



## **MINUTES**

### **ORDINARY MEETING OF COUNCIL**

**28<sup>th</sup> April 2021**  
**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

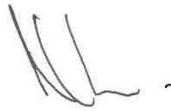


Shire of Gnowangerup

**NOTICE OF AN ORDINARY MEETING OF COUNCIL**

Dear Council Member

The next Ordinary Meeting of the Shire of Gnowangerup will be held on Wednesday 28<sup>th</sup> April 2021, at the Council Chambers 28 Yougenup Road Gnowangerup, commencing at 3:30pm.



Signed: \_\_\_\_\_

**Bob Jarvis**

**CHIEF EXECUTIVE OFFICER**

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**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**

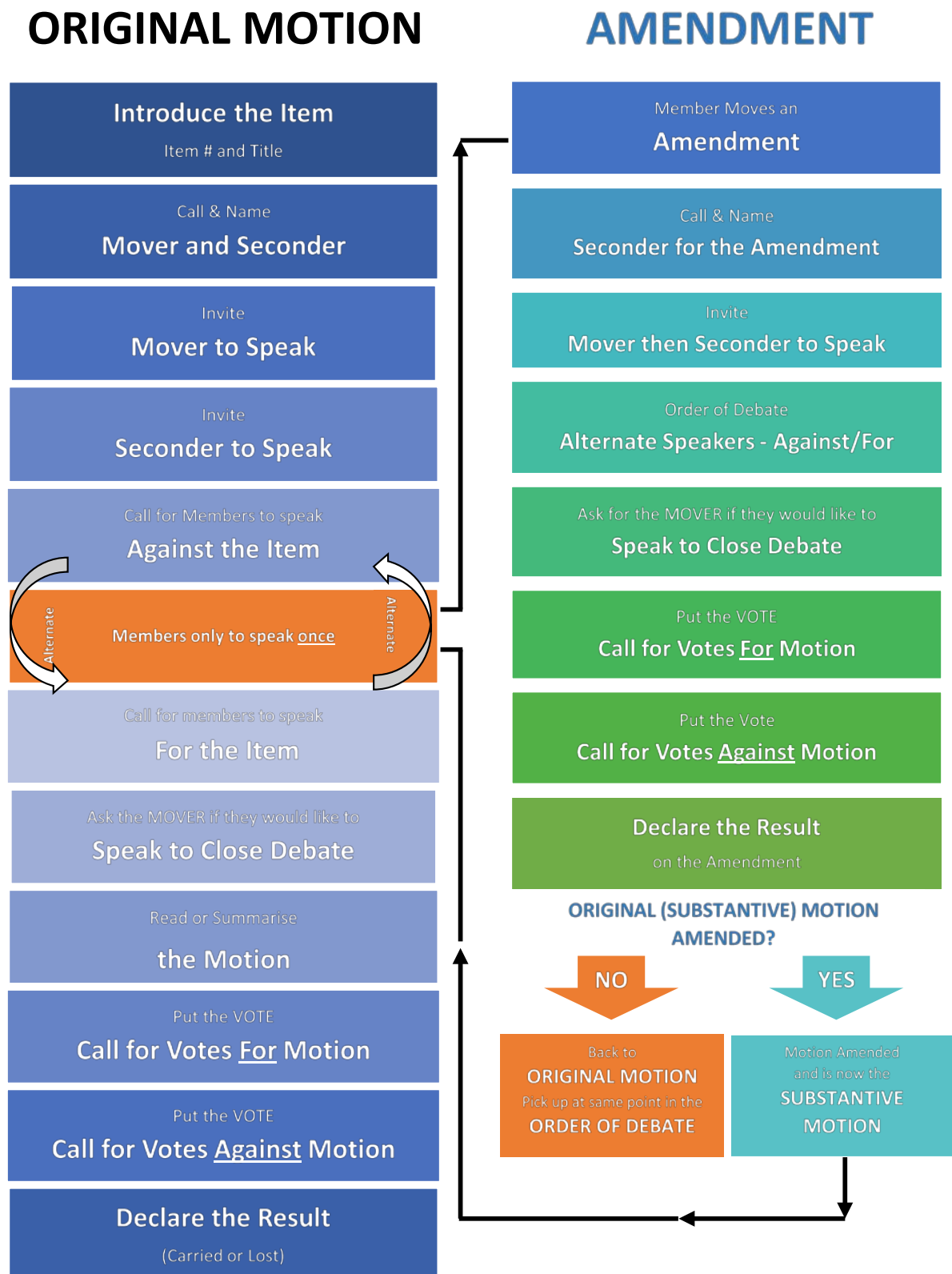
**DEFINITION:** An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'. A member who has an Interest Affecting Impartiality in any matter 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.

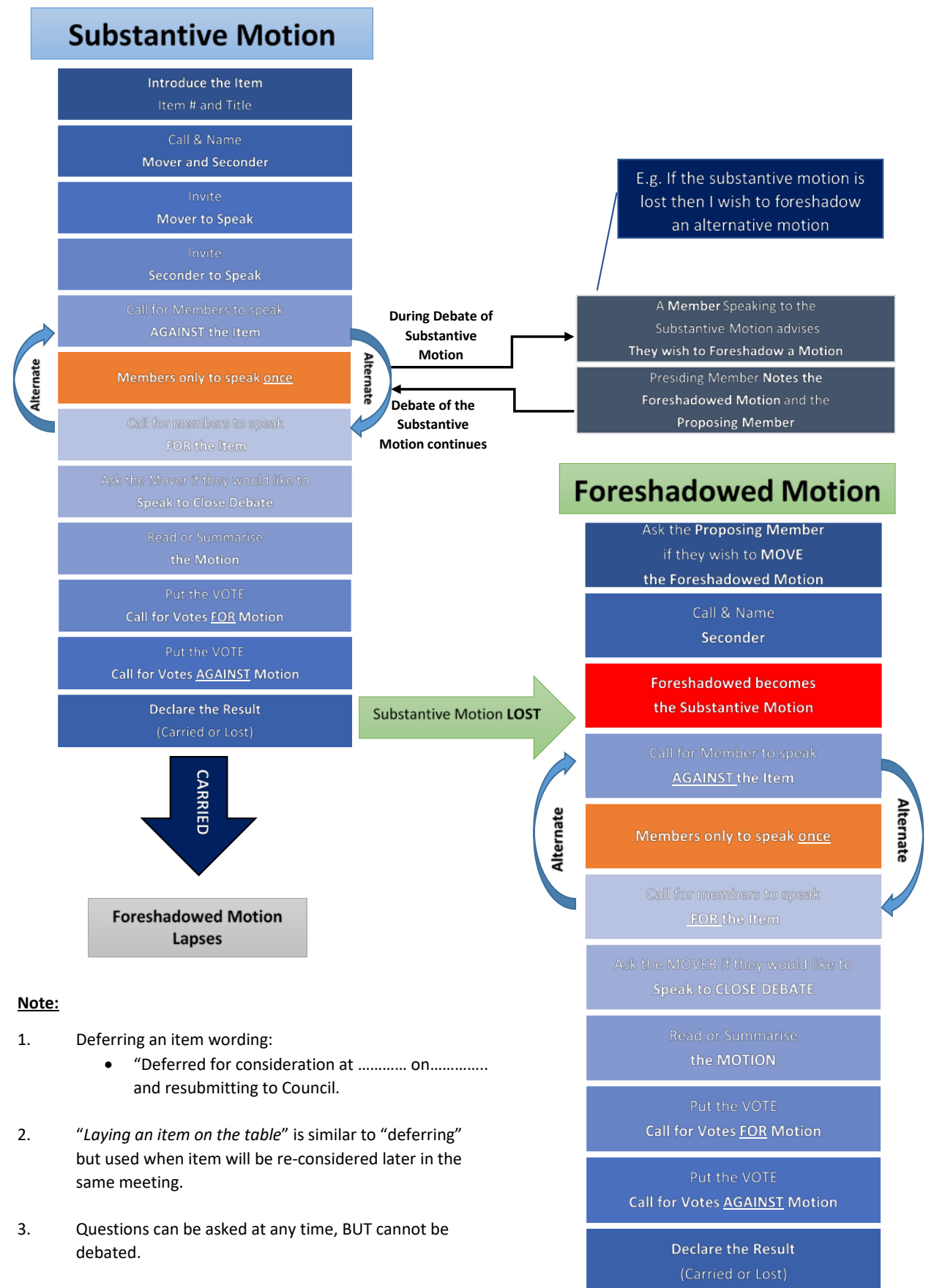
#### **IMPACT OF AN IMPARTIALITY DISCLOSURE**

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 Secnder. The Minor amendment must be minuted.



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**OPENING PROCEDURES**

**1. OPENING AND ANNOUNCEMENT OF VISITORS**

Shire President, Fiona Gaze welcomed Councillors, staff and visitors and opened the meeting at 3:30pm.

**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**

Cr Fiona Gaze	Shire President
Cr Greg Stewart	Deputy Shire President
Cr Michael Creagh	
Cr Shelley Hmeljak	
Cr Frank Hmeljak	
Cr Kate O’Keeffe	
Cr Keith House	
Cr Richard House	
Bob Jarvis	Chief Executive Officer
Ian Graham	Deputy Chief Executive Officer
Kirsty Buchanan	Community Development Coordinator
Geoff Carberry	Asset and Waste Management Coordinator
Yvette Wheatcroft	Manager of Works
Anita Finn	Executive Assistant

**3.2 APOLOGIES**

Nil

**3.3 APPROVED LEAVE OF ABSENCE**

**Moved: Cr R House**

**Seconded: Cr K House**

**0421.40 That Cr C Thomas be granted leave of absence for the Ordinary Council Meeting on 28<sup>h</sup> April 2021.**

**UNANIMOUSLY CARRIED: 8/0**

**4. APPLICATION FOR LEAVE OF ABSENCE**

Nil

**5. RESPONSE TO QUESTIONS TAKEN ON NOTICE**

Nil

**6. PUBLIC QUESTION TIME**

Nil

**7. DECLARATION OF FINANCIAL INTERESTS AND INTERESTS AFFECTING IMPARTIALITY**

Nil

**8. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**8.1 PETITIONS**

Nil

**8.2 DEPUTATIONS**

Nil

**8.3 PRESENTATIONS**

Nil

**9. CONFIRMATION OF PREVIOUS MEETING MINUTES**

**9.1 ORDINARY MEETING OF COUNCIL MINUTES 24<sup>th</sup> MARCH 2021**

**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr R House**

**0421.41 That the minutes of the Ordinary Council Meeting held on 24<sup>th</sup> March 2021 be confirmed as a true record of proceedings.**

**UNANIMOUSLY CARRIED: 8/0**

## 10. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 10.1 ELECTED MEMBERS ACTIVITY REPORT

**Date of Report:** 28<sup>th</sup> April 2021

**Councillors:** Various

#### Attended the following meetings/events

Cr G Stewart:

- 31<sup>st</sup> March 2021 Opening Playground Gnowangerup
- 14<sup>th</sup> April 2021 Councillor & Executive Workshop
- 14<sup>th</sup> April 2021 Workshop Strategic Community Plan – Business Engagement

Cr K House:

- 14<sup>th</sup> April 2021 Councillor & Executive Workshop
- 14<sup>th</sup> April 2021 Workshop Strategic Community Plan – Business Engagement

Cr K O’Keeffe:

- 14<sup>th</sup> April 2021 Councillor & Executive Workshop
- 14<sup>th</sup> April 2021 Workshop Strategic Community Plan – Business Engagement
- 27<sup>th</sup> April 2021 Giant Tractor Meeting

Cr F Hmeljak:

- 25<sup>th</sup> April 2021 ANZAC Service

Cr M Creagh:

- 14<sup>th</sup> April 2021 Councillor & Executive Workshop
- 14<sup>th</sup> April 2021 Workshop Strategic Community Plan – Business Engagement
- 15<sup>th</sup> April 2021 Bushfire Advisory Committee AGM
- 21<sup>st</sup> April 2021 Ongerup Meeting
- 23<sup>rd</sup> April 2021 Regional Road Group Workshop

Cr C Thomas:

- N/A

Cr R House:

- 14<sup>th</sup> April 2021 Councillor & Executive Workshop

Cr S Hmeljak:

- 14<sup>th</sup> April 2021 Councillor & Executive Workshop

Cr F Gaze:

- 30<sup>th</sup> March 2021 GSDC Meeting Gnowangerup
- 31<sup>st</sup> March 2021 Opening Playground Gnowangerup
- 8<sup>th</sup> April 2021 Borden Pavilion Community Clean
- 10<sup>th</sup> April 2021 Borden X Cup
- 13<sup>th</sup> April 2021 Borden Pavilion Meeting (AGM – no quorum)
- 14<sup>th</sup> April 2021 Councillor & Executive Workshop
- 14<sup>th</sup> April 2021 Workshop Strategic Community Plan –  
Business Engagement
- 20<sup>th</sup> April 2021 Borden Pavilion Meeting (AGM)
- 21<sup>st</sup> April 2021 Shire's Strategic Community Plan  
community consultation in Ongerup
- 22<sup>nd</sup> April 2021 South Coast NRM 'Strong & Proud' Program at  
GNP Aboriginal Corporation
- 23<sup>rd</sup> April 2021 Great Southern Zone Meeting
- 25<sup>th</sup> April 2021 ANZAC Service

## REPORTS FOR DECISION

### 11. REPORT FOR DECISION

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#### 11.1 BUDGET AMENDMENT – GNOWANGERUP BFB WATER TANKS

**Proponent:** N/A  
**Date of Report:** 9<sup>th</sup> April 2021  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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#### 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 matching capital expenditure and capital income of \$13,577.00 for 2 x 32,000L water tanks funded by the Department of Fire and Emergency Services (DFES).

#### BACKGROUND

In September 2020 the Shire Gnowangerup lodged an application for funding for 2 x 32,000L water tanks for the Gnowangerup BFB, under the DFES WA Recovery Plan – Water Tank Allocations capital grants funding.

#### COMMENTS

The Shire has received advice that the application for the grant funding for 2 x 32,000L water tanks has been successful. In order to receive the grant funding and expend the funds, a budget amendment to include the income and expenditure in the 2020/21 annual budget is required.

#### CONSULTATION

Nil.

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996.

#### POLICY IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

Nil. The capital income and capital expenditure are matched.

#### 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.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The recommendation ensures compliance with legislative requirements.

VOTING REQUIREMENTS

Absolute majority.

COUNCIL RESOLUTION

Moved: Cr G Stewart

Seconded: Cr R House

**0421.42 That Council:**

**Approves a budget amendment to the 2020/21 Annual Budget to include matching capital expenditure and capital income for the supply and installation of 2 x 32,000L water tanks for the Gnowangerup BFB, funded by the DFES WA Recovery Plan – Water Tank Allocations grant funding, as follows:**

- Capital expense GL 05034 \$13,577.00
- Capital income GL 05013 (13,577.00)

**Nil overall effect on the 2020/21 budget surplus.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**

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**11.2 SUNDRY DEBTOR PART DEBT WRITE-OFF (DEBTOR 91442)**

**Location:** N/A  
**Proponent:** Debtor 91422  
**Date of Report:** 1<sup>st</sup> April 2021  
**Officer:** Ian Graham - Deputy CEO  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

Nil

**PURPOSE OF THE REPORT**

For Council to consider approval of the request for write-off of part (\$2,677.00) of a sundry debt totalling \$3,877.00 (all inc. GST) from debtor 91422.

**BACKGROUND**

In October 2020, debtor 91442 had a property inspection carried out by the Shire Ranger and was issued with a notice to clean up the property as it was a fire hazard. During November 2020 a second inspection and second notice with infringement were sent to the property owner. In early January 2021 a final demand was issued. In late January 2021 Shire staff cleared the property and an account for the costs was issued to the property owner.

The property was covered with personal waste including old mattresses and other unhygienic material that was not safe to remove by hand. It was not possible to cut the grass and weeds without removing the waste. The waste material also added to the flammable material on the property. As a result, Shire plant was used to remove all of the waste material and clear the block of flammable material in accordance with the Firebreak Order. The total cost of the clearing of the property was \$3,877.00 (inc. GST).

The debtor has stated that they were working out of Western Australia in the Northern Territory and due to the COVID-19 pandemic they had not been able to return home, and therefore had not been aware of the notices. The debtor contacted the Shire after they returned home in late February 2021 and collected their mail and discovered the notices.

Since then, the debtor has written to the Shire and stated that they are prepared to pay \$1,200.00 (inc. GST) and has requested that Council write-off of the difference being \$2,677.00 (inc. GST).

**COMMENTS**

A Firebreak Notice is issued to all property owners annually at the time of issuing the rates notice.

Section 33(2) of the Bushfires Act specifically states that “notice in writing may be given to an owner or occupier of land by posting it to him at the address shown in the rate record kept by the local government”.



The Shire of Gnowangerup COVID-19 Financial Hardship Policy is not applicable in this case, as it only applies to:

- Outstanding rates and service charges as at the date of the adoption of the Policy, and
- Rates and service charges levied for the 2020/21 financial year.

The Shire of Gnowangerup Collection of Non-Rates Debts Policy is applicable as it applies to all monies owed to Council for any fee or charge raised under Sections 6.16 and 6.17 of the LG Act 1995, or any reimbursement that is due to Council, that is deemed to be overdue following a period of thirty-five (35) days from the date of the original invoice. The original invoice for clearing of the property was raised on the 28 February 2021.

The Collection of Non-Rates Debts Policy sets out the debt recovery process and states that the Deputy CEO is to be consulted before any third party is engaged to take legal action, to ensure that the action is appropriate giving due consideration to all issues that have led to the debt being overdue and not paid.

#### CONSULTATION

Nil.

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 – Section 6.12. Power to defer, grant discounts, waive or write off debts.

Bushfire Act 1954

#### POLICY IMPLICATIONS

Policy 4.2 Collection of Non-Rates Debts

#### FINANCIAL IMPLICATIONS

The proposed write-off would impact on revenue for the 2020/21 financial year, resulting in a decrease in revenue of \$2,433.64 (\$2,677.00 less GST). In the context of the Shire's budget and overall operations, the financial impact would be considered minor.

#### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Demonstrate accountability through robust reporting that is relevant and easily accessible by the Community.

#### IMPACT ON CAPACITY

Nil.

#### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council could resolve to write-off the amount requested by the Debtor or resolve to write-off a different amount. The Debtor would be advised and the debt recovery process stipulated in the Collection of Non-Rates Debts Policy will commence if the remaining debt is not paid immediately.

**CONCLUSION**

Officers have not recommended to write-off the difference of \$2,677.00 (inc. GST); however the debtor has provided an explanation of the circumstances and made an offer to pay the Shire \$1,200.00 (inc. GST). The explanation provided by the debtor is plausible and Council has the power to make a decision in regard to debt write-off.

**VOTING REQUIREMENTS**

Absolute majority.

**COUNCIL RESOLUTION**

**Moved: Cr S Hmeljak**

**Seconded: Cr K House**

**0421.43 That Council:**

**Does not approve the write-off of the requested amount of \$2,677.00 (being part non-rate debt), but does approve an offer of time payment to Debtor 91442 for the full non-rate debt of \$3,877.00 inc. GST., being an upfront payment of \$500.00 and twelve (12) months interest free in which to pay the balance.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**

### **11.3 MEMBERS FEES AND ALLOWANCES 2021/22 FINANCIAL YEAR**

**Location(s):** N/A  
**Proponent:** N/A  
**Date of Report:** 9<sup>th</sup> April 2021  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

#### ATTACHMENTS

Nil.

#### PURPOSE OF THE REPORT

For Council to consider the annual Members Fees and Allowances for the 2021/22 financial year.

#### BACKGROUND

The Salaries and Allowances Tribunal provides an annual determination in regard to fees, allowances and reimbursements payable to Elected Members. Local Government CEO and Elected Members Determination No. 1 of 2021, dated 6<sup>th</sup> April 2021, stipulates the following minimum and maximum annual allowances apply for the 2021/22 year for a Band 4 Local Government:

	<b>Min. \$</b>	<b>Max. \$</b>
SHIRE PRESIDENT – ANNUAL ALLOWANCE	\$513.00	\$20,063.00
DEPUTY SHIRE PRESIDENT – ANNUAL ALLOWANCE (25%)	\$128.25	\$5,015.75
SHIRE PRESIDENT - ANNUAL MEETING FEES	\$3,589.00	\$19,534.00
COUNCILLOR – ANNUAL MEETING FEES	\$3,589.00	\$9,504.00
ICT EXPENSES – ANNUAL ALLOWANCE	\$500.00	\$3,500.00

#### COMMENTS

The current (2020/21) Members Fees and Allowances are:

	<b>\$</b>
SHIRE PRESIDENT – ANNUAL ALLOWANCE	\$15,315.00
DEPUTY SHIRE PRESIDENT – ANNUAL ALLOWANCE (25%)	\$3,828.75
SHIRE PRESIDENT - ANNUAL MEETING FEES	\$16,000.00
COUNCILLOR – ANNUAL MEETING FEES	\$8,000.00
ICT EXPENSES – ANNUAL ALLOWANCE	\$660.00

CONSULTATION

Nil.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s.5.98 and 5.99.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Members Fees and Allowances will be included in the 2021/22 Annual Budget.

STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Demonstrate accountability through robust reporting that is relevant and easily accessible by the Community.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Council may resolve to increase or decrease the members fees and allowances, the implication being an increase (or decrease) for members fees and allowances in the 2021/22 Annual Budget.

CONCLUSION

At the time of writing this report, the most recent (December 2020) CPI report from the WA Department of Treasury notes that for the year-ended 30<sup>th</sup> December 2020, Perth's annual CPI decreased by 0.1% and the Australian national CPI increased by 0.9%. The February 2021 WALGA Economic Briefing Report states that the Local Government Cost Index is expected to increase by 1.4% in 2021/22. Therefore a 1.4% increase is recommended.

VOTING REQUIREMENTS

Absolute majority.

**COUNCIL RESOLUTION**

**Moved: Cr K House**

**Seconded: Cr G Stewart**

**0421.44 That Council:**

**Adopts the following Members Fees and Allowances for the 2021/22 financial year  
(1.4% increase on 2020/21):**

	\$
SHIRE PRESIDENT – ANNUAL ALLOWANCE	\$15,529.00
DEPUTY SHIRE PRESIDENT – ANNUAL ALLOWANCE (25%)	\$3,882.25
SHIRE PRESIDENT - ANNUAL MEETING FEES	\$16,224.00
COUNCILLOR – ANNUAL MEETING FEES	\$8,112.00
ICT EXPENSES – ANNUAL ALLOWANCE	\$669.00

**CARRIED BY ABSOLUTE MAJORITY: 8/0**

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#### 11.4 QUARTERLY REVIEW OF CORPORATE BUSINESS PLAN

**Location:** N/A  
**Proponent:** N/A  
**Date of Report:** 6<sup>th</sup> April 2021  
**Officer:** Ian Graham – Deputy CEO  
**Disclosure of Interest:** Nil

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#### ATTACHMENTS

- Quarterly Corporate Business Plan Review for 3<sup>rd</sup> Quarter 2020/2021.

#### PURPOSE OF THE REPORT

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

#### BACKGROUND

Council adopted its Strategic Community Plan and Corporate Business Plan in 2017. Regulation 19DA(4) of the *Local Government (Administration) Regulations 1996* requires a local government to review its current Corporate Business Plan each year. Regulation 19C(4) requires a local government to review its Strategic Community Plan at least once every four years.

#### COMMENTS

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

#### CONSULTATION

Nil

#### LEGAL AND STATUTORY REQUIREMENTS

LG Act 1995 s5.56:

##### **5.56. Planning for the future**

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

Local Government (Administration) Regulations 1996:

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

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

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

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

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

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: A Sustainable and Capable Council

Objective: Provide accountable and transparent leadership

Strategic Initiative: Integrate planning, resources and reporting

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

<b>Strategic Risk Category</b>	Ineffective Leadership
<b>Consequence Rating</b>	Minor
<b>Likelihood Rating</b>	Unlikely
<b>Control Rating</b>	Effective
<b>Risk Acceptance Criteria</b>	Acceptable

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

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

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL RESOLUTION**

**Moved: Cr K House**

**Seconded: Cr G Stewart**

**0421.45 That Council:**

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

**CARRIED BY ABSOLUTE MAJORITY: 8/0**



**GNOWANGERUP SHIRE CORPORATE BUSINESS PLAN FY 2018/19 - 2021/22**

<b>OUR VISION</b>	A progressive, inclusive and prosperous community built on opportunity.
<b>OUR HORIZONS</b>	Horizon 1 FY 2018/19 – 2021/22 (next 4 years): Horizon 2 FY 2022/23 – 2028/29 (next 5-10 years):
<b>OUR VALUES</b>	We believe in the following values which will guide our behaviours: <ul style="list-style-type: none"> <li>Honesty</li> <li>Responsibility</li> <li>Respect</li> <li>Excellence</li> <li>Fairness</li> <li>Teamwork</li> </ul>

**OUR KEY THEMES and OBJECTIVES**  
Note, these should be broad, long term aims that work towards achieving the vision and purpose. Extract from your Community Strategic Plan

**A. SUSTAINABLE BUSINESS GROWTH**

<b>A1</b>	Actively support and develop existing business and attract new local business.
<b>A2</b>	For the Shire's business community to have the technology and communication capability necessary to thrive within a competitive environment.
<b>A3</b>	Enhance and develop the Tourism industry to promote growth and prosperity.

OPERATIONAL IMPLEMENTATION			
ACTIONS	RESP.	YEAR	
<b>A1.1.1</b> <del>Develop and implement an Economic Development Strategy/ Plan to guide and drive economic development in the Shire.</del>	CEO		
<b>A1.1.2</b> Develop a Digital Workplan to position the Shire as a "Smart Shire" and to maximise the benefits of digital communication technology and initiatives within the Shire for local businesses and the community.	DCEO		
<b>A1.1.3</b> Implement the Digital Workplan.	DCEO	•	
<b>A1.2.1</b> Identify a community project to facilitate, that encourages business growth i.e. Business Development Group.	CEO	•	
<b>A1.3.1</b> Monitor progress on infrastructure plans.	TOWN PLANNER	•	
<b>A1.4.1</b> Work with Landcorp to release the industrial lots in Quinn Street.	CEO / TOWN PLANNER	•	
<b>A1.4.2</b> Monitor development rates and ensure future supply of industrial land for subdivision and development.	TOWN PLANNER	•	
<b>A1.4.3</b> Progress Cuneo Close commercial development	MW		
<b>A1.5.1</b> <del>Hold annual Business Forum.</del>	CEO		
<b>A2.1.1</b> Work with external partners to provide an improved internet service within the District.	DCEO	•	
<b>A3.1.1</b> Work with the community to attract a Major Event/Festival or Attraction to the Shire	CDC	•	
<b>A3.2.1</b> Complete Gnowangerup Heritage Trail Project.	CDC		
<b>A3.2.2</b> Develop Tourism Strategy.	CEO		
<b>A3.2.3</b> Develop Management Plan for the Gnowangerup Star.	CEO		

**2020/21 QUARTERLY REVIEW - END OF Q3**

PROJECT STATUS		ACTION UPDATE COMMENTS
	ON TRACK/ ONGOING	
	HELD / NOT COMMENCED	
	CANCELLED	
	COMPLETED	
		Replaced with Marketing Plan, awarded Dec 2018.
		Completed, plan presented to Council in September 2018.
		Completed.
		This will be an outcome of the Marketing Plan.
		Ongoing
		Council resolved August 2020 to change purpose of Reserve 28654 to include Industrial Development Purposes. Currently being processed by DoPLH.
		Ongoing, including Ongerup.
		Completed.
		Suggest review, every two years.
		Superloop have new proposal to utilise existing tower at Shire Depot, subject to structural evaluation and report and DoPH approval. Superloop have advised that DoPH have given approval, Shire is awaiting confirmation from DoPH.
		Will resume discussions with Broomehill-Tambellup Shire and cycling groups in regard to a cycle race. Bloom Festival far 2021 was cancelled. We will continue to work with Great Southern Treasures for 2022 Bloom Festival.
		Postponed until 2020-21, working with GSCORE to add this to the Great Southern Treasures recreation circuit.
		On hold - Marketing Plan under review due to changes of Great Southern Treasures. However, Tourism Strategy and Campaign funded for Amelup through Drought Communities Grant funding.
		In progress, repairs to building completed, 3 phase power being retored, printer rollers sent to contractor for refurbishment. Volunteer day to be held when rollers returned, for clean up and restoration works.

Your Community Strategic Plan					FY 2022		COMPLETED	
B. THE NATURAL ENVIRONMENT								
B1	Environmentally sustainable leadership.	B1.1.1	Facilitate active involvement from the community in preserving and enhancing the natural environment by using all available resources such as The West Australian Waste Authority's CIE Grants, which are available each year.	AWMC	•		Nothing applicable at this point in time	
		B1.1.2	Take management order over Borden Community Dam reserve.	DCEO			To be reviewed as part of Water Management Strategy.	
		B1.2.1	Design and cost the installation of recycling stations at each landfill. Trial at Gnowangerup in Feb 2018.	AWMC			Work commenced as part of the Regional Waste Project.	
		B1.2.2	Roll out the recycling stations to the Borden and Ongerup landfills.	AWMC			Work commenced as part of the Regional Waste Project. Cash for Containers has taken a lot of the recyclables, Standard recycling bins have been placed within the townships	
		B1.2.3	Investigate Recycling and waste management Education and Awareness Activities such as the West Australian Waste Authority's CIE Grants, which have been used to fund projects of this type.	AWMC	•		Waiting on Cash for Containers programs before assessing further options. Outcomes limited by lack of contractors willing to travel and limited recycling making trips unviable	
		<del>B1.2.4</del>	<del>Hold a meeting with the business community to discuss becoming a plastic bag free Shire.</del>	<del>AWMC</del>			Not required - State Govt to ban plastic bags.	
B2	Adapt to the effects of Climate change.	<del>B1.2.5</del>	<del>Plan to become a plastic bag free Shire in 2018/19.</del>	<del>AWMC</del>			Not required - State Govt to ban plastic bags.	
		B2.1.1	Investigate alternative sources of power for Shire owned buildings.	AWMC			No change solar arrays still the most cost effective system.	
		B2.1.2	Install solar systems at the Shire's Administration and Depot buildings.	AWMC			Completed.	
		B2.1.3	Formulate a plan to help reduce power consumption at the new pool site.	AWMC			After further investigation we found that the cost of the infrastructure needed to store the required amount power was prohibitive. The best option for now is to do nothing and monitor changes in tech that may make this viable.	
		B2.1.4	Implement pool power plan.	AWMC			After further investigation we found that the cost of the infrastructure needed to store the required amount power was prohibitive. The best option for now is to do nothing and monitor changes in tech that may make this viable.	
		B2.1.5	Investigate large-scale power generation opportunities.	AWMC	•		Investigation completed, region is not suitable for large scale power generation projects. Should be reviewed in medium term (5-10 years).	
B3	Enhance reserves and protect local ecology and biodiversity of natural ecosystems.	B2.1.6	Participate in State Risk Project.	DCEO	•		Ongoing.	
		B3.1.1	Continue to maintain Parks & Reserves to a high standard.	MW	•		Ongoing.	
		B3.2.1	Continue to preserve the conservation road side areas and support local conservation groups.	MW / CEO	•		Operational funding provided to NSPNRM and grant funding provided for repairs to building.	
		<del>B3.2.2</del>	<del>Investigate partnering in the native plant subsidy scheme.</del>	<del>DCEO</del>			No suitable local partners were supportive of this initiative.	
C. OUR COMMUNITY								
C1	Build connectivity between the three communities.	C1.1.1	Support annual funds to local arts and culture groups.	COUNCIL / CEO	•		Ongoing (Annual Donations & Grants).	
		C1.1.2	Identify opportunities to strengthen the relationship between our three communities.	CDC	•		Opportunities have been identified in the Marketing Plan.	
		C1.1.3	Promote and support the needs of disadvantaged people within the community.	CDC	•			
		C1.2.1	Work with the indigenous community to celebrate NAIDOC week.	CDC	•		Due to COVID-19 there was no NAIDOC event held in 2020/21. Discussions are being held with the Gnowangerup CRC to run an event for 2021/22.	
		C1.2.2	Implement the DAIP to guide Shire operations and services to ensure they are inclusive of all members of the community.	CEO	•		DAIP to be reviewed 2020-21. Advertising for review has commenced.	
		<del>C1.3.1</del>	<del>Investigate the process required and the cost associated with changing the name of the Shire.</del>	<del>COUNCIL / CEO</del>				

Your Community Strategic Plan					FY 2021		COMPLETED	
		<del>C1.3.2</del>	<del>Hold a referendum to allow the community to vote on the proposed change-</del>	<del>-CEO-</del>				
C2	Build proud and active residents who participate in local activities and services for the betterment of the community.							
		C2.1.1	Actively engage the community and event promoters to host iconic, cultural and sporting events within the Shire in partnership with other community organisations e.g. Australia Day, NAIDOC Week, National Youth Week, Mental Health Week, Thank a Volunteer Day / Volunteer Week.	CDC	•		Blue Tree Project we held in October 2020 for Mental Health Week. Australia Day Breakfast went well. Event being organised for NAIDOC Week - July 2021.	
		<del>C2.1.2</del>	<del>Subscribe to and develop locally based statistical service programs to enhance demographic analysis capability, including Community Profile, Economic Profile and Population forecasts.</del>	<del>-CEO-</del>	•			
		C2.1.3	Prepare a Community Development Plan to guide the provision of community based services delivered or facilitated by the Shire.	CDC			CDC attended a workshop on this. Discussions are taking place on how this should be done.	
		C2.1.4	Support annual funds to local community groups & individuals to assist in delivering local passive recreational activities.	CDC	•		We have provided funding to GSCORE to implement the GS Trails Masterplan. This will see 3 of our trails included in the GS Treasures Recreation Circuit.	
		C2.2.1	Increase Ongerup Library membership and introduce library activities to be delivered to the community.	CDC			Library relocated to CRC and membership has increased as a result. They have also commenced Storytime at the Ongerup Library.	
		C2.2.2	Investigate needs associated with staffing the Gnowangerup Community Swimming Pool to maintain optimal operations.	CEO			Swimming Pool is now open 7 days per week.	
		C2.2.3	Relocate Ongerup Library to Yongergnow-Ongerup CRC.	CEO			Completed.	
C3	Assist in building the sustainable management of local organisations and community groups.	C3.1.1	Work in partnership with other Shires and community organisations to facility the development of local leaders through skills development opportunities and capacity building activities e.g. Regional Passive Recreation Development Project, Governance Training, Training and Skills Development Project and Community Leadership Project.	CEO and CDC	•		Regional Peer Support Programme and Leadership Development Training	
		C3.2.1	Promote the sustainable management of local organisations and community groups.	CDC	•			
		C3.2.2	Facilitate and promote partnerships between volunteer organisations, NGO's, Local Businesses and Local Government Organisations.	CDC	•		We have been working along with the Gnowangerup CRC to provide community events. Have been liaising with the Borden Pavilion to get events and workshops happening in Borden.	
		C3.2.3	Develop a community asset map to facilitate a sustainable volunteer base and reduce volunteer burnout.	CDC	•			
C4	Ensure residents feel safe and confident in their ability to travel and socialise within their community.	C4.1.1	Conduct environmental health initiatives in the community, including inspections and assessments relating to: food, water, noise, disease, pest control and safety.	EHO & CEO	•		Ongoing, currently implementing mosquito control. Negotiations with neighbouring shires to commence to establish Contiguous Local Authorities Group (CLAG) to access funding for mosquito chemicals and training. Katanning and Broomehill-Tambellup have agreed to partner with CLAG	
		C4.1.2	Continue to monitor the Ongerup Sewerage Scheme.	EHO & AWMC	•		Ongoing	
		C4.2.1	Shire remain an Act-Belong-Commit Partner Site.	CDC	•		Agreement has been renewed for the Shire to continue to be an Act-Belong-Commit Site.	
		C4.2.2	Support community driven preventative health initiatives and support the provision of services for community members impacted by mental health issues.	CDC	•		We worked with the Gnowangerup Yorgas Group to hold a blue Tree event in Gnowangerup for mental Health Weeks. We also provide financial assistance to Southern Agcare to ensure Gnowangerup has a councillor each week.	
D. A SUSTAINABLE AND CAPABLE COUNCIL		D1.1.1	Annually review the Shire's Policy Manual and develop new policies as required.	DCEO	•		Ongoing.	
		D1.1.2	Major re-development of Policy Manual.	DCEO			Completed.	
		D1.2.1	Develop a seamless suite of plans aligning the strategic direction with operational actions and projects.	CEO			Working with Steve Grimmer on new "right-size" IP&R Plans, review of Strategic Community Plan commenced.	
		D1.2.2	Develop the Asset Management Framework which includes policy, strategy and plans.	AWMC			Asset management planning continuing on an on going basis, new systems under development.	
		D1.2.3	Develop a Workforce Plan.	CEO / DCEO			Desktop review of Workforce Plan presented to Council and adopted in April 2018, new Workforce Plan to be developed as part of D1.2.1.	

Your Community Strategic Plan				FY 2020/21	COMPLETED	
D1	Provide accountable and transparent leadership.	D1.2.4	Review the Long Term Financial Plan.	DCEO	•	Ongoing, working with DL Consulting on current update.
		D1.3.1	Ensure the Annual Report includes all the information that is required by legislation and in a format easily understandable by the community.	CEO / DCEO	•	2019-20 Annual Report completed.
		D1.4.1	Develop a community engagement / consultation strategy.	CDC		
		D1.4.2	Establish and manage a Strategic Community Reference Group from a wide demographic to provide advice to Council on matters of significant community interest.	CEO		Water Strategy Working Group Established and continues to meet. Water Strategy to be completed 2021.
		D1.4.3	Prepare and publish all Agendas and Minutes of Council in accordance with legislation and make them accessible to the public.	CEO	•	Ongoing.
D2	To have a highly skilled and effective Council that represents the best interests of the community.	D2.1.1	Manage election process and ensure new councillors receive relevant documentation.	CEO		New Councillors have all completed the mandatory training.
		D2.1.2	Develop an Induction Manual for elected members.	CEO		Completed.
		D2.1.3	Develop an annual elected members training calendar.	EA		Ongoing as required.
D3	Improve the capability and capacity of the Shire.	D3.1.1	Implement the outcomes of the Better Practice Review.	CEO / DCEO		Completed.
		D3.1.2	Implement new Synergysoft and ALTUS Human Resources module to provide management with relevant HR statistics to assist decision making.	DCEO		Not proceeded with as system will not offer benefits to outweigh implementation and ongoing costs.
		D3.1.3	Implement new ALTUS Financial Reporting system to provide a more efficient monthly financial reporting process.	DCEO		PowerBI implemented.
		D3.1.4	Conduct five yearly review of Recordkeeping Plan.	DCEO		Completed 2019-20.
		D3.1.5	Conduct two-yearly Reg 17 Audit Review.	DCEO		Review conducted by external consultants and presented to Council in September 2018, next review due 2021.
		D3.1.6	Implement recommendations from Records Management review including records disaster recovery plan, records policies and procedures, completion of archiving program and medical practice files.	DCEO		Continuing to implement recommendations.
		D3.1.7	Annually conduct a review of local laws with a major review to be done eight-yearly. (Last major review was 2016).	DCEO	•	Standing Orders Local Law updated March 2021.
		D3.1.8	Complete an annual Compliance Audit Return to demonstrate compliance with legislation.	DCEO	•	2020 CAR completed and lodged with Department.
		D3.1.9	Design and adopt new industry standard Chart of Accounts to provide improved reporting.	DCEO		Review completed, no change to current Chart of Accounts recommended.
		D3.2.1	Conduct a bi-annual survey of residents to measure customer satisfaction with services.	CEO		Strategic Community Plan review underway and bi-annual review to be looked at as a means of measuring success.
		D3.2.2	Review the Shire's Customer Service Charter to inform and enhance service outcomes.	DCEO	•	Ongoing.
		D3.3.1	Ensure staff training opportunities are identified during performance management process.	DCEO	•	Ongoing
D4	For the Shire to demonstrate advocacy in promoting the needs and ambitions of the district and the advancement of Local Government.	D4.1.1	Continue representation on external Boards and committees such as the GSDC, WALGA Zone, School Boards, Hidden Treasures and others to influence positive local and regional outcomes.	CEO / DCEO / COUNCILLORS	•	Ongoing, VROC now added.
		D4.1.2	Participate in State policy development processes affecting local government where appropriate.	CEO / SHIRE PRESIDENT	•	Ongoing, during 2021 provided input into State Infrastructure Planning.

Your Community Strategic Plan				FY 2020/21	COMPLETED	
<b>E. FINANCIAL SUSTAINABILITY</b>		<b>E1.1.1</b>	Embrace outcomes from the local government reform process that allow for alternative means of raising revenue and innovative partnership opportunities.	CEO / DCEO / TOWN		Waiting on Review of Local Government Act to be completed.
<b>E1</b>	To be less reliant on rates as the primary basis for revenue by leveraging alternative income streams.	<b>E1.2.1</b>	Monitor State Government media releases and take action when appropriate.	CEO	•	Ongoing.
<b>E2</b>	Effective management to conduct business in a financially sustainably manner.	<b>E2.1.1</b>	Develop Property Strategy and review annually.	-CEO-		
		<b>E2.1.2</b>	Develop an ITC Strategy.	DCEO		Completed 2017-18, update due 2020-21.
		<b>E2.1.3</b>	Update medical practice IT hardware and connect to Shire server.	DCEO		Completed in 2017-18. Upgraded internet connection planned for 2021 following Admin Office connection to fibre.
		<b>E2.1.4</b>	Convert CEO & Mechanic houses from Reserve to freehold and separate into 2 lots.	DCEO		Completed in 2017-18.
		<b>E2.1.5</b>	Convert Police OIC and Doctor houses from Reserve to freehold and separate into 2 lots.	DCEO		Waiting on Department of Planning, Lands and Heritage.
		<b>E2.1.6</b>	Convert to freehold and on-sell the Old Ongerup Police Station.	DCEO		
		<b>E2.1.7</b>	Reserve 14184: Divide into three - Old Telecentre, Childcare Centre, Old Police Station & Gaol with the Shire to retain management over the Old Police Station & Gaol portion.	DCEO		
		<b>E2.1.8</b>	Acquire vacant block at 25 Oogenus Rd, Gnowangerup for the purpose of creating a park.	DCEO		Rating of property has been recommenced with a view to acquiring the property after 3 years of non-payment of rates.
		<b>E2.2.1</b>	Complete and maintain Asset Management Plans.	AWMC		Ongoing, currently working with consultant on update.
		<b>E2.2.2</b>	Review Asset Management Plan.	AWMC	•	Ongoing
		<b>E2.3.1</b>	Take part in regional collaboration opportunities related to community services such as sharing of regional resources, hosting of regional community development activities and support for regional activities taking place in other communities across the Great Southern.	CEO / DCEO	•	Council has resolved to seek VROC membership. Also looking to form a Contiguous Local Authorities Group for mosquito control
<b>E3</b>	To effectively plan for the funding and delivery of major projects.	<b>E3.1.1</b>	Implement Capital Works Program as detailed in the Capital Works Program 2017-2018.	MW	•	On track
		<b>E3.1.2</b>	Major Road Construction Program, continue to update road asset information and develop construction/maintenance program that optimises funding opportunities for future road asset sustainability. Gravel re-sheeting a minimum of 8km per year to be reassessed post WANDRRA.	MW	•	On going
<b>E4</b>	Continue to liaise with key stakeholders such as State and Federal Government Agencies.	<b>E4.1.1</b>	Roads to Recovery funding to focus on preservation and resealing of single seal bitumen roads – Ongerup Pingrup Rd, Sandalwood Rd, Nightwell Rd, Old Ongerup Rd, Salt River Rd, Gleeson Rd and Laurier Rd. Urban towns as required by condition assessment.	MW	•	Ongoing - Cowalellup rd gravel sheeting, Rabbit Proof Fence Rd gravel sheeting and Nightwell Road resealing will be completed in 2020/20 year
		<b>E4.1.2</b>	Submit funding for Regional Road Group funds. Focus on preservation resealing of single seal bitumen roads – Borden Bremer Bay Rd, Tieline Rd, Tambellup Rd, Kwobrup Rd. Complete widening and resealing of Ongerup Pingrup Rd.	MW	•	Ongoing - the final section of resealing on Tielein Road will be completed early in 2021 along with the resealing of Borden Bremer Bay road. Shoulder widening and reconstruction of Kwobrup Road to 7m seal will be completed in February 2021
		<b>E4.1.3</b>	Maximise WANDRRA funding opportunities by reviewing and incorporating works completed by WANDRRA and adjust works program accordingly.	MW	•	WANDRRA flood damage from AGRN743 is complete. We will continue to update RAMM with road information

Your Community Strategic Plan				FY 2022		COMPLETED	
<b>F. QUALITY BUILT FORM</b>							
<b>F1</b>	For the Shire's commercial and residential areas to be filled with quality buildings and appealing streetscapes.	<b>F1.1.1</b>	Design Stage 1 of residential subdivision in Quinn Street.	TOWN PLANNER	•		Completed.
		<b>F1.2.1</b>	Ensure environmental consideration is reflected in Town Planning and Building Approvals.	TOWN PLANNER / BUILDING SURVEYOR	•		Ongoing
		<b>F1.3.1</b>	Facilitate the redevelopment of Aylmore Springs. Stage 1: Community Consultation. Stage 2: Design & Implementation.	CEO / CDC	•		Working with GSCORE Trails.
		<b>F1.3.2</b>	Review and ensure the Shire Planning Scheme & Policies reflect Council's strategic initiative and community values.	TOWN PLANNER	•		This is part of the new planning scheme and strategy which are currently being prepared.
<b>F2</b>	Facilitate and integrate housing options, local services, employment and recreational spaces.	<b>F2.1.1</b>	Support Landcorp release of residential blocks.	CEO	•		Released. Now working with Development WA to look at new opportunities for housing and commercial land.
		<b>F2.1.2</b>	<del>Acquire 11 &amp; 13 Bell Street Gnowangerup vacant blocks for re-sale.</del>	<del>DCEO</del>			Council resolved not to proceed as costs of acquisition would exceed possible sale proceeds.
		<b>F2.1.3</b>	Purchase grouped housing block from Landcorp.	CEO			The Block on the Corner of Quinn and Whitehead Streets has been purchased.
		<b>F2.1.4</b>	Construct two houses on grouped housing block.	DCEO / AWMC			Completed.
		<b>F2.2.1</b>	Encourage better use of existing underutilised community spaces across the Shire.	CEO / TOWN PLANNER	•		Ongoing.
		<b>F2.2.2</b>	Support projects that improve community spaces and that incorporate the sustainable management of community assets into the future e.g. Community Garden.	CEO	•		Drought Communities Programme - projects underway in all three Towns including streetscape, tourism and heritage projects.
<b>F3</b>	To provide facilities of the highest quality which reflect the needs of the community now and into the future.	<b>F3.1.1</b>	<del>Prepare a demographic profile for each of the 3 communities using the 2016 Census data.</del>	<del>CEO</del>			Census data is unavailable for small communities the size of Ongerup and Borden.
<b>F4</b>	Manage current and future assets and infrastructure.	<b>F4.1.1</b>	Develop a long-term approach to significant facility upgrades and improvements.	AWMC	•		
		<b>F4.1.2</b>	Develop an Asset Management Strategy 2018-2028 to guide the Shire's approach to managing its assets.	AWMC			
		<b>F4.1.3</b>	Maintain and protect heritage building and places.	CEO	•		Gnowangerup Star building repairs completed. Old tractor project sand blasting and paint completed. Painting of Old Police Station purchase order issued.
		<b>F4.1.4</b>	Complete planned shade facility and niche wall at Gnowangerup Cemetery.	MW / COUNCIL	•		
		<b>F4.1.5</b>	Update mapping of plots and number grave sites at Gnowangerup Cemetery.	DCEO			
		<b>F4.1.6</b>	Continue to work with GSDC and the Gnowangerup Aboriginal Corporation in progressing the business case for the agricultural training facility.	CEO			May be subject to South West Native Title Settlement.
		<b>F4.1.7</b>	Update Municipal Heritage Inventory.	CDC			To be looked at as part of the review of the Local Planning Scheme.
		<b>F4.1.8</b>	Construct new plant and equipment shed at Depot.	MW / AWMC			Project completed May 2019.
		<b>F4.1.9</b>	Infrastructure upgrades to Ongerup Waste Water Ponds.	AWMC			Project completed May 2020.

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**11.5 INFORMATION TECHNOLOGY MANAGED SERVICES – TWELVE (12) MONTH EXTENSION OF CONTRACT**

**Location:** N/A  
**Proponent:** N/A  
**Date of Report:** 14<sup>th</sup> April 2021  
**Officer:** Ian Graham - Deputy CEO  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

Nil

**PURPOSE OF THE REPORT**

To allow Council to endorse a twelve (12) month extension of the current Information Technology Managed Services Contract.

**BACKGROUND**

The current Information Technology Managed Services Contract was awarded to Solutions IT in February 2020 as per the following Council resolution:

**COUNCIL RESOLUTION**

*Moved: Cr K House*

*Seconded: Cr S Hmeljak*

*0220.09 That Council:*

- 1. Appoints Solutions IT as the successful tenderer for RFT2019-2 Managed Information Technology Services for the Shire for the period 21/2/2020 to 21/6/2021,*
- 2. Authorises the CEO to enter into a contract with Solutions IT based on the tender document received, and to advise the unsuccessful tenderers, and:*
- 3. Amends the 2019/2020 with the figure of \$11,910 to reflect the interim cost of the service for the current Financial Year, and make provision in the draft 2020/2021 Budget for \$31,680 to cover the cost of the contract in the next Financial Year.*

**CARRIED BY ABSOLUTE MAJORITY: 7/0**

**COMMENTS**

As noted above, the contract was awarded for a period of only sixteen (16) months, from 21/2/2020 to 21/6/2021. During the 14 months that the contract has been in operation, Solutions IT have implemented a number of significant upgrades to the Shire IT system, including the setup and installation of a new server, deployment of new desktop and laptops computers, upgrades to backup systems, roll-out of MS Office 365 and connection to fibre internet service (to be completed this month). A number of issues have been exposed during the fourteen (14) months, with the failure of our backup system during the last quarter of 2020 being significant. However, this has been addressed through the implementation of multiple-level backup

processes. Other issues include limited internet service which affected the roll-out of Office 365 and this continues to affect performance, however connection to the fibre should bring a substantial improvement in performance.

Regulation 11(2)(ja) of the Local Government (Functions and General) Regulations 1996 was amended in 2020 as a result of the COVID-19 pandemic to give a local government the discretion to renew or extend a contract that expires when a state of emergency declaration is in force, even though this option is not included in the original contract. This overcomes the practical difficulty of businesses responding to a formal tender process while they are shut down or in the transition period when normal business resumes. Limits on this apply: the original contract must have less than three months left to run, the renewal or extension cannot be for more than twelve months, and there must be a state of emergency declaration applying to the district or part of the district when the renewal or extension is entered into.

The current contract with Solutions IT meets the above criteria.

Given the short-term of the current contract and the knowledge gained by the service provider during the contract to date, Shire officers believe it would be preferable to extend the contract for twelve (12) months at this time. Solutions IT have confirmed that should the extension be granted, the contract cost will not increase for the duration of the contract extension.

#### CONSULTATION

Nil.

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government (Functions and General) Regulations 1996, Reg 11(2)(ja).

#### POLICY IMPLICATIONS

Nil.

#### FINANCIAL IMPLICATIONS

The contract extension will be included in the 2021-22 Annual Budget.

#### STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-27

Theme: A Sustainable and Capable Council

Objective: Improve organisational systems with a focus on innovative solutions.

#### RISK MANAGEMENT CONSIDERATIONS:

Nil.

#### IMPACT ON CAPACITY

Nil.



ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not to support the proposed extension to the current contract, the implication being a new contract will be required to be in place by 22/06/2021.

VOTING REQUIREMENTS

Simple majority.

COUNCIL RESOLUTION

Moved: Cr S Hmeljak

Seconded: Cr F Hmeljak

**0421.46 That Council:**

**Endorses a twelve (12) month extension to the current Information Technology Managed Services Contract with Solutions IT for the period 22/6/2021 to 21/6/2022, noting that the contract cost will not increase for the duration of the contract extension.**

**UNANIMOUSLY CARRIED: 8/0**

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**11.6 ADOPTION OF THE STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION**

**Date of Report:** 19<sup>th</sup> April 2021  
**Officer:** Bob Jarvis - Chief Executive Officer  
**Disclosure of Interest:** Nil

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ATTACHMENTS

- Shire of Gnowangerup Standards for CEO Recruitment, Performance and Termination

PURPOSE OF THE REPORT

Council's adoption of Standards for CEO Recruitment, Performance and Termination pursuant to 5.39A and 5.39B of the Local Government Act 1995

BACKGROUND

The Local Government Act 1995 has been amended to require all local governments to adopt Standards for CEO Recruitment, Performance, and Termination consistent with the Model Standards for CEO Recruitment, Performance and Termination contained in Schedule 2 of the Local Government (Administration) Regulations 1996 which have been included in the Regulations as a consequence of the changes to the Act.

COMMENTS

The attached Standards are in keeping with the Model Standards as prescribed by the Regulations with little change, save acknowledging the current arrangement for Performance Review through the CEO Performance Review Committee which is entirely in keeping with Standards 16 and 17 of the Model Standards.

CONSULTATION

Councillors have been provided with details of the Model Standards at workshops and received briefing notes from the Department of Local Government and Cultural Industries.

LEGAL AND STATUTORY REQUIREMENTS

5.39A and 5.39B of the Local Government Act 1995  
Schedule 2 of the Local Government (Administration) Regulations 1996

POLICY IMPLICATIONS

Subsequent to the adoption of these Standards, the Shire is required to prepare and adopt by an absolute majority a policy for the selection of an Acting CEO for a period of not more than twelve months. A policy which complies with this requirement is included in the agenda for this meeting for Council's consideration and adoption.

**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.

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Nil

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

It is a Statutory requirement to adopt a set of Standards, and there is little room to manoeuvre. If Council wished to make some changes, it could choose to defer this matter to a workshop. The Shire is required to adopt Standards for CEO Recruitment, Performance and Termination prior to the end of May 2021.

**CONCLUSION**

The attached Standards do not have any significant implications for the Shire at this time but will present some changes when it is time to recruit a new CEO.

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL RESOLUTION**

**Moved: Cr F Hmeljak**

**Seconded: Cr M Creagh**

**0421.47 That Council:**

- 1. Adopts the attached Shire of Gnowangerup Standards for CEO Recruitment, Performance, and Termination.**
- 2. Instructs the CEO to place a copy of the adopted Standards CEO Recruitment, Performance and Termination on the Shire's website in accordance with Section 5.39B(6) of the Local Government Act 1995.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**



# **STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION**

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## Standard Purpose

This Standard is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

These are the Shire of Gnowangerup's Standards for CEO Recruitment, Performance and Termination.

### 2. Terms used

(1) In these standards —

**Act** means the Local Government Act 1995;

**additional performance criteria** means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

**applicant** means a person who submits an application to the local government for the position of CEO;

**contract of employment** means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

**contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

**job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);

**local government** means the Shire of Gnowangerup;

**selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

**selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

#### **4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

#### **5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

#### **6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

#### **7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

- (1) In this clause —  
***independent person*** means a person other than any of the following —
  - (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
  - (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
  - (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
  - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
  - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and



- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

## **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

## **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

## **12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

## **13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —

**commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
    - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

#### **14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

### **Division 3 — Standards for review of performance of CEOs**

#### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

#### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
- (a) the process by which the CEO's performance will be reviewed (currently through CEO Review Committee Terms of Reference - Appendix 1); and

- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

## **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

## **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

## **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

# **Division 4 — Standards for termination of employment of CEOs**

## **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

## **21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.

- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

## **22. Additional principles applying to termination for performance related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

## **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

## APPENDIX

### 1. CEO Review Committee - Term of Reference



## CEO REVIEW COMMITTEE

### TERMS OF REFERENCE

#### Purpose

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

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

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

#### Objectives

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

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

## Duties and Responsibilities

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

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

## Membership

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

The CEO and employees are not members of the committee.

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

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

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

## Meetings

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

## Reporting

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

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**11.7 ADOPTION OF A POLICY COVERING THE APPOINTMENT OF AN ACTING CEO PURSUANT TO SECTION 5.39C OF THE LOCAL GOVERNMENT ACT 1995**

**Date of Report:** 20<sup>th</sup> April 2021  
**Officer:** Bob Jarvis - Chief Executive Officer  
**Disclosure of Interest:** Nil

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**ATTACHMENTS**

- Appointment of an Acting CEO policy compliant with the requirements of Section 5.39C of the Local Government Act 1995
- Copy of the Shire's current Acting CEO policy

**PURPOSE OF THE REPORT**

Council's adoption of a policy covering the appointment of an Acting CEO as a result of the planned or unplanned absence of the CEO for a period of less than twelve months.

**BACKGROUND**

As a consequence of the Local Government Act 1995, and the Local Government (Administration) Regulations 1996 being amended this year to provide for Standards for CEO Recruitment, Performance and Termination, the Act was also amended to require Local Governments to adopt by an absolute majority a policy which determines how an Acting CEO will be appointed during planned or unplanned absences by the CEO. This policy is required to be placed on the Shire's website.

The Council's current policy appoints the Deputy CEO as its choice for most absences with other options at the discretion of Council. The attached policy is similar in intent and allows for the process for appointing an Acting CEO beyond three months still to be considered by Council.

**COMMENTS**

The new policy has little departure from the Shire's current policy but does comply with Section 5.39C., which reads:

**5.39C. Policy for temporary employment or appointment of CEO**

- (1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following —
  - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
  - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

*\* Absolute majority required.*
- (2) A local government may amend\* the policy.

*\* Absolute majority required.*
- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

CONSULTATION

Councillors were advised at the last Councillors' workshop that this policy would be forthcoming.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

The new policy is similar in intent to the current policy.

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.

STRATEGIC RISK MANAGEMENT CONSIDERATIONS:

Nil

IMPACT ON CAPACITY

Nil

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Councillors may wish to make changes to the policy and if so can defer it to a workshop

CONCLUSION

The attached policy complies with the legislation and is similar in intent if not in form to Council's current policy. It can be reviewed at any time, but any changes would need to be passed by Council with an absolute majority.

VOTING REQUIREMENTS

Absolute Majority



**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr K House**

**0421.48 That Council:**

- 1. Adopts the attached Shire of Gnowangerup Appointment of an Acting CEO policy.**
- 2. Deletes the old Policy 2.11 – Appointment Acting Chief Executive Officer**
- 3. Instructs the CEO to publish the adopted Shire of Gnowangerup Appointment of an Acting CEO policy on the Shire's website.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**

## 2.11 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER POLICY

<b>Policy Type:</b>	Strategy & Governance	<b>Policy No:</b>	2.11
<b>Date Adopted:</b>	XXXXXX	<b>Date Last Reviewed:</b>	XXXXXXX
<b>Legal (Parent):</b> 1. Local Government Act 1995, section 5.39C		<b>Legal (Subsidiary):</b> 1. Nil	
<b>Delegation of Authority Applicable</b>	No	<b>Staff Procedure Applicable</b>	No
<b>Delegation Number</b>	N/A	<b>Staff Procedure Number</b>	N/A

ADOPTED POLICY	
<b>Title:</b>	APPOINT ACTING CHIEF EXECUTIVE OFFICER POLICY
<b>Objective:</b>	To prescribe the processes for the appointment of an Acting Chief Executive Officer in expected and unexpected circumstances.

### 1.0 Policy Scope

To provide a framework and guidelines for the employment of an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

### 2.0 Definition

**“Annual Leave”** means annual leave in excess of 5 working days;

**“Long Service Leave”** means long service leave in excess of 5 days;

**“Extended Sick Leave”** means sick leave in excess of 5 working days;

**“Council”** means the Council of the Shire of Gnowangerup;

**“Local Government”** means the Shire of Gnowangerup; and

### 3.0 Policy

Section 5.39C of the *Local Government Act 1995* requires the adoption of a policy regarding the employment of an Acting Chief Executive Officer.

Council delegates to the Chief Executive Officer, appointment of an internal employee higher duties Acting Chief Executive Officer subject to the following conditions:

1. The appointment is to be for a period of no more than 3 months; and
2. The person appointed is to be the Deputy Chief Executive Officer; and
3. The appointment not being due to a vacancy of the Chief Executive Officer's position.

The Chief Executive Officer must inform the Elected Members of all proposed Acting Chief Executive Officer arrangements.

In the case of the unavailability of the Chief Executive Officer due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting Chief Executive Officer for up to 3 months from commencement, and continuation is then subject to determination by the Council.

For Chief Executive Officer vacancy periods over 3 months the appointment of the Acting Chief Executive Officer shall be determined by Council.

The Chief Executive Officer shall report to Council any proposal to fill an Acting Chief Executive Officer role over 3 months with as much advanced notice as possible. In this case the Chief Executive Officer may recommend a suitable internal candidate for higher duties and must also provide an alternative recommendation to Council, to convene a Chief Executive Officer Recruitment and Selection Committee to progress the Acting Chief Executive Officer recruitment.

If the Chief Executive Officer's position becomes vacant, all acting arrangements are to be determined by the Council.

Should the Acting CEO, whether appointed by the CEO or otherwise, become incapacitated as well, the Council shall hold a Special Council meeting to find a suitable replacement amongst the staff until the Chief Executive Officer or the Deputy Chief Executive Officer returns.

The policy can be reviewed at any time, but any changes need to be passed by Council with an absolute majority.

The CEO must publish an up-to-date version of the policy on the local government's official website.

## 2.11 APPOINTMENT ACTING CHIEF EXECUTIVE OFFICER POLICY

<b>Policy Type:</b>	Strategy & Governance	<b>Policy No:</b>	2.11
<b>Date Adopted:</b>	14 February 2018	<b>Date Last Reviewed:</b>	23 September 2020
<b>Legal (Parent):</b> 1. Local Government Act 1995, section 5.36(2)(a)		<b>Legal (Subsidiary):</b> 1. Nil	
<b>Delegation of Authority Applicable</b>	No	<b>Staff Procedure Applicable</b>	No
<b>Delegation Number</b>	N/A	<b>Staff Procedure Number</b>	N/A
<b>ADOPTED POLICY</b>			
<b>Title:</b>	APPOINT ACTING CHIEF EXECUTIVE OFFICER POLICY		
<b>Objective:</b>	<ul style="list-style-type: none"> <li>To provide for the appointment of the Shire's current Deputy Chief Executive Officer to perform the role of Acting Chief Executive Officer during approved absences of the Chief Executive Officer.</li> </ul>		

- 1.0 In accordance with the requirements of the Local Government Act 1995, section 5.36(2)(a), Council has determined that the person appointed as the permanent incumbent to the position of Deputy Chief Executive Officer is suitably qualified to perform the role of Acting Chief Executive Officer.
- 2.0 The Shire's incumbent Deputy Chief Executive Officer is IAN GRAHAM.
- 3.0 Appointment to the role of Acting Chief Executive Officer shall be made in writing by the Chief Executive Officer for a defined period that does not exceed 3 months. A Council resolution is required for periods exceeding 3 months.
- 4.0 The Deputy Chief Executive Officer will be appointed to the role of Acting Chief Executive Officer at the discretion of the Chief Executive Officer.

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**11.8 CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS, AND CANDIDATES**

**Date of Report:** 16<sup>th</sup> April 2021

**Officer:** Bob Jarvis -Chief Executive Officer

**Disclosure of Interest:** Nil

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ATTACHMENTS

- Code of Conduct for Council Members, Committee Members, and Candidates

PURPOSE OF THE REPORT

Council's adoption of a Code of Conduct for Council Members, Committee Members, and Candidates

BACKGROUND

The Local Government (Model Code of Conduct) Regulations 2021 prescribe a Model Code of Conduct for Council Members, Committee Members and Candidates, and Section 5.104 of the Local Government Act 1995 requires the following:

**5.104. Adoption of model code of conduct**

(1) Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt\* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.

*\* Absolute majority required.*

COMMENTS

At its March Ordinary Meeting the Council resolved the following:

**Moved: Cr G Stewart Seconded: Cr K House**

**0321.30 That Council:**

- 1. In accordance with Schedule 1 - cl.11 (3) of the Local Government (Model Code of Conduct) Regulations 2021 appoints and authorises the CEO as the Complaints Officer, and**
- 2. In accordance with Schedule 1 - cl.11(2) of the Local Government (Model Code of Conduct) Regulations 2021, approves the template in Attachment 2 as the form for a complaint under Division 3 of the Local Government (Model Code of Conduct) Regulations 2021.**

**UNANIMOUSLY CARRIED: 8/0**

The adoption of the Code of Conduct is the next step, and whilst there is some room for additions to the Model Code of Conduct, care must be taken not to infringe upon the Rules of Conduct Regulations or contradict the intention of the Model Code of Conduct.

Councillors were advised of some concerns that were raised by the Local Government Professionals WA and McLeods Solicitors about the requirement in the Model Code that Council will deal with the complaints. Specifically, those concerns centre on the ability of councillors to act impartially in dealing with a complaint about a fellow councillor, and the difficulty that staff would have in investigating a complaint against a councillor.

Local Government Professionals WA has expressed this succinctly:

*As background, Local Government Professionals WA argued very strongly against the proposal that Local Governments should deal with breaches of the Code of Conduct by Councillors. Our arguments against this policy position were based upon two fundamental concerns.*

*First, there could be no objectivity in decision-making as the Councillors being asked to determine the behavioural breach would all have a personal relationship with the Councillor accused and could, consequently, not be viewed as impartial. Indeed, it is likely that this inability to be impartial could be viewed as creating an apprehended bias which would preclude Councillors from sitting in judgement on one of their own.*

*Second, the approach would lead to a diminution of the standing of Local Government as complaints come before Council in a public arena (even if they are dealt with behind closed doors, the matter is placed on the agenda and the outcome is recorded in the minutes). The Standards Panel does not operate with this type of public transparency.*

In response to these concerns, it is suggested that complaints against a current councillor be referred to the CEO to determine if they require investigation and, if so, that the CEO appoint a suitably qualified and independent investigator to carry out that investigation and provide a report to the Council. These would typically be complaints that could not easily be mediated between the subject of the complaint and the complainant.

#### CONSULTATION

Councillors were advised at the March Ordinary meeting that a Code of Conduct for Council Members, Committee Members, and Candidates would be brought to the April meeting for adoption. Copies of presentations to Local Government CEO's by the Department of Local Government and Cultural Industries on the 12<sup>th</sup> March were provided to Councillors as background information along with several examples of Codes of Conduct.

#### LEGAL AND STATUTORY REQUIREMENTS

Sections 5.103 and 5.104 of the Local Government Act 1995  
Local Government (Model Code of Conduct) Regulations 2021

#### POLICY 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.

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

Nil

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

It is a statutory requirement that the Code be adopted.

**CONCLUSION**

The Shire of Gnowangerup Code of Conduct for Council Members, Committee Members, and Candidates attached to and forming part of this report, satisfies the requirements of the legislation, mirrors the Model Code, and provides an appropriate mechanism to assist Councillors dealing with impartiality concerns when dealing with a complaint against a fellow councillor.

**VOTING REQUIREMENTS**

Absolute majority

**COUNCIL RESOLUTION**

**Moved: Cr G Stewart**

**Seconded: Cr K O’Keeffe**

**0421.49 That Council:**

- 1. Adopts the Shire of Gnowangerup Code of Conduct for Council Members, Committee Members, and Candidates; and**
- 2. Instructs the CEO to publish the adopted Shire of Gnowangerup Code of Conduct for Council Members, Committee Members, and Candidates on the Shire’s website.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**



## SHIRE OF GNOWANGERUP

# CODE OF CONDUCT for COUNCIL MEMBERS, COMMITTEE MEMBERS & CANDIDATES

### 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

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



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## Purpose:

This Code of Conduct is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

This is the Shire of Gnowangerup's Code of Conduct for Council Members, Committee Members and Candidates.

### 2. Terms used

(1) In this code —

**Act** means the Local Government Act 1995;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — General principles

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## **5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

## **8. Personal integrity**

- (1) A council member, committee member or candidate —
  - (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
  - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

## **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## **10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

### **15A. Additional provisions**

- (1) If the complaint is considered by the Authorised Complaints Officer (under section 11 subclause (3)) to be a complex matter requiring investigation beyond the resources or authority of the Administration, the officer will advise the Council that the complaint should be investigated by a suitably qualified and independent investigation contractor, and seek Council's approval to engage such a contractor, after Council first receiving the details of that contractor's qualifications and experience.

Complaints that are considered to be suitable for mediation, or of a minor or uncomplicated nature shall be dealt with by a panel of not less than three Councillors (none of which include the complainant or the subject of the complaint) and the CEO, appointed to deal with that complaint, after which the panel will prepare a report for Council's consideration.

- (2) Under section 5.104(7) of the Act the CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.

## Division 4 — Rules of conduct

### 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

### 17. Misuse of local government resources

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources** of a local government includes —

- (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

### 18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

## 19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## 20. Relationship with local government employees

- (1) In this clause —  
**local government employee** means a person —
  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
  - (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —  
**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;



**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
  - (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
  - (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

## **22. Disclosure of interests**

- (1) In this clause —

**interest** —

  - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council 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) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
  - (a) that they had an interest in the matter; or

- (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
  - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
  - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

## **23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

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<b>11.9</b>	<b>NORTH STIRLINGS PALLINUP NATURAL RESOURCES INC. – PURCHASE OF NEW VEHICLE</b>
<b>Location:</b>	N/A
<b>Proponent:</b>	North Stirlings Pallinup Natural Resources
<b>Date of Report:</b>	15 <sup>th</sup> April 2021
<b>Officer:</b>	Ian Graham - Deputy CEO
<b>Disclosure of Interest:</b>	Nil

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#### ATTACHMENTS

- Purchase and Use of Motor Vehicle Agreement (Shire of Gnowangerup and North Stirlings Pallinup Natural Resource Inc.).

#### PURPOSE OF THE REPORT

To allow Council to consider a request from the North Stirlings Pallinup Natural Resource Inc (NSPNR) for the Shire to facilitate the purchase of a replacement vehicle for NSPNR.

#### BACKGROUND

The NSPNR have made a request for the Shire to facilitate the purchase of a new vehicle (replacement of the existing Mitsubishi Triton which was purchased in 2010). The Shire is able to purchase a vehicle utilising the State Motor Vehicle (Passenger and Light Vehicle) Common User Agreement, but only on the basis that the Shire retains ownership of the vehicle and permits the NSPNR to use the vehicle.

#### COMMENTS

As noted above, the Shire is able to purchase a vehicle utilising the State Motor Vehicle (Passenger and Light Vehicle) Common User Agreement, but only on the basis that the Shire retains ownership of the vehicle and permits the NSPNR to use the vehicle.

The implications are that the Shire will be responsible for annual vehicle licencing costs and insurance costs. It is proposed that the vehicle servicing, maintenance and any FBT costs would be the responsibility of the NSPNR. Servicing, maintenance and repairs are to be arranged through the Shire and an invoice issued to NSPNR for reimbursement. The vehicle will be allocated a Shire plant number, recorded as a Shire asset in the fixed asset register and added to the Shire plant replacement schedule.

In addition, for insurance purposes, the NSPNR will be required to provide an up-to-date list of approved drivers and copies of current drivers licences, and provide annual reporting of any private use to the Shire via a logbook for FBT purposes.

#### CONSULTATION

WALGA

Department of Finance  
NSPNR.

LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

State Motor Vehicle (Passenger and Light Vehicle) Common User Agreement

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

The Shire will be responsible for annual vehicle licencing (currently \$350.00 pa) and insurance (currently \$200.00 pa). These are included in the current 2020/21 Annual Budget and have been paid for by the Shire since 2010 for the current NSPNR vehicle.

It is recommended that servicing, maintenance and any FBT costs for private use would be the responsibility of the NSPNR.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2017-2027

Theme 5 Financial Sustainability

Objective 2 Effective management to conduct business in a financially sustainably manner

Strategic Initiative

2.1 Manage liabilities and assets through a planned, long-term approach.

RISK MANAGEMENT CONSIDERATIONS:

Nil.

IMPACT ON CAPACITY

Nil.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not to support the request from NSPNR to facilitate the purchase of a new vehicle. The implications would include the NSPNR postponing the replacement of the current vehicle, which is now eleven (11) years old.

VOTING REQUIREMENTS

Simple majority.

**COUNCIL RESOLUTION**

Moved: Cr R House

Seconded: Cr G Stewart

0421.50 That Council:

Agrees to facilitating the purchase and granting the use of a new vehicle for the North Stirlings Pallinup Natural Resource Inc. (NSPNR) as a replacement for the current Mitsubishi Triton Reg. 1DJY256 which is to be traded-in on the new vehicle, on the following terms and conditions:

- NSPNR is to reimburse to the Shire the full net capital cost of the new vehicle (new vehicle cost less trade-in) immediately upon the Shire issuing of the purchase order for the new vehicle,
- All servicing, maintenance and repairs are to be arranged through the Shire,
- All servicing, maintenance and any Fringe Benefit Tax (FBT) costs will be the responsibility of the NSPNR,
- NSPNR is to provide annual reporting of any private use via a logbook to the Shire for FBT purposes,
- NSPNR will be required to provide to the Shire an up-to-date list of approved drivers annually (or when any changes occur) and copies of current approved drivers licences,
- The Shire will pay annual vehicle licencing and insurance costs for the life of the vehicle,
- Council authorises the CEO to sign attached agreement on behalf of the Shire and arrange for signing by NSPNR prior to purchase of the vehicle.

**UNANIMOUSLY CARRIED: 8/0**

**Agreement for purchase and use of a Shire vehicle.**

Between:

Shire of Gnowangerup

And

North Stirlings Pallinup Resource Management

It is hereby agreed that the Shire of Gnowangerup will facilitate the purchase and granting the use of a new vehicle for the North Stirlings Natural Resource Management (NSPNR) as a replacement for the current Mitsubishi Triton 1DJY256, which is to be traded-in on the new vehicle, on the following terms and conditions:

- NSPNR is to reimburse to the Shire the full net capital cost of the new vehicle (new vehicle cost less trade-in) immediately upon the Shire issuing of the purchase order for the new vehicle,
- All servicing, maintenance and repairs are to be arranged through the Shire,
- Servicing, maintenance and any FBT costs will be the responsibility of the NSPNR (invoices for any such costs will be issued by the Shire to NSPNR for reimbursement),
- The NSPNR is to provide annual reporting of any private use via a logbook to the Shire for FBT purposes,
- For insurance purposes, the NSPNR will be required to provide to the Shire an up-to-date list of approved drivers annually (or when any changes occur) and copies of current approved drivers licences,
- The Shire will pay annual vehicle licencing and insurance costs for the life of the vehicle,

Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed:

Name: \_\_\_\_\_

Position: CEO, Shire of Gnowangerup

Signed:

Name: \_\_\_\_\_

President, North Stirlings  
Natural Resource  
Management

## 11.10 ACCOUNTS FOR PAYMENT AND AUTHORISATION – MARCH 2021

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**Date of Report:** 16<sup>th</sup> April 2021  
**Officer:** CA Shaddick – Senior Finance Officer  
**Disclosure of Interest:** Nil

### ATTACHMENTS

- March 2021 Cheque Listing

### PURPOSE OF THE REPORT

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

### BACKGROUND

Nil

### COMMENTS

The March 2021 cheque list for the period 01/03/2021 to 31/03/2021 is attached as follows:

<b>FUND</b>	<b>AMOUNT</b>
Municipal Fund	\$1,316,075.04
Credit Card	\$ 1,403.65
<b>TOTAL</b>	<b>\$1,317,478.69</b>

### 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:**

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

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr R House**

**Seconded: Cr F Hmeljak**

**0421.51 That Council:**

**Approves the Schedule of Accounts:**

**Municipal Fund Cheques 27842 - 27867, EFT 17080 – EFT 17164, Superannuation and Direct Deposits totalling \$1,316,075.04 and Corporate Credit Card totalling \$1,403.65.**

**UNANIMOUSLY CARRIED: 8/0**



<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
EFT17080	04/03/2021	AIM CONSULTANTS	DEVELOPMENT OF ASSET MANAGEMENT PLANS	\$ 12,132.57
EFT17081	04/03/2021	AIR LIQUIDE	CYLINDER FEE HIRE	\$ 135.19
EFT17082	04/03/2021	CORSIGN WA	20 X MULTI MESSAGE FRAMES 20 X NEW WORK NO LINES 1200X600 B/Y CL1 CORFLUTE	\$ 1,236.40
EFT17083	04/03/2021	DA & KJ MURRAY	ACCOMODATION AND MEALS FOR EHO 18/02	\$ 80.00
EFT17084	04/03/2021	DWER	GREASE TRAP CLEANING	\$ 44.00
EFT17085	04/03/2021	DIRECT LIGHTING ALBANY	SOLAR SIGN LIGHTS AS QUOTED ONGERUP STREETSCAPE	\$ 1,590.00
				F
EFT17086	04/03/2021	FULCHER CONTRACTORS	RRG - Kwobrup Road Reconstruction and stabalisation of Kwoborup Rd as per RFTKwoborup Kwoborup RFT2020-2	\$ 384,153.00
				P
EFT17087	04/03/2021	GNOWANGERUP CRC	CONTRIBUTIONS TO POWER, TELEPHONE, INTERNET AND STAFFING OF LIBRARY FOR FEBRUARY 2021	\$ 929.57
EFT17088	04/03/2021	GNOWANGERUP FUEL SUPPLIES	FUEL FOR FLEET	\$ 930.59
EFT17089	04/03/2021	LEASEIT LTD	METER READINGS FOR ADMIN PRINTER	\$ 139.98
EFT17090	04/03/2021	MESSAGEMEDIA	716 MESSAGES SENT	\$ 118.14
EFT17091	04/03/2021	NSPNR	COMMUNITY FINANCIAL ASSISTANCE GRANT 2020/21 NSPNR - PALLINUP RIVER MONITORING	\$ 12,449.36
EFT17092	04/03/2021	OFFICEWORKS	LANYARDS AND ID POUCHES FOR TIP PASSES	\$ 489.45

EFT17093	04/03/2021 OLUMAYOKUN OLUYEDE	CASH SUBSIDY AS PER CONTRACT FEBRUARY 2021	\$	11,000.00
EFT17094	04/03/2021 R MUNNS ENGINEERING CONSULTING SERVICES	SURVEY SITE AND PROVIDE DAM, PUMP & PIPE SPECIFICATIONS TOOMPUP AND AIRPORT DAMS	\$	7,727.90
EFT17095	04/03/2021 TOLL TRANSPORT PTY LTD	FREIGHT	\$	34.41
EFT17096	04/03/2021 WINC. (WORK INCORPORATED)	CLEANING PRODUCTS	\$	217.95
EFT17097	12/03/2021 150 SQUARE PTY LTD	BBRF APPLICATION AND PROJECT PLAN FOR SHORT TERM ACCOMODATION	\$	3,459.50
EFT17098	12/03/2021 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	90.00
EFT17099	12/03/2021 ADVANCE CLEAN AND SEAL PTY LTD	ROAD MAINTENANCE TIELINE ROAD, GLEESON AND BOXWOOD ROADS	\$	1,320.00
EFT17100	12/03/2021 ALBANY RECORDS MANAGEMENT	SHREDDING BIN EXCHANGE	\$	165.00
EFT17101	12/03/2021 AUSTRALIA POST	AUSTRALIA POST TRANSACTIONS - FEBRUARY 2021	\$	282.47
EFT17102	12/03/2021 B P HARRIS & SON	GN.0048 -PORTABLE FUEL TANK FRAME FOR BACK OF UTE 20 NB MEDIUM PIPE	\$	21.89
EFT17103	12/03/2021 BGL SOLUTIONS	INSTALL PATH AS QUOTED NEAR GNOWANGERUP COMPLEX THROUGH TO CEMETERY	\$	3,168.00
		GARDEN MAINTENANCE AS PER MONTHLY CONTRACT	\$	10,429.53
EFT17104	12/03/2021 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00
EFT17105	12/03/2021 BTW CONTRACTING PTY LTD	SPRAY TRAILER (GN.7964) - REPAIRS TO SPRAYER UNIT OIL SEALS, O'RINGS, NECK RINGS, SEALS	\$	311.95

EFT17106	12/03/2021 COLEMAN CONSULTING	Design scope of works for Kwobrup road, assist with tender documentation	\$	1,255.20	
EFT17107	12/03/2021 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$	133.43	
EFT17108	12/03/2021 FORPARK AUSTRALIA	Weir Park 8 x Hinge Bogie Body wheels 4 x rubber stops at the end of track pipe (Hinge buffer)	\$	721.60	
EFT17109	12/03/2021 G&S PROFESSIONALS	BORDEN MULTI PURPOSE SHED AS QUOTED	\$	16,200.00	F
EFT17110	12/03/2021 GNP HARDWARE	REPAIRS TO COMMUNITY BENCH SEAT IN MAIN STREET SUPPLIES FOR REPAIRS	\$	340.07	
EFT17111	12/03/2021 INFORMATION ENTERPRISES TRUST	ARCHIVING MEDICAL RECORDS AS PER CONTRACT	\$	910.80	
EFT17112	12/03/2021 LANDGATE	RURAL UV CHARGEABLE SCHD R2021/1	\$	85.46	
EFT17113	12/03/2021 LGRCEU	PAYROLL DEDUCTIONS	\$	225.50	
EFT17114	12/03/2021 ONGERUP TYRES & AUTOMOTIVE	WEIR PARK BBQ BATTERY	\$	55.00	
EFT17115	12/03/2021 SHIRE OF BROOMEHILL-TAMBELLUP	GSHI PROJECT ADMINISTRATION REIMBURSEMENTS	\$	1,055.45	
EFT17116	12/03/2021 SOLUTIONS IT	MANAGED SUPPORT MARCH	\$	2,694.56	
EFT17117	12/03/2021 TOLL TRANSPORT PTY LTD	FREIGHT	\$	569.15	
EFT17118	12/03/2021 WARREN BLACKWOOD WASTE	BINS PICK UP 04/02, 11/02, 18/02, 25/02	\$	7,498.04	
EFT17119	18/03/2021 AA CONTRACTORS	GEOFABRIC FOR ROAD STABILISATION	\$	5,808.00	P
		HIRE WATER TRUCK FOR ROAD SEALING	\$	4,331.25	P

EFT17120	18/03/2021 ARMADILLO PRODUCTS	KOMATSU 2013 MOTOR GRADER - GN.0021 - REPAIRS TO HYDRAULICS	\$	188.28	
EFT17121	18/03/2021 BGL SOLUTIONS	IRRIGATION REPAIRS: ELECTRIC CABLE REPAIR 1INCH MALE FITTING AT PUMP HOUSE REPAIR LEAK ON TOP OVAL LABOUR MATERIALS AND TRAVEL	\$	1,343.93	
EFT17122	18/03/2021 BLIGHTS AUTO ELECTRICS	TO SUPPLY AND FIT QVWL180D DOUBLE ROW LED LIGHTBAR AS QUOTED TO GN.001	\$	865.00	
EFT17123	18/03/2021 COLEMAN CONSULTING	TECHNICAL SUPPORT - CHILLINUP ROAD	\$	1,766.00	
EFT17124	18/03/2021 DOWNER EDI WORKS PTY LTD	PRIME SEAL KWOBURUP ROAD	\$	150,138.93	P
		RESEAL TIELINE RD	\$	10,278.40	P
		PRIME SEAL CHILLINUP	\$	40,260.00	F
EFT17125	18/03/2021 G & M DETERGENTS	SHARP UNITS TO SERVICE AND SUPPLY 2 SHARP UNITS @ \$28.00 EACH	\$	56.00	
EFT17126	18/03/2021 GNOWANGERUP FUEL SUPPLIES	ONGERUP DEPOT - 7200 LITRES DIESEL @ \$1.2619	\$	9,085.68	
EFT17127	18/03/2021 GNOWANGERUP PHARMACY	FIRST AID SUPPLIES	\$	33.90	
EFT17128	18/03/2021 GNOWANGERUP TYRE SERVICE	2011 JOHN DEERE GRADER GN.0015 - REPLACING TYRE TO GRADER FIT CUSTOMER SUPPLIED 17.5R25 TYRE 25 ORING"	\$	78.00	
EFT17129	18/03/2021 GNP HARDWARE	VARIOUS HARDWARE ITEMS FOR MAINTENANCE PROJECTS	\$	724.05	
EFT17130	18/03/2021 KATANNING TYRE POWER	WHEEL ALIGNMENT GN.372 AND GN.001	\$	190.00	
EFT17131	18/03/2021 RM SMITH & SONS, RURAL BUILDERS	GNP PUBLIC TOILETS REFIT AS QUOTED	\$	76,485.30	F

EFT17132	18/03/2021 SADLERS BUTCHERS	CATERING FOR WATER STRATEGY MEETING AND MAINROADS MEETING	\$	100.00
EFT17133	18/03/2021 TOLL TRANSPORT PTY LTD	FREIGHT	\$	24.20
EFT17134	18/03/2021 WA CONTRACT RANGER SERVICES	RANGER SERVICES 24/02, 03/03, 10/03	\$	2,871.00
EFT17135	18/03/2021 YONGERGNOW MALLEEFOWL CENTRE	CATERING COUNCILLORS BUS TOUR FOR ASSET MANAGEMENT INSPECTIONS	\$	222.00
EFT17136	18/03/2021 YONGERGNOW-ONGERUP CRC	ONGERUP GRAPEVINE ADVERTISING - FEBRUARY 2021	\$	198.00
EFT17137	26/03/2021 ADMIN SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	90.00
EFT17139	26/03/2021 AUTOSMART (WA)	CLEANING SUPPLIES FOR DEPOT	\$	224.97
EFT17140	26/03/2021 BLACK AND GOLD SOCIAL CLUB	PAYROLL DEDUCTIONS	\$	130.00
EFT17141	26/03/2021 CJD EQUIPMENT PTY LTD	SIDE TIPPER - HAULMORE - GN.17003 - REPAIRS TO BRAKES VALVE SPRING BRAKE	\$	489.04
EFT17142	26/03/2021 COLEMAN CONSULTING	ASSIST WITH DESIGN FOR MAIN ROADS LOW COST SHOULDER WIDENING AND SEALING APPLICATION	\$	250.00
EFT17143	26/03/2021 DEPT OF HUMAN SERVICES	PAYROLL DEDUCTIONS	\$	133.43
EFT17144	26/03/2021 GNOWANGERUP GIANT TRACTOR GROUP INC	COMMUNITY FINANCIAL ASSISTANCE GRANT 2020/21	\$	4,019.95
EFT17145	26/03/2021 GNOWANGERUP TYRE SERVICE	ISUZU TRAY TOP 4X2 - GN.372 1 X SPARE MICKEY THOMPSON TYRE AND BALANCE	\$	375.00
EFT17146	26/03/2021 GNP HARDWARE	VARIOUS HARDWARE ITEMS	\$	322.01

EFT17147	26/03/2021 GREAT SOUTHERN EQUIPMENT REPAIR	CARRY OUT SERVICE AND SAFETY INSPECTION ON WESTAIR AIR COMPRESSOR AND FORWARD LIFT VEHICLE HOST AT GNOWANGERUP AND ONGERUP DEPOT	\$	505.34
EFT17148	26/03/2021 INFORMATION ENTERPRISES TRUST	MEDICAL RECORD ARCHIVING AS PER AGREEMENT	\$	2,090.00
EFT17149	26/03/2021 JANGARRA GRAZING PTY LTD	2ND PRIZE RATES INCENTIVE	\$	100.00
EFT17150	26/03/2021 LANDGATE	GRV CHARGEABLE SCHD G2021/1 AND M2021/1	\$	109.80
EFT17151	26/03/2021 LGRCEU	PAYROLL DEDUCTIONS	\$	225.50
EFT17152	26/03/2021 MARKETFORCE	ADVERT RFQ-2020 MW7 GREAT SOUTHER HERALD	\$	328.46
EFT17153	26/03/2021 ONGERUP FARM SUPPLIES	SAFETY CLOTHING & EQUIPMENT GEN - SUNBURNT CREAM	\$	127.03
EFT17154	26/03/2021 ONLINE SAFETY SYSTEMS PTY LTD	PLANT ASSESSOR - ONLINE SAFETY SYSTEMS - MEMBERSHIP FOR FEBRUARY 2021 PAYG TERM COMMITMENT PROFESSIONAL SERVICES	\$	632.50
EFT17155	26/03/2021 SOLUTIONS IT	MICROSOFT 365 MIGRATION	\$	2,744.50
EFT17156	26/03/2021 SOUTH COAST NATURE PLAY	GNP SPORTING COMPLEX NATURE PLAYGROUND AS QUOTED	\$	38,280.00
EFT17157	26/03/2021 STAR SALES & SERVICE	HUSQVARNA MOWER GN.0034 - MOWER BLADES	\$	489.00
EFT17158	26/03/2021 T & C SUPPLIES	SES GENERAL RESCUE CUSTOM MADE TRAILER - REPAIRS TO AXLE	\$	1,353.86

F

EFT17159	26/03/2021 THINK WATER ALBANY	GNP COMPLEX GROUNDS - REPAIRS TO PIPE TO DAM COUPLINGS, FLO SPAN, PRIMER, SOLVENT WELD ON	\$	539.24	
EFT17160	26/03/2021 TOLL TRANSPORT PTY LTD	FREIGHT	\$	41.86	
EFT17161	26/03/2021 TRAILBLAZERS	EBA UNIFORMS GEN - BOOTS HIGH LEG Z/S 561050	\$	245.00	
EFT17162	26/03/2021 WA CONTRACT RANGER SERVICES	RANGER SERVICES 17/03, 24/03	\$	1,881.00	
EFT17163	26/03/2021 WA POULTRY EQUIPMENT & COAST TO COAST VERMIN TRAPS	CAT TRAP 90 X 30 X 30CM - SPRING LOADED LATCH ON DOOR AND REAR BAIT LOADING DOOR	\$	772.20	F
EFT17164	26/03/2021 WREN OIL	DISPOSAL OF 3000 LITRES ADMIN & COMPLIANCES FEES	\$	16.50	
27842	04/03/2021 GNOWANGERUP IGA	CONSUMABLES	\$	461.84	
27843	12/03/2021 A O'MEEHAN & CO	1ST PRIZE RATES INCENTIVE	\$	600.00	
27844	12/03/2021 ARIEL MANALO	2ND PRIZE RATES INCENTIVE	\$	100.00	
27845	12/03/2021 CALEB DANIEL RICHARDSON	2ND PRIZE RATES INCENTIVE	\$	100.00	
27846	12/03/2021 CARALEE JOHNSON	2ND PRIZE RATES INCENTIVE	\$	100.00	
27847	12/03/2021 GARRY FAYONG MARQUEZ	2ND PRIZE RATES INCENTIVE	\$	100.00	
27848	12/03/2021 CHEQUE CANCELLED	LOST IN MAIL	\$	-	
27849	12/03/2021 JOHN KENNETH RICHARDSON	2ND PRIZE RATES INCENTIVE	\$	100.00	
27850	12/03/2021 KEWARRA NOMINEES PTY LTD	2ND PRIZE RATES INCENTIVE	\$	100.00	
27851	12/03/2021 MARGARET HOPE SADLER	2ND PRIZE RATES INCENTIVE	\$	100.00	

27852	12/03/2021 MINDARABIN PASTORAL CO PTY LTD	2ND PRIZE RATES INCENTIVE	\$	100.00
27853	12/03/2021 MURRAY HYLTON TRIGWELL	2ND PRIZE RATES INCENTIVE	\$	100.00
27854	12/03/2021 NORTH STIRLING DOWNS PTY LTD	2ND PRIZE RATES INCENTIVE	\$	100.00
27855	12/03/2021 P.G.D. DEVELOPMENTS PTY LTD	2ND PRIZE RATES INCENTIVE	\$	100.00
27856	12/03/2021 PEENEBUP PTY LTD	2ND PRIZE RATES INCENTIVE	\$	100.00
27857	12/03/2021 PETER ALEXANDER HERON	2ND PRIZE RATES INCENTIVE	\$	100.00
27858	12/03/2021 SYNERGY	SUPPLY PERIOD 25/01/2021 - 24/02/2021	\$	2,773.76
		STREET LIGHTING 32 DAYS	\$	3,765.38
27859	12/03/2021 TELSTRA	USAGE, SERVICE AND EQUIPMENT	\$	1,042.83
27860	18/03/2021 ELDERS BORDEN	ROAD MAINTENANCE CHILLINUP ROAD - CULVERT PIPES	\$	1,881.00
27861	18/03/2021 KNUD NYMANN	GRAVEL AS PER AGREEMENT 0025	\$	33,649.00
27862	18/03/2021 SYNERGY	SUPPLY PERIOD 65 DAYS	\$	2,258.02
27863	18/03/2021 WATER CORPORATION	USAGE AND SERVICE CHARGES	\$	8,363.91
27864	26/03/2021 FOWLER SURVEYS	KWOBRUP ROAD WHITE LINE SURVEY AFTER NEW SEAL	\$	3,997.40
27865	26/03/2021 SYNERGY	SUPPLY PERIOD 29 DAYS TO 16/03/2021	\$	3,159.02
27866	26/03/2021 TELSTRA	MOBILE PHONES AND DATA PACKS	\$	623.49



27867	26/03/2021 WATER CORPORATION	USAGE AND SERVICE CHARGES	\$	4,260.45
DD4774.1	03/03/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	5,667.83
DD4774.2	03/03/2021 CBUS	SUPERANNUATION CONTRIBUTIONS	\$	321.08
DD4774.3	03/03/2021 OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	95.00
DD4774.4	03/03/2021 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	51.59
DD4774.5	03/03/2021 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	53.75
DD4774.6	03/03/2021 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$	232.08
DD4774.7	03/03/2021 MOURCOURUP SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$	57.00
DD4774.8	03/03/2021 WALGS PLAN	PAYROLL DEDUCTIONS	\$	1,392.08
DD4774.9	03/03/2021 SMSF	PAYROLL DEDUCTIONS	\$	953.65
DD4776.1	31/03/2021 WESTNET	ADMIN AND CEO HOME INTERNET	\$	282.83
DD4781.1	17/03/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	5,684.49
DD4781.2	17/03/2021 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	214.73
DD4781.3	17/03/2021 CBUS	SUPERANNUATION CONTRIBUTIONS	\$	321.08
DD4781.4	17/03/2021 OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	111.63
DD4781.5	17/03/2021 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$	84.42
DD4781.6	17/03/2021 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	57.79

DD4781.7	17/03/2021 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 232.98
DD4781.8	17/03/2021 MOURCOURUP SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 35.63
DD4781.9	17/03/2021 WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 1,431.36
DD4784.1	31/03/2021 NATIONAL AUSTRALIA BANK	ITEMISED BELOW	\$ -
DD4791.1	31/03/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 5,548.33
DD4791.2	31/03/2021 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 214.73
DD4791.3	31/03/2021 CBUS	SUPERANNUATION CONTRIBUTIONS	\$ 319.81
DD4791.4	31/03/2021 OASIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 154.38
DD4791.5	31/03/2021 COMMONWEALTH ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 37.52
DD4791.6	31/03/2021 REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 53.75
DD4791.7	31/03/2021 THE PIPA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 233.49
DD4791.8	31/03/2021 WALGS PLAN	SUPERANNUATION CONTRIBUTIONS	\$ 1,407.94
DD4791.9	31/03/2021 SMSF	PAYROLL DEDUCTIONS	\$ 961.59
DD4794.1	26/03/2021 WESTERN AUSTRALIAN TREASURY CORPORATION	GSHI QUINN STREET HOUSING LOAN	\$ 21,850.59
DD4794.2	15/03/2021 WESTERN AUSTRALIAN TREASURY CORPORATION	SELF SUPPORTING LOAN #282 - OCD GROUP	\$ 340,876.06
DD4794.3	31/03/2021 LEASEIT LTD	LEASE ON PHOTOCOPIER	\$ 1,196.25

DD4794.4	31/03/2021 NATIONAL AUSTRALIA BANK	BANK FEES AS PER STATEMENT FOR MARCH 2021	\$	184.32
DD4774.10	03/03/2021 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	338.51
DD4774.11	03/03/2021 COLONIAL FIRSTWRAP PLUS	SUPERANNUATION CONTRIBUTIONS	\$	810.31
DD4774.12	03/03/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,130.48
DD4774.13	03/03/2021 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	848.05
DD4774.14	03/03/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	229.00
DD4774.15	03/03/2021 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	105.61
DD4774.16	03/03/2021 MLC NAVIGATOR RETIREMENT PLAN	SUPERANNUATION CONTRIBUTIONS	\$	214.73
DD4781.10	17/03/2021 SMSF	PAYROLL DEDUCTIONS	\$	953.65
DD4781.11	17/03/2021 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	338.51
DD4781.12	17/03/2021 COLONIAL FIRSTWRAP	SUPERANNUATION CONTRIBUTIONS	\$	810.31
DD4781.13	17/03/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$	1,194.61
DD4781.14	17/03/2021 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$	795.16
DD4781.15	17/03/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$	236.23
DD4781.16	17/03/2021 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$	73.38
DD4791.10	31/03/2021 WEALTH PERSONAL SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$	338.51

DD4791.11	31/03/2021 COLONIAL FIRSTWRAP	SUPERANNUATION CONTRIBUTIONS	\$ 810.31
DD4791.12	31/03/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 1,179.28
DD4791.13	31/03/2021 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 755.49
DD4791.14	31/03/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 232.79
DD4791.15	31/03/2021 BENDIGO SMARTOPTIONS SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 129.04
<b>TOTAL MUNICIPAL ACCOUNT</b>			<b>\$1,316,075.04</b>
	22/02/2021 BAKERS FOOD AND FUEL	FUEL GN.00	\$ 68.29
	01/03/2021 UNITED QUINNS ROCK	FUEL GN.00	\$ 70.28
	08/03/2021 EG FUEL CO JOONDALUP	FUEL GN.00	\$ 58.30
	10/03/2021 NAB	CREDIT CARD MONTHLY FEE	\$ 18.00
	15/02/2021 GULL ALBANY	FUEL GN.001	\$ 65.50
	18/02/2021 SHIRE OF GNOWANGERUP	LICENSE NEW ROLLER GN.11145	\$ 151.70
	22/02/2021 LAKEVIEW LODGE	ACCOMODATION FOR SNAKE HANDLING TRAINING	\$ 149.00
	26/02/2021 PATHWEST	WORKERS COMPENSATION	\$ 30.75
	01/03/2021 IINET	DCEO HOME INTERNET	\$ 64.99
	04/03/2021 KEMPE ENGINEERING	PARTS FOR WATER TANKS ON UTILITIES	\$ 660.00
	08/03/2021 EG FUEL CO	FUEL GN.001	\$ 66.84

**TOTAL CORPORATE CREDIT CARD**

**\$ 1,403.65**

**CERTIFICATE OF SENIOR FINANCE OFFICER**

**I HEREBY CERTIFY THE FOLLOWING SCHEDULE OF ACCOUNTS:**

TOTAL FOR MUNICIPAL FUND: EFT 17080 -17164, Cheque 27842 - 27867, DD and Super Clearing House = \$1,316,075.04

TOTAL FOR CREDIT CARD: \$1,403.65

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

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## **11.11 MARCH 2021 MONTHLY FINANCIAL REPORT**

**Location:** Shire of Gnowangerup  
**Proponent:** N/A  
**Date of Report:** 16<sup>th</sup> April 2021  
**Officer:** D. Long – Finance Consultant  
C. Shaddick – Senior Finance Officer  
**Disclosure of Interest:** NIL

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### ATTACHMENTS

Monthly Financial Statements for the period 01/03/2021 to 31/03/2021 including:

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

### PURPOSE OF THE REPORT

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

### BACKGROUND

Nil

### COMMENTS

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

### CONSULTATION

Nil

### LEGAL AND STATUTORY REQUIREMENTS

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

### POLICY IMPLICATIONS

Investment Policy 4.3

### FINANCIAL IMPLICATIONS

Nil

**STRATEGIC IMPLICATIONS**

Strategic Community Plan

Theme: Sustainable and Capable Council

Objective: Provide accountable and sustainable leadership

Strategic Initiative: Nil

**STRATEGIC RISK MANAGEMENT CONSIDERATIONS:**

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

**IMPACT ON CAPACITY**

Nil

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Nil

**CONCLUSION**

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

**VOTING REQUIREMENTS**

Simple Majority

**COUNCIL RESOLUTION**

**Moved: Cr K O’Keeffe**

**Seconded: Cr G Stewart**

**0421.52 That Council:**

**Receives and accepts the Monthly Financial Report for March 2021.**

**UNANIMOUSLY CARRIED: 8/0**

**SHIRE OF GNOWANGERUP**

**MONTHLY FINANCIAL REPORT**

**31 March 2021**



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

	NOTES	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET	2020-21 YTD ACTUAL
<b>EXPENDITURE (Excluding Finance Costs)</b>		\$	\$	\$
General Purpose Funding		(112,462)	(57,903)	(38,308)
Governance		(834,589)	(607,374)	(565,897)
Law, Order, Public Safety		(396,152)	(279,677)	(253,879)
Health		(322,499)	(254,688)	(204,487)
Education and Welfare		(40,363)	(31,774)	(20,054)
Housing		(56,485)	(57,607)	(24,051)
Community Amenities		(574,230)	(438,196)	(351,163)
Recreation and Culture		(1,480,017)	(1,150,765)	(1,124,326)
Transport		(3,346,722)	(2,619,359)	(2,227,888)
Economic Services		(323,142)	(237,230)	(89,952)
Other Property and Services		(639,383)	(510,847)	(365,868)
		(8,126,044)	(6,245,422)	(5,265,873)
<b>REVENUE</b>				
General Purpose Funding		4,735,120	659,308	4,478,136
Governance		0	0	1,045
Law, Order, Public Safety		72,810	49,000	83,249
Health		1,200	1,110	286
Education and Welfare		11,200	8,397	0
Housing		96,028	77,783	68,130
Community Amenities		277,110	273,906	301,743
Recreation and Culture		19,365	17,056	17,184
Transport		149,600	149,576	158,974
Economic Services		28,180	18,834	15,649
Other Property & Services		105,497	80,263	109,201
		5,496,110	1,335,233	5,233,598
<i>Increase/(Decrease)</i>		(2,629,934)	(4,910,188)	(32,276)
<b>FINANCE COSTS</b>				
Housing		(12,602)	0	(9,755)
Recreation & Culture		(18,850)	0	(9,825)
Other Property & Services		(386)	0	0
Total Finance Costs		(31,838)	0	(19,581)
<b>NON-OPERATING REVENUE</b>				
Transport		1,427,849	1,037,920	721,827
Other Property & Services		1,100,000	700,000	700,000
Total Non-Operating Revenue		2,527,849	1,737,920	1,421,827
<b>PROFIT/(LOSS) ON SALE OF ASSETS</b>				
Transport Profit		0	0	16,408
Transport Loss		0	0	(20,544)
Total Profit/(Loss)		0	0	(4,136)
<b>NET RESULT</b>		(133,923)	(3,172,268)	1,365,834
<b>Other Comprehensive Income</b>				
Changes on revaluation of non-current assets		0	0	0
Total Abnormal Items		0	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>		<b>(133,923)</b>	<b>(3,172,268)</b>	<b>1,365,834</b>

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

	<b>2020-21 BUDGET</b>	<b>2020-21 ACTUAL</b>
<b>Expenses</b>		
Employee Costs	(2,879,109)	(1,883,490)
Materials and Contracts	(2,166,951)	(1,166,174)
Utility Charges	(193,747)	(124,891)
Depreciation on Non-Current Assets	(2,275,630)	(1,742,343)
Interest Expenses	(31,838)	(20,595)
Insurance Expenses	(234,191)	(209,681)
Other Expenditure	(376,417)	(138,280)
	<b>(8,157,882)</b>	<b>(5,285,454)</b>
<b>Revenue</b>		
Rates	4,125,515	4,092,913
Operating Grants, Subsidies and Contributions	932,030	719,116
Fees and Charges	307,371	186,254
Service Charges	0	0
Interest Earnings	46,338	49,715
Other Revenue	84,856	185,599
	<b>5,496,110</b>	<b>5,233,598</b>
	<b>(2,661,772)</b>	<b>(51,856)</b>
Non-Operating Grants, Subsidies & Contributions	2,527,849	1,421,827
Fair Value Adjustments to financial assets at fair value through profit/loss	0	0
Profit on Asset Disposals	0	16,408
Loss on Asset Disposals	0	(20,544)
	<b>2,527,849</b>	<b>1,417,691</b>
<b>Net Result</b>	<b>(133,923)</b>	<b>1,365,834</b>
<b>Other Comprehensive Income</b>		
Changes on revaluation of non-current assets	0	0
<b>Total Other Comprehensive Income</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(133,923)</b>	<b>1,365,834</b>

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

	Note	2019-20 ACTUAL \$	2020-21 ACTUAL \$	Variance \$
<b>Current assets</b>				
Unrestricted Cash & Cash Equivalents		2,531,583	2,945,515	413,932
Restricted Cash & Cash Equivalents		1,999,606	1,995,470	-4,136
Trade and other receivables		300,450	312,707	12,257
Inventories		15,194	32,625	17,430
Other assets		29,729	29,729	-0
<b>Total current assets</b>		<b>4,876,562</b>	<b>5,316,045</b>	439,483
<b>Non-current assets</b>				
Trade and other receivables		118,554	118,554	0
Other Financial Assets		102,169	444,755	342,586
Land		1,006,621	1,037,241	30,620
Buildings		24,782,674	24,439,803	-342,871
Plant & Equipment		3,931,707	3,927,162	-4,545
Furniture & Equipment		50,120	75,483	25,363
Infrastructure Assets - Roads		75,736,145	76,485,751	749,606
Infrastructure Assets - Footpaths		713,898	702,733	-11,165
Infrastructure Assets - Drainage		3,570,461	3,515,017	-55,444
Infrastructure Assets - Parks & Ovals		5,882,351	5,707,752	-174,599
Infrastructure Assets - Other		654,047	877,480	223,433
Infrastructure Assets - Sewerage		230,359	226,624	-3,735
Infrastructure Assets - Airport		3,062,237	3,038,964	-23,273
Infrastructure Assets - Solid Waste		337,660	327,008	-10,652
Right of Use Assets		16,701	7,305	-9,396
<b>Total non-current assets</b>		<b>120,195,704</b>	<b>120,931,632</b>	735,928
<b>Total assets</b>		<b>125,072,266</b>	<b>126,247,678</b>	1,175,412
<b>Current liabilities</b>				
Trade and other payables		283,969	244,648	39,321
Contract Liabilities		19,423	0	19,423
Interest-bearing loans and borrowings		208,606	86,381	122,225
Bonds and Deposits		0	0	0
Finance Lease Liability		12,664	3,210	9,454
Provisions		380,729	380,729	-0
<b>Total current liabilities</b>		<b>905,391</b>	<b>714,968</b>	190,423
<b>Non-current liabilities</b>				
Interest-bearing loans and borrowings		781,615	781,615	-0
Finance Lease Liability		4,319	4,319	0
Provisions		63,229	63,229	0
<b>Total non-current liabilities</b>		<b>849,163</b>	<b>849,163</b>	-0
<b>Total liabilities</b>		<b>1,754,554</b>	<b>1,564,131</b>	190,423
<b>Net assets</b>		<b>123,317,712</b>	<b>124,683,547</b>	1,365,834
<b>Equity</b>				
Retained surplus		42,788,388	42,780,373	-8,016
Net Result		0	1,365,834	1,365,834
Reserve - asset revaluation		78,549,141	78,549,141	0
Reserve - Cash backed		1,980,183	1,988,199	8,016
<b>Total equity</b>		<b>123,317,712</b>	<b>124,683,547</b>	1,365,834

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

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

	Note	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>Cash Flows from operating activities</b>				
<b>Payments</b>				
Employee Costs		(2,551,517)	(2,810,221)	(1,906,784)
Materials & Contracts		(1,448,967)	(2,182,394)	(1,215,403)
Utilities (gas, electricity, water, etc)		(168,150)	(193,747)	(124,891)
Insurance		(194,975)	(234,191)	(209,681)
Interest Expense		(30,656)	(31,838)	(20,595)
Goods and Services Tax Paid		(14,135)	0	0
Other Expenses		(286,599)	(376,416)	(138,280)
		<b>(4,694,998)</b>	<b>(5,828,807)</b>	<b>(3,615,634)</b>
<b>Receipts</b>				
Rates		4,109,577	4,125,515	4,037,068
Operating Grants & Subsidies		1,769,655	912,608	699,694
Contributions, Reimbursements & Donations		0	0	0
Fees and Charges		239,219	307,371	186,254
Interest Earnings		66,741	46,338	49,715
Goods and Services Tax		(1,610)	0	(32,318)
Other		801,470	84,856	265,212
		<b>6,985,051</b>	<b>5,476,688</b>	<b>5,205,625</b>
<b>Net Cash flows from Operating Activities</b>	<b>9</b>	<b>2,290,053</b>	<b>(352,119)</b>	<b>1,589,991</b>
<b>Cash flows from investing activities</b>				
<b>Payments</b>				
Purchase of Land		(15,298)	(27,000)	(30,619)
Purchase of Buildings		(789,192)	(176,778)	(48,553)
Purchase Plant and Equipment		(470,637)	(699,500)	(454,194)
Purchase Furniture and Equipment		(11,595)	(45,000)	(32,480)
Purchase Road Infrastructure Assets		(1,373,802)	(2,105,192)	(1,373,471)
Purchase of Footpath Assets		0	(5,000)	0
Purchase Aerodrome Assets		0	(55,250)	(59,551)
Purchase Drainage Assets		0	(5,000)	(381)
Purchase Sewerage Assets		0	0	0
Purchase Parks & Ovals Assets		0	(58,810)	(59,582)
Purchase Solid Waste Assets		(274,136)	0	0
Purchase Infrastructure Other Assets		(82,052)	(839,396)	(239,625)
<b>Receipts</b>				
Proceeds from Sale of Assets		265,155	192,000	158,636
Non-Operating grants used for Development of Assets		1,343,239	2,527,849	1,421,827
		<b>(1,408,317)</b>	<b>(1,297,077)</b>	<b>(717,993)</b>
<b>Cash flows from financing activities</b>				
Repayment of Debentures		(163,631)	(208,606)	(462,225)
Repayment of Finance Leases		(11,472)	(12,664)	(9,455)
Advances to Community Groups		0	0	(340,000)
Revenue from Self Supporting Loans		28,558	29,729	0
Proceeds from New Debentures		404,000	0	340,000
<b>Net cash flows from financing activities</b>		<b>257,455</b>	<b>(191,541)</b>	<b>(471,680)</b>
<b>Net increase/(decrease) in cash held</b>		<b>1,139,190</b>	<b>(1,840,737)</b>	<b>400,319</b>
<b>Cash at the Beginning of Reporting Period</b>		<b>3,401,475</b>	<b>4,540,665</b>	<b>4,540,665</b>
<b>Cash at the End of Reporting Period</b>	<b>9</b>	<b>4,540,665</b>	<b>2,699,928</b>	<b>4,940,984</b>

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

	2019-20 ACTUAL \$	2020-21 BUDGET \$	2020-21 ACTUAL \$
<b>RECONCILIATION OF CASH</b>			
Cash at Bank - Unrestricted	2,549,876	471,376	2,944,615
Cash at Bank Reserves - Restricted	1,989,989	2,227,752	1,995,469
Cash on Hand	800	800	900
<b>TOTAL CASH</b>	<b>4,540,665</b>	<b>2,699,928</b>	<b>4,940,984</b>
<b>RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT</b>			
Net Result (As per Comprehensive Income Statement)	776,073	(133,924)	1,365,834
Add back Depreciation	2,313,017	2,275,630	1,742,343
(Gain)/Loss on Disposal of Assets	71,897	0	4,136
Less: Movement in contract liabilities	(20,614)	0	0
Less: Movement in Local Government House Unit Trust	(1,153)	0	(2,586)
Less: Self Supporting Loan Principal Reimbursements	0	0	0
Less: Contributions for the Development of Assets	(1,343,239)	(2,527,849)	(1,421,827)
Changes in Assets and Liabilities			
(Increase)/Decrease in Inventory	5,800	0	(17,431)
(Increase)/Decrease in Receivables	471,305	0	(12,259)
Increase/(Decrease) in Accounts Payable	77,267	(15,442)	(68,220)
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
<b>NET CASH FROM/(USED) IN OPERATING ACTIVITIES</b>	<b>2,290,053</b>	<b>(352,119)</b>	<b>1,589,991</b>

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

**NOTE 1**

	2020-21 ANNUAL BUDGET	2020-21 YTD BUDGET (a)	2020-21 YTD ACTUAL (b)	MATERIAL \$ (b)-(a)	MATERIAL % (b)-(a)/(a)
<p>Ratios greater than one indicate that Council has sufficient current assets to meet its short term current liabilities.</p> <p><b>OPERATING REVENUE</b></p> <p>General Purpose Funding 852,442 659,308 629,476 (29,833) Within Threshold</p> <p>Governance 0 0 1,045 (1,045) (100%)</p> <p>Law, Order Public Safety 72,810 49,000 83,249 34,249 (41%)</p> <p>Health 1,200 1,110 286 814 288%</p> <p>Education and Welfare 11,200 8,397 0 12,803 0%</p> <p>Housing 96,028 77,783 68,130 27,895 14%</p> <p>Community Amenities 277,110 273,906 301,743 23,837 Within Threshold</p> <p>Recreation and Culture 19,365 17,056 17,184 2,309 Within Threshold</p> <p>Transport 149,600 149,576 175,383 25,807 (15%)</p> <p>Economic Services 28,180 18,834 15,649 12,535 20%</p> <p>Other Property and Services 105,497 80,263 109,201 28,938 (26%)</p> <p><b>1,613,432 1,335,233 1,401,345</b></p> <p><b>LESS OPERATING EXPENDITURE</b></p> <p>General Purpose Funding (112,462) (57,903) (38,308) 19,595 51%</p> <p>Governance (834,589) (607,374) (565,897) 41,477 Within Threshold</p> <p>Law, Order, Public Safety (396,152) (279,677) (253,879) 25,798 10%</p> <p>Health (322,499) (254,688) (204,487) 50,200 25%</p> <p>Education and Welfare (40,363) (31,774) (20,054) 11,720 58%</p> <p>Housing (69,087) (57,607) (33,806) 23,801 70%</p> <p>Community Amenities (574,230) (438,196) (351,163) 87,034 25%</p> <p>Recreation and Culture (1,498,867) (1,150,765) (1,134,151) 16,614 Within Threshold</p> <p>Transport (3,346,722) (2,619,359) (2,248,433) 370,926 16%</p> <p>Economic Services (323,142) (237,230) (89,952) 147,279 164%</p> <p>Other Property &amp; Services (639,769) (510,847) (365,868) 144,979 40%</p> <p><b>(8,157,882) (6,245,422) (5,305,999)</b></p> <p><b>Increase(Decrease) (6,544,450) (4,910,188) (3,904,653)</b></p> <p><b>ITEMS EXCLUDED FROM OPERATIONS</b></p> <p>Movement in Employee Benefits (Non-current) 68,888 0 0 68,888 0%</p> <p>Movement in LG House Unit Trust 0 0 (2,586) 2,586 (100%)</p> <p>Loss on the disposal of assets 0 0 20,544 20,544 (100%)</p> <p>(Profit) on the disposal of assets 0 0 (16,408) 16,408 (100%)</p> <p>Depreciation Written Back 2,275,630 1,706,040 1,742,343 36,303 Within Threshold</p> <p><b>2,344,518 1,706,040 1,743,893</b></p> <p><b>Sub Total (4,199,932) (3,204,148) (2,160,760)</b></p> <p><b>INVESTING ACTIVITIES</b></p> <p>Purchase of Land 0 0 0 0 0%</p> <p>Purchase Buildings (203,778) (203,778) (79,172) 124,606 157%</p> <p>Purchase Plant and Equipment (699,500) (699,500) (454,194) 245,306 54%</p> <p>Purchase Furniture and Equipment (45,000) (45,000) (32,480) 12,520 39%</p> <p>Infrastructure Assets - Roads (2,105,192) (2,008,461) (1,373,471) 634,990 46%</p> <p>Infrastructure Assets - Footpaths (5,000) (5,000) 0 5,000 0%</p> <p>Infrastructure Assets - Aerodromes (55,250) (55,250) (59,551) 4,301 Within Threshold</p> <p>Infrastructure Assets - Drainage (5,000) 0 (381) 5,381 (100%)</p> <p>Infrastructure Assets - Sewerage 0 0 0 0 0%</p> <p>Infrastructure Assets - Parks &amp; Ovals (58,810) (58,810) (59,582) 772 Within Threshold</p> <p>Infrastructure Assets - Solid Waste 0 0 0 0 0%</p> <p>Infrastructure Assets - Other (839,396) (819,396) (239,625) 579,771 242%</p> <p>Proceeds from Sale of Assets 192,000 192,000 158,636 33,364 21%</p> <p>Contributions for the Development of Assets 2,527,849 2,527,849 1,421,827 1,106,022 78%</p> <p><b>Amount Attributable to Investing Activities (1,297,077) (1,175,346) (717,993)</b></p> <p><b>FINANCING ACTIVITIES</b></p> <p>Repayment of Debt - Loan Principal (208,606) (122,225) (462,225) (340,000) (74%)</p> <p>Repayment of Debt - Finance Lease (12,664) (9,494) (9,455) 3,209 Within Threshold</p> <p>Self Supporting Loan Principal Income 29,729 14,715 0 15,014 0%</p> <p>Loan Advances 0 (7,422) (340,000) (332,578) (98%)</p> <p>Transfer to Reserves (398,569) 0 (8,016) 390,553 (100%)</p> <p><b>(590,110) (124,426) (819,696)</b></p> <p><b>Plus Rounding</b></p> <p><b>Sub Total (6,087,119) (4,503,921) (3,698,449)</b></p> <p><b>FUNDING FROM</b></p> <p>Transfer from Reserves 151,000 0 0 151,000 0%</p> <p>Loans Raised 0 0 340,000 340,000 (100%)</p> <p>Estimated Opening Surplus at 1 July 2,053,441 2,053,441 2,182,529 129,088 Within Threshold</p> <p>Amount Raised from General Rates 3,882,678 3,882,678 3,848,661 34,017 Within Threshold</p> <p><b>6,087,119 5,936,119 6,371,190</b></p> <p><b>NET SURPLUS/(DEFICIT) 0 1,432,198 2,672,741</b></p>					

**NOTE 1**

**CURRENT RATIO**

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

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

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

**EXPLANATION OF MATERIAL VARIANCES**

<b>REPORTING PROGRAM &amp; EXPLANATION</b>	<b>TIMING / PERMANENT</b>	<b>\$ VARIANCE</b>	<b>% VARIANCE</b>
<b><u>OPERATING REVENUE</u></b>			
<b>General Purpose Funding</b>			
Variance within 10% materiality threshold. F.A.G. income less than anticipated		(29,833)	Within Threshold
<b>Governance</b>			
Variance within 10% or \$10,000 materiality threshold	Within Threshold		(1)
<b>Law Order &amp; Public Safety -</b>			
DFES Operating Grant instalment received earlier than anticipated, Animal registrations higher than anticipated		34,249	(41.14%)
<b>Health</b>			
Variance within 10% or \$10,000 materiality threshold	Within Threshold		287.60%
<b>Education &amp; Welfare</b>			
Variance within 10% or \$10,000 materiality threshold	Within Threshold		0%
<b>Housing</b>			
Variance within 10% or \$10,000 materiality threshold	Within Threshold		14.17%
<b>Community Amenities</b>			
Variance within 10% materiality threshold. Drum muster and rubbish disposal income higher than anticipated for reporting period		27,837	Within Threshold
<b>Recreation &amp; Culture</b>			
Variance within 10% or \$10,000 materiality threshold	Within Threshold		Within Threshold
<b>Transport</b>			
MRWA Preservation Grant received higher than anticipated and Profit on Sale of plant		25,807	(14.71%)
<b>Economic Services</b>			
Variance within 10% or \$10,000 materiality threshold	Within Threshold		20.36%
<b>Other Property and Services</b>			
Private Works, Fuel Rebates, W/Comp & Insurance rebates higher than anticipated for reporting period		28,938	(26.50%)
<b><u>OPERATING EXPENDITURE</u></b>			
<b>General Purpose Funding</b>			
Notice printing, collection and valuation costs less than anticipated for reporting period		19,595	51.15%
<b>Governance</b>			
Community Grants and Conference and refreshment costs less than anticipated for reporting period		41,477	Within Threshold
<b>Law Order &amp; Public Safety -</b>			
Printing, CCTV and CESM costs less than anticipated		25,798	10.16%
<b>Health</b>			
EHO and Medical Centre and Dr Residence maintenance costs less than anticipated for reporting period		50,200	24.55%
<b>Education &amp; Welfare</b>			
Education Dept mowing contract expenditure and Old Kindy building maintenance less than anticipated for reporting period		11,720	58.44%
<b>Housing</b>			
Building maintenance expenditure less than anticipated for reporting period		23,801	70.41%
<b>Community Amenities</b>			
Community Amenities maintenance and Town Planning costs less than anticipated for reporting period		87,034	24.78%
<b>Recreation &amp; Culture</b>			
Variance within 10% materiality threshold. Swimmingpool costs less than anticipated for reporting period		16,614	Within Threshold
<b>Transport</b>			
Road maintenance and Gnp Depot general maintenance expenditure less than anticipated for reporting period		370,926	16.50%
<b>Economic Service</b>			
Adverse Event Plan not completed, Marketing & Tourism and Building Services expenditure less than anticipated for reporting period		147,279	163.73%
<b>Other Property &amp; Services</b>			
Administration operating costs and superannuation across all areas and plant operations less than anticipated for reporting period		144,979	39.63%

<b>CAPITAL REVENUES</b>			
<b><u>Non-Operating Grants, Subsidies &amp; Contributions</u></b>			
<b><u>Transport</u></b>			
Regional Road Group Grants - Submitted, not yet received	TIMING	(550,000)	
Roads to Recovery Grants - not received as anticipated	TIMING	(128,474)	
LRCI Grants - not received as anticipated	TIMING	(12,479)	
Airstrip Grants & Contributions - not received as anticipated	TIMING	(15,069)	
<b><u>Economic Services</u></b>			
Commonwealth Water Grants - Not received to date as anticipated	TIMING	(100,000)	
Drought Extension Grants - To be received 21/22	TIMING	(300,000)	
		<b>(1,106,022)</b>	<b>77.79%</b>
<b><u>Proceeds from Sale of Assets</u></b>			
Sale of DCEO Vehicle GN001	Finalised	6,364	
Sale of Doctor Vehicle GN006	Finalised	(3,636)	
Sale of Mower GN0029	TIMING	(5,000)	
Sale of Mower GN0034	TIMING	(2,000)	
Sale of Mower GN.10718	TIMING	(3,000)	
Sale of Side Tipper GN.17003	TIMING	(40,000)	
Sale of Dolly GN.170002	TIMING	(10,000)	
Sale of Multi Roller GN.0030	TIMING	10,000	
Sale of Utility (GN0028)	Finalised	7,273	
Sale of Utility GN.010	Finalised	9,090	
Sale of Utility GN.003	Finalised	10,273	
Sale of Utility GN.0046	Finalised	7,273	
		<b>(13,364)</b>	<b>21.03%</b>
<b><u>Transfers from Reserve</u></b>			
Transfers from Reserve -	TIMING		
<b>CAPITAL EXPENDITURE</b>			
<b><u>Transfers to Reserve</u></b>			
Transfers to Reserve - Interest earned on reserve accounts transferred to Reserve - Reserve Transfers not yet actioned	TIMING	(8,016)	(100.00%)
<b><u>Furniture &amp; Equipment</u></b>			
<b><u>Other Property &amp; Services</u></b>			
Administration Furniture & Equipment	FINALISED	12,520	
<b>Total (Over)/Under Budget</b>		<b>12,520</b>	<b>38.55%</b>
<b><u>Land</u></b>			
<b><u>Community Amenities</u></b>			
Purchase of Land - Community Amenities	TIMING	(3,619)	
<b>Total (Over)/Under Budget</b>		<b>(3,619)</b>	
<b><u>Buildings</u></b>			
<b><u>Housing</u></b>			
25 McDonald St Building Capital Expenses	TIMING	8,455	
<b><u>Other Housing</u></b>			
	TIMING		
<b><u>Community Amenities</u></b>			
	TIMING		
	TIMING		
<b><u>Recreation &amp; Culture</u></b>			
Gnowangerup Sporting Complex - Fire Hydrant System and diesel Fire Pump	TIMING	13,000	
Borden CWA Building - Renewals and safety measures	TIMING	40,723	
Ongerup Sports Pavilion Capital - Renewals & Renovations	TIMING	72,716	
Borden Pavilion Multipurpose Shed & Shelter	TIMING	2,783	
		<b>137,677</b>	<b>157.39%</b>
<b><u>Plant &amp; Equipment</u></b>			
<b><u>Health</u></b>			
Doctors Vehicle	Finalised	11,822	
<b><u>Recreation &amp; Culture</u></b>			
Purchase Mower GN.0029	TIMING	28,000	

Purchase Mower GN.0034	TIMING	28,000	
<u>Transport</u>			
Purchase Side Tipper GN.17003	ON ORDER	110,000	
Purchase Dolly GN.17002	ON ORDER	28,000	
Purchase Multi Roller	Finalised	25,000	
Purchase of Utility (GN.010)	Finalised	(1,614)	
Purchase of Utility GN.003	Finalised	(4,976)	
Purchase of Utility GN.0028	Finalised	(4,855)	
Purchase of Utility GN.0046	Finalised	(4,855)	
Purchase of Utility Maint Officer GN.372	Finalised	1,828	
Purchase Box top Trailer & Post Hole Borer	TIMING	15,000	
Purchase Sign Box Top Trailer GN.7809	TIMING	6,500	
<u>Other Property &amp; Services</u>			
DCEO Vehicle	Finalised	7,456	
<b>Total (Over)/Under Budget</b>		<b>245,306</b>	<b>54.01%</b>
<b><u>Road Construction</u></b>			
<b><u>Roads to Recovery</u></b>			
RTR Rabbit Proof Fence Rd - Gravel Sheet	TIMING	128,474	
RTR - Nightwell Rd Reseal	TIMING	0	
RTR - Cowalellup Road	TIMING	129,891	
<b><u>Regional Road Group</u></b>			
RRG - Tieline Road	TIMING	12,224	
RRG - Kowbrup Road	TIMING	(2,089)	
RRG - Borden - Bremer Road	TIMING	(144)	
<b><u>Commonwealth Local Roads &amp; Community Infrastructure</u></b>			
LRCIP - Chillinup Road	TIMING	(988)	
LRCIP - Boxwood Hill-Ongerup Road	TIMING	109,708	
<b><u>Municipal Road Projects</u></b>			
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		
<b>Total (Over)/Under Budget</b>		<b>377,075</b>	<b>46.23%</b>
<b><u>Footpaths</u></b>			
Footpaths - Project yet to commence	TIMING	5,000	
		<b>5,000</b>	<b>0%</b>
<b><u>Airport Infrastructure</u></b>			
Airport Infrastructure - Provisions for RNAV approaches to			
Airport		32,770	
<b>Total (Over)/Under Budget</b>	TIMING	<b>32,770</b>	<b>Within Threshold</b>
<b><u>Parks &amp; Ovals</u></b>			
Playground Gnp Sports Complex	Finalised	(772)	
<b>Total (Over)/Under Budget</b>		<b>(772)</b>	<b>Within Threshold</b>
<b><u>Other Infrastructure</u></b>			
<b><u>Community Amenities</u></b>			
Gnp Cemetery Project	TIMING	53,032	
<b><u>Recreation &amp; Culture</u></b>			
Heritage Trail Extension	TIMING	0	
<b><u>Transport</u></b>			
Depot Fencing Renewal	TIMING	7,045	
Depot Adblue Storage Tank	TIMING	0	
Gnp Precinct Renewal Project	TIMING	19,668	
Stirlings/Borden Streetscape Project	TIMING	58,415	
Ongerup Streetscape and Signage Works	TIMING	68,972	
<b><u>Economic Services</u></b>			
Airport Dam Upgrade	TIMING	122,576	
Toompup Dam Renewal	TIMING	104,956	
Magitup Dam Renewal	TIMING	84,000	
Gnowangerup Depot Water Harvesting project	TIMING	32,785	
Amelup Potable Water Supply & Firefighting Tank	TIMING	25,322	
Caravan Park Other Infrastructure	TIMING	5,000	
Formby Road Bore Tank Capital - Labour costs	TIMING	0	
<b>Total (Over)/Under Budget</b>		<b>581,770</b>	<b>241.95%</b>
<b>Note: (NB) = No Budget Provision Made</b>			



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

CURRENT ASSET	ACTUAL 31-Mar-21	ACTUAL 30 JUNE 2020
91000 Municipal Fund Bank Account	\$2,944,615	\$2,549,876
91003 Grp Office Til Float	\$300	\$200
91004 Grp 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	\$167,658	\$166,982
91011 Restricted Cash - Plant Reserve	\$744,294	\$741,293
91014 Restricted Cash - Ongeup Effluent Line Reserve	\$37,210	\$37,060
91017 Restricted Cash - Area Promotion Reserve	\$30,649	\$30,525
91020 Restricted Cash - Borden Community Development Reserve	\$0	\$0
91023 Restricted Cash - Swimming Pool Upgrade Reserve	\$238,377	\$237,416
91025 Restricted Cash - Land Development Reserve	\$193,333	\$192,554
91026 Restricted Cash - Unspent Grants Reserve	\$0	\$0
91027 Restricted Cash - Computer Replacement Reserve	\$48,253	\$48,058
91029 Restricted Cash - Waste Disposal Reserve	\$250,838	\$249,827
91030 Restricted Cash - Royalties for Regions Unspent Grant	\$0	\$0
91031 Restricted Cash - Futures Fund Reserve	\$145,360	\$144,773
91034 RESTRICTED CASH - LIQUID WASTE FACILITY	\$31,823	\$31,695
91035 RESTRICTED CASH - COVID-19 RESERVE	\$100,405	\$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	\$0	\$211
91078 RESTRICTED CASH - BUSH FIRE SERVICES GRANT	\$7,270	\$119
91079 RESTRICTED CASH - CLGF YOUTH DEV SCHOLAR	\$0	\$0
91080 RESTRICTED CASH - CAT TRAP BONDS	\$0	\$100
91081 RESTRICTED CASH - TENANCY HOUSING BONDS	\$0	\$9,376
91100 Rates Debtor - Rates	\$176,148	\$125,059
91101 Rates Debtor - Specified Area Rates	\$12,680	\$9,792
91102 Rates Debtor - Rubbish Collection	\$7,902	\$5,277
91103 Rates Debtor - Health Act Rate	\$20,360	\$15,322
91104 Rates Debtor - Legal Charges	\$11,572	\$14,392
91105 Rates Debtor - Interest/Admin Charges	\$20,805	\$18,122
91106 Rates Debtor - ESL	\$9,533	\$6,251
91107 Rates Debtor - Sundry Charges	\$0	\$0
91108 Rates Debtor - Recycling Charges	\$6,466	\$4,261
91110 Sundry Debtors Control	\$63,418	\$153,804
91111 Pensioner Rebate Claims - General Rates	\$4,819	\$1,736
91112 Pensioner Rebate Claims - ESL Levy	\$360	\$107
91113 PROVISION FOR DOUBTFUL DEBTS	(\$55,546)	(\$46,624)
91120 GST Receivable	\$33,980	\$1,610
GST Payable	\$0	\$0
93041 GST Claimable	\$0	\$52
91130 Accrued Interest on SSL's	\$209	(\$425)
91140 Self Supporting Loans (Current)	\$29,729	\$29,729
80034 LOAN ADVANCE - ONGERUP COMMUNITY DEVELOPMENT	\$340,000	\$0
55022 Less Allocated To Works	\$0	\$0
55032 Fuel & Oils Purchased	\$128,397	\$154,766
55042 Less Fuel & Oils Allocated	(\$110,967)	(\$160,567)
91200 Stock On Hand - Fuel & Oils	\$15,194	\$20,994
91201 Stock On Hand - Materials	\$0	\$0
93031 Suspense	\$0	\$0
	<b>5,656,044</b>	<b>4,894,324</b>
<b>LESS CURRENT LIABILITIES</b>		
93000 Sundry Creditors Control	(\$180,953)	(\$220,589)
93001 ESL Payable	(\$2,699)	\$5,138
93002 ACCRUED EXPENSES	(\$24,120)	(\$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)
93040 GST Payable	\$0	\$0
93004 GRANT REVENUE RECEIVED IN ADVANCE	\$0	(\$19,422)
93030 Rate Payments Received In Advance	(\$29,924)	\$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
93065 Building Commission Levy	(\$993)	\$0
93066 BCITF Levy	(\$296)	\$0
99300 Trust Liabilities	\$0	(\$5,595)
99100 POLICE LICENSING (PAY)	\$438,576	\$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)	(\$438,576)	(\$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)
xx2x Lease Liability	\$0	\$0
xx3x Lease Payment	\$0	\$0
93110 Loan Liability (Current)	\$253,619	(\$208,606)
80035 WATC SHORT TERM LOAN	\$0	\$0
93120 LEASE LIABILITY (CURRENT)	(\$12,665)	(\$24,899)
80024 PRINCIPAL ON FINANCE LEASES	\$9,455	\$11,473
93200 Provision For Annual Leave (Current)	(\$206,798)	(\$206,798)
93210 Provision For Long Service Leave (Current)	(\$128,653)	(\$126,106)
93220 Provision For Sick Leave Bonus (Current)	(\$45,278)	(\$45,278)
	\$0	\$0
80004 Principal Repayments on Loans	\$0	\$0
80014 WATC SHORT TERM LOAN Principal	\$0	\$0
	<b>-714,968</b>	<b>-903,521</b>
<b>SUB-TOTAL</b>	<b>4,941,076</b>	<b>3,990,804</b>
<b>ADJUSTMENTS</b>		
95100 Reserves Cash backed	(\$1,988,199)	(\$1,980,183)
Add Back Loan & Finance Lease Liability	\$89,591	\$222,033
Deduct Off Self Supporting Loan Repayments	(\$369,729)	(\$29,729)
Rounding	\$3	\$0
<b>SURPLUS OF CURRENT ASSETS OVER CURRENT LIABILITIES</b>	<b>\$ 2,672,741</b>	<b>\$ 2,202,924</b>

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**11.12 NEW LOAN TO FUND ONGERUP COMMUNITY DEVELOPMENT INC.  
SELF-SUPPORTING LOAN**

**Proponent:**

**Date of Report:** 19<sup>th</sup> April 2021

**Officer:** Ian Graham - Deputy CEO

**Disclosure of Interest:** Nil

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ATTACHMENTS

Nil

PURPOSE OF THE REPORT

For Council to consider approval of a new loan from WA Treasury Corporation for the amount of three hundred and forty thousand dollars (\$340,000.00) for a term of six (6) months, to fund the existing self-supporting loan of the same amount to the Ongerup Community Development Inc. (OCD Inc.).

COMMENTS

The OCD Inc. constructed two houses in Ongerup under the GSHI (BBRF) project. The total budget cost of the two houses was \$920,000.

In July 2020, the OCD Inc. made a request to Council for a short-term (6 month) self-supporting loan of three hundred and forty thousand dollars (\$340,000.00) to fund cash flow for the project. This was approved by Council at the July 2020 meeting.

The funds were advanced to the OCD Inc. on 16<sup>th</sup> September 2020, with full repayment due to the Shire on 16<sup>th</sup> March 2021. The Shire took out a loan from WA Treasury Corporation to fully fund the self-supporting loan to OCD Inc. The Shire repaid the loan to WA Treasury Corporation on the 16 March 2021. However, the OCD Inc. were not able to repay the self-supporting loan principal to the Shire as they had not received the milestone payment from the BBRF funding. As a result, at a special meeting of Council held on 11<sup>th</sup> March 2021, Council resolved as follows:

COUNCIL RESOLUTION

*Moved: Cr G Stewart*

*Seconded: Cr R House*

*0321.24 That Council:*

- 1. Approves the request from Ongerup Community Development Inc. (OCD Inc.) to re-finance the existing self-supporting loan of \$340,000 on the following terms and conditions:*

- The loan is for the period 17<sup>th</sup> March 2021 to 30<sup>th</sup> June 2021, with interest and all other associated fees and costs to be fully funded by OCD Inc., as per the existing loan agreement.*
- The loan is to be drawn down no earlier than 17th March 2021 and fully repaid by no later than 30<sup>th</sup> June 2021 (early repayment is permitted),*

- *The existing Loan Deed between the Shire of Gnowangerup and OCD Inc. is amended to include the period 17<sup>th</sup> March 2021 to 30<sup>th</sup> June 2021, with any variation to the Deed required in the future by OCD Inc. to be agreed to by Council, and*
  - *The Shire is able to raise funding for the loan from the Western Australian Treasury Corporation and/or the Shires' bank if required.*
2. *Authorises the CEO to seek funding for the loan from the Western Australian Treasury Corporation and/or the Shires' bank if required, to ensure there is no impact on the 30<sup>th</sup> June 2021 budget surplus.*

As at the date of writing this item, the OCD Inc. has advised that they have not received the milestone payment from the BBRF funds and are, therefore, currently unable to repay the loan to the Shire. There is now some doubt that the funds will be available to allow repayment by 30<sup>th</sup> June 2021.

Therefore, in order to ensure that the end of year budget surplus is not impacted and to allow time for one month's public notice of the intention to borrow, Council is requested to consider approving a loan from WA Treasury Corporation for six (6) months to fund the loan to OCD Inc, until the BBRF milestone payment is received by the OCD Inc.

#### CONSULTATION

WA Treasury Corporation

#### LEGAL AND STATUTORY REQUIREMENTS

Local Government Act 1995 s6.20 and 6.21

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil - the proposed loan will be self-supporting and fully funded by OCD Inc.

#### STRATEGIC IMPLICATIONS

Strategic Community Plan

Theme: Quality Built Form

Objective: Facilitate and integrate housing options, local services, employment and recreational spaces.

Strategic Objective: Facilitate diverse, inclusive, housing options.

#### RISK MANAGEMENT CONSIDERATIONS:

Risk Profile: Not meeting Community expectations.

Results in reputational impacts.

Risks associated with lending including default on repayment by OCD Inc.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Should Council not support the request, the implication would be a negative impact on the 2020-21 end of year surplus/(deficit).

**CONCLUSION**

As Council has a commitment to supporting community development within the Shire, it is recommended to support the proponents' request.

**VOTING REQUIREMENTS**

Absolute Majority

**COUNCIL RESOLUTION**

**Moved: Cr S Hmeljak**

**Seconded: Cr K O'Keeffe**

**0421.53 That Council:**

**Extends the self-supporting loan of three hundred and forty thousand dollars (\$340,000.00) to the Ongerup Community Development Inc. for a further six (6) months, from 1<sup>st</sup> July 2021 to 1<sup>st</sup> December 2021, on the following terms and conditions:**

- **The loan is for the period 1<sup>st</sup> July 2021 to 1<sup>st</sup> December 2021, with interest and all other associated fees and costs to be fully funded by OCD Inc., as per the existing loan agreement.**
- **The loan is to be fully repaid by no later than 1<sup>st</sup> December 2021 (early repayment is permitted),**
- **The existing Loan Deed between the Shire of Gnowangerup and OCD Inc. is amended to include the period 1<sup>st</sup> July 2021 to 1<sup>st</sup> December 2021, with any variation to the Deed required in the future by OCD Inc. to be agreed to by Council,**
- **Council authorises the CEO to seek funding for a new loan for the amount of three hundred and forty thousand dollars (\$340,000.00) for a period of six (6) months from the Western Australian Treasury Corporation and/or the Shires' bank (if required), to fund the extension of the self-supporting loan to Ongerup Community Development Inc., and provide one (1) months' public notice of the intention to borrow.**

**CARRIED BY ABSOLUTE MAJORITY: 8/0**

**12. REPORT FOR DECISION – CONFIDENTIAL ITEMS**

Nil

**OTHER BUSINESS AND CLOSING PROCEDURES**

**13. URGENT BUSINESS INTRODUCED BY DECISION OF COUNCIL**

**PROCEDURAL MOTION**

Moved: Cr S Hmeljak

Seconded: Cr O Keeffe

**0421.54** That the urgent business of item 13.1 be considered at today's meeting.

**UNANIMOUSLY CARRIED: 8/0**

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**13.1 LCRIP GRANT - TREE PRUNING TENDER (RFT2021-4)**

**Location:**

**Proponent:**

**Date of Report:** 27<sup>th</sup> April 2021

**Officer:** Yvette Wheatcroft – Manager of Works

**Disclosure of Interest:** Nil

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**ATTACHMENTS - Confidential**

- Tender evaluation for RFT2021-4 (*confidential*)

**PURPOSE OF THE REPORT**

To consider the tender RFT2021-4 for the supply of rural road verge clearing and pruning services and to accept the submission that provides the best value to the Shire.

**BACKGROUND**

This project is part of the Local Roads and Community Infrastructure (LRCI) Program Phase Two. The guidelines for this funding state that the work shall be undertaken by contractors not Local Government thus providing opportunities and support for local contractors and workers.

The Phase Two agreement is for \$318,016 and all works need to be completed by December 2021. The scope of works for tree pruning has been accepted and the grant agreement has been signed.

### COMMENTS

This project was placed with WALGA eQuotes VP237600 and the following suppliers were notified of this request:

1. Beaver Tree Services via Parks & Gardens Goods & Services
2. SMS Southern Mulching Servies - LA Freegard via Parks & Gardens Goods & Services
3. Thomas Contracting Services Pty Ltd via Parks & Gardens Goods & Services
4. Twinkarri Pty Ltd via Parks & Gardens Goods & Services
5. WA Treeworks via Parks & Gardens Goods & Services

Only Twinkarri Pty Ltd provided a response. They have covered everything that was asked for in the tender.

### CONSULTATION

Nil.

### LEGAL AND STATUTORY REQUIREMENTS

Due to the cost of the Contract exceeding \$250,000, it is a purchasing requirement to go to Tender, pursuant to Reg. 11(1) of the Local Government (Functions General) Regulations 1996. Using the WALGA preferred eQuote system eliminates the need to go to tender as a *tender exemption* applies to all WALGA preferred suppliers.

### POLICY IMPLICATIONS

Nil

### FINANCIAL IMPLICATIONS

This project is fully funded by the LRCI grant so there is no financial cost to council.

### STRATEGIC IMPLICATIONS

Theme 5 Financial Sustainability

Objective 3 to effectively plan for the funding and delivery of major projects.

Strategic Initiatives 3.1 Effectively prioritise major capital projects to facilitate long-term financial sustainability.

### IMPACT ON CAPACITY

This project is to be undertaken by contractors and will be completed by December 2021.

### ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Nil

CONCLUSION

The tender from Twinkarri is within the tender guidelines and they have the necessary equipment and skills to undertake the required work.

VOTING REQUIREMENTS

Simple majority

COUNCIL RESOLUTION

Moved: Cr K House

Seconded: Cr G Stewart

**0421.55 That Council:**

**Awards the tender for RFT2021-4 to Twinkarri Pty Ltd for the supply of rural road verge clearing and pruning to the value of \$318,016 ex GST as per the LRCI Program Phase Two Grant funding.**

**UNANIMOUSLY CARRIED: 8/0**

**14. MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**15. DATE OF NEXT MEETING**

That the next Ordinary Council Meeting will be held on the 26<sup>th</sup> May 2021.

**16. CLOSURE**

The Shire President thanked Council and staff for their time and declared the meeting closed at 3:55pm.