUNITY BBQ | \$ 550.00 |
| EFT16334 | 10/07/2020 | JEZAMYN DOUGLAS | REIMBURSEMENT FOR PRE MEDICAL | \$ 132.00 |
| EFT16335 | 10/07/2020 | LANDGATE | MINING TENEMENT 20.21 SCHEDULE | \$ 209.40 |
| EFT16336 | 10/07/2020 | LGRCEU | PAYROLL DEDUCTIONS | \$ 184.50 |
| EFT16337 | 10/07/2020 | LYON ENVIRONMENTAL PTY LTD | SOIL TESTING OF CONTAMINATED SOIL UNDER THE 3 BOWSERS - SITE VISIT TO GNP FOR SOIL SAMPLES DURING EXCAVATION PROCESS SOIL REMEDIATION VALIDATION PERFORMED AT GNP SHIRE DEPOT ON THE 26/05/2020 MOBE AND DEMOBE FIELD TECHNICIAN - (MILEAGE & HOURS) FIELD SCIENTIST - (SAMPLE COLLECTION & SUPERVISION) PHOTOIONISATION & DATA TABULATION LABORATORY SOIL ANALYSIS (12 X TRH/BTEXN & 4 X TRH/BTEXN & HEAVY METALS) REPORTING (PREPARATION, REVIEW & SUBMISSION) | \$ 6,457.50 |
| EFT16338 | 10/07/2020 | M & MP BUILDERS | ADJUSTMENT TO INVOICE 860 - REPAIR ROLLERS | \$ 30.97 |
| EFT16339 | 10/07/2020 | MICHAEL CREAGH | MEETING FEES JANUARY - JUNE 2020 | \$ 4,343.00 |
| EFT16340 | 10/07/2020 | SADLERS BUTCHERS | CATERING FOR BUDGET WORKSHOP AND COUNCIL MEETINGS | \$ 239.00 |
| EFT16341 | 10/07/2020 | SOLUTIONS IT | MONTHLY BILLING FOR JULY | \$ 1,969.00 |
| EFT16342 | 10/07/2020 | TOLL TRANSPORT PTY LTD | FREIGHT | \$ 33.77 |
| EFT16343 | 10/07/2020 | WA CONTRACT RANGER SERVICES | RANGER SERVICES 17/06, 24/06, 01/07, 08/07 | \$ 3,564.00 |
| EFT16344 | 10/07/2020 | WA LIBRARY SUPPLIES | PAYMENT RETURNED - INCORRECT BANK DETAILS | \$ - |
| EFT16345 | 10/07/2020 | WARREN BLACKWOOD WASTE | 240LT BINS PICKUP 04/06, 11/06, 18/06, 25/06 | \$ 7,337.95 |
| EFT16346 | 23/07/2020 | ALBANY LOCK SERVICE SUPERIOR SECURITY | ADMINISTRATION OFFICE BUILDING - REPLACING LOCK TO FRONT DOOR QUOTE NO: 00018182 1 X KABA SHORT BACKSET LONG THROW MORTICE LOCK WITH INTERNAL ESCAPE LEVER ITEM NO: KAB-950L-37SCP-LC | \$ 88.60 |
| EFT16347 | 23/07/2020 | AUTOSMART (WA) SOUTH WEST & GREAT SOUTHERN | 1 X 4KG TOILET BLOCK URINAL BLOCKS ITEM CODE: TLT.BL4 | \$ 73.70 |
| EFT16348 | 23/07/2020 | BECKS TRANSPORT | FREIGHT | \$ 117.38 |
| EFT16349 | 23/07/2020 | BGL SOLUTIONS | FECB07 REPLACE OR SAI 1800MM HIGH COLORBOND 20 MCDONALD STREET STUMP GRINDING MAIN STREET | \$ 2,783.00 \$ 88.00 |
| EFT16350 | 23/07/2020 | DWER | SEPTIC TANK CLEANING | \$ 132.00 |

| | | | | |
|----------|------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------|
| EFT16351 | 23/07/2020 | GNOWANGERUP COMMUNITY RESOURCE CENTRE | ROUNDUP NEWSLETTER SUBSCRIPTION JULY 2020- JUNE 2021 | \$ 48.00 |
| EFT16352 | 23/07/2020 | GNOWANGERUP FUEL SUPPLIES | DIESEL FUEL FOR GNOWANGERUP DEPOT 22,000 LITRES @ \$1.0986 | \$ 24,169.20 |
| EFT16353 | 23/07/2020 | GNP HARDWARE | KOMATSU 2013 MOTOR GRADER - GN.0021 - OIL FOR SERVICE ON GRADER 1 X TCY205 - MORRIS TERRAIN CT 30 CODE: 1017642 | \$ 1,347.00 |
| | | | VARIOUS HARDWARE ITEMS GNOWANGERUP DEPOT | \$ 371.40 |
| EFT16354 | 23/07/2020 | IMPRINT PLASTIC BADGE & SIGN MANUFACTURERS | NAME BADGES FOR NEW STAFF | \$ 55.00 |
| EFT16355 | 23/07/2020 | IT VISION USER GROUP INC | MEMBERSHIP SUBSCRIPTION FOR FINANCIAL YEAR 2020/2021 | \$ 748.00 |
| EFT16356 | 23/07/2020 | LEARNING DISCOVERY PTY LTD | PICTURE STORY BOOKS FOR GNOWANGERUP LIBRARY | \$ 178.50 |
| EFT16357 | 23/07/2020 | LGIS INSURANCE BROKING | MARINE CARGO INSURANCE 01/07/2020 - 30/06/2021 | \$ 660.00 |
| EFT16358 | 23/07/2020 | LGISWA | WORKCARE COVER 1ST INSTALMENT | \$ 29,154.92 |
| | | | BUSH FIRE | \$ 7,947.50 |
| | | | COMMERCIAL CRIME AND CYBER LIABILITY | \$ 3,215.23 |
| | | | MANAGEMENT LIABILITY | \$ 7,460.93 |
| | | | MOTOR VEHICLE | \$ 48,744.65 |
| | | | PERSONAL ACCIDENT | \$ 467.50 |
| | | | CORPORATE TRAVEL | \$ 825.00 |
| | | | 1ST INSTALMENT PUBLIC LIABILITY | \$ 16,844.85 |
| | | | 1ST INSTALMENT PROPERTY | \$ 46,265.20 |
| | | | CONTRIBUTIONS ASSISTANCE PACKAGE | \$ (9,788.57) |
| EFT16359 | 23/07/2020 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | MEMBERSHIP SUBSCRIPTION CEO & DCEO 2020-2021 | \$ 1,062.00 |
| EFT16360 | 23/07/2020 | LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE | ANALYTICAL SERVICES FOR 2020/21 | \$ 254.65 |
| EFT16361 | 23/07/2020 | ONEMUSIC AUSTRALIA | MUSIC ONHOLD FOR COUNCILS RURAL | \$ 350.00 |
| EFT16362 | 23/07/2020 | ONGERUP TYRES & AUTOMOTIVE | REPLACE BATTERY 2 X BN150LMF GRADER GN.0020 | \$ 600.00 |
| EFT16363 | 23/07/2020 | ONLINE SAFETY SYSTEMS PTY LTD | ONLINE SAFETY SYSTEMS - MONTHLY ACCESS FEE HYBRID LEVEL 2 FOR MONTH OF JULY 2020 | \$ 528.00 |
| EFT16364 | 23/07/2020 | RAMM SOFTWARE PTY LTD | RAMM ANNUAL SUPPORT AND MAINTENANCE FEE 1ST JULY 2020 TO 30TH JUNE 2021 | \$ 9,314.81 |
| EFT16365 | 23/07/2020 | SOLUTIONS IT | 4889570 ACROBAT PRO 2020 TLP GOV AOO SINGLE LICENSE | \$ 550.00 |
| EFT16366 | 23/07/2020 | TOLL TRANSPORT PTY LTD | FREIGHT JULY | \$ 248.56 |
| EFT16367 | 23/07/2020 | WA CONTRACT RANGER SERVICES | RANGER SERVICES 15/07, 21/07 | \$ 1,782.00 |
| EFT16368 | 23/07/2020 | WA LIBRARY SUPPLIES | SIT N STAND POD DESK, WIRE TROLLEY AND OTTOMAN FOR GNP LIBRARY | \$ 3,810.00 |

| | | | | |
|----------|------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------|
| EFT16369 | 23/07/2020 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION | WALGA MEMBERSHIP 01/07/2020 - 30/06/2021 | \$ 8,702.56 |
| | | | GOVERNANCE SERVICE | \$ 352.00 |
| | | | LOCAL LAWS SERVICE | \$ 693.00 |
| | | | PROCUREMENT SERVICES | \$ 2,805.00 |
| | | | EMPLOYEE RELATIONS | \$ 4,488.00 |
| | | | TAX SERVICES | \$ 1,639.00 |
| EFT16370 | 23/07/2020 | YONGERGNOW-ONGERUP COMMUNITY RESOURCE CENTRE | ADVERTISING IN THE GRAPEVINE APRIL, MAY AND JUNE | \$ 568.00 |
| EFT16371 | 31/07/2020 | ADMIN SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 100.00 |
| EFT16372 | 31/07/2020 | ADVANCE PRESS PTY LTD | 20/21 FIREBREAK ORDERS (800 BOOKLETS) AS PER QUOTE 230575 DATED 16/06/2020 | \$ 1,782.00 |
| EFT16373 | 31/07/2020 | AFGRI EQUIPMENT AUSTRALIA PTY LTD | 2011 JOHN DEERE GRADER GN.0015 - REPAIRS TO GRADER 6 X T418904 INSERT | \$ 458.24 |
| EFT16374 | 31/07/2020 | BGL SOLUTIONS | REMOVAL OF GARDEN BEDS FROM GNOWANGERUP POOL, CAP IRRIGATION SYSTEM, REMOVE SOIL AND PLANTING | \$ 2,764.63 |
| EFT16375 | 31/07/2020 | BLACK AND GOLD SOCIAL CLUB | PAYROLL DEDUCTIONS | \$ 120.00 |
| EFT16376 | 31/07/2020 | DEPT OF HUMAN SERVICES | PAYROLL DEDUCTIONS | \$ 93.14 |
| EFT16377 | 31/07/2020 | GNOWANGERUP TYRE SERVICE | GNP SPORTING COMPLEX GROUNDS - BATTERY FOR FIRE PUMP | \$ 270.00 |
| | | | NISSAN GAS FORKLIFT BATTERY | \$ 175.00 |
| | | | REPAIRS TO GRADER TYRE GN.0021 | \$ 123.50 |
| | | | PUNCTURE REPAIRS P3043 | \$ 47.00 |
| EFT16378 | 31/07/2020 | GNP HARDWARE | KOMATSU 2013 MOTOR GRADER - GN.0021 - REPLACE WARNING LIGHT LED P/TOUCH MAG STROBE | \$ 450.00 |
| | | | VARIOUS HARDWARE ITEMS GNOWANGERUP DEPOT | \$ 125.04 |
| EFT16379 | 31/07/2020 | LGRCEU | PAYROLL DEDUCTIONS | \$ 205.00 |
| EFT16380 | 31/07/2020 | OFFICEWORKS | PHONE FOR ASSET AND WASTE MANAGEMENT COORDINATOR IPHONE SE | \$ 870.93 |
| EFT16381 | 31/07/2020 | ONSITE DIAGNOSTICS PTY LTD | OD-067a - ORAL 7 + ALCOHOL (BOX OF 25) EXPIRY DATE 2022/03/01 | \$ 841.94 |
| EFT16382 | 31/07/2020 | TOLL TRANSPORT PTY LTD | FREIGHT | \$ 211.09 |
| 27749 | 3/07/2020 | GNOWANGERUP IGA | CONSUMABLES | \$ 351.04 |
| 27750 | 3/07/2020 | SHIRE OF GNOWANGERUP | PETTY CASH REIMBURSEMENT | \$ 342.55 |
| 27751 | 3/07/2020 | SYNERGY | SUPPLY PERIOD 25/05/2020 - 24/06/2020 31 DAYS STREET LIGHTS | \$ 3,684.88 |
| 27752 | 10/07/2020 | AUSTRALIAN COMMUNICATIONS AUTHORITY | CECIL STREET LAND MOBILE SYSTEM LICENSE RENEWAL 20/21 | \$ 59.00 |
| 27753 | 10/07/2020 | DEPARTMENT OF TRANSPORT | LICENSE RENEWAL 12 MONTHS 1BOA019 (SES VEHICLE) | \$ 79.35 F |

| | | | | |
|----------|------------|----------------------------------------|---------------------------------------|--------------|
| 27754 | 23/07/2020 | DEPARTMENT OF TRANSPORT | LICENCE RENEWAL 12 MONTHS SHIRE FLEET | \$ 11,200.55 |
| 27755 | 23/07/2020 | SYNERGY | SUPPLY PERIOD 60 DAYS | \$ 4,155.57 |
| 27756 | 23/07/2020 | TELSTRA | USAGE, SERVICE AND EQUIPMENT | \$ 1,633.30 |
| 27757 | 23/07/2020 | WATER CORPORATION | WATER USAGE AND SERVICE CHARGES | \$ 7,581.02 |
| DD4608.1 | 8/07/2020 | WALGS PLAN | PAYROLL DEDUCTIONS | \$ 6,019.03 |
| DD4608.2 | 8/07/2020 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 222.96 |
| DD4608.3 | 8/07/2020 | CBUS | SUPERANNUATION CONTRIBUTIONS | \$ 314.49 |
| DD4608.4 | 8/07/2020 | OASIS SUPERANNUATION MASTER TRUST | SUPERANNUATION CONTRIBUTIONS | \$ 190.00 |
| DD4608.5 | 8/07/2020 | COMMONWEALTH ESSENTIAL SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 66.67 |
| DD4608.6 | 8/07/2020 | SMSF | SUPERANNUATION CONTRIBUTIONS | \$ 944.75 |
| DD4608.7 | 8/07/2020 | WEALTH PERSONAL SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 574.74 |
| DD4608.8 | 8/07/2020 | COLONIAL FIRSTWRAP PLUS PERSONAL SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 795.33 |
| DD4608.9 | 8/07/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 1,107.73 |
| DD4609.1 | 30/07/2020 | WESTNET | ADMIN AND CEO HOME INTERNET | \$ 235.31 |
| DD4609.2 | 30/07/2020 | LEASEIT LTD | PHOTOCOPIER SERVICE LEASE JULY 2020 | \$ 1,196.25 |
| DD4615.1 | 30/07/2020 | NATIONAL AUSTRALIA BANK | ITEMISED BELOW | \$ - |
| DD4618.1 | 22/07/2020 | WALGS PLAN | PAYROLL DEDUCTIONS | \$ 6,655.07 |
| DD4618.2 | 22/07/2020 | REST SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 170.26 |
| DD4618.3 | 22/07/2020 | CBUS | SUPERANNUATION CONTRIBUTIONS | \$ 324.28 |
| DD4618.4 | 22/07/2020 | OASIS SUPERANNUATION MASTER TRUST | SUPERANNUATION CONTRIBUTIONS | \$ 190.00 |
| DD4618.5 | 22/07/2020 | COMMONWEALTH ESSENTIAL SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 36.78 |
| DD4618.6 | 22/07/2020 | ANZ SMART CHOICE SUPER | SUPERANNUATION CONTRIBUTIONS | \$ 53.24 |
| DD4618.7 | 22/07/2020 | SMSF | PAYROLL DEDUCTIONS | \$ 944.75 |
| DD4618.8 | 22/07/2020 | WEALTH PERSONAL SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | \$ 579.52 |

| | | | | | |
|------------------------------------|------------|----------------------------------------|--------------------------------------------------------|-----------|-------------------|
| DD4618.9 | 22/07/2020 | COLONIAL FIRSTWRAP PLUS PERSONAL SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 795.33 |
| DD4608.10 | 8/07/2020 | CARE SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 740.68 |
| DD4608.11 | 8/07/2020 | PRIME SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 225.17 |
| DD4608.12 | 8/07/2020 | BENDIGO SMARTOPTIONS SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 111.10 |
| DD4608.13 | 8/07/2020 | MLC NAVIGATOR RETIREMENT PLAN | SUPERANNUATION CONTRIBUTIONS | \$ | 210.52 |
| DD4618.10 | 22/07/2020 | AUSTRALIAN SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 1,121.73 |
| DD4618.11 | 22/07/2020 | CARE SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 740.68 |
| DD4618.12 | 22/07/2020 | PRIME SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 246.57 |
| DD4618.13 | 22/07/2020 | BENDIGO SMARTOPTIONS SUPER | SUPERANNUATION CONTRIBUTIONS | \$ | 104.25 |
| DD4618.14 | 22/07/2020 | MLC NAVIGATOR RETIREMENT PLAN | SUPERANNUATION CONTRIBUTIONS | \$ | 210.52 |
| TOTAL MUNICIPAL ACCOUNT | | | | \$ | 539,383.67 |
| | 6/07/2020 | SHELL NORTH BANNISTER | FUEL GN.001 | \$ | 56.92 |
| | 8/07/2020 | GRACE RECORDS | SLEEVES FOR ARCHIVING XRAYS FOR MEDICAL PRACTICE | \$ | 82.06 |
| | 1/07/2020 | SHIRE OF GNOWANGERUP | LICENSE NEW SEMI TRAILER FOR 1 MONTH INLINE WITH FLEET | \$ | 44.05 |
| | 10/07/2020 | NAB | CORPORATE CREDIT CARD FEE | \$ | 18.00 |
| TOTAL CORPORATE CREDIT CARD | | | | \$ | 201.03 |

CERTIFICATE OF SENIOR FINANCE OFFICER

I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:

TOTAL FOR MUNICIPAL FUND: EFT 16290 -16382, Cheque 27749 - 27757, DD and Super Clearing House = \$539,383.67

TOTAL FOR CREDIT CARD: \$201.03

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

| | |
|--------------------------------|----------------------------------------------------------------------|
| 16.3 | JULY 2020 MONTHLY FINANCIAL REPORT |
| Location: | Shire of Gnowangerup |
| Proponent: | N/A |
| File Ref: | ADM0451 |
| Date of Report: | 14 th August 2020 |
| 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 the period 01/07/2020 to 31/07/2020 including:

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

PURPOSE OF THE REPORT

For Council to receive and accept the Monthly Financial Report to the 31st July 2020, note that figures are subject to change as a result of end of year procedures and the audit process.

BACKGROUND

Nil

COMMENTS

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

CONSULTATION

Nil

LEGAL AND STATUTORY REQUIREMENTS

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

POLICY IMPLICATIONS

Investment Policy 4.3

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: 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

OFFICER RECOMMENDATION

- 0820. That Council:**
Receives and accepts the Monthly Financial Report for July 2020.

SHIRE OF GNOWANGERUP

MONTHLY FINANCIAL REPORT

31 JULY 2020

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE PERIOD ENDING 31 JULY 2020

| | NOTES | 2020-21 ANNUAL BUDGET | 2020-21 YTD BUDGET | 2020-21 YTD ACTUAL |
|----------------------------------------------|-------|-----------------------------|--------------------------|--------------------------|
| EXPENDITURE (Excluding Finance Costs) | | \$ | \$ | \$ |
| General Purpose Funding | | (112,462) | (5,047) | (8,239) |
| Governance | | (834,589) | (45,470) | (61,640) |
| Law, Order, Public Safety | | (396,152) | (57,611) | (37,364) |
| Health | | (322,499) | (38,347) | (11,136) |
| Education and Welfare | | (40,363) | (3,833) | (1,586) |
| Housing | | (56,485) | (2,808) | -2,673 |
| Community Amenities | | (574,230) | (69,364) | -31,596 |
| Recreation and Culture | | (1,480,017) | (143,862) | (67,316) |
| Transport | | (3,346,722) | (235,668) | (121,161) |
| Economic Services | | (323,142) | (25,067) | (6,670) |
| Other Property and Services | | (639,383) | (101,924) | (89,331) |
| | | (8,126,044) | (729,000) | (438,712) |
| REVENUE | | | | |
| General Purpose Funding | | 4,735,120 | 1,459 | (13,050) |
| Governance | | 0 | 0 | 0 |
| Law, Order, Public Safety | | 72,810 | 44 | 593 |
| Health | | 1,200 | 0 | 0 |
| Education and Welfare | | 11,200 | 933 | 0 |
| Housing | | 96,028 | 8,643 | 7,156 |
| Community Amenities | | 277,110 | 602 | 4,368 |
| Recreation and Culture | | 19,365 | 250 | 3 |
| Transport | | 149,600 | 9 | 0 |
| Economic Services | | 28,180 | 854 | 110 |
| Other Property & Services | | 105,497 | 8,157 | 19,035 |
| | | 5,496,110 | 20,950 | 18,215 |
| <i>Increase(Decrease)</i> | | (2,629,934) | (708,050) | (420,497) |
| FINANCE COSTS | | | | |
| Housing | | (12,602) | 0 | 0 |
| Recreation & Culture | | (18,850) | 0 | 0 |
| Other Property & Services | | (386) | 0 | 0 |
| Total Finance Costs | | (31,838) | 0 | 0 |
| NON-OPERATING REVENUE | | | | |
| Transport | | 1,427,849 | 0 | 27,625 |
| Other Property & Services | | 1,100,000 | 0 | 0 |
| Total Non-Operating Revenue | | 2,527,849 | 0 | 27,625 |
| PROFIT/(LOSS) ON SALE OF ASSETS | | | | |
| Transport Profit | | 0 | 0 | 0 |
| Transport Loss | | 0 | 0 | 0 |
| Total Profit/(Loss) | | 0 | 0 | 0 |
| NET RESULT | | (133,923) | (708,050) | (392,872) |
| Other Comprehensive Income | | | | |
| Changes on revaluation of non-current assets | | 0 | 0 | 0 |
| Total Abnormal Items | | 0 | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | | (133,923) | (708,050) | (392,872) |

SHIRE OF GNOWANGERUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE/TYPE
FOR THE PERIOD ENDING 31 JULY 2020

| | 2020-21 BUDGET | 2020-21 ACTUAL |
|------------------------------------------------------------------------------|---------------------------|---------------------------|
| Expenses | | |
| Employee Costs | (2,879,109) | (180,199) |
| Materials and Contracts | (2,166,951) | (117,416) |
| Utility Charges | (193,747) | (13,705) |
| Depreciation on Non-Current Assets | (2,275,630) | 0 |
| Interest Expenses | (31,838) | (49) |
| Insurance Expenses | (234,191) | (126,936) |
| Other Expenditure | (376,417) | (408) |
| | (8,157,882) | (438,712) |
| Revenue | | |
| Rates | 4,125,515 | (15,442) |
| Operating Grants, Subsidies and Contributions | 932,030 | 193 |
| Fees and Charges | 307,371 | 7,040 |
| Service Charges | 0 | 0 |
| Interest Earnings | 46,338 | 1,868 |
| Other Revenue | 84,856 | 24,557 |
| | 5,496,110 | 18,215 |
| | (2,661,772) | (420,497) |
| Non-Operating Grants, Subsidies & Contributions | 2,527,849 | 27,625 |
| Fair Value Adjustments to financial assets at fair value through profit/loss | 0 | 0 |
| Profit on Asset Disposals | 0 | 0 |
| Loss on Asset Disposals | 0 | 0 |
| | 2,527,849 | 27,625 |
| Net Result | (133,923) | (392,872) |
| Other Comprehensive Income | | |
| Changes on revaluation of non-current assets | 0 | 0 |
| Total Other Comprehensive Income | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | (133,923) | (392,872) |

**SHIRE OF GNOWANGERUP
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDING 31 JULY 2020**

| | Note | 2019-20 ACTUAL \$ | 2020-21 ACTUAL \$ | Variance \$ |
|-----------------------------------------------|------|-------------------------|-------------------------|-----------------|
| Current assets | | | | |
| Unrestricted Cash & Cash Equivalents | | 2,550,676 | 1,944,523 | -606,153 |
| Restricted Cash & Cash Equivalents | | 1,989,989 | 1,990,233 | 244 |
| Trade and other receivables | | 338,465 | 339,924 | 1,459 |
| Inventories | | 15,194 | 24,363 | 9,169 |
| Other assets | | 0 | 0 | 0 |
| Total current assets | | 4,894,324 | 4,299,044 | -595,281 |
| Non-current assets | | | | |
| Trade and other receivables | | 149,503 | 149,503 | 0 |
| LG House Unit Trust | | 71,221 | 71,221 | 0 |
| Property, infrastructure, plant and equipment | | 29,799,188 | 29,799,188 | 0 |
| Infrastructure Assets | | 90,175,794 | 90,176,688 | 894 |
| Total non-current assets | | 120,195,705 | 120,196,600 | 894 |
| Total assets | | 125,090,030 | 124,495,643 | -594,387 |
| Current liabilities | | | | |
| Trade and other payables | | 293,830 | 93,354 | 200,476 |
| Interest-bearing loans and borrowings | | 208,606 | 208,606 | 0 |
| Bonds and Deposits | | 9,476 | 9,476 | 0 |
| Finance Lease Liability | | 13,427 | 12,388 | 1,039 |
| Provisions | | 378,182 | 378,182 | 0 |
| Total current liabilities | | 903,521 | 702,007 | 201,514 |
| Non-current liabilities | | | | |
| Interest-bearing loans and borrowings | | 781,615 | 781,615 | 0 |
| Finance Lease Liability | | 4,319 | 4,319 | 0 |
| Provisions | | 63,229 | 63,229 | 0 |
| Total non-current liabilities | | 849,163 | 849,163 | 0 |
| Total liabilities | | 1,752,684 | 1,551,169 | 201,514 |
| Net assets | | 123,337,346 | 122,944,474 | -392,872 |
| Equity | | | | |
| Retained surplus | | 42,808,023 | 42,807,779 | -244 |
| Net Result | | 0 | -392,872 | -392,872 |
| Reserve - asset revaluation | | 78,549,140 | 78,549,140 | 0 |
| Reserve - Cash backed | | 1,980,183 | 1,980,427 | 244 |
| Total equity | | 123,337,346 | 122,944,474 | -392,872 |

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

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 JULY 2020**

| Note | 2019-20 ACTUAL \$ | 2020-21 BUDGET \$ | 2020-21 ACTUAL \$ |
|-----------------------------------------------------|-------------------------|-------------------------|-------------------------|
| Cash Flows from operating activities | | | |
| Payments | | | |
| Employee Costs | (2,551,517) | (2,810,221) | (203,492) |
| Materials & Contracts | (1,448,967) | (2,182,394) | (320,910) |
| Utilities (gas, electricity, water, etc) | (168,150) | (193,747) | (13,705) |
| Insurance | (194,975) | (234,191) | (126,936) |
| Interest Expense | (30,656) | (31,838) | (49) |
| Goods and Services Tax Paid | (14,135) | 0 | 0 |
| Other Expenses | (286,599) | (376,416) | (408) |
| | (4,694,998) | (5,828,807) | (665,499) |
| Receipts | | | |
| Rates | 4,109,577 | 4,125,515 | 12,009 |
| Operating Grants & Subsidies | 1,769,655 | 912,608 | 193 |
| Contributions, Reimbursements & Donations | 0 | 0 | 0 |
| Fees and Charges | 239,219 | 307,371 | 7,040 |
| Interest Earnings | 66,741 | 46,338 | 1,868 |
| Goods and Services Tax | (1,610) | 0 | 1,662 |
| Other | 801,470 | 84,856 | 11,128 |
| | 6,985,051 | 5,476,688 | 33,899 |
| | 2,290,053 | (352,119) | (631,601) |
| Cash flows from investing activities | | | |
| Payments | | | |
| Purchase of Land | (15,298) | (27,000) | 0 |
| Purchase of Buildings | (789,192) | (176,778) | 0 |
| Purchase Plant and Equipment | (470,637) | (699,500) | 0 |
| Purchase Furniture and Equipment | (11,595) | (45,000) | 0 |
| Purchase Road Infrastructure Assets | (1,373,802) | (2,105,192) | 0 |
| Purchase of Footpath Assets | 0 | (5,000) | 0 |
| Purchase Aerodrome Assets | 0 | (55,250) | 0 |
| Purchase Drainage Assets | 0 | (5,000) | 0 |
| Purchase Sewerage Assets | 0 | 0 | 0 |
| Purchase Parks & Ovals Assets | 0 | (58,810) | 0 |
| Purchase Solid Waste Assets | (274,136) | 0 | 0 |
| Purchase Infrastructure Other Assets | (82,052) | (839,396) | (894) |
| Receipts | | | |
| Proceeds from Sale of Assets | 265,155 | 192,000 | 0 |
| Non-Operating grants used for Development of Assets | 1,343,239 | 2,527,849 | 27,625 |
| | (1,408,317) | (1,297,077) | 26,731 |
| Cash flows from financing activities | | | |
| Repayment of Debentures | | | |
| Repayment of Debentures | (163,631) | (208,606) | 0 |
| Repayment of Finance Leases | (11,472) | (12,664) | (1,039) |
| Advances to Community Groups | 0 | 0 | 0 |
| Revenue from Self Supporting Loans | 28,558 | 29,729 | 0 |
| Proceeds from New Debentures | 404,000 | 0 | 0 |
| | 257,455 | (191,541) | (1,039) |
| Net increase/(decrease) in cash held | | | |
| | 1,139,190 | (1,840,737) | (605,909) |
| Cash at the Beginning of Reporting Period | | | |
| | 3,401,475 | 4,540,665 | 4,540,665 |
| Cash at the End of Reporting Period | | | |
| 9 | 4,540,665 | 2,699,928 | 3,934,756 |

**SHIRE OF GNOWANGERUP
STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDING 31 JULY 2020**

Notes

| | 2019-20 ACTUAL \$ | 2020-21 BUDGET \$ | 2020-21 ACTUAL \$ |
|------------------------------------------------------------------------------------|-------------------------|-------------------------|-------------------------|
| RECONCILIATION OF CASH | | | |
| Cash at Bank - Unrestricted | 2,549,876 | 471,376 | 1,943,723 |
| Cash at Bank Reserves - Restricted | 1,989,989 | 2,227,752 | 1,990,233 |
| Cash on Hand | 800 | 800 | 800 |
| TOTAL CASH | 4,540,665 | 2,699,928 | 3,934,756 |
| RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT | | | |
| Net Result (As per Comprehensive Income Statement) | 776,073 | -133,924 | -392,872 |
| Add back Depreciation | 2,313,017 | 2,275,630 | 0 |
| (Gain)/Loss on Disposal of Assets | 71,897 | 0 | 0 |
| Less: Movement in contract liabilities | -20,614 | 0 | 0 |
| Less: Movement in Local Government House Unit Trust | -1,153 | 0 | 0 |
| Self Supporting Loan Principal Reimbursements | 0 | 0 | 0 |
| Contributions for the Development of Assets | -1,343,239 | -2,527,849 | -27,625 |
| Changes in Assets and Liabilities | | | |
| (Increase)/Decrease in Inventory | 5,800 | 0 | -9,169 |
| (Increase)/Decrease in Receivables | 471,305 | 0 | -1,459 |
| Increase/(Decrease) in Accounts Payable | 77,267 | -15,442 | -200,476 |
| Increase/(Decrease) in Prepayments | 0 | -19,422 | 0 |
| Increase/(Decrease) in Employee Provisions | -60,301 | 68,888 | 0 |
| Increase/(Decrease) in Accrued Expenses | 0 | 0 | 0 |
| Rounding | 0 | 0 | 0 |
| NET CASH FROM/(USED) IN OPERATING ACTIVITIES | 2,290,053 | -352,119 | -631,601 |

**SHIRE OF GNOWANGERUP
FINANCIAL ACTIVITY STATEMENT
FOR THE PERIOD ENDING 31 JULY 2020**

| | 2020-21 ANNUAL BUDGET | 2020-21 YTD BUDGET (a) | 2020-21 YTD ACTUAL (b) |
|----------------------------------------------------|-----------------------------|------------------------------|------------------------------|
| OPERATING REVENUE | \$ | \$ | \$ |
| General Purpose Funding | 852,442 | 1,459 | (13,050) |
| Governance | 0 | 0 | 0 |
| Law, Order Public Safety | 72,810 | 44 | 593 |
| Health | 1,200 | 0 | 0 |
| Education and Welfare | 11,200 | 933 | 0 |
| Housing | 96,028 | 8,643 | 7,156 |
| Community Amenities | 277,110 | 602 | 4,368 |
| Recreation and Culture | 19,365 | 250 | 3 |
| Transport | 149,600 | 9 | 0 |
| Economic Services | 28,180 | 854 | 110 |
| Other Property and Services | 105,497 | 8,157 | 19,035 |
| | 1,613,432 | 20,950 | 18,215 |
| LESS OPERATING EXPENDITURE | | | |
| General Purpose Funding | (112,462) | (5,047) | (8,239) |
| Governance | (834,589) | (45,470) | (61,640) |
| Law, Order, Public Safety | (396,152) | (57,611) | (37,364) |
| Health | (322,499) | (38,347) | (11,136) |
| Education and Welfare | (40,363) | (3,833) | (1,586) |
| Housing | (69,087) | (2,808) | (2,673) |
| Community Amenities | (574,230) | (69,364) | (31,596) |
| Recreation and Culture | (1,498,867) | (143,862) | (67,316) |
| Transport | (3,346,722) | (235,668) | (121,161) |
| Economic Services | (323,142) | (25,067) | (6,670) |
| Other Property & Services | (639,769) | (101,924) | (89,331) |
| | (8,157,882) | (729,000) | (438,712) |
| <i>Increase(Decrease)</i> | (6,544,450) | (708,050) | (420,497) |
| ITEMS EXCLUDED FROM OPERATIONS | | | |
| Movement in Employee Benefits (Non-current) | 68,888 | 0 | 0 |
| Depreciation Written Back | 2,275,630 | 189,560 | 0 |
| | 2,344,518 | 189,560 | 0 |
| <i>Sub Total</i> | (4,199,932) | (518,490) | (420,497) |
| INVESTING ACTIVITIES | | | |
| Purchase of Land | 0 | | |
| Purchase Buildings | (203,778) | 0 | 0 |
| Purchase Plant and Equipment | (699,500) | 0 | 0 |
| Purchase Furniture and Equipment | (45,000) | 0 | 0 |
| Infrastructure Assets - Roads | (2,105,192) | 0 | 0 |
| Infrastructure Assets - Footpaths | (5,000) | 0 | 0 |
| Infrastructure Assets - Aerodromes | (55,250) | 0 | 0 |
| Infrastructure Assets - Drainage | (5,000) | 0 | 0 |
| Infrastructure Assets - Sewerage | 0 | 0 | 0 |
| Infrastructure Assets - Parks & Ovals | (58,810) | 0 | 0 |
| Infrastructure Assets - Solid Waste | 0 | 0 | 0 |
| Infrastructure Assets - Other | (839,396) | 0 | (894) |
| Proceeds from Sale of Assets | 192,000 | 0 | 0 |
| Contributions for the Development of Assets | 2,527,849 | 0 | 27,625 |
| Amount Attributable to Investing Activities | (1,297,077) | 0 | 26,731 |
| FINANCING ACTIVITIES | | | |
| Repayment of Debt - Loan Principal | (208,606) | 0 | 0 |
| Repayment of Debt - Finance Lease | (12,664) | (1,055) | (1,039) |
| Self Supporting Loan Principal Income | 29,729 | 0 | 0 |
| Transfer to Reserves | (398,569) | (825) | (244) |
| | (590,110) | (1,880) | (1,283) |
| Plus Rounding | | | |
| <i>Sub Total</i> | (6,087,119) | (520,370) | (395,049) |
| FUNDING FROM | | | |
| Transfer from Reserves | 151,000 | 0 | 0 |
| Loans Raised | 0 | 0 | 0 |
| Estimated Opening Surplus at 1 July | 2,053,441 | 2,053,441 | 2,202,924 |
| Amount Raised from General Rates | 3,882,678 | 3,882,678 | 0 |
| | 6,087,119 | 5,936,119 | 2,202,924 |
| NET SURPLUS/(DEFICIT) | 0 | 5,415,749 | 1,807,875 |

**SHIRE OF GNOWANGERUP
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDING 31 JULY 2020**

| CURRENT ASSET | ACTUAL 31-Jul-20 | ACTUAL 30 JUNE 2020 |
|--------------------------------------------------------------|---------------------|------------------------|
| 91000 Municipal Fund Bank Account | \$1,943,723 | \$2,549,876 |
| 91003 Gnp Office Till Float | \$200 | \$200 |
| 91004 Gnp Office Petty Cash | \$300 | \$300 |
| 91005 Swimming Pool Float | \$300 | \$300 |
| 91008 SWIMMING POOL VENDING MACHINE | \$0 | \$0 |
| 91009 CASH ON HAND - BANKING CHANGE | \$0 | \$0 |
| 91010 Restricted Cash - Long Service Leave Reserve | \$167,002 | \$166,982 |
| 91011 Restricted Cash - Plant Reserve | \$741,384 | \$741,293 |
| 91014 Restricted Cash - Ongerup Effluent Line Reserve | \$37,065 | \$37,060 |
| 91017 Restricted Cash - Area Promotion Reserve | \$30,529 | \$30,525 |
| 91020 Restricted Cash - Borden Community Development Reserve | \$0 | \$0 |
| 91023 Restricted Cash - Swimming Pool Upgrade Reserve | \$237,445 | \$237,416 |
| 91025 Restricted Cash - Land Development Reserve | \$192,577 | \$192,554 |
| 91026 Restricted Cash - Unspent Grants Reserve | \$0 | \$0 |
| 91027 Restricted Cash - Computer Replacement Reserve | \$48,064 | \$48,058 |
| 91029 Restricted Cash - Waste Disposal Reserve | \$249,858 | \$249,827 |
| 91030 Restricted Cash - Royalties for Regions Unspent Grant | \$0 | \$0 |
| 91031 Restricted Cash - Futures Fund Reserve | \$144,791 | \$144,773 |
| 91034 RESTRICTED CASH - LIQUID WASTE FACILITY | \$31,699 | \$31,695 |
| 91035 RESTRICTED CASH - COVID-19 RESERVE | \$100,012 | \$100,000 |
| 91070 Restricted Cash - Kidz Sports Grant | \$0 | \$0 |
| 91071 Restricted Cash - Cat Sterilisation Grant (DLG) | \$0 | \$0 |
| 91072 Restricted Cash - ICCWA Stay on Your Feet Grant | \$0 | \$0 |
| 91073 Restricted Cash - CSRFF Grant Swim Pool (DSR) | \$0 | \$0 |
| 91074 Restricted Cash - CLGF Grant Swim Pool (RDL) | \$0 | \$0 |
| 91075 Restricted Cash - Workforce Planning Grant (DLG) | \$0 | \$0 |
| 91076 Restricted Cash - Club Development Officer Grant (DSR) | \$0 | \$0 |
| 91077 RESTRICTED CASH - STATE EMERGENCY SERVICES GRANT | \$211 | \$211 |
| 91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT | \$119 | \$119 |
| 91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR | \$0 | \$0 |
| 91080 RESTRICTED CASH - CAT TRAP BONDS | \$100 | \$100 |
| 91081 RESTRICTED CASH - TENANCY HOUSING BONDS | \$9,376 | \$9,376 |
| 91100 Rates Debtor - Rates | \$117,977 | \$125,059 |
| 91101 Rates Debtor - Specified Area Rates | \$9,346 | \$9,792 |
| 91102 Rates Debtor - Rubbish Collection | \$4,912 | \$5,277 |
| 91103 Rates Debtor - Health Act Rate | \$14,241 | \$15,322 |
| 91104 Rates Debtor - Legal Charges | \$14,112 | \$14,392 |
| 91105 Rates Debtor - Interest/Admin Charges | \$17,688 | \$18,122 |
| 91106 Rates Debtor - ESL | \$5,915 | \$6,251 |
| 91107 Rates Debtor - Sundry Charges | \$0 | \$0 |
| 91108 Rates Debtor - Recycling Charges | \$3,921 | \$4,261 |
| 91110 Sundry Debtors Control | \$167,289 | \$153,804 |
| 91111 Pensioner Rebate Claims - General Rates | \$1,736 | \$1,736 |
| 91112 Pensioner Rebate Claims - ESL Levy | \$107 | \$107 |
| 91113 PROVISION FOR DOUBTFUL DEBTS | (\$46,624) | (\$46,624) |
| 91120 GST Receivable | \$0 | \$1,610 |
| 93040 GST Payable | \$0 | \$0 |
| 93041 GST Claimable | \$0 | \$52 |
| 91130 Accrued Interest on SSL's | (\$425) | (\$425) |
| 91140 Self Supporting Loans (Current) | \$29,729 | \$29,729 |
| 55022 Less Allocated To Works | \$0 | \$0 |
| 55032 Fuel & Oils Purchased | \$21,972 | \$154,766 |
| 55042 Less Fuel & Oils Allocated | (\$12,803) | (\$160,567) |
| 91200 Stock On Hand - Fuel & Oils | \$15,194 | \$20,994 |
| 91201 Stock On Hand - Materials | \$0 | \$0 |
| | 4,299,044 | 4,894,324 |
| LESS CURRENT LIABILITIES | | |
| 93000 Sundry Creditors Control | (\$26,263) | (\$220,589) |
| 93001 ESL Payable | \$5,138 | \$5,138 |
| 93002 ACCRUED EXPENSES | (\$30,000) | (\$30,000) |
| 93003 Part Proceeds - Sale of Land | \$0 | \$0 |
| 93010 Accrued Interest On Loans | (\$5,664) | (\$5,664) |
| 93020 Accrued Salaries & Wages | \$0 | (\$23,293) |
| Net Gst Payable/Receivable | \$0 | \$0 |
| 93004 GRANT REVENUE RECEIVED IN ADVANCE | (\$19,422) | (\$19,422) |
| 93030 Rate Payments Received In Advance | (\$17,086) | \$0 |
| 93043 Net Gst Payable/Receivable | \$0 | \$0 |
| 93050 Net Salaries & Wages | \$0 | \$0 |
| 93042 GST Liability (Payable) | \$0 | \$0 |
| 93061 ANIMAL TRAP BONDS | \$0 | \$0 |
| 93062 HOLLOW LOG TOURNAMENT | \$0 | \$0 |
| 93063 HOUSING RETENTION MONIES | \$0 | \$0 |
| 93064 TENANCY HOUSING BONDS | \$0 | \$0 |
| 93000 Trust Liabilities | (\$9,476) | (\$8,565) |
| 99100 POLICE LICENSING (PAY) | \$47,302 | \$523,234 |
| 99101 BCITF LEVY (PAY) | \$0 | \$7,111 |
| 99102 BUILDING SERVICES LEVY (PAY) | \$0 | \$5,795 |
| 99110 OTHER GENERAL TRUST (PAY) | \$0 | \$11,155 |
| 99112 NOMINATION DEPOSITS PAYMENTS | \$0 | \$480 |
| 99114 MICRO-CHIP BOND PAYMENTS | \$0 | \$50 |
| 99200 POLICE LICENSING (REC) | (\$47,302) | (\$523,234) |
| 99201 BCITF LEVY (REC) | \$0 | (\$7,115) |
| 99202 BUILDING SERVICES LEVY (REC) | \$0 | (\$5,792) |
| 99203 TENANCY HOUSING BONDS (REC) | \$0 | (\$9,376) |
| 99208 CAT TRAP BONDS (REC) | \$0 | (\$100) |
| 99210 OTHER GENERAL TRUST (REC) | \$0 | (\$2,640) |
| 99212 NOMINATION DEPOSITS RECEIPTS | \$0 | (\$480) |
| 93065 Building Commission Levy | (\$57) | \$0 |
| xx2x Lease Liability | \$0 | \$0 |
| xx3x Lease Payment | \$0 | \$0 |
| 93110 Loan Liability (Current) | (\$208,606) | (\$208,606) |
| 80025 WATC SHORT TERM LOAN | \$0 | \$0 |
| 93120 LEASE LIABILITY (CURRENT) | (\$13,427) | (\$24,899) |
| 80024 PRINCIPAL ON FINANCE LEASES | \$1,039 | \$11,473 |
| 93200 Provision For Annual Leave (Current) | (\$206,798) | (\$206,798) |
| 93210 Provision For Long Service Leave (Current) | (\$126,106) | (\$126,106) |
| 93220 Provision for Sick Leave Bonus (Current) | (\$45,278) | (\$45,278) |
| xxxx1 Suspense - Trust | \$0 | \$0 |
| 80004 Principal Repayments on Loans | \$0 | \$0 |
| 80014 WATC SHORT TERM LOAN Principal | \$0 | \$0 |
| | -702,007 | -903,521 |
| SUB-TOTAL | | |
| | 3,597,037 | 3,990,804 |
| ADJUSTMENTS | | |
| 95100 Reserves Cash backed | (\$1,980,427) | (\$1,980,183) |
| Add Back Loan & Finance Lease Liability | \$220,994 | \$222,033 |
| Deduct Off Self Supporting Loan Repayments | (\$29,729) | (\$29,729) |
| Rounding | \$0 | \$0 |
| | \$ 1,807,875 | \$ 2,202,924 |
| SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES | | |

SHIRE OF GNOWANGERUP
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 JULY 2020

EXPLANATION OF MATERIAL VARIANCES

| REPORTING PROGRAM & EXPLANATION | TIMING / PERMANENT | \$ VARIANCE | % VARIANCE |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|---------------------|
| OPERATING REVENUE | | | |
| General Purpose Funding Rates received in advance adjustment from 19/20 | | (14,509) | (111.18%) |
| Governance Variance within 10% or \$10,000 threshold | Within Threshold | | 0% |
| Law Order & Public Safety - Variance within 10% or \$10,000 threshold | Within Threshold | | (92.58%) |
| Health Variance within 10% or \$10,000 threshold | Within Threshold | | 0% |
| Education & Welfare Variance within 10% or \$10,000 threshold | Within Threshold | | 0% |
| Housing Variance within 10% or \$10,000 threshold | Within Threshold | | 20.78% |
| Community Amenities Variance within 10% or \$10,000 threshold | Within Threshold | | (86.22%) |
| Recreation & Culture Variance within 10% or \$10,000 threshold | Within Threshold | | 8233.33% |
| Transport Variance within 10% or \$10,000 threshold | Within Threshold | | 0% |
| Economic Services Variance within 10% or \$10,000 threshold | Within Threshold | | 676.59% |
| Other Property and Services Fuel rebate \$1712.00 higher than anticipated, LGIS dividend of \$8998.00 received for 20/21 | | 10,878 | (57.15%) |
| OPERATING EXPENDITURE | | | |
| General Purpose Funding Variance within 10% or \$10,000 threshold | Within Threshold | | |
| Governance WALGA subscriptions expended earlier than anticipated for reporting period | | (16,170) | (26.23%) |
| Law Order & Public Safety - Depreciation not applied to Emergency vehicles until Audit completed in October 2020, no monetary impact | | 20,246 | 54.19% |
| Health Depreciation not applied to Shire buildings until the Audit completed in October 2020, no monetary impact | | 27,211 | 244.34% |
| Education & Welfare Variance within 10% or \$10,000 threshold | Within Threshold | | 141.68% |
| Housing Variance within 10% or \$10,000 threshold | Within Threshold | | Within Threshold |
| Community Amenities Depreciation not applied to Shire buildings and infrastructure until the Audit completed in October 2020, no monetary impact | | 37,768 | 119.54% |
| Recreation & Culture Depreciation not applied to Shire buildings and infrastructure until the Audit completed in October 2020, no monetary impact | | 76,546 | 113.71% |
| Transport Depreciation not applied to Shire buildings and infrastructure until the Audit completed in October 2020, no monetary impact | | 114,507 | 94.51% |
| Economic Service Depreciation not applied to Shire buildings and infrastructure until the Audit completed in October 2020, no monetary impact. Drought CEP expenditure awaiting final approval | | 18,397 | 275.81% |
| Other Property & Services | | | |

| | | |
|-------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| Depreciation not applied to Shire buildings and infrastructure until the Audit completed in October 2020, no monetary impact. | 12,593 | 14.10% |
|-------------------------------------------------------------------------------------------------------------------------------|--------|--------|

| CAPITAL REVENUES | | | | |
|-----------------------------------------------------------------------------------------------------------------------------|--------|-------------------------|---------------|------------------|
| Non-Operating Grants, Subsidies & Contributions | | | | |
| Transport | | | | |
| Regional Road Group Grants - | | | 0 | |
| Roads to Recovery Grants - | | | 0 | |
| LRCI Grants - | | | 0 | |
| Airstrip Grants & Contributions - Contribution received from Brethren Community | | | 27,625 | |
| Economic Services | | | | |
| Commonwealth Water Grants - | | | 0 | |
| Drought Extension Grants - | | | 0 | |
| | | | <u>27,625</u> | (100.00%) |
| Proceeds from Sale of Assets | | | | |
| Sale of DCEO Vehicle GN001 | TIMING | | 0 | |
| Sale of Doctor Vehicle GN006 | TIMING | | 0 | |
| Sale of Mower GN0029 | TIMING | | 0 | |
| Sale of Mower GN0034 | TIMING | | 0 | |
| Sale of Mower GN.10718 | TIMING | | 0 | |
| Sale of Side Tipper GN.17003 | TIMING | | 0 | |
| Sale of Dolly GN.170002 | TIMING | | 0 | |
| Sale of Multi Roller GN.0030 | TIMING | | 0 | |
| Sale of Utility (GN0028) | TIMING | | 0 | |
| Sale of Utility GN.010 | TIMING | | 0 | |
| Sale of Utility GN.003 | TIMING | | 0 | |
| Sale of Utility GN.0046 | TIMING | | 0 | |
| | | | <u>0</u> | 0% |
| Transfers from Reserve | | | | |
| Transfers from Reserve - | TIMING | | | |
| CAPITAL EXPENDITURE | | | | |
| Transfers to Reserve | | | | |
| Transfers to Reserve - Interest earned on reserve accounts transferred to Reserve - Reserve Transfers not actioned till end | TIMING | Within Threshold | | 237.80% |
| Furniture & Equipment | | | | |
| Other Property & Services | | | | |
| Administration Furniture & Equipment | TIMING | | 0 | |
| | | | <u>0</u> | 0% |
| Land | | | | |
| Community Amenities | | | | |
| Purchase of Land - Community Amenities | TIMING | | 0 | |
| | | | <u>0</u> | 0% |
| Buildings | | | | |
| Housing | | | | |
| 25 McDonald St Building Capital Expenses | TIMING | | 0 | |
| Other Housing | | | | |
| | TIMING | | | |
| Community Amenities | | | | |
| | TIMING | | | |
| | TIMING | | | |
| Recreation & Culture | | | | |
| Growangerup Sporting Complex - Fire Hydrant System and diesel Fire Pump | TIMING | | 0 | |
| Borden CWA Building - Renewals and safety measures | TIMING | | 0 | |
| Ongerup Sports Pavilion Capital - Renewals & Renovations | TIMING | | 0 | |
| Borden Pavilion Multipurpose Shed & Shelter | TIMING | | 0 | |
| | | | <u>0</u> | 0% |
| Plant & Equipment | | | | |
| Health | | | | |
| Doctors Vehicle | TIMING | | 0 | |
| Recreation & Culture | | | | |

| | | | |
|----------------------------------------------------------------|--------|--------------|------------------|
| Purchase Mower GN.0029 | TIMING | 0 | |
| Purchase Mower GN.0034 | TIMING | 0 | |
| <u>Transport</u> | | | |
| Purchase Side Tipper GN.17003 | TIMING | 0 | |
| Purchase Dolly GN.17002 | TIMING | 0 | |
| Purchase Multi Roller | TIMING | 0 | |
| Purchase of Utility (GN.010) | TIMING | 0 | |
| Purchase of Utility GN.003 | TIMING | 0 | |
| Purchase of Utility GN.0028 | TIMING | 0 | |
| Purchase of Utility GN.0046 | TIMING | 0 | |
| Purchase of Utility Maint Officer | TIMING | 0 | |
| Purchase Box top Trailer & Post Hole Borer | TIMING | 0 | |
| Purchase Sign Box Top Trailer GN.7809 | TIMING | 0 | |
| <u>Other Property & Services</u> | | | |
| DCEO Vehicle | TIMING | 0 | |
| Total (Over)/Under Budget | | <u>0</u> | 0% |
| <u>Road Construction</u> | | | |
| <u>Roads to Recovery</u> | | | |
| RTR Rabbit Proof Fence Rd - Gravel Sheet | TIMING | 0 | |
| RTR - Nightwell Rd Reseal | TIMING | 0 | |
| RTR - Cowalellup Road | TIMING | 0 | |
| <u>Regional Road Group</u> | | | |
| RRG - Tieline Road | TIMING | 0 | |
| RRG - Kowbrup Road | TIMING | 0 | |
| RRG - Borden - Bremer Road | TIMING | 0 | |
| <u>Commonwealth Local Roads & Community Infrastructure</u> | | | |
| LRCIP - Chillinup Road | TIMING | 0 | |
| LRCIP - Boxwood Hill-Ongerup Road | TIMING | 0 | |
| <u>Municipal Road Projects</u> | | | |
| Boxwood Hill - Ongerup Road Reseal | TIMING | | |
| Garnett Road | TIMING | | |
| Cecil Street Reseal | TIMING | | |
| Quinn St Reseal | TIMING | | |
| Borden Bremer Bay Road | TIMING | | |
| Old Ongerup Rd Gravel Sheet | TIMING | | |
| Total (Over)/Under Budget | | <u>0</u> | 0% |
| <u>Drainage Infrastructure</u> | | | |
| Drainage Infrastructure | | 0 | |
| Total (Over)/Under Budget | | <u>0</u> | 0% |
| <u>Footpaths</u> | | | |
| Footpaths - Project yet to commence | TIMING | 0 | |
| Total (Over)/Under Budget | | <u>0</u> | 0% |
| <u>Airport Infrastructure</u> | | | |
| Airport Infrastructure - | | 0 | |
| Total (Over)/Under Budget | | <u>0</u> | 0% |
| <u>Parks & Ovals</u> | | | |
| Playground Gnp Sports Complex | TIMING | 0 | |
| Total (Over)/Under Budget | | <u>0</u> | 0% |
| <u>Other Infrastructure</u> | | | |
| <u>Community Amenities</u> | | | |
| Gnp Cemetery Project | TIMING | 0 | |
| <u>Recreation & Culture</u> | | | |
| Heritage Trail Extension | TIMING | 0 | |
| <u>Transport</u> | | | |
| Depot Fencing Renewal | TIMING | 0 | |
| Depot Adblue Storage Tank | TIMING | 0 | |
| Gnp Precinct Renewal Project | TIMING | 0 | |
| Stirlings/Borden Streetscape Project | TIMING | 0 | |
| Ongerup Streetscape and Signage Works | TIMING | 0 | |
| <u>Economic Services</u> | | | |
| Airport Dam Upgrade | TIMING | 0 | |
| Toompup Dam Renewal | TIMING | 0 | |
| Magitup Dam Renewal | TIMING | 0 | |
| Gnowangerup Depot Water Harvesting project | TIMING | 0 | |
| Amelup Potable Water Supply & Firefighting Tank | TIMING | 0 | |
| Caravan Park Other Infrastructure | TIMING | 0 | |
| Formby Road Bore Tank Capital | TIMING | (894) | |
| Total (Over)/Under Budget | | <u>(894)</u> | (100.00%) |
| Note: (NB) = No Budget Provision Made | | | |

17. CONFIDENTIAL ITEMS

Nil

OTHER BUSINESS AND CLOSING PROCEDURES

18. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL

19. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20. DATE OF NEXT MEETING

That the next Ordinary Council Meeting will be held on the 22nd September 2020.

21. CLOSURE

The Shire President thanked Council and staff for their time and declared the meeting closed at _____ pm.