

Shire of Goomalling



COUNCIL MEETING AGENDA

March 2021





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NYOONGAR ACKNOWLEDGEMENT

We acknowledge this land that we meet on today is part of the traditional lands of the Nyoongar people and that we respect their spiritual relationship with their country. We also acknowledge the Nyoongar Ballardong people as the custodians of the greater Goomalling/Koomal area and that their cultural and heritage beliefs are still important to the living Nyoongar Ballardong people today.

NOTICE OF MEETING

Meeting No. 2 of 2021 of the Shire of Goomalling Council to be held in the Council Chambers, Administration Office, 32 Quinlan Street, Goomalling on Wednesday, 17 February 2021 beginning at 3.00pm.

1. DECLARATION OF OPENING & ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES & APPROVED LEAVE OF ABSENCE

2.1. Attendance

Council	Councillor	Cr Christine Barratt
	Councillor	Cr Casey Butt
	Councillor	Cr Julie Chester
	Councillor	Cr Rodney Sheen
	Vice President & Chairperson	Cr Roland Van Gelderen
	Councillor	Cr Brendon Wilkes
Administration	Chief Executive Officer	Mr Peter Bentley
	Finance Manager	Miss Natalie Bird
	Works Manager	Mr David Long

2.2. Apologies

2.3. Approved Leave of Absence

Cr Barry Haywood, President

3. DECLARATION OF:

- FINANCIAL INTEREST
- MEMBERS IMPARTIALITY INTEREST
- PROXIMITY INTEREST

4. PUBLIC QUESTION TIME

5. APPLICATION FROM MEMBERS FOR LEAVE OF ABSENCE

6. CONFIRMATION AND RECEIVING OF MINUTES & BUSINESS ARISING

6.1 Ordinary Meeting of Council held Wednesday 3 February 2021

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS



9. OFFICERS' REPORTS

9.1 SCHEDULE OF ACCOUNTS PAID 1 JANUARY TO 28 FEBRUARY 2021

DATE:	8 March 2021
SUBJECT:	Schedule of Accounts Paid
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Chloe Watson – Accounts Payable
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

FUND VOUCHERS AMOUNT

EFT 2815-284, 2846-2976 (2845 cancelled)	\$480,625.57
Direct Debits 8444-8453	\$71,321.60
Cheques 15185-15187, 15189-15211 (cancelled 15188)	\$108,145.81
Payroll 6415& 6422, 6424 & 6431	\$185,527.00
Super DD13018, DD13038, DD13077 & DD13092	\$33,194.72
TOTAL	\$878,814.70

ATTACHMENTS

- Schedule of Accounts Paid January & February 2021
- Corporate Credit Card Statements December & January 2021

VOTING REQUIREMENT

Simple Majority

OFFICER COMMENTS

RECOMMENDATION

That vouchers from the Municipal Fund and Trust Fund as detailed, be approved by Council:

EFT 2815-284, 2846-2976 (2845 cancelled)	\$480,625.57
Direct Debits 8444-8453	\$71,321.60
Cheques 15185-15187, 15189-15211 (cancelled 15188)	\$108,145.81
Payroll 6415& 6422, 6424 & 6431	\$185,527.00
Super 13018, 13038, 13077 & 13092	\$33,194.72
TOTAL	\$878,814.70



9.2 FINANCIAL REPORT FOR JANUARY 2021

DATE:	18 February 2021
SUBJECT:	January Monthly Financial Report
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Natalie Bird – Finance Manager
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

PURPOSE

In accordance with the *Local Government (Financial Management) Regulations 1996*, to follow is the presentation of the Monthly Financial Reports to Council.

BACKGROUND

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

POLICY IMPLICATIONS

No specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

4.1.4 Provide reporting processes in transparent, accountable and timely manner.

ATTACHMENTS

Monthly Financial Report to 31 January 2021

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Monthly Financial Report to 31 January 2021 be received by Council.

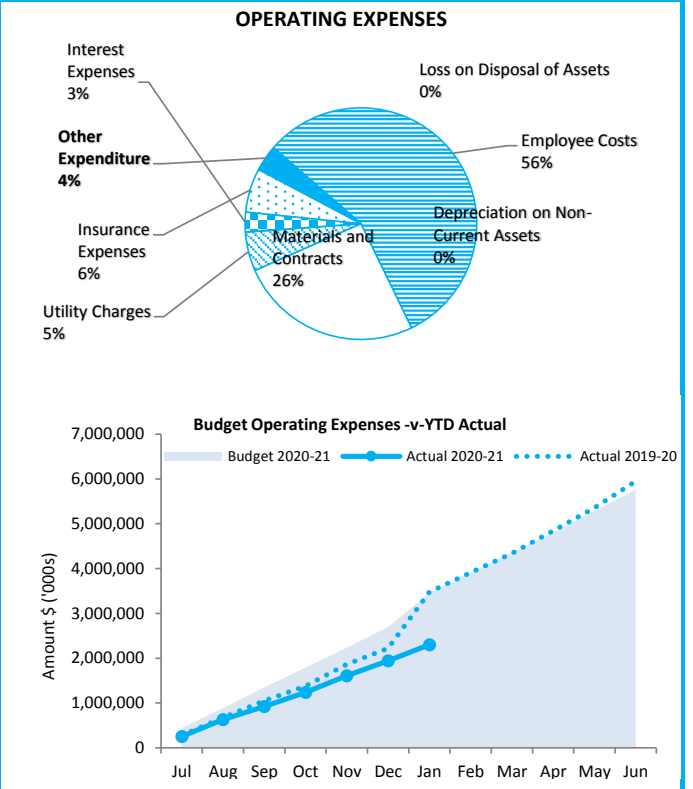
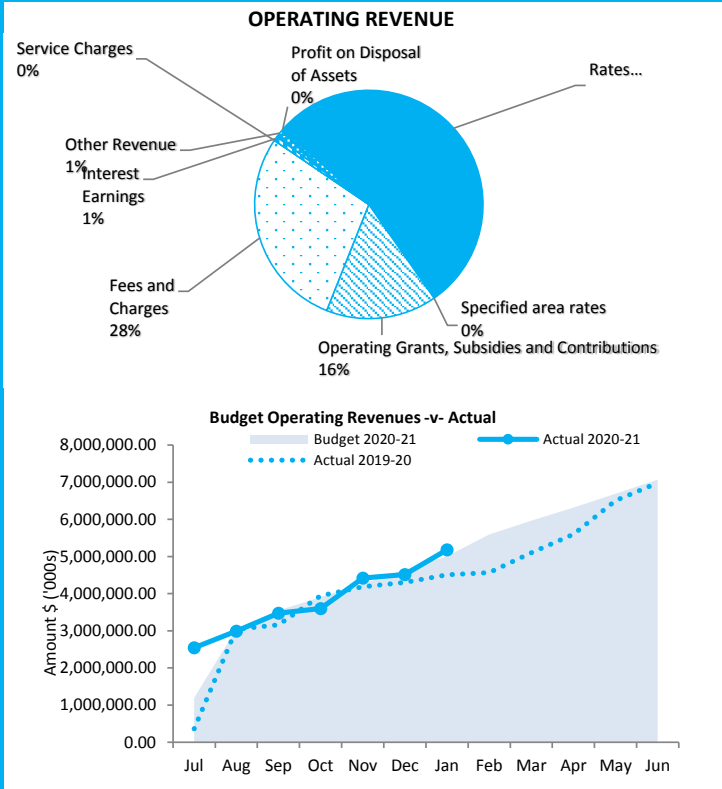
SHIRE OF GOOMALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2021

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

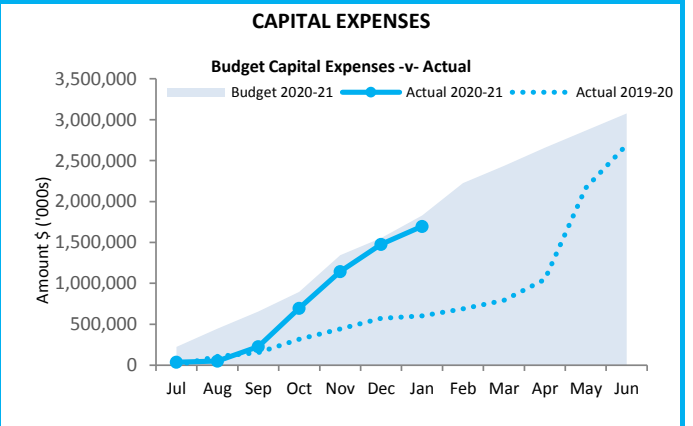
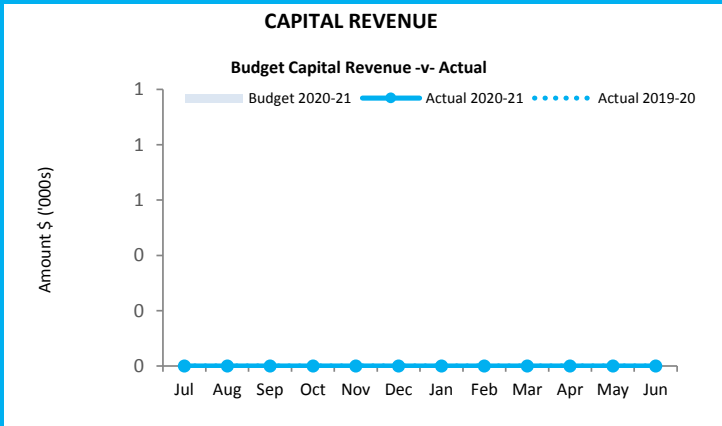
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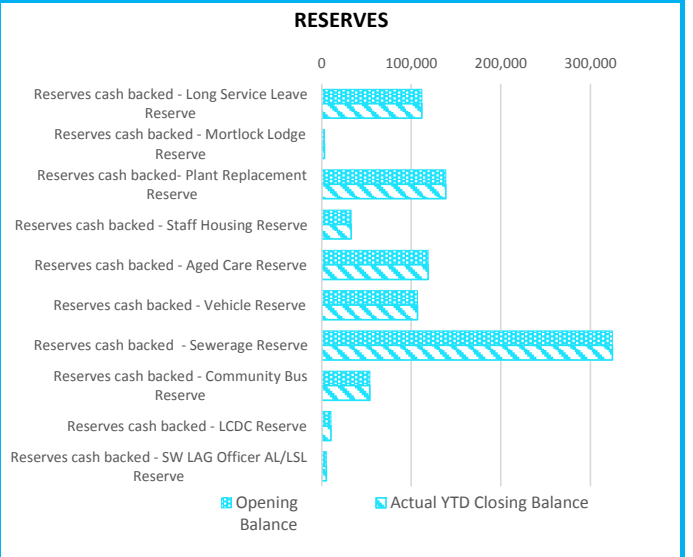
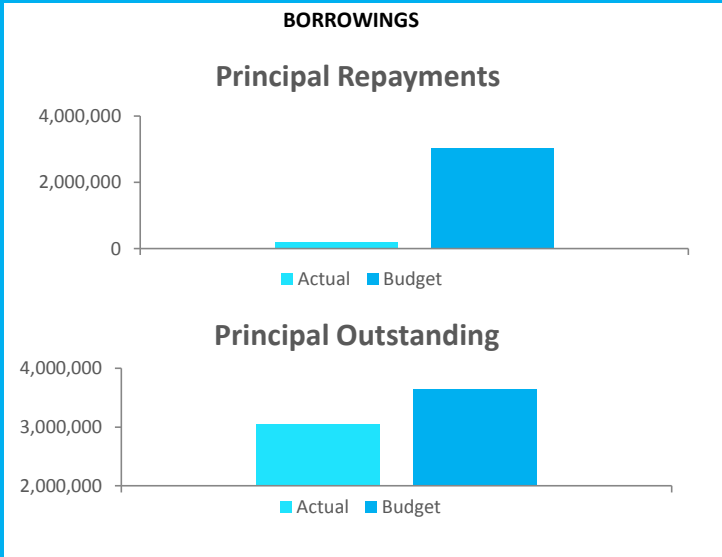
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	(\$0.16 M)	(\$0.16 M)	(\$0.29 M)	(\$0.13 M)
Closing	\$0.00 M	\$0.26 M	\$0.52 M	\$0.27 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.28 M	21.4%
Restricted Cash	\$1.03 M	78.6%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$
Trade Payables	\$0.06 M
Over 30 Days	0.0%
Over 90 Days	0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.33 M	86.1%
Trade Receivable	\$0.66 M	
Over 30 Days		3.3%
Over 90 Days		2.6%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.39 M	\$1.14 M	\$1.38 M	\$0.24 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.19 M	
YTD Budget	\$1.97 M	11.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.57 M	
YTD Budget	\$0.49 M	16.9%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$1.04 M	
YTD Budget	\$0.89 M	17.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.60 M)	(\$0.52 M)	(\$0.38 M)	\$0.15 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.00 M	

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.70 M	
Adopted Budget	\$3.08 M	(44.8%)

Refer to Note 7 - Capital Acquisition

Capital Grants		
	\$	% Received
YTD Actual	\$1.50 M	
Adopted Budget	\$2.44 M	(38.6%)

Refer to Note 7 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.37 M	(\$0.20 M)	(\$0.20 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.20 M
Interest expense	\$0.11 M
Principal due	\$3.05 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.91 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control. Provision of Medical Surgery and Doctor. Also noise control and waste disposal compliance

EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance of child minding centre, playgroup centre, senior citizens centre. Provision and maintenance of youth services.

HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Staff housing, provision of general rental accommodation to the public when not required by staff.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Shire Townsite Sewerage Scheme. Administration of the Shire of Goomalling Town Planning Scheme. Administration, maintenance & operation of the Goomalling public cemeteries, public toilets & the Goomalling Community Bus.

RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, swimming pool, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens. Contribution to the operation of the Goomalling Public Library, museums and cultural facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Goomalling Caravan Park facilities and Motel Units. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Maintenance costs associated with the Goomalling Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Housing and Engineering operations costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	(160,439)	(160,439)	(286,328)	(125,889)	78.47%	
Revenue from operating activities							
Governance		19,500	11,368	16,410	5,042	44.35%	
General purpose funding		2,416,807	2,244,350	2,207,809	(36,541)	(1.63%)	
Law, order and public safety		115,950	63,863	95,434	31,571	49.44%	▲
Health		662,000	371,581	360,721	(10,860)	(2.92%)	
Education and welfare		600	350	100	(250)	(71.43%)	
Housing		276,500	161,280	142,314	(18,966)	(11.76%)	▼
Community amenities		495,294	483,412	469,029	(14,383)	(2.98%)	
Recreation and culture		56,400	39,976	60,966	20,990	52.51%	▲
Transport		112,500	65,618	83,612	17,994	27.42%	▲
Economic services		408,563	238,259	199,858	(38,401)	(16.12%)	▼
Other property and services		62,920	36,687	45,574	8,887	24.22%	
		4,627,034	3,716,744	3,681,827	(34,917)		
Expenditure from operating activities							
Governance		(214,387)	(124,915)	(97,647)	27,268	21.83%	▲
General purpose funding		(98,582)	(57,484)	(55,877)	1,607	2.80%	
Law, order and public safety		(301,532)	(171,231)	(128,979)	42,252	24.68%	▲
Health		(706,306)	(411,957)	(390,114)	21,843	5.30%	
Education and welfare		(17,516)	(10,206)	(9,269)	937	9.18%	
Housing		(386,746)	(224,637)	(151,381)	73,256	32.61%	▲
Community amenities		(680,171)	(396,557)	(346,918)	49,639	12.52%	▲
Recreation and culture		(905,589)	(527,842)	(422,690)	105,152	19.92%	▲
Transport		(1,403,610)	(818,566)	(309,048)	509,518	62.25%	▲
Economic services		(982,905)	(708,069)	(341,014)	367,055	51.84%	▲
Other property and services		(55,178)	(11,361)	(48,535)	(37,174)	(327.21%)	▼
		(5,752,522)	(3,462,825)	(2,301,472)	1,161,353		
Non-cash amounts excluded from operating activities	1(a)	1,517,099	884,016	0	(884,016)	(100.00%)	▼
Movement in liabilities associated with restricted cash		0	0	0	0	0.00%	
Amount attributable to operating activities		391,611	1,137,935	1,380,355	242,420		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,441,769	1,287,552	1,499,240	211,688	16.44%	▲
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(196,435)			
Net Revenue from Non-Operating Grants	13	2,441,769	1,287,552	1,302,805			
Proceeds from financial assets at amortised cost - self supporting loans	8	36,791	18,027	18,027	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,075,836)	(1,830,040)	(1,696,577)	133,463	7.29%	
Amount attributable to investing activities		(597,276)	(524,461)	(375,745)	148,716		
Financing Activities							
Proceeds from new debentures	8	3,450,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities	9	(2,088)	(2,088)	(2,088)	0	0.00%	
Repayment of debentures	8	(3,048,956)	(195,916)	(195,916)	0	0.00%	
Transfer to reserves	10	(32,851)	0	0	0	0.00%	
Amount attributable to financing activities		366,104	(198,004)	(198,004)	0		
Closing funding surplus / (deficit)	1(c)	0	255,031	520,280	265,249		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2021

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses,

membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	(160,439)	(160,439)	(286,328)	(125,889)	78.47%	
Revenue from operating activities							
Rates	6	1,967,805	1,967,805	1,966,825	(980)	(0.05%)	
Other rates	6	223,937	223,937	35,143	(188,794)	(84.31%)	▼
Operating grants, subsidies and contributions	12	890,722	566,429	572,697	6,268	1.11%	
Fees and charges		1,419,770	886,417	1,037,558	151,141	17.05%	▲
Interest earnings		29,700	16,730	22,462	5,732	34.26%	
Other revenue		95,100	55,426	47,144	(8,282)	(14.94%)	
		4,627,034	3,716,744	3,681,829	(34,915)		
Expenditure from operating activities							
Employee costs		(2,188,284)	(1,255,429)	(1,298,402)	(42,973)	(3.42%)	
Materials and contracts		(1,119,447)	(651,700)	(588,757)	62,943	9.66%	
Utility charges		(253,805)	(147,700)	(125,702)	21,998	14.89%	▲
Depreciation on non-current assets		(1,515,599)	(884,016)	0	884,016	100.00%	▲
Interest expenses		(395,405)	(365,748)	(63,642)	302,106	82.60%	▲
Insurance expenses		(163,480)	(95,137)	(141,425)	(46,288)	(48.65%)	▼
Other expenditure		(116,504)	(63,095)	(83,544)	(20,449)	(32.41%)	▼
		(5,752,524)	(3,462,825)	(2,301,472)	1,161,353		
Non-cash amounts excluded from operating activities	1(a)	1,517,099	884,016	0	(884,016)	(100.00%)	▼
Movement in liabilities associated with restricted cash			0	0	0	0.00%	
Amount attributable to operating activities		391,609	1,137,935	1,380,357	242,422		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,441,769	1,287,552	1,499,240	211,688	16.44%	▲
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(196,435)			
Net Revenue from Non-Operating Grants	13	2,441,769	0	1,287,552	1,302,805		
Proceeds from financial assets at amortised cost - self supporting loans	8	36,791	18,027	18,027	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,075,836)	(1,830,040)	(1,696,577)	133,463	7.29%	
Amount attributable to investing activities		(597,276)	0	(524,461)	(375,745)	148,716	
Financing Activities							
Proceeds from new debentures	8	3,450,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(2,088)	(2,088)	(2,088)	0	0.00%	
Repayment of debentures	8	(3,048,956)	(195,916)	(195,916)	0	0.00%	
Transfer to reserves	10	(32,851)	0	0	0	0.00%	
Amount attributable to financing activities		366,105	(198,004)	(198,004)	0		
Closing funding surplus / (deficit)	1(c)	0	255,031	520,280	265,249		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		1,500	0	0
Add: Depreciation on assets		1,515,599	884,016	0
Total non-cash items excluded from operating activities		1,517,099	884,016	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 31 January 2020	Year to Date 31 January 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(906,175)	(929,953)	(906,175)
Less: - Financial assets at amortised cost - self supporting loans	4	(36,791)	(34,340)	(18,764)
Add: Borrowings	8	342,378	3,001,210	142,286
Add: Provisions funded by Reserve	11	111,813	109,813	111,813
Add: Lease liabilities	9	2,088	0	0
Total adjustments to net current assets		(486,687)	2,146,730	(670,840)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	1,025,391	1,307,145	1,204,483
Rates receivables	3	216,986	2,032,970	334,496
Receivables	3	173,201	124,766	657,377
Stock on Hand	4	34,106	28,523	28,615
Total Current Assets		1,449,684	3,493,404	2,224,971
Less: Current liabilities				
Payables	5	(324,243)	(23,770)	(155,927)
Borrowings	8	(342,378)	(3,001,210)	(142,286)
Contract liabilities	11	(79,868)	0	(234,890)
Lease liabilities	9	(2,088)	0	0
Provisions	11	(500,748)	(391,543)	(500,748)
Total Current Liabilities		(1,249,325)	(3,416,523)	(1,033,851)
		200,359	76,881	1,191,120
Less: Total adjustments to net current assets	1(b)	(486,687)	2,146,730	(670,840)
Closing funding surplus / (deficit)		(286,328)	2,223,609	520,280

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	650		650	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	279,151		279,151	0	Bendigo	0.00%	At Call
Trust Bank Account	Cash and cash equivalents		60,095	60,095	0	Bendigo	0.00%	
Medical Surgery Bank Account	Cash and cash equivalents		65,587	65,587				
Term Deposits								
Term Deposits - Reserve	Financial assets at amortised cost	0	900,974	900,974	0	Bendigo	0.30%	28/02/2021
Total		279,801	1,026,655	1,306,456	0			
Comprising								
Cash and cash equivalents		279,801	125,681	405,482	0			
Financial assets at amortised cost		0	900,974	900,974	0			
		279,801	1,026,655	1,306,456	0			

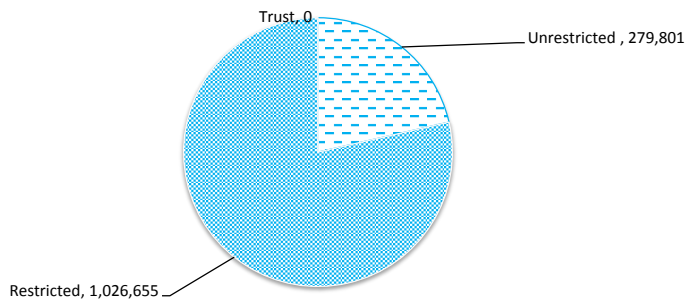
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

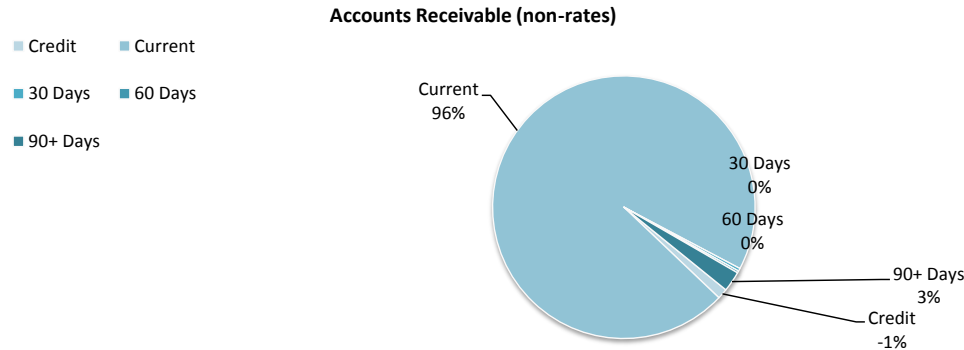
Rates receivable	30 June 2020	31 Jan 2021
	\$	\$
Opening arrears previous years	(24,355)	216,986
Levied this year	2,118,671	2,190,736
Less - collections to date	(1,877,330)	(2,073,226)
Equals current outstanding	216,986	334,496
Net rates collectable	216,986	334,496
% Collected	89.6%	86.1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(7,914)	592,374	2,129	1,570	15,476	603,635
Percentage	(1.3%)	98.1%	0.4%	0.3%	2.6%	
Balance per trial balance						
Sundry receivable	0	603,635	0	0	0	603,635
GST receivable	0	34,978		0	0	34,978
Loans Club/Institutions - Current	0	18,764	0	0	0	18,764
Total receivables general outstanding						657,377

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 January 2021
	\$	\$	\$	\$
Inventory				
Stock On Hand	34,106	(5,491)	0	28,615
Total other current assets	34,106	(5,491)	0	28,615

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	91,744	0	0	0	91,744
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	0	0	0	0	64,183
ATO liabilities		23,357				23,357
Gst Payable		57,210				57,210
Bonds & Deposits Held - CI		11,177				11,177
Total payables general outstanding						155,927

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10959	119	1,316,466	144,265	0	0	144,265	144,265	0	0	144,265
GRV Commercial	0.12322	17	321,640	39,632	0	0	39,632	39,632	0	0	39,632
GRV Industrial	0.11817	11	80,636	9,529	0	0	9,529	9,529	0	0	9,529
GRV Urban Farmland	0.10555	17	211,120	22,283	0	0	22,283	22,283	0	0	22,283
Unimproved value											
UV Rural Zone 2	0.0064	39	19,520,000	124,206	0	0	124,206	124,206	0	0	124,206
UV Special Rural	0.0126	10	1,002,500	12,657	0	0	12,657	12,657	0	0	12,657
UV General Zone 3	0.0069	214	195,846,000	1,354,863			1,354,863	1,354,863	0	0	1,354,863
Sub-Total		427	218,298,362	1,707,434	0	0	1,707,435	1,707,435	0	0	1,707,435
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	950	101	588,962	95,950	0	0	95,950	95,950	0	0	95,950
GRV Commercial	900	12	36,412	10,800	0	0	10,800	10,800	0	0	10,800
GRV Industrial	550	7	12,675	3,850	0	0	3,850	3,850	0	0	3,850
GRV Urban Farmland	715	7	23,741	5,005	0	0	5,005	5,005	0	0	5,005
Unimproved value											
UV Rural Zone 2	1,000	32	4,082,000	32,000	0	0	32,000	32,000	0	0	32,000
UV Special Rural	1,100	8	609,500	8,800	0	0	8,800	8,800	0	0	8,800
UV General Zone 3	1,195	87	7,863,192	103,965	0	0	103,965	103,965	(1,006)	0	102,959
Sub-total		254	13,216,482	260,370	0	0	260,370	260,370	(1,006)	0	259,364
Amount from general rates							1,967,805				1,966,799
Ex-gratia rates							35,143				35,143
Total general rates							2,002,948				2,001,942
Specified area rates	Rate in \$ (cents)										
Sewerage Residential	8.033		23,309	187,234	0	0	187,234	187,234	0	0	187,234
Sewerage Religious Church	4.00		390	1,560	0	0	1,560	1,560	0	0	1,560
Total specified area rates			23,699	188,794	0	0	188,794	188,794	0	0	188,794
Total							2,191,742				2,190,736

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	48,500	41,419	9,859	(31,560)
Furniture and equipment	0	0	11,673	11,673
Plant and equipment	16,000	16,000	0	(16,000)
Infrastructure - roads	2,969,336	1,730,621	1,618,669	(111,952)
Infrastructure - footpaths	42,000	42,000	56,376	14,376
Payments for Capital Acquisitions	3,075,836	1,830,040	1,696,577	(133,463)
Total Capital Acquisitions	3,075,836	1,830,040	1,696,577	(133,463)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	2,441,769	1,287,552	1,499,240	211,688
Borrowings	3,450,000	0	0	0
Cash backed reserves	906,175			
Reserves cash backed - Long Service Leave Reserve	1,500	0	0	0
Contribution - operations	(3,723,608)	542,488	197,337	(345,151)
Capital funding total	3,075,836	1,830,040	1,696,577	(133,463)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

30/06/2021

31/01/2021

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Land and Buildings					
48002	Archive Shelving - Admin Building storage	15,000	15,000	4,364	10,636
98001	Capital housing Up grades	17,000	9,919	5,495	4,424
138001	Public Buildings - Capital upgrade projects	16,500	16,500	0	16,500
	Total	48,500	41,419	9,859	31,560
Plant & Equipment					
118003	Oval Reirculation filtration	16,000	16,000	0	16,000
	Total	16,000	16,000	0	16,000
Infrastructure - Roads					
129904	EXPENSE - Regional Road Group Construction	811,431	481,913	447,823	34,090
129901	EXPENSE - R 2 R Construction	234,520	234,520	91,733	142,787
129912	Black Spot Funding	184,800	0	2,060	(2,060)
129910	Local Road and Community Infrastructure Program	245,740	143,360	45,537	97,823
129908	EXPENSE - Wheatbelt Secondary Freight Network	1,492,845	870,828	1,031,517	(160,689)
	Total	2,969,336	1,730,621	1,618,669	111,952
Furniture & Equipment					
78001	Replacement Server (Medical Surgery)	0	0	11,673	(11,673)
	Total	0	0	11,673	(11,673)
Infrastructure - Footpaths					
129911	Local Road and Community Infrastructure Program (footpaths)	42,000	42,000	56,376	(14,376)
	Total	42,000	42,000	56,376	0
	TOTALS	3,075,836	1,830,040	1,696,577	147,839

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Aged Housing Wollyam Street	114	176,217	0	0	16,949	176,264	159,268	-47	9,026	6,450
Recreation and culture										
New Sports Pavilion	111	1,106,776	0	0	13,291	1,106,776	1,093,485	0	35,085	30,000
Retic Football/Hockey Ovals	113	44,176	0	0	6,897	44,176	37,279	0	1,153	0
Economic services										
Community Centre	104	67,959	0	0	22,739	68,217	45,220	-258	1,994	2,857
Slater Homestead	105	20,382	0	0	6,822	20,466	13,560	-84	598	850
Rural Community Centre	106	359,173	0	0	17,418	359,173	341,755	0	7,371	15,643
Salmon Gum & Grange Subdivision	108	292,092	0	0	93,774	292,093	198,318	-1	11,230	0
Bank Overdraft - subdivision	112	945,000	0	0	0	945,000	945,000	0	34,154	324,280
Pay out old loans								0		
New Cumulative Loan				3,450,000			0	3,450,000		
B/Fwd Balance		3,011,775	0	3,450,000	177,889	3,012,165	2,833,886	3,449,610	100,612	380,080
C/Fwd Balance		3,011,775	0	3,450,000	177,889	3,012,165	2,833,886	3,449,610	100,612	380,080
Self supporting loans										
Recreation and culture										
Self Supporting Loan MSC	110	235,040	0	0	18,027	36,791	217,013	198,249	7,448	14,322
Total		3,246,815	0	3,450,000	195,916	3,048,956	3,050,899	3,647,859	108,060	394,402
Current borrowings		3,048,956					(142,286)			
Non-current borrowings		197,859					3,193,185			
		3,246,815					3,050,899			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	

New borrowings 2020-21

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Consolidation of existing loans (x12)	0	3,450,000	WATC	Debenture	20	0	2.90%	0	0	0
	0	3,450,000				0		0	0	0

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Photocopier		2,088			2,088	2,088	0	0	42	42
Total		2,088	0	0	2,088	2,088	0	0	42	42
Current lease liabilities		2,088					0			
		2,088					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Long Service Leave Reserve	111,813	1,500	0	0	0		0	113,313	111,813
Reserves cash backed - Mortlock Lodge Reserve	3,172	0	0	0	0		0	3,172	3,172
Reserves cash backed- Plant Replacement Reserve	138,550	22,901	0	0	0		0	161,451	138,550
Reserves cash backed - Staff Housing Reserve	32,994	500	0	0	0	0	0	33,494	32,994
Reserves cash backed - Aged Care Reserve	118,681	1,500	0	0	0		0	120,181	118,681
Reserves cash backed - Vehicle Reserve	107,115	1,300	0	0	0		0	108,415	107,115
Reserves cash backed - Sewerage Reserve	324,513	4,500	0	0	0	0	0	329,013	324,513
Reserves cash backed - Community Bus Reserve	53,776	450	0	0	0		0	54,226	53,776
Reserves cash backed - LCDC Reserve	10,361	200	0	0	0		0	10,561	10,361
Reserves cash backed - SW LAG Officer AL/LSL Reserve	5,200	0	0	0	0	0	0	5,200	5,200
	906,175	32,851	0	0	0	0	0	939,026	906,175

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 January 2021
		\$	\$	\$	\$
Contract liabilities					
- operating	12	79,868	196,435	(41,414)	234,890
Total unspent grants, contributions and reimbursements		79,868	196,435	(41,414)	234,890
Provisions					
Annual leave		242,757	0	0	242,757
Long service leave		257,991	0	0	257,991
Total Provisions		500,748	0	0	500,748
Total other current assets		580,616	196,435	(41,414)	735,638

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue		
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
GRANTS - General Purpose	206,175	120,267	103,016
GRANTS - Untied Road Grants	180,784	105,455	84,708
Law, order, public safety			
REVENUE - ESL Grant	45,000	22,500	30,491
Recreation & Culture			
REVENUE - Other Recreation & Sport - No GST	18,500	19,081	22,570
Community amenities			
REVENUE - Other Grant Funding	138,000	138,000	138,000
Transport			
REVENUE - Direct Grant	93,000	54,250	91,115
Other property and services			
Various Contributions	209,263	30,536	102,799
	890,722	490,089	572,697

Non operating grants, subsidies and contributions revenue

	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
General purpose funding					
Grants - Federal Government	271,061	158,116	123,210	45,537	(77,673)
Transport					
Revenue - Grants Regional Road Group	1,813,111	1,057,644	156,601	447,823	0
Revenue - Grant Wheatbelt Secondary Freigh	0	0	1,141,904	1,031,517	(110,387)
Revenue - Grants R 2 R	234,520	0	0	0	0
Revenue - Grants Black Spot	123,077	71,792	49,280	91,733	0
Economic services					
Revenue - Pioneer Pathways	0	0	8,375	0	(8,375)
	2,441,769	1,287,552	1,479,370	1,616,609	(196,435)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	5,042	44.35%		Within material variance
General purpose funding - rates	(980)	(0.05%)		Within material variance
General purpose funding - other	(36,541)	(1.63%)		Within material variance
Law, order and public safety	31,571	49.44%	▲ Timing	Timing of receiving the funds from DFES for the ESL collection
Health	(10,860)	(2.92%)		Within material variance
Education and welfare	(250)	(71.43%)		Within material variance
Housing	(18,966)	(11.76%)	▼	Within material variance
Community amenities	(14,383)	(2.98%)		Within material variance
Recreation and culture	20,990	52.51%	▲	Within material variance
Transport	17,994	27.42%	▲	Timing in the receiving of the RRG monies for roadworks on Meckering and Calingiri Goomalling Roads
Economic services	(38,401)	(16.12%)	▼	Timing of receiving the funds for the pioneer pathway works.
Other property and services	8,887	24.22%		Have received extra private works monies not budgeted for the month of August BGC contribution towards the road maintenance on Sheen road
Expenditure from operating activities				
Governance	27,268	21.83%	▲	Yet to run the depreciation due to the final audit not been completed.
General purpose funding	1,607	2.80%		Within material variance
Law, order and public safety	42,252	24.68%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Health	21,843	5.30%		Within material variance
Education and welfare	937	9.18%		Within material variance
Housing	73,256	32.61%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Community amenities	49,639	12.52%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Recreation and culture	105,152	19.92%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Transport	509,518	62.25%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Economic services	367,055	51.84%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Other property and services	(37,174)	(327.21%)	▼ Timing	Yet to run the depreciation due to the final audit not been completed.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	211,688	16.44%	▲	Within material variance
Proceeds from disposal of assets	0	0.00%		
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for property, plant and equipment and infrastructure	133,463	7.29%		Dependent on the timing of the capital works for road works and also up grading to buildings
Financing activities				
Proceeds from new debentures	0	0.00%		
Transfer from reserves	0	0.00%		
Payments for principal portion of lease liabilities	0	0.00%		
Repayment of debentures	0	0.00%		
Transfer to reserves	0	0.00%		



9.3 FINANCIAL REPORT FOR FEBRUARY 2021

DATE:	12 March 2021
SUBJECT:	February Monthly Financial Report
PROPONENT:	N/A
LOCATION:	Whole of the Shire
AUTHOR:	Natalie Bird – Finance Manager
REPORTING OFFICER:	Natalie Bird – Finance Manager
FILE NO:	N/A
ASSESSMENT NO:	N/A

PURPOSE

In accordance with the *Local Government (Financial Management) Regulations 1996*, to follow is the presentation of the Monthly Financial Reports to Council.

BACKGROUND

Monthly Financial Reports are to be presented to Council and are to be received by Council resolution.

STATUTORY IMPLICATIONS

Local Government Act 1995 – Section 6.4

Local Government (Financial Management) Regulations 1996 – Clause 34 and 35

POLICY IMPLICATIONS

No specific policy regarding this matter.

FINANCIAL IMPLICATIONS

Ongoing management of Council funds

STRATEGIC IMPLICATIONS

4.1.4 Provide reporting processes in transparent, accountable and timely manner.

ATTACHMENTS

Monthly Financial Report to 28 February 2021

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Monthly Financial Report to 28 February 2021 be received by Council.

SHIRE OF GOOMALLING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 28 February 2021

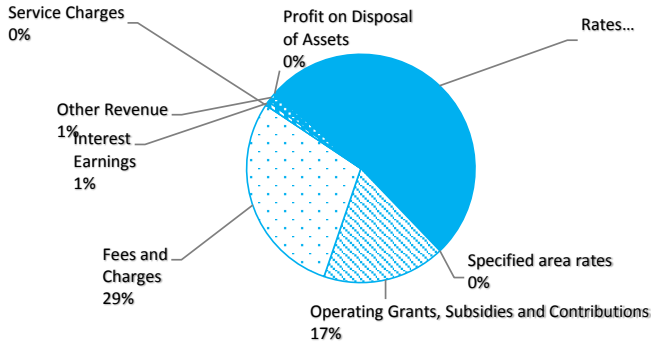
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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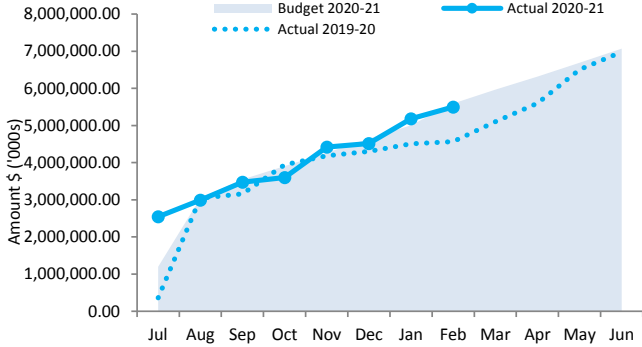
Statement of Financial Activity by Program	5
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OPERATING ACTIVITIES

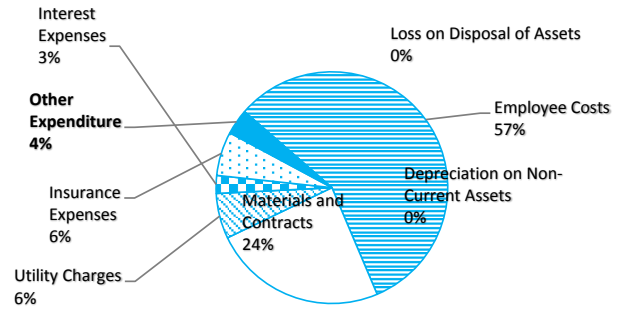
OPERATING REVENUE



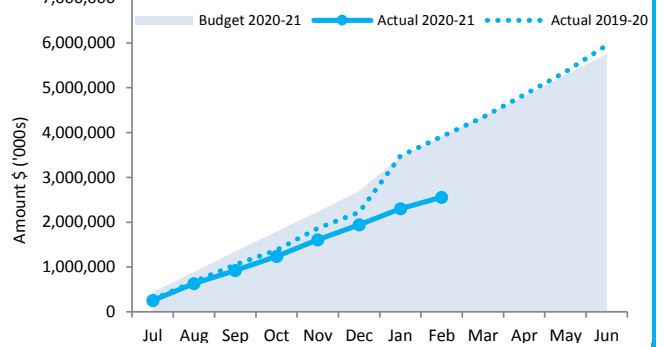
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



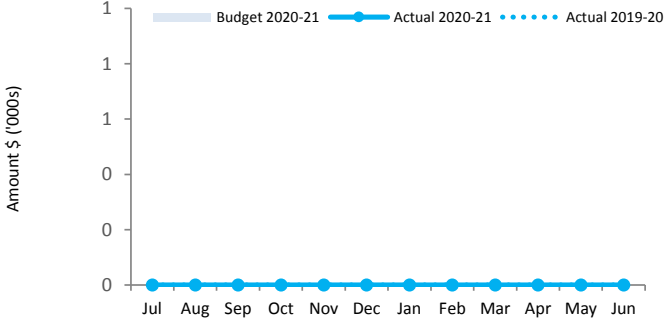
Budget Operating Expenses -v-YTD Actual



INVESTING ACTIVITIES

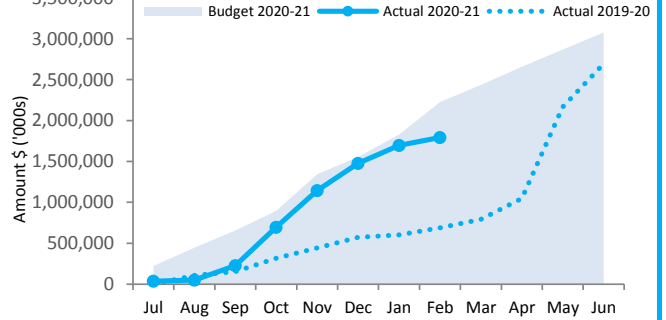
CAPITAL REVENUE

Budget Capital Revenue -v- Actual



CAPITAL EXPENSES

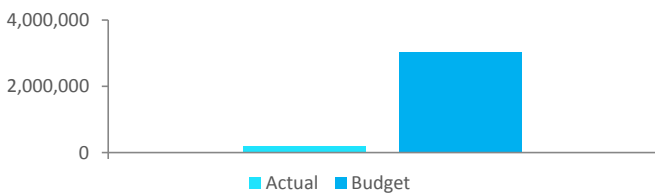
Budget Capital Expenses -v- Actual



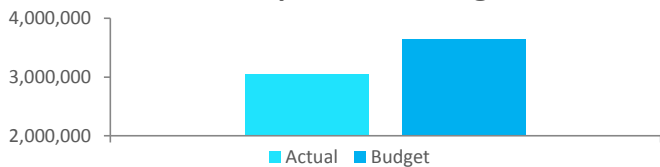
FINANCING ACTIVITIES

BORROWINGS

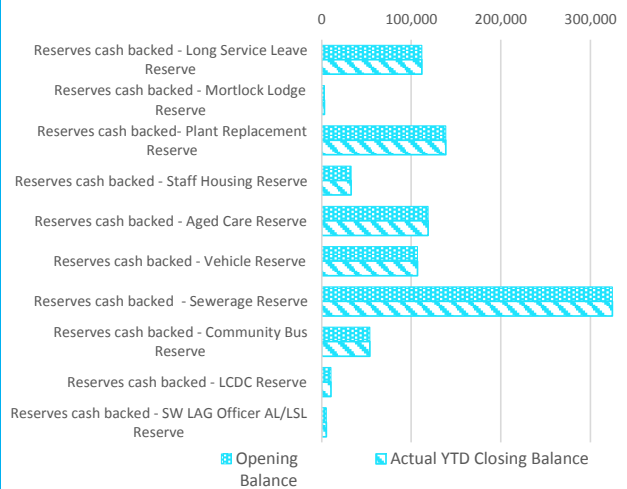
Principal Repayments



Principal Outstanding



RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	(\$0.16 M)	(\$0.16 M)	(\$0.29 M)	(\$0.13 M)
Closing	\$0.00 M	\$0.13 M	\$0.58 M	\$0.45 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.78 M	43.4%
Restricted Cash	\$1.02 M	56.6%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$
Trade Payables	\$0.00 M
Over 30 Days	0.0%
Over 90 Days	0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.29 M	88.2%
Trade Receivable	\$0.06 M	
Over 30 Days		92.8%
Over 90 Days		46.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.39 M	\$0.99 M	\$1.31 M	\$0.32 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.19 M	
YTD Budget	\$1.97 M	11.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.67 M	
YTD Budget	\$0.53 M	25.8%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$1.12 M	
YTD Budget	\$0.99 M	12.4%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.60 M)	(\$0.50 M)	(\$0.24 M)	\$0.26 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.00 M	

Refer to Note 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.79 M	
Adopted Budget	\$3.08 M	(41.7%)

Refer to Note 7 - Capital Acquisition

Capital Grants		
	\$	% Received
YTD Actual	\$1.63 M	
Adopted Budget	\$2.44 M	(33.1%)

Refer to Note 7 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.37 M	(\$0.20 M)	(\$0.20 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.20 M
Interest expense	\$0.11 M
Principal due	\$3.05 M

Refer to Note 8 - Borrowings

Reserves	
Reserves balance	\$0.91 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control. Provision of Medical Surgery and Doctor. Also noise control and waste disposal compliance

EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance of child minding centre, playgroup centre, senior citizens centre. Provision and maintenance of youth services.

HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Staff housing, provision of general rental accommodation to the public when not required by staff.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Shire Townsite Sewerage Scheme. Administration of the Shire of Goomalling Town Planning Scheme. Administration, maintenance & operation of the Goomalling public cemeteries, public toilets & the Goomalling Community Bus.

RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, swimming pool, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens. Contribution to the operation of the Goomalling Public Library, museums and cultural facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Goomalling Caravan Park facilities and Motel Units. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Maintenance costs associated with the Goomalling Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Housing and Engineering operations costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	(160,439)	(160,439)	(286,328)	(125,889)	78.47%	
Revenue from operating activities							
Governance		19,500	12,992	16,631	3,639	28.01%	
General purpose funding		2,416,807	2,278,836	2,306,387	27,551	1.21%	
Law, order and public safety		115,950	69,772	96,285	26,513	38.00%	▲
Health		662,000	424,664	400,395	(24,269)	(5.71%)	
Education and welfare		600	400	100	(300)	(75.00%)	
Housing		276,500	184,320	159,677	(24,643)	(13.37%)	▼
Community amenities		495,294	485,786	473,956	(11,830)	(2.44%)	
Recreation and culture		56,400	42,544	63,008	20,464	48.10%	▲
Transport		112,500	74,992	85,225	10,233	13.65%	▲
Economic services		408,563	272,296	216,711	(55,585)	(20.41%)	▼
Other property and services		62,920	41,928	48,041	6,113	14.58%	
		4,627,034	3,888,530	3,866,416	(22,114)		
Expenditure from operating activities							
Governance		(214,387)	(142,760)	(98,641)	44,119	30.90%	▲
General purpose funding		(98,582)	(65,696)	(62,999)	2,697	4.11%	
Law, order and public safety		(301,532)	(191,764)	(139,987)	51,777	27.00%	▲
Health		(706,306)	(470,808)	(442,653)	28,155	5.98%	
Education and welfare		(17,516)	(11,664)	(10,513)	1,151	9.87%	
Housing		(386,746)	(256,728)	(175,421)	81,307	31.67%	▲
Community amenities		(680,171)	(453,208)	(389,751)	63,457	14.00%	▲
Recreation and culture		(905,589)	(603,248)	(479,139)	124,109	20.57%	▲
Transport		(1,403,610)	(935,504)	(342,347)	593,157	63.41%	▲
Economic services		(982,905)	(762,896)	(375,084)	387,812	50.83%	▲
Other property and services		(55,178)	(12,984)	(42,269)	(29,285)	(225.55%)	▼
		(5,752,522)	(3,907,260)	(2,558,804)	1,348,456		
Non-cash amounts excluded from operating activities	1(a)	1,517,099	1,010,304	0	(1,010,304)	(100.00%)	▼
Movement in liabilities associated with restricted cash		0	0	0	0	0.00%	
Amount attributable to operating activities		391,611	991,574	1,307,612	316,038		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,441,769	1,706,008	1,632,573	(73,435)	(4.30%)	
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(102,719)			
Net Revenue from Non-Operating Grants	13	2,441,769	1,706,008	1,529,854			
Proceeds from financial assets at amortised cost - self supporting loans	8	36,791	18,027	18,027	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,075,836)	(2,224,473)	(1,792,341)	432,132	19.43%	▲
Amount attributable to investing activities		(597,276)	(500,438)	(244,460)	255,978		
Financing Activities							
Proceeds from new debentures	8	3,450,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities	9	(2,088)	(2,088)	(2,088)	0	0.00%	
Repayment of debentures	8	(3,048,956)	(195,916)	(195,916)	0	0.00%	
Transfer to reserves	10	(32,851)	0	0	0	0.00%	
Amount attributable to financing activities		366,104	(198,004)	(198,004)	0		
Closing funding surplus / (deficit)	1(c)	0	132,693	578,821	446,128		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses,

membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	(160,439)	(160,439)	(286,328)	(125,889)	78.47%	
Revenue from operating activities							
Rates	6	1,967,805	1,967,805	1,970,600	2,795	0.14%	
Other rates	6	223,937	223,937	35,143	(188,794)	(84.31%)	▼
Operating grants, subsidies and contributions	12	890,722	621,776	666,766	44,990	7.24%	
Fees and charges		1,419,770	993,048	1,116,233	123,185	12.40%	▲
Interest earnings		29,700	18,620	23,450	4,830	25.94%	
Other revenue		95,100	63,344	54,225	(9,119)	(14.40%)	
		4,627,034	3,888,530	3,866,417	(22,113)		
Expenditure from operating activities							
Employee costs		(2,188,284)	(1,434,776)	(1,464,348)	(29,572)	(2.06%)	
Materials and contracts		(1,119,447)	(744,800)	(620,751)	124,049	16.66%	▲
Utility charges		(253,805)	(168,800)	(161,977)	6,823	4.04%	
Depreciation on non-current assets		(1,515,599)	(1,010,304)	0	1,010,304	100.00%	▲
Interest expenses		(395,405)	(371,672)	(63,642)	308,030	82.88%	▲
Insurance expenses		(163,480)	(108,728)	(157,412)	(48,684)	(44.78%)	▼
Other expenditure		(116,504)	(68,180)	(90,675)	(22,495)	(32.99%)	▼
		(5,752,524)	(3,907,260)	(2,558,805)	1,348,455		
Non-cash amounts excluded from operating activities	1(a)	1,517,099	1,010,304	0	(1,010,304)	(100.00%)	▼
Movement in liabilities associated with restricted cash			0	0	0	0.00%	
Amount attributable to operating activities		391,609	991,574	1,307,612	316,038		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	2,441,769	1,706,008	1,632,573	(73,435)	(4.30%)	
Less Unspent Non-Operating Grants represented as Contract Liabilities	13	0	0	(102,719)			
Net Revenue from Non-Operating Grants	13	2,441,769	0	1,706,008	1,529,854		
Proceeds from financial assets at amortised cost - self supporting loans	8	36,791	18,027	18,027	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(3,075,836)	(2,224,473)	(1,792,341)	432,132	19.43%	▲
Amount attributable to investing activities		(597,276)	0	(500,438)	255,978		
Financing Activities							
Proceeds from new debentures	8	3,450,000	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(2,088)	(2,088)	(2,088)	0	0.00%	
Repayment of debentures	8	(3,048,956)	(195,916)	(195,916)	0	0.00%	
Transfer to reserves	10	(32,851)	0	0	0	0.00%	
Amount attributable to financing activities		366,105	(198,004)	(198,004)	0		
Closing funding surplus / (deficit)	1(c)	0	132,693	578,821	446,128		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 14 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		1,500	0	0
Add: Depreciation on assets		1,515,599	1,010,304	0
Total non-cash items excluded from operating activities		1,517,099	1,010,304	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 28 February 2020	Year to Date 28 February 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(906,175)	(929,953)	(906,175)
Less: - Financial assets at amortised cost - self supporting loans	4	(36,791)	(34,340)	(18,764)
Add: Borrowings	8	342,378	3,001,210	142,286
Add: Provisions funded by Reserve	11	111,813	109,813	111,813
Add: Lease liabilities	9	2,088	0	0
Total adjustments to net current assets		(486,687)	2,146,730	(670,840)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	1,025,391	1,307,145	1,714,380
Rates receivables	3	216,986	2,032,970	285,142
Receivables	3	173,201	124,766	60,232
Stock on Hand	4	34,106	28,523	25,836
Total Current Assets		1,449,684	3,493,404	2,085,590
Less: Current liabilities				
Payables	5	(324,243)	(23,770)	(51,724)
Borrowings	8	(342,378)	(3,001,210)	(142,286)
Contract liabilities	11	(79,868)	0	(141,174)
Lease liabilities	9	(2,088)	0	0
Provisions	11	(500,748)	(391,543)	(500,748)
Total Current Liabilities		(1,249,325)	(3,416,523)	(835,932)
		200,359	76,881	1,249,658
Less: Total adjustments to net current assets	1(b)	(486,687)	2,146,730	(670,840)
Closing funding surplus / (deficit)		(286,328)	2,223,609	578,821

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Floats	Cash and cash equivalents	650		650	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	780,946		780,946	0	Bendigo	0.00%	At Call
Trust Bank Account	Cash and cash equivalents		60,095	60,095	0	Bendigo	0.00%	
Medical Surgery Bank Account	Cash and cash equivalents		57,166	57,166				
Term Deposits								
Term Deposits - Reserve	Financial assets at amortised cost	0	900,974	900,974	0	Bendigo	0.30%	28/02/2021
Total		781,597	1,018,234	1,799,831	0			
Comprising								
Cash and cash equivalents		781,596	117,260	898,857	0			
Financial assets at amortised cost		0	900,974	900,974	0			
		781,597	1,018,234	1,799,831	0			

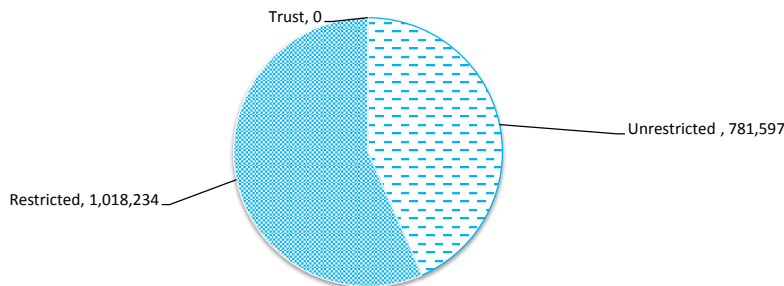
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

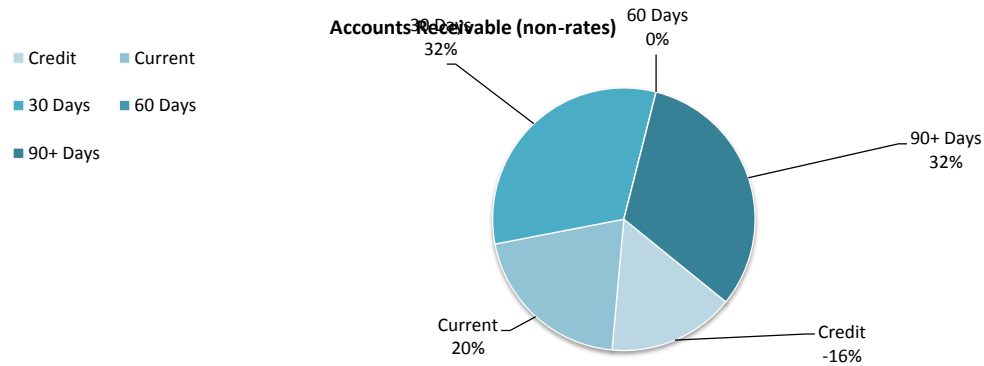
Rates receivable	30 June 2020	28 Feb 2021
	\$	\$
Opening arrears previous years	(24,355)	216,986
Levied this year	2,118,671	2,190,736
Less - collections to date	(1,877,330)	(2,122,580)
Equals current outstanding	216,986	285,142
Net rates collectable	216,986	285,142
% Collected	89.6%	88.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,799)	8,943	13,935	0	13,889	29,968
Percentage	(22.7%)	29.8%	46.5%	0%	46.3%	
Balance per trial balance						
Sundry receivable	0	29,968	0	0	0	29,968
GST receivable	0	11,500	0	0	0	11,500
Loans Club/Institutions - Current	0	18,764	0	0	0	18,764
Total receivables general outstanding						60,232

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
	\$	\$	\$	\$
Inventory				
Stock On Hand	34,106	(8,270)	0	25,836
Total other current assets	34,106	(8,270)	0	25,836

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	51,724	0	0	0	51,724
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	0	0	0	0	0
ATO liabilities		25,006				25,006
Gst Payable		15,391				15,391
Bonds & Deposits Held - CI		11,327				11,327
Total payables general outstanding						51,724

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10959	119	1,316,466	144,265	0	0	144,265	144,265	0	0	144,265
GRV Commercial	0.12322	17	321,640	39,632	0	0	39,632	39,632	0	0	39,632
GRV Industrial	0.11817	11	80,636	9,529	0	0	9,529	9,529	0	0	9,529
GRV Urban Farmland	0.10555	17	211,120	22,283	0	0	22,283	22,283	0	0	22,283
Unimproved value											
UV Rural Zone 2	0.0064	39	19,520,000	124,206	0	0	124,206	124,206	0	0	124,206
UV Special Rural	0.0126	10	1,002,500	12,657	0	0	12,657	12,657	0	0	12,657
UV General Zone 3	0.0069	214	195,846,000	1,354,863			1,354,863	1,354,863	0	0	1,354,863
Sub-Total		427	218,298,362	1,707,434	0	0	1,707,435	1,707,435	0	0	1,707,435
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	950	101	588,962	95,950	0	0	95,950	95,950	0	0	95,950
GRV Commercial	900	12	36,412	10,800	0	0	10,800	10,800	0	0	10,800
GRV Industrial	550	7	12,675	3,850	0	0	3,850	3,850	0	0	3,850
GRV Urban Farmland	715	7	23,741	5,005	0	0	5,005	5,005	0	0	5,005
Unimproved value											
UV Rural Zone 2	1,000	32	4,082,000	32,000	0	0	32,000	32,000	0	0	32,000
UV Special Rural	1,100	8	609,500	8,800	0	0	8,800	8,800	0	0	8,800
UV General Zone 3	1,195	87	7,863,192	103,965	0	0	103,965	103,965	(1,006)	0	102,959
Sub-total		254	13,216,482	260,370	0	0	260,370	260,370	(1,006)	0	259,364
Amount from general rates							1,967,805				1,966,799
Ex-gratia rates							35,143				35,143
Total general rates							2,002,948				2,001,942
Specified area rates	Rate in \$ (cents)										
Sewerage Residential	8.033		23,309	187,234	0	0	187,234	187,234	0	0	187,234
Sewerage Religious Church	4.00		390	1,560	0	0	1,560	1,560	0	0	1,560
Total specified area rates			23,699	188,794	0	0	188,794	188,794	0	0	188,794
Total							2,191,742				2,190,736

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	48,500	42,836	9,859	(32,977)
Furniture and equipment	0	0	11,673	11,673
Plant and equipment	16,000	16,000	0	(16,000)
Infrastructure - roads	2,969,336	2,123,637	1,714,434	(409,203)
Infrastructure - footpaths	42,000	42,000	56,376	14,376
Payments for Capital Acquisitions	3,075,836	2,224,473	1,792,341	(432,132)
Total Capital Acquisitions	3,075,836	2,224,473	1,792,341	(432,132)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	2,441,769	1,706,008	1,632,573	(73,435)
Borrowings	3,450,000	0	0	0
Cash backed reserves	906,175			
Reserves cash backed - Long Service Leave Reserve	1,500	0	0	0
Contribution - operations	(3,723,608)	518,465	159,768	(358,697)
Capital funding total	3,075,836	2,224,473	1,792,341	(432,132)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

30/06/2021

28/02/2021

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
Land and Buildings					
48002	Archive Shelving - Admin Building storage	15,000	15,000	4,364	10,636
98001	Capital housing Up grades	17,000	11,336	5,495	5,841
138001	Public Buildings - Capital upgrade projects	16,500	16,500	0	16,500
	Total	48,500	42,836	9,859	32,977
Plant & Equipment					
118003	Oval Reitculatation filtration	16,000	16,000	0	16,000
	Total	16,000	16,000	0	16,000
Infrastructure - Roads					
129904	EXPENSE - Regional Road Group Construction	811,431	545,245	449,871	95,374
129901	EXPENSE - R 2 R Construction	234,520	234,520	91,733	142,787
129912	Black Spot Funding	184,800	184,800	2,060	182,740
129910	Local Road and Community Infrastructure Program	245,740	163,840	45,537	118,303
129908	EXPENSE - Wheatbelt Secondary Freight Network	1,492,845	995,232	1,125,233	(130,001)
	Total	2,969,336	2,123,637	1,714,434	409,203
Furniture & Equipment					
78001	Replacement Server (Medical Surgery)	0	0	11,673	(11,673)
	Total	0	0	11,673	(11,673)
Infrastructure - Footpaths					
129911	Local Road and Community Infrastructure Program (footpaths)	42,000	42,000	56,376	(14,376)
	Total	42,000	42,000	56,376	0
	TOTALS	3,075,836	2,224,473	1,792,341	446,508

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

FINANCING ACTIVITIES
NOTE 8
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
Aged Housing Wollyam Street	114	176,217	0	0	16,949	176,264	159,268	-47	9,026	6,450
Recreation and culture										
New Sports Pavilion	111	1,106,776	0	0	13,291	1,106,776	1,093,485	0	35,085	30,000
Retic Football/Hockey Ovals	113	44,176	0	0	6,897	44,176	37,279	0	1,153	0
Economic services										
Community Centre	104	67,959	0	0	22,739	68,217	45,220	-258	1,994	2,857
Slater Homestead	105	20,382	0	0	6,822	20,466	13,560	-84	598	850
Rural Community Centre	106	359,173	0	0	17,418	359,173	341,755	0	7,371	15,643
Salmon Gum & Grange Subdivision	108	292,092	0	0	93,774	292,093	198,318	-1	11,230	0
Bank Overdraft - subdivision	112	945,000	0	0	0	945,000	945,000	0	34,154	324,280
Pay out old loans								0		
New Cumulative Loan				3,450,000			0	3,450,000		
B/Fwd Balance		3,011,775	0	3,450,000	177,889	3,012,165	2,833,886	3,449,610	100,612	380,080
C/Fwd Balance		3,011,775	0	3,450,000	177,889	3,012,165	2,833,886	3,449,610	100,612	380,080
Self supporting loans										
Recreation and culture										
Self Supporting Loan MSC	110	235,040	0	0	18,027	36,791	217,013	198,249	7,448	14,322
Total		3,246,815	0	3,450,000	195,916	3,048,956	3,050,899	3,647,859	108,060	394,402
Current borrowings		3,048,956					(142,286)			
Non-current borrowings		197,859					3,193,185			
		3,246,815					3,050,899			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES
NOTE 8
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	

New borrowings 2020-21

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Consolidation of existing loans (x12)	0	3,450,000	WATC	Debenture	20	0	2.90%	0	0	0
	0	3,450,000				0		0	0	0

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES
NOTE 9
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Photocopier		2,088			2,088	2,088	0	0	42	42
Total		2,088	0	0	2,088	2,088	0	0	42	42
Current lease liabilities		2,088					0			
		2,088					0			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Long Service Leave Reserve	111,813	1,500	0	0	0		0	113,313	111,813
Reserves cash backed - Mortlock Lodge Reserve	3,172	0	0	0	0		0	3,172	3,172
Reserves cash backed- Plant Replacement Reserve	138,550	22,901	0	0	0		0	161,451	138,550
Reserves cash backed - Staff Housing Reserve	32,994	500	0	0	0	0	0	33,494	32,994
Reserves cash backed - Aged Care Reserve	118,681	1,500	0	0	0		0	120,181	118,681
Reserves cash backed - Vehicle Reserve	107,115	1,300	0	0	0		0	108,415	107,115
Reserves cash backed - Sewerage Reserve	324,513	4,500	0	0	0	0	0	329,013	324,513
Reserves cash backed - Community Bus Reserve	53,776	450	0	0	0		0	54,226	53,776
Reserves cash backed - LCDC Reserve	10,361	200	0	0	0		0	10,561	10,361
Reserves cash backed - SW LAG Officer AL/LSL Reserve	5,200	0	0	0	0	0	0	5,200	5,200
	906,175	32,851	0	0	0	0	0	939,026	906,175

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 28 February 2021
		\$	\$	\$	\$
Contract liabilities					
- operating	12	79,868	102,719	(41,414)	141,174
Total unspent grants, contributions and reimbursements		79,868	102,719	(41,414)	141,174
Provisions					
Annual leave		242,757	0	0	242,757
Long service leave		257,991	0	0	257,991
Total Provisions		500,748	0	0	500,748
Total other current assets		580,616	102,719	(41,414)	641,922

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue		
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
GRANTS - General Purpose	206,175	137,448	154,523
GRANTS - Untied Road Grants	180,784	120,520	127,061
Law, order, public safety			
REVENUE - ESL Grant	45,000	22,500	30,491
Recreation & Culture			
REVENUE - Other Recreation & Sport - No GST	18,500	19,164	22,570
Community amenities			
REVENUE - Other Grant Funding	138,000	138,000	138,000
Transport			
REVENUE - Direct Grant	93,000	62,000	91,115
Other property and services			
Various Contributions	209,263	30,536	103,007
	890,722	530,168	666,766

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue

	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expenditure Actual	YTD Unspent Contract Liability
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
General purpose funding					
Grants - Federal Government	271,061	180,704	123,210	45,537	(77,673)
Transport					
Revenue - Grants Regional Road Group	1,813,111	1,208,736	289,934	449,871	0
Revenue - Grant Wheatbelt Secondary Freigh	0	0	1,141,904	1,125,233	(16,671)
Revenue - Grants R 2 R	234,520	234,520	0	0	0
Revenue - Grants Black Spot	123,077	82,048	49,280	91,733	0
Economic services					
Revenue - Pioneer Pathways	0	0	8,375	0	(8,375)
	2,441,769	1,706,008	1,612,703	1,712,374	(102,719)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	3,639	28.01%		Within material variance
General purpose funding - rates	2,795	0.14%		Within material variance
General purpose funding - other	27,551	1.21%		Within material variance
Law, order and public safety	26,513	38.00%	▲ Timing	Timing of receiving the funds from DFES for the ESL collection
Health	(24,269)	(5.71%)		Within material variance
Education and welfare	(300)	(75.00%)		Within material variance
Housing	(24,643)	(13.37%)	▼	Within material variance
Community amenities	(11,830)	(2.44%)		Within material variance
Recreation and culture	20,464	48.10%	▲	Timing of receiving rental for facilities
Transport	10,233	13.65%	▲	Timing in the receiving of the RRG monies for roadworks on Meckering and Calingiri Goomalling Roads
Economic services	(55,585)	(20.41%)	▼	Timing of receiving the funds for the pioneer pathway works.
Other property and services	6,113	14.58%		Have received extra private works monies not budgeted for the month of August BGC contribution towards the road maintenance on Sheen road
Expenditure from operating activities				
Governance	44,119	30.90%	▲	Yet to run the depreciation due to the final audit not been completed.
General purpose funding	2,697	4.11%		Within material variance
Law, order and public safety	51,777	27.00%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Health	28,155	5.98%		Within material variance
Education and welfare	1,151	9.87%		Within material variance
Housing	81,307	31.67%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Community amenities	63,457	14.00%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Recreation and culture	124,109	20.57%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Transport	593,157	63.41%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Economic services	387,812	50.83%	▲ Timing	Yet to run the depreciation due to the final audit not been completed.
Other property and services	(29,285)	(225.55%)	▼ Timing	Yet to run the depreciation due to the final audit not been completed.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(73,435)	(4.30%)		Within material variance
Proceeds from disposal of assets	0	0.00%		
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for financial assets at amortised cost - self supporting loans	0	0.00%		
Payments for property, plant and equipment and infrastructure	432,132	19.43%	▲	Dependent on the timing of the capital works for road works and also up grading to buildings
Financing activities				
Proceeds from new debentures	0	0.00%		
Transfer from reserves	0	0.00%		
Payments for principal portion of lease liabilities	0	0.00%		
Repayment of debentures	0	0.00%		
Transfer to reserves	0	0.00%		



9.4 CEO RECRUITMENT, PERFORMANCE AND EARLY TERMINATION STANDARDS

DATE:	16 February 2021
PROPONENT:	Shire of Goomalling
LOCATION:	Shire of Goomalling
SUBJECT:	CEO Employment Standards
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	
ASSESSMENT NO:	

The Author declares both an Impartiality and Financial Interest that requires disclosure as the officer is potentially impacted by adoption or variation of the standards.

PURPOSE

The State government has enacted new legislation requiring all local governments to adopt mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers.

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards Regulations) bring into effect section 22 of the Amendment Act.

The Model CEO Standards provide a framework for local governments to select a CEO, review their performance and terminate their contract of employment early, in accordance with the principles of merit, probity, fairness, equity and transparency.

BACKGROUND

The following regulations took effect on 3 February 2021, implementing the remaining parts of the *Local Government Legislation Amendment Act 2019*:

- *Local Government (Administration) Amendment Regulations 2021*;
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*; and
- *Local Government (Model Code of Conduct) Regulations 2021*.

Key features of the regulations relating to recruitment, selection, performance review and early termination of local government Chief Executive Officers include the requirements to:

- establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
- establish a performance review process by agreement between the local government and the CEO; and
- conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.



Local governments will be required to prepare and adopt the Model Standards within three months of these regulations coming into effect (by 3 May 2021). Until such time as a local government adopts the Model Standards (with or without minor permitted variations), the regulations apply.

Local governments that have a CEO recruitment process currently underway, or are about to commence a CEO recruitment process, are encouraged to contact the department to discuss compliance with the new Standards.

STATUTORY IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- *Local Government Act 1995, Section 5.39B;*
- *Local Government (Administration) Amendment Regulations 2021; and*
- *Local Government (Administration) Regulations 1996.*

5.39B, States:

“Adoption of model standards

(1) In this section —
model standards means the model standards prescribed under section 5.39A(1).

(2) Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.

***Absolute majority required.**

(3) Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.

*** Absolute majority required.**

(4) A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.

(5) The model standards are taken to be a local government’s adopted standards until the local government adopts standards under this section.



- (6) The CEO must publish an up-to-date version of the adopted standards on the local government's official website.
- (7) Regulations may provide for —
- (a) the monitoring of compliance with adopted standards; and
 - (b) the way in which contraventions of adopted standards are to be dealt with

POLICY IMPLICATIONS

Policy – CEO Review (Currently under review)

Title: 1.13 CEO Performance and Salary Review

Previous No:

File No:

Statutory Environment: Local Government Act 1995 – s. 5.38

Minute No: 8.1.4 032017.OM

Last Updated: March 2017 Review Date: September 2019

Objective: To detail the procedure and timing of the CEO's performance review.

Policy: The CEO performance and salary package review shall be conducted annually in June prior to the budget meeting in accordance with section 5.38 of the Local Government Act 1995.

The Shire President and Councillors shall have the power to amend the CEO's salary package.

Procedure: This shall be conducted by the Shire President and Councillors.

Relevant information should be provided to all parties in their preferred format.

Council has incorporated Performance Review clauses into the current CEO's contract and these are generally consistent with the standards. There are also termination provisions within the contracts (clauses 11.1 to 11.4 in particular in the latest version) which are generally compliant with the new standards however there is no provision for advice of termination and reasons for termination contained within the contracts.

Council will need to adhere to the new standards where termination by the Council will require notice in writing as to the reasons for termination and that it is terminating the CEO's contract. The other conditions regarding termination within the contracts continue to apply and are compliant with the standards.

EXTRACT FROM CONTRACT



11. TERMINATION

11.1 Automatic termination at end of Term

Unless the Term is extended or terminated earlier in accordance with this Contract, Your employment must conclude on the Expiry Date, without the requirement for either party to give notice.

11.2 Termination by the Local Government at will

(1) This clause does not apply to a termination of Your employment under clause 11.3.

(2) The Council may terminate Your employment at any time for any reason.

(3) If the Council terminates Your employment under this clause, the Local Government must pay to You the lesser of –

- (a) an amount equal to six months of the annual Remuneration Package; or
- (b) the balance of the Remuneration Package payable for the Term if under six months.

(4) If the Council terminates Your employment under this clause as a result (wholly or partially) of an order made under section 2.1 of the Act, the Local Government must pay to You the lesser of –

- (a) an amount equal to twelve months of the annual Remuneration Package;
- or
- (b) the balance of the Remuneration Package payable for the Term.

(5) A payment under this clause –

- (a) includes any and all other entitlements You may have in respect of termination of employment; and
- (b) does not include payment for leave accrued but not taken at the date of termination.

11.3 Termination by the Local Government – Your default

(1) Summary termination

The Council may summarily terminate Your employment at any time by notice in writing if You –

- (a) are guilty of any serious misconduct or wilful neglect in the performance of the Functions;
- (b) wilfully disobey any lawful direction by the Council;
- (c) commit a serious breach of any of the provisions of this Contract;



- (d) are convicted of a serious offence, or have been convicted of a 'serious local government offence' within the meaning of that term in section 2.22 of the Act; or
 - (e) do anything else which would lawfully enable the Local Government to terminate Your employment without notice.
- (2) Termination with notice

The Council may terminate Your employment at any time by giving You 4 weeks' notice in writing, or payment in lieu of notice, if –

- (a) You commit a persistent breach of any of the provisions of this Contract and again breach the provision after being given notice of the breach by the Council;
- (b) You become incapacitated by injury or illness from performing in full the Functions for an aggregate period of more than 90 days in any period of 12 consecutive months (but that period is not to include any accumulated paid leave taken);
- (c) the Guardianship and Administration Board makes a guardianship order in relation to You under section 43 or section 64 of the Guardianship and Administration Act 1990; or
- (d) You fail to substantially measure up to and achieve the Performance Criteria and continue to do so for a period of 4 weeks after the Council gives You written notice of that failure and of the course of action which the Council wishes You to follow in order to address and correct that failure.

11.4 Termination by You at will

- (1) You may, for any reason, terminate Your employment on a date specified by You at any time by giving 3 months' notice in writing to the President.
- (2) The period of notice may be varied by mutual agreement between the Council and You.

FINANCIAL IMPLICATIONS

The adoption of the model standard – which is required by law, with only minor variations permitted, and only to the extent that it is not inconsistent, will in all probability, add to the cost of recruitment of a Chief Executive Officer. This by virtue of the additional administrative requirements of a consultant, if a consultant is utilised, as well as the need for an external person (in addition to the consultant) to be on the recruitment panel – which may require remuneration. Typically, prior to these legislative changes, the recruitment of a Chief Executive Officer, for a band 4 local government, and utilising a consultant (who must be licensed) costs anywhere from \$7,000 to \$10,000, plus advertising.



It is not known what additional cost might be incurred with the adoption of the 'minimum' standard, however it conceivably will certainly add administrative time, due to the additional legislated components and recording requirements.

One might argue that 'gone are the days' that a local government can recruit, or certainly terminate, a Chief Executive Officer without a consultant, with these new regulatory measures. It will almost certainly add time, as any variations (no matter how seemingly insignificant or minor) to the proposed contract to be offered, have to be previously permitted / agreed by resolution of the Council.

STRATEGIC IMPLICATIONS

The Community Strategic Plan does not deal with this matter specifically.

COMMENT

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Standards. If the local government doesn't adopt the model standards, they are taken to be the Shire's Standards regardless.

The Chief Executive Officer is of the opinion that the standards are satisfactory to be adopted without modification, however the Council is at liberty to adjust them, as long as they are not inconsistent with the default standards in the regulations.

There is a requirement to adopt a set of Standards by the 3 May 2021.

The current Chief Executive Officer's contracts with Council expire on 11th September 2024 and on this new legislative change, is renewable should Council choose to do so for up to one 5 year term or two shorter terms, if both parties are agreeable, before the Council is legally bound to advertise the position in accordance with the adopted standards of the day.

In the opinion of the author, the current process for review of the current Chief Executive Officer's performance is consistent with the model requirements.

In the opinion of the author, the proposed process for early termination of a Chief Executive Officer's contract of employment appears fair and reasonable although there is a small inconsistency with the standard. In this case the standard will apply.

It would appear that the requirements for reasons and advice of termination are an attempt to reduce the number of terminations which are undertaken by councils without good reason. While some early terminations are certainly justified, there have been a number in recent years that have seemed to defy logic.

ATTACHMENTS

Copies proposed Standards.



VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the Council:

With respect to the new mandatory minimum standards that cover the recruitment, selection, performance review and early termination of local government Chief Executive Officers;

- 1. Adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination as Attached;**
- 2. Direct the Chief Executive Officer to ensure that the adopted Standards are published on the Shire's official website, as soon as practical.**



1.20 ADOPTED STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Distribution	Elected members, Chief Executive Officer
Responsible Officer	Chief Executive Officer
Date adopted	17 March 2021
File Reference	33

Objective

To establish model standards for CEO recruitment, performance and termination.

Scope

Elected Members, Chief Executive Officer

Standard

Schedule 2 — Model standards for CEO recruitment, performance and termination [*Local Government Act 1995 S5.39A & Local Government (Administration) Regulations 1996 R18FA*].

1. Citation

These are the Shire of Goomalling 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;

CEO means the local government's Chief Executive Officer;

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 Goomalling;

selection criteria means the selection criteria for the position of Chief Executive Officer 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.

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 Chief Executive Officer 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.

Section 2 — Standards for review of performance of CEOs

15. Overview of Section

This Section 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; 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.

Section 3 — Standards for termination of employment of CEOs

20. Overview of Section

This Section 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.

A copy of these Standards is to be placed on the local government's official website, pursuant to *Section 5.39B(6) of the Local Government Act 1995*.

Roles & Responsibilities

Elected Members

- Are responsible for adherence to this policy and standards

Chief Executive Officer

- Ensure copy of standards are available on Council's official website

Legislation

[Local Government Act 1995](#) (S5.39A)

[Local Government \(Administration\) Regulations 1996](#) (R18FA)

.

Document Links

Strategic Community Plan

Nil

Procedures Manual

Nil

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	March 2021	XX	New policy



9.5 COUNCILLOR AND CANDIDATE CODE OF CONDUCT

DATE:	16 February 2021
PROPONENT:	N/A
LOCATION:	Shire of Goomalling
SUBJECT:	Councillor Code of Conduct
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	
ASSESSMENT NO:	

PURPOSE

The Local Government (Model Code of Conduct) Regulations 2021 (Model Code Regulations) bring into effect sections 48-51 of the Amendment Act by introducing a mandatory code of conduct for council members, committee members and candidates.

The Model Code Regulations provide for:

- overarching principles to guide behaviour
- behaviours which are managed by local governments
- rules of conduct breaches which are considered by the Standards Panel.

The purpose of the Model Code is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments.

BACKGROUND

Each local government was previously required to develop their own code of conduct and manage behaviour in accordance with that code. These regulations replace these individual codes by introducing a Model Code that applies to all members and candidates. It also provides for a high-level process to deal with complaints to ensure a more consistent approach between local governments and across the sector. The intent of the Model Code is to address behaviour through education rather than sanctions.

If a council member does not comply with any action required by the local government following a breach of the Model Code, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions to resolve minor breaches.

Local governments will be required to prepare and adopt the Model Code within three months of these regulations coming into effect (by 3 May 2021). In adopting the Model Code, local governments can include additional behaviours under Division 3 provided these are consistent with the Model Code.



Until such time as a local government adopts the Code, the Model Code applies. To begin implementation of the Model Code, as soon as practical (by 24 February 2021), local governments must:

- appoint a person to receive complaints by either affirming the current complaint officers or appoint a new or additional officer(s), and
- approve a form for complaints to be lodged (a template is available for download below).

If action is not taken to affirm or appoint a complaints officer (by 24 February 2021) under the provisions of the regulations, a complaint made on or soon after the date of effect (3 February 2021) may lapse before it can be formally lodged. This would be considered inconsistent with the principles of procedural fairness and community expectations of local government.

STATUTORY IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- *Local Government Act 1995*
- *Local Government (Administration) Amendment Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*
- *Local Government (Model Code of Conduct) Regulations 2021.*

POLICY IMPLICATIONS

The Council's existing Code of Conduct must be repealed, as the Act and Regulations now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

STRATEGIC IMPLICATIONS

The Community Strategic Plan does not deal with this matter specifically.

COMMENT

The Department of Local Government, Sport and Cultural Industries (DLGSC) has produced Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates, which is an attachment to this item. It is expected that a Model Code will be developed in coming months to meet the three (3) month deadline and its adoption will be the subject of a separate consideration / approval by Council.

In the interim, the Model Code of Conduct has been recommended and appears to be satisfactory. The Chief Executive Officer has proposed replacing the word 'work' in clause 5 of



the Model, with 'working' due to Elected Members and Committee Member not considered to be 'workers' or at 'work' from an employer / employee perspective.

The guidelines indicate that local governments must authorise at least one person to receive complaints regarding members and candidates. The Regulations state that the Local Government must, in writing, authorise one or more persons to receive complaints and withdrawals of complaints, but they do not specify who that person(s) will be. The Complaints Officer could be:

- President,
- Deputy President (especially for complaints about the President),
- Chief Executive Officer, or
- External Consultant

The DLGSC has also produced a template complaints form as the Regulations state that complaints are to be made in writing in a form approved by the Local Government. The DLGSC template form is also attached to this item.

There is a requirement to appoint a Complaints Officer by the 24 February 2021, however the CEO has obtained authority from the Department to do so at the March Ordinary meeting.

For clarity, it is noted that there is still a requirement for a local government to have a Complaints Officer (section 5.120 of the *Local Government Act 1995*), to process allegations of 'Rules of Conduct' breaches, and these alleged breaches are still to be referred to the Local Government Standards Panel (refer Division 4 of the Model Code of Conduct). The position of Deputy CEO is currently designated by the Chief Executive Officer, as that officer.

In time, with the development of templates by industry or the Western Australian Local Government Association (WALGA), Local Governments can determine the most appropriate and effective process for dealing with complaints under Section 2 of the Code of Conduct and how they are prioritised and managed. Having such processes at the moment is not required by the law and nor considered critical.

ATTACHMENTS

Councillor Code of Conduct

VOTING REQUIREMENT

Absolute Majority



RECOMMENDATION

That the Council:

1. Repeal the existing Code of Conduct for Council Members, Committee Members and Employees;
2. Note that pursuant to section 5.51A of the *Local Government Act 1995*, the Chief Executive Officer will prepare an interim Code of Conduct for all employees of the Shire, including the Chief Executive Officer, based on the repealed version, prior to any model being available from WALGA.
3. Pursuant to section 5.104 of the *Local Government Act 1995*, adopt the new Code of Conduct for Council Members, Committee Members and Candidates for local government elections for Goomalling, and request the Chief Executive Officer to ensure all Elected Members and Committee Members are aware of its content;
4. Pursuant to the *Local Government (Model Code of Conduct) Regulations 2021*;
 - a. Clause 11 (2), adopt the form attached for lodging complaints;
 - b. Clause 11 (3), authorise the following persons to receive Section 2 complaints and withdrawals of same, relating to about Council Members, Committee Members and Candidates:
 - i. Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President;
 - ii. Complaints made by the Shire President excluding those made by the Deputy Shire President – the Deputy Shire President;
 - iii. Complaints about the Shire President – the Deputy Shire President; and
 - iv. Complaints about the Deputy Shire President made by the Shire President – a committee comprising the remaining Council Members.
5. Pursuant to sections 5.551A (3) and 5.104 (7) of the *Local Government Act 1995*, request the Chief Executive Officer to ensure that both of the updated / adopted Codes of Conduct are published on the Shire's official website, as soon as practical.



POLICY MANUAL CODE OF CONDUCT

0.1 CODE OF CONDUCT -ELECTED MEMBERS (COUNCILLORS AND COMMITTEE MEMBERS) AND CANDIDATES

Distribution	Elected members, committee members and candidates
Responsible Officer	Chief Executive Officer
Date adopted	17 March 2021
File Reference	33

Purpose

The purpose of this document is sets out general principles and conduct to guide the behaviour of council members, committee members and candidates.

Objective

To ensure Councillors, committee members candidate have a clear understanding of expected behaviour and conduct.

Scope

Elected members, committee members and candidates

Standard

Preliminary provisions

1. Citation

This is the **Shire of Goomalling** 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.

SECTION 1: GENERAL PRINCIPLES

3. Overview

This section 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 working 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.

SECTION 2 — BEHAVIOUR

7. Overview of Section

This section 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.

SECTION 3 — RULES OF CONDUCT

Notes for this Section:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Section

- (1) This Section sets out rules of conduct for council members and candidates.
- (2) A reference in this Section 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.

Roles & Responsibilities

Elected Members

- Adherence to the code of conduct.

Legislation

[Local Government Act 1995](#)

Document Links

Strategic Community Plan

Nil

Procedures Manual

Nil

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	March 2021	XX	



9.6 EMPLOYEE CODE OF CONDUCT

DATE:	16 February 2021
PROPONENT:	N/A
LOCATION:	Shire of Goomalling
SUBJECT:	Employee Code of Conduct
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	
ASSESSMENT NO:	

PURPOSE

The *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (Employee Code Regulations) bring into effect section 25 of the Amendment Act by prescribing the minimum requirements for an employee code of conduct.

A local government CEO is to prepare and implement a code of conduct to be observed by employees of the local government. The CEO may amend the code of conduct and is required to publish an up-to-date version of the code on the local government's website.

The Employee Code Regulations prescribe the minimum requirements in relation to gifts, conflicts of interest and disclosure. In addition, the regulations provide that an employee code of conduct must contain requirements pertaining to:

- behaviour
- disclosure of information
- the use of information and resources
- records keeping and dealing with misconduct.

These requirements are based on the Public Sector Commission's (PSC) key integrity risks for public sector employees. Local governments must prepare and adopt a code of conduct in accordance with these regulations as soon as practicable.

BACKGROUND

Each local government was previously required to develop their own code of conduct and manage behaviour in accordance with that code. These regulations replace these individual codes by introducing a Model Code that applies to all employees.

STATUTORY IMPLICATIONS

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- *Local Government Act 1995*
- *Local Government (Administration) Amendment Regulations 2021*
- *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*
- *Local Government (Model Code of Conduct) Regulations 2021.*



POLICY IMPLICATIONS

The Council's existing Code of Conduct, has been repealed within the previous item, as the Act and Regulations now stipulates there are to be at least two separate Codes, one for Council Members, Committee Members and Candidates, and another for local government employees.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

STRATEGIC IMPLICATIONS

The Community Strategic Plan does not deal with this matter specifically.

COMMENT

The code has been developed from the original document and adding in any components now required through the recent legislative changes.

ATTACHMENTS

Employee Code of Conduct

VOTING REQUIREMENT

Absolute Majority

RECOMMENDATION

That the Council:

Pursuant to section 5.51A of *the Local Government Act 1995*, adopt the interim Employee Code of Conduct as attached Code of Conduct for all employees of the Shire of Goomalling, including the Chief Executive Officer.



POLICY MANUAL

CODE OF CONDUCT

0.2 CODE OF CONDUCT – EMPLOYEES & CONTRACTORS

Distribution	All employees and contractors
Responsible Officer	Chief Executive Officer
Date adopted	17 March 2021
File Reference	160

Purpose

The purpose of this document is sets out general principles and conduct to guide the behaviour of employees and contractors.

Objective

To ensure employees and contractors have a clear understanding of expected behaviour and conduct.

Scope

This policy applies to

All employees, directors, contractors performing work at the Shire of Goomalling workplaces or where work is performed (eg a customer's premises).

Standard

PREAMBLE

This Code of Conduct provides staff and contractor/s in the Shire of Goomalling with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability.

The Code is complementary to the principles adopted in the *Local Government Act* and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by the Shire of Goomalling;
- (b) greater community participation in the decisions and affairs of the Shire of Goomalling;
- (c) greater accountability of the Shire of Goomalling to its community; and
- (d) more efficient and effective Local Government.

This Code provides a guide and a basis of expectations for staff and contractor/s. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

This Code of Conduct observes statutory requirements of *Section 5.51A of the Local Government Act 1995* and the *Local Government Regulations Amendment (Employee Coded of Conduct) Regulations 2021*.

Staff are to acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with *Local Government Regulations Amendment (Employee Coded of Conduct) Regulations 2021*.

Contractor/s acknowledge that they are subject to the provisions of the Code upon being engaged as a contractor/s and whilst they remain as a contractor/s for the Shire of Goomalling.

1. ROLES & RESPONSIBILITIES

1.1 Role of the CEO and Staff

The CEO is appointed by Council and is the communication link between Councillors and staff.

All other Council staff are responsible to the CEO.

The CEO is responsible to the Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council and the efficient administration of the Council.

The role of staff is determined by the functions of the CEO as set out in S 5.41 of the *Local Government Act 1995*: -

“The CEO’s functions are to —

- (a) advise the council in relation to the functions of a Local Government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the Local Government;*
- (e) liaise with the mayor or president on the Local Government affairs and the performance of the Local Government functions;*
- (f) speak on behalf of the Local Government if the mayor or president agrees;*

- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the Local Government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the Local Government or imposed under this Act or any other written law as a function to be performed by the CEO."*

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Staff and contractor/s will ensure that there is no actual (or perceived) conflict of interest between their personal interests, including those of their immediate family, business partners or close associates, and the impartial fulfillment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Goomalling, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Goomalling area or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
- (d) Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

2.2 Financial Interest

Staff will adopt the principles of disclosure of financial interest as contained within sections 5.59 – 5.90 of the *Local Government Act 1995*

2.3 Disclosure of Interest – Impartiality - Staff

In this clause "interest" means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- (a) An employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person is required to disclose the nature of any interest the person has in the matter –
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (b) A requirement described under items (a) and (b) excludes an interest referred to in S 5.60 of the *Local Government Act 1995*.
- (d) A person who is an employee is excused from a requirement made under item (a) to disclose the nature of an interest if -
 - (i) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (ii) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (e) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of items (a) or (b), then –
 - (i) before the meeting, the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (f) If -
 - (i) to comply with a requirement made under item (a), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (d)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (e)(ii), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information (Rules of Conduct – Reg 6 refers)

Staff and contractor/s will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm or detriment to any person or organisation.

3.2 Intellectual Property

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

3.3 Improper or Undue Influence

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

Similarly, staff and contractor/s will not take advantage of their position to the detriment of Council, the Shire or other persons.

3.4 Gifts (LGA s5.82)

All staff must declare:

- (a) A gift worth more than \$300.
- (b) A gift that is one or two or more gifts given to the employee by the same person within a period of six (6) months that are in total worth of \$300.
- (c) Gifts worth \$300 or more are 'prohibited gifts' and simply cannot be accepted.

A gift includes:

“any disposition of property, or conferral of any other financial benefit, made by one person in favour of another otherwise than by will, without consideration in money or money’s worth passing from the person in whose favour it is made to the other, or with such consideration so passing if the consideration is not fully adequate, but does not include any financial or other contribution to travel”.

Employees do not have to declare a notifiable gift if it is:

- (a) Less than \$300.
- (b) Received from a relative as defined by 5.74(1) of the Local Government Act 1995.
- (d) A gift from a statutory authority, government instrumentality or non-profit association for professional training.

4. CONDUCT OF STAFF AND CONTRACTOR/S

4.1 Personal Behaviour

(a) Staff and contractor/s will:

- (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (ii) perform their duties impartially and in the best interests of the Shire of Goomalling uninfluenced by fear or favour;
- (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Goomalling and its communities and shall be particularly mindful to avoid interference in commercial relationships between developers and objectors or between developers competing for the right to develop.
- (iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (v) always act in accordance with their obligation of fidelity to the Shire of Goomalling and not publicly reflect adversely upon any decision of the Council or Council's management.

4.2 Honesty and Integrity

Staff and contractor/s will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other employee, and in the case of a contractor/s to the employee who is responsible for overseeing their activities.
- (c) be frank and honest in their official dealing with each other.
- (d) Endeavour to resolve serious conflict through initial discussion facilitated by the CEO or, in the event that CEO is too closely involved, an independent impartial person or peer group.

4.3 Discrimination

Staff and contractor/s are required to treat each other and members of the community with respect and observe the requirements of Discrimination and Equal Opportunity legislation by:

- (a) Ensuring the workplace is free from any form of discrimination.
- (b) Applying the philosophy and principles of EEO at all levels of the organisation.
- (c) Ensuring they do not engage in unlawful harassment or bullying in the workplace.

4.4 Performance of Duties

While on duty, staff will give their whole time and attention to the Shire of Goomalling's business and ensure that their work is carried out efficiently,

economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Goomalling.

4.5 Compliance with Lawful Orders

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

4.6 Administrative and Management Practices

Staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

4.7 Corporate Obligations

- (a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

- (b) Communication and Public Relations
 - (i) All aspects of communication by staff (including verbal, written or personal), involving Shire of Goomalling's activities should reflect the standards and objectives of the Shire of Goomalling. Communications should be accurate, polite and professional.
 - (ii) Statements to the press on behalf of the Shire will only be made by the President or the CEO, unless the President directs otherwise.

It shall be incumbent on staff when referring a member of the community to their local Councillor over issues that the officer cannot resolve due to current Council policy, that the officer notify the Councillors of the referral and any information that may assist in resolving the issue.

5. DEALING WITH COUNCIL PROPERTY

5.1 Use of Shire of Goomalling Resources

Staff and contractor/s will:

- (a) be scrupulously honest in their use of the Shire of Goomalling's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the Shire of Goomalling resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the Shire of Goomalling's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

- (d) Not use Council vehicles for private use unless authorised to do so.
- (e) Foster an awareness of the community's ownership of the Shires natural and built environment.

5.2 Travelling and Sustenance Expenses

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

5.3 Access to Information

Staff will ensure that Councillors are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

5.4 Freedom of Information

Staff and contractor/s acknowledge that:

- (a) The *Freedom of Information Act 1992* (FOI Act) was introduced to facilitate public access to documents and an application can be made seeking access to any information held by the Shire of Goomalling.
- (b) An object of the FOI Act is to 'make the persons and bodies that are responsible for State and local government more accountable to the public'.
- (c) They are obligated to assist the Shire's CEO and the Shire's Freedom of Information officers in locating documents relevant to an application made under the FOI Act.

6. BREACHES AND MISCONDUCT

Complaints regarding a breach of this Code or of misconduct will be dealt with quickly and fairly in accordance with the principles of procedural fairness and natural justice.

6.1 Employees and Contractor/s

A complaint alleging that an employee or contractor/s has breached this Code shall be made in writing. Complaints regarding:

- (a) An employee, are to be made to the Chief Executive Officer or in the case of a contractor/s to the employee who is responsible for overseeing their activities.
- (b) The Chief Executive Officer is to be made to the President. The complaint will be investigated in a manner that is in accordance with the Shires Complaint Handling Procedure, Public Interest Disclosure Procedures and the principles of natural justice.

6.2 Misconduct

For the purposes of this Code, misconduct is defined in accordance with section 4 of the *Corruption, Crime and Misconduct Act 2003*.

The Chief Executive Officer has a statutory obligation to report to the Corruption and Crime Commission allegations of suspected serious misconduct. Allegations of suspected minor misconduct are dealt with by the Public Sector Commission.

6.3 Public Interest Disclosure

The Shire has a public interest disclosure procedure that provides confidential mechanisms for reporting and investigating misconduct allegations or improper conduct and other public interest information in accordance with the *Public Interest Disclosure Act 2003*.

Legislation

[Local Government Act 1995](#)

Local Government Regulations Amendment (Employee Coded of Conduct) Regulations 2021.

[Corruption, Crime and Misconduct Act 2003](#)

[Public Interest Disclosure Act 2003](#)

[Freedom of Information Act 1992](#)

Document Links

Strategic Community Plan 2018

Objective 4: Civic Leadership

Procedures Manual

Nil

Local Law

Nil

Delegation

Nil



9.7 2020 COMPLIANCE AUDIT RETURN

DATE:	17 February 2021
SUBJECT:	Annual Compliance Audit Return
PROPONENT:	Shire of Goomalling
LOCATION:	N/A
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	102-1
ASSESSMENT NO:	N/A

PURPOSE

To adopt Council's 2020 Compliance Audit Return (CAR) in accordance with the *Local Government Act 1995*.

BACKGROUND

Each Western Australian local government is required to carry out a compliance audit for the period **1 January to 31 December** against the requirements of the compliance audit return. The CAR has been prepared by EA, DCEO and the CEO, and reviewed by CEO. After the compliance audit return is accepted by Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit, is to be submitted to the Director General of the Department of Local Government and Communities by **31 March**.

STATUTORY IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

No policy regarding this matter.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

4.2.2 Promote a culture of continuous improvement processes and resource sharing.

COMMENT

ATTACHMENTS

2020 Compliance Audit Return

VOTING REQUIREMENT

Absolute Majority



RECOMMENDATION

That the Council;

Adopt the presented Compliance Return as the Official Compliance Return for 2020 with the following certifications: -

- **The information contained in this Return is true and correct to the best of our knowledge.**
- **This Return was included in the agenda papers and considered by Council at the Ordinary Meeting of Council held on 17 March 2021.**
- **Each Councillor has had the opportunity to review the Return and to make comment to the Council.**
- **The extract of the minutes attached to the Return is a true and correct copy of the relevant section(s) of the above-mentioned minutes.**
- **The Council adopted the Compliance Audit Return as the official Return of Council for the period 1 January 2020 to 31 December 2020.**
- **Council reviewed the 2020 Compliance Audit Return noting amendments as detailed and recorded its satisfaction to the answers in the return.**



Goomalling - Compliance Audit Return 2020

Certified Copy of Return

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

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		Peter Bentley
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A		Peter Bentley
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A		Peter Bentley
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A		Peter Bentley
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Peter Bentley



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	No delegations to committees	Karen Mannaerts
2	s5.16	Were all delegations to committees in writing?	N/A	No delegations to committees	Karen Mannaerts
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A	No delegations to committees	Karen Mannaerts
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	No delegations to committees	Karen Mannaerts
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	20/05/2020	Karen Mannaerts
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Karen Mannaerts
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Karen Mannaerts
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Karen Mannaerts
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Peter Bentley
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Karen Mannaerts
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Karen Mannaerts
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		Karen Mannaerts
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Karen Mannaerts

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



Department of
**Local Government, Sport
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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		Karen Mannaerts
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Karen Mannaerts
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	N/A	No new elected member or senior staff in 2020	Karen Mannaerts
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		Karen Mannaerts
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Karen Mannaerts
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Karen Mannaerts
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Karen Mannaerts
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	N/A		Karen Mannaerts
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Karen Mannaerts
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Karen Mannaerts
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Karen Mannaerts
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	N/A		Karen Mannaerts



**Department of
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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Karen Mannaerts
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Karen Mannaerts
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Karen Mannaerts
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Karen Mannaerts
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Karen Mannaerts
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Karen Mannaerts
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		Karen Mannaerts
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		Karen Mannaerts

Disposal of Property

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



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

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	entire Council appointed as Audit Committee	Karen Mannaerts
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes		Karen Mannaerts
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		Karen Mannaerts
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		Karen Mannaerts
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No		Karen Mannaerts
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Peter Bentley



No	Reference	Question	Response	Comments	Respondent
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes		Karen Mannaerts
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Karen Mannaerts
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Karen Mannaerts
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		Karen Mannaerts
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Karen Mannaerts

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	19/06/2019	Karen Mannaerts
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	2013 Currently under review	Peter Bentley
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Karen Mannaerts



Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	CEO Recruitment Policy	Karen Mannaerts
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	No vacancies in 2020	Karen Mannaerts
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	No recruitment of CEO in 2020	Karen Mannaerts
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A	No recruitment of CEO in 2020	Karen Mannaerts
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No proposal to employ or dismiss senior employee in 2020	Karen Mannaerts
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No proposal to employ or dismiss senior employee in 2020	Karen Mannaerts

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

Optional Questions					
No	Reference	Question	Response	Comments	Respondent



No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Since appointment the CEO has been in an ongoing review of Councils financial management systems and processes. Significant headway has been made but there is still some distance to go with this ongoing process.	Peter Bentley
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	December 2019	Peter Bentley
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	N/A	Nil received	Karen Mannaerts
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	N/A	Nil received	Karen Mannaerts
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No	Council will adopt an attendance at events policy at the March 2021 Meeting. Councillors or the CEO rarely attend events with a significant value associated	Peter Bentley
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No	See previous question	Peter Bentley
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Karen Mannaerts
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	December 2020	Peter Bentley
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes		Karen Mannaerts



No	Reference	Question	Response	Comments	Respondent
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes		Peter Bentley

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Karen Mannaerts
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Karen Mannaerts
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Karen Mannaerts
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Karen Mannaerts
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Karen Mannaerts
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	N/A	No variations	Karen Mannaerts
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Karen Mannaerts
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Peter Bentley



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No	Reference	Question	Response	Comments	Respondent
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Karen Mannaerts
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Karen Mannaerts
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Karen Mannaerts
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Karen Mannaerts
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes		Karen Mannaerts
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	Yes		Karen Mannaerts
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	Yes		Karen Mannaerts
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Karen Mannaerts
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A		Karen Mannaerts
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A		Karen Mannaerts
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A		Karen Mannaerts



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and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A		Karen Mannaerts
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Karen Mannaerts
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A		Karen Mannaerts
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A		Karen Mannaerts
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Karen Mannaerts

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

Signed Mayor/President, Goomalling

Signed CEO, Goomalling



9.8 ATTENDANCE AT EVENTS POLICY

DATE:	16 February 2021
PROONENT:	N/A
LOCATION:	Shire of Goomalling
SUBJECT:	Attendance at Events Policy
AUTHOR:	Peter Bentley – Chief Executive Officer
REPORTING OFFICER:	Peter Bentley – Chief Executive Officer
FILE NO:	
ASSESSMENT NO:	

PURPOSE

Council to adopt a policy on the attendance at events both local, intrastate and interstate.

BACKGROUND

STATUTORY IMPLICATIONS

Local Government Act 1995,
including: § 5.90A - Policy for attendance at events

POLICY IMPLICATIONS

The Council's existing has not had a specific attendance at events policy.

FINANCIAL IMPLICATIONS

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

STRATEGIC IMPLICATIONS

The Community Strategic Plan does not deal with this matter specifically.

COMMENT

There is a requirement to have this policy in place as per S5.90A of the Act. This item is part of the State Government Act review process.

ATTACHMENTS

Draft Policy for adoption

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That the Council:

Adopt the attached attendance at Events Policy as presented



1.19 ATTENDANCE AT EVENTS POLICY

Distribution	Elected members, Executive Management
Responsible Officer	Chief Executive Officer
Date adopted	17 March 2021
File Reference	33

Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of the Council Members.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions

Objective

To establish standards for the attendance of the Council Members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*)

Scope

Elected Members

Standard

PROVISION OF TICKETS TO EVENTS

1. Invitations
 - a. All invitations or offers of tickets for the Council Members to attend an event should be in writing and addressed to the Shire of Goomalling
 - b. Any invitation or offer of tickets not addressed to the Shire of Goomalling is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act
 - c. A list of events and attendees authorised by the local government in advance of the event per below.
 - Advocacy lobbying or ministerial briefings
 - Meetings of clubs or organisations within the Shire of Goomalling
 - Any free event held within the Shire of Goomalling

- West Australian-based local government events (such as WA Local Government Week)
- Events hosted by clubs or not-for-profit organisations within the Shire of Goomalling to which the Council Member has been officially invited
- Shire of Goomalling hosted events, ceremonies and functions
- Local Community exhibitions
- Shire of Goomalling local cultural events/festivals
- Events run by a local, state or federal government
- Events run by schools and universities within the Shire of Goomalling
- Opening or launch of an event or facility within the Shire of Goomalling

2. Approval of attendance

- a. In making a decision on attendance at an event, Council will consider:
 - i. who is providing the invitation or ticket to the event
 - ii. the location of the event in relation to the local government (within the district or out of the district)
 - iii. the role of the Council Member when attending the event (participant, observer, presenter) and the value of their contribution
 - iv. whether the event is sponsored by the local government
 - v. the benefit of local government representation at the event
 - vi. the number of invitations / tickets received, and
 - vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- b. Decisions to attend events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

3. Payments in respect of attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, the council will determine whether it is in the best interests of the local government for a Council Member to attend on behalf of Council.
- c. If Council determines that a Council Member should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of a Council Member attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

4. Register of Specific Event Approvals

Example register

Event	Date of Event if Known	Approved Attendee	Approved Local Govt Contribution	Date of Council Resolution

Roles & Responsibilities

Elected Members

- Are responsible for adherence to this policy; and
- Approval of event attendance of elected members in accordance with this will.

Chief Executive Officer

- Ensure compliance with the policy
- Ensure register is kept up to date.

Legislation

[Local Government Act 1995](#) (s5.90a)

Document Links

Strategic Community Plan

Nil

Procedures Manual

Nil

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	March 2021	XX	New policy



10. ELECTED MEMBERS MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. NEW BUSINESS OF AN URGENT NATURE AGREED TO BY RESOLUTION OF COUNCIL

Nil

12. MATTERS BEHIND CLOSED DOORS

The meeting be closed to the public in accordance with section 5.23 Local Government Act 1995, 5.5.23(2))

- Matters affecting employee(s)
- Personal affairs of any person(s), including financial and/or commercial contracts
- Commercial Confidentiality
- Legal advice/matters
- Public safety/security matters where public knowledge may be prejudicial.

13. INFORMATION BULLETIN

13.1 INWARDS CORRESPONDENCE LISTING
 Tahnee Bird – Executive Assistant

Date Received	From	Description	File Number	Distribution
29/1/2021	WALGA	Local Government News Issue 3 29/1/2021		Via email 29/1/2021
29/1/2021	WALGA	WasteNews Issue 2		Via email 29/1/2021
29/1/2021	ALGA	ALGA News 29/1/2021		Via email 29/1/2021
29/1/2021	EACEO	Slater Homestead Launch invitation	81-3	Via email 5/1/2021
1/2/2021	CEO	Public Notice 12 – COVID-19		Via email 1/1/2021
3/2/2021	DLGSC	Local Government Legislation Amendment Act 2019		Via email 3/2/2021
3/2/2021	LG Professionals	Webinar – Integrated Planning & Reporting		Via email 3/2/2021
5/2/2021	Melissa Price	Durack Despatch 5 February 2021		Via email 5/2/2021
5/2/2021	ALGA	ALGA News 5 February 2021		Via email 5/2/2021

SHIRE OF GOOMALLING
 AGENDA FOR ORDINARY MEETING OF COUNCIL
 WEDNESDAY 17 MARCH 2021



5/2/2021	WALGA	Local Government News 5 February 2021		Via email 5/2/2021
5/2/2021	DLGSC	LG Alert – Transition out of Lockdown		Via email 5/2/2021
5/2/2021	DPLH	South West Native Title Settlement		Via email 5/2/2021
9/2/2021	Dept of Communities	Community Housing Sector Update		Via email 9/2/2021
12/2/2021	Melissa Price	Durack Despatch 12 February 2021		Via email 12/2/2021
12/2/2021	WALGA	Local Government News Issue 5 12/2/21		Via email 12/2/2021
12/2/2021	ALGA	ALGA News 12 February 2021		Via email 12/2/2021
12/02/2021	DLGSC	LG Alert – Transitional lockdown restrictions will be lifted		Via email 12/2/2021
1/3/2021	Darren Slys, Liberal Member for Moore	Campaign Updated no #4		Via email 2/3/2021
19/2/202	WALGA	Local Government News 19 February 2021		Via email 2/3/2021
26/2/2021	ALGA	ALGA News 26 February 2021		Via email 2/3/2021
26/2/2021	WALGA	Local Government News 26 February 2021		Via email 2/3/2021



13.2 ACTION LIST
 Peter Bentley

Item No	Action required	Status		Comments
		In prog	complete	
20	1. Review the attached draft Fitness for Work Policy; 2. Provide the policy to all staff for comment and review; 3. Should there be no objections from the staff implement and adopt the policy.	✓		To be included in Policy Manual Review in 2020
32	<ul style="list-style-type: none"> • Give Mr Reiger a further 60 days to comply with the Demolition Order; and • If not completed within this timeframe, then Council will carry out the demolition of the house that has been subject to previous orders of Council, in accordance to <i>Section 140 of the Health (Miscellaneous Provisions) Act 1911</i> and recover the cost from the owners. 	✓		
34	<ul style="list-style-type: none"> • Give Mr Reiger a further 60 days to comply with the Clean Up Order; and • If not completed within this timeframe, then Council will carry out the Clean-up of Lot 239 that has been subject to previous orders of Council, in accordance to <i>Section 140 of the Health (Miscellaneous Provisions) Act 1911</i> and recover the cost from the owners. 	✓		

13.3 CEO'S REPORT
 Peter Bentley

To be presented verbally



13.4 WORKS MANAGER'S REPORT
 David Long

WORKS CREW REPORT JANUARY 2021

DATE	WORK DESCRIPTION
1	Public Holiday
4	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
5	Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
6	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
7	Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
8	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
11	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
12	Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
13	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
14	Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted.
15	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Gravel overlaying lime stabilised sub base - 150 mm compacted/Cemetery-Burial duties.
18	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Patterson - clean up excess aggregate from gravel pit/
19	Patterson - clean up excess aggregate from gravel pit/Refuse site maintenance.
20	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Patterson - clean up excess aggregate from gravel pit/Refuse site maintenance.
21	Cart Yellow sand for stockpile/Bridge maintenance- Replace bridge markers on Calingiri, Bolgart East and Tyndall.
22	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Cart Yellow sand for stockpile/Bridge maintenance- Replace bridge markers on Yarramony, inspect bridge signs on Rossmore and Botherling East bridges.
25	RDO



26	Public Holiday
27	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Cemetery - burial duties - clean up surrounds/Botherling East-replace bridge marker signs/Beecroft-inspect bridge marker signs.
28	Cemetery - burial duties - clean up surrounds/Patterson - cart gravel to stockpile for future requirements/Refuse site-Household pit maintenance/Calingiri-water and roll gravel surface.
29	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri-water and roll gravel surface/Cooper - Inspect and repair signs where required.

WORKS CREW REPORT FEBRUARY 2021

DATE	WORK DESCRIPTION
1	Rubbish run/Refuse site maintenance/Railway Tce public toilets + Konnongorring Hall Toilets-clean-sanitise /Calingiri -SLK 12.05 to 15.65 - Cement stabilising Gravel overlay with 1.5 % cement @ 150 mm compacted/Rowles - Inspect and repair signs where required.
2	Calingiri -SLK 12.05 to 15.65 - Cement stabilising Gravel overlay with 1.5 % cement @ 150 mm compacted/Wongamine-Bridge inspection - inspect and repair signs and guide posts where required.
3	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Cement stabilising Gravel overlay with 1.5 % cement @ 150 mm compacted/Roberts - prune trees on railway crossing signage and approach.
4	Calingiri -SLK 12.05 to 15.65 - Cement stabilising Gravel overlay with 1.5 % cement @ 150 mm compacted/Bolgart East - Bridge inspection - replace signs and guideposts where required.
5	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Cement stabilising Gravel overlay with 1.5 % cement @ 150 mm compacted/Coulthard - inspect and replace signs and guide posts where required.
8	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Water and roll cement stabilised pavement/Cemetery - burial duties/Townsite-clear fallen limbs - clear drains.
9	Calingiri -SLK 12.05 to 15.65 - Water and roll cement stabilised pavement/Berring - patch holes and clay areas/Bejoording - grade area for aggregate stockpile/Cemetery - burial duties/Watson - Trim trees if front of road signs.
10	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Water and roll cement stabilised pavement/Berring - patch holes and clay areas/Rossmore bridge - replace bridge markers/Oak Park - remove fallen trees/Mc Lean - install new bend signs where required.
11	Calingiri -SLK 12.05 to 15.65 - Water and roll cement stabilised pavement/Berring - patch holes and clay areas/Jennacubbine Hall - clean and restock for hire event/Beecroft - install new bend signs.
12	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Water and roll cement stabilised pavement/Hughes - Install dip signs on floodway.
15	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Final trim and roll cement stabilised pavement in preparation for sealing.



16	Calingiri -SLK 12.05 to 15.65 - Final trim and roll cement stabilised pavement in preparation for sealing/Caravan park-deliver mulch/Wongamine - Bridge maintenance.
17	Calingiri -SLK 12.05 to 15.65 - Final trim and roll cement stabilised pavement in preparation for sealing/Cemetery-burial duties.
18	Calingiri -SLK 12.05 to 15.65 - Final trim and roll cement stabilised pavement in preparation for sealing/Bolgart East-prune overhanging vegetation/York Gum-Prune overhanging vegetation in front of signs.
19	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Final trim and roll cement stabilised pavement in preparation for sealing.
22	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Pre coat aggregate, sweep and mark out pavement in preparation for sealing/Cemetery-Burial duties.
23	Calingiri -SLK 12.05 to 15.65 - Seal pavement with 2 coat seal- 95/5 cut back bitumen prime with 14 mm aggregate and SR45 crumbed rubber with 10 mm aggregate second coat-Construct new signage for installation.
24	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Seal pavement with 2 coat seal- 95/5 cut back bitumen prime with 14 mm aggregate and SR45 crumbed rubber with 10 mm aggregate second coat--Construct new signage for installation.
25	Calingiri -SLK 12.05 to 15.65 - Seal pavement with 2 coat seal- 95/5 cut back bitumen prime with 14 mm aggregate and SR45 crumbed rubber with 10 mm aggregate second coat/Calingiri-repair potholes with cold mix/Meckering-repair potholes with cold mix.
26	Rubbish run/Refuse site maintenance/Calingiri -SLK 12.05 to 15.65 - Seal pavement with 2 coat seal- 95/5 cut back bitumen prime with 14 mm aggregate and SR45 crumbed rubber with 10 mm aggregate second coat/Townsite-complete various deliveries and works request.
27	Weekend - Calingiri -SLK 12.05 to 15.65 - Seal pavement with 2 coat seal- 95/5 cut back bitumen prime with 14 mm aggregate and SR45 crumbed rubber with 10 mm aggregate second coat



MAINTENANCE GRADING REPORT

SOUTH WEST

ROAD NAME	DATE
ANDERSON	21.2.20
BEBAKINE	20.2.20
BEECROFT	6.2.20
BOLGART EAST	13.2.20
CHITIBIN	4.2.20
CLARKE	19.12.19
CLAY PIT	12.2.20
EATON	18.2.20
GOON GOONING	11.7.19
HUGHES	30.1.20
JENNACUBBINE E	19.2.20
KROE HUT	12.2.20
LAWLER	31.1.20
LEESON	31.1.20
LONG FORREST	11.2.20
MC LEAN	18.2.20
MUGGIN MUGGINS	19.2.20
ROSSMORE	18.2.20
ROWLES	21.12.19
SAWYER	12.2.20
SHEEN	10.2.20
SMITH	13.2.20
TYNDALL	10.2.20
WONGAMINE	30.1.20

SOUTH EAST

ROAD NAME	DATE
ABBATOIR	30.12.19
BERRING	23.1.20
BERRING E	12.4.19
BOASE	22.1.20
BROOKSBANK	17.1.20
DICK ST	29.11.19
GEORGE ST	29.11.19
HAGBOOM STH	2.12.19
HAYWOOD ST	29.11.19
HULLOGINE	7.2.19
KUNZIA WAY	29.11.19
MARTINDALE WAY	29.11.19
PATTERSON	5.2.20
PEAR TREE DRIVE	19.12.19
ROBERT	30.12.19
SLATER ST	29.11.19
SADLER	19.12.19
SALMON GUM WAY	24.1.20
SHORT ST	29.11.19
SMITH ST	29.11.19
UCARTY	5.2.20
YORK GUM WAY	24.1.20
WATERHOUSE WAY	29.11.19
WILLIAM ST	29.11.19



NORTH WEST

ROAD NAME	DATE
BAIN	5.4.19
BURNT HILL	3.1.20
BURABADJI	26.3.19
CACTI	14.3.19
COULTHARD	14.3.19
DEW	16.1.20
DONALD	25.2.20
GLATZ	14.2.19
HAYWOOD	14.3.19
JONES	3.1.20
KONNONGORRING W	12.12.19
LORD	16.9.19
MORREL	9.1.20
PINKWERRY	8.1.20
WHITFIELD	2.1.20

NORTH EAST

ROAD NAME	DATE
BERRING	28.3.19
BOTHERLING E	6.3.20
BURABADJI E	9.3.20
BYBERDING	9.1.20
CARTER	19.3.19
COOPER	14.1.20
DEAN	13.1.20
DOWERIN-KONNONGORRING	15.1.20
EGAN	13.12.19
EVANS	19.9.19
FAIRLEE	15.1.20
GABBY QUOI QUOI	10.1.20
GRIFFITH WHALEY	14.1.20
KALGUDDERING W	14.1.20
KING	5.3.20
LAKE	25.3.19
MOUNTJOY	13.1.20
NAMBLING NTH	27.3.19
OAKPARK	13.12.19
PRYOR	9.3.20
SAWYER	8.4.19
SHELL	27.3.19
SEIGERT	13.1.20
SHARA	19.9.19
SLATER	13.12.19
SPARK	5.3.20
WHITE	18.4.19
WILLIAMS	15.1.20



13.5 PARKS & GARDENS REPORT
 David Long

January 2021

DATE	WORK DESCRIPTION
1	Public Holiday
4	Daily watering schedule/Town site-Ant control on street verges/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Railway Tce-mow lawns.
5	Daily watering schedule/Hockey oval-manual water/Cricket pitch-mow, clay low areas and fertilise/Pavilion + Gym-mow lawns/Memorial Park-Reticulation repairs/APU-Reticulation check and repairs/Anstey-edge and mow lawns/Administration-edge and mow lawns.
6	Daily watering schedule/Hockey oval-manual water/Tennis pavilion-edge and mow lawn-garden bed maintenance/49 Throssell-Mow and tidy backyard/7 Forward-mow lawns-garden bed maintenance/32 Eaton-mow lawns-garden bed maintenance/Railway Tce-mow lawns.
7	Daily watering schedule/Hockey oval-manual water/41 Throssell-mow and fertilise lawns-yard clean up/Pavilion + Gym-mow lawns-whipper snip surrounds.
8	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/APU-edge and mow lawns-whipper snip surrounds/Football and Hockey ovals-spray for black beetles.
10	Weekend - Railway Tce - repair reticulation on median strip gardens.
11	Daily watering schedule/Hockey oval-manual water/APU-Lawns-apply wetter/Public Toilets and War Memorial-rake and tidy/Museum-Rake and remove leaves, limbs and refuse.
12	Daily watering schedule/Hockey oval-manual water/7 Forward - reticulation test and repairs/47 James - reticulation test/Town site-rake and remove leaves limbs and refuse from street verges/Koomal Village-edge and mow lawns-whipper snip surrounds/Cricket pitch-mow-top dress and fertilise/Tennis pavilion-prune shrubs.
13	Daily watering schedule/Hockey oval-manual water/Long Forrest - remove fallen tree/Railway Tce-lawns-apply wetter/Farmers club-edge, mow and apply wetter to lawn/Tennis pavilion-garden bed maintenance-whipper snip surrounds/Pavilion + Gym-edge and mow lawns.
14	Daily watering schedule/Hockey oval-manual water/Town site-rake and remove leaves limbs and refuse from street verges/Cemetery-rake and remove leaves, limbs and refuse-blower vac paved entrances/Hockey oval-weed control/Cricket pitch-mow.
15	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/47 James-replace reticulation controller/Town site-rake and remove leaves limbs and refuse from street verges/Pavilion and Gym-edge and mow lawns.
18	Daily watering schedule/Hockey oval-manual water/Koomal Village-reticulation test and repairs/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs.
19	Daily watering schedule/Hockey oval-manual water/Millsted - garden bed maintenance/32 Eaton-edge and mow lawn-reticulation test and repairs/hedge shrubs/Football oval-mow and weed control/Cricket pitch-mow and fertilise.



20	Daily watering schedule/Hockey oval-manual water/Town site-street sweeping/Railway Tce-edge and mow lawns-whipper snip footpaths-Test reticulation and repair/Cricket pitch-top dress bare areas/Cricket pitch Turf nursery-top dress and fertilise-apply wetter/Football oval-top dress around sprinklers.
21	Daily watering schedule/Hockey oval-manual water/Town streets-remove fallen limbs from town streets and footpaths/47 James - edge and mow lawns - yard maintenance/Cricket Pitch-mow and weed.
22	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Railway Tce -edge and mow lawns/Pavilion + Gym-edge and mow lawns/Tennis pavilion-edge and mow lawns-garden bed maintenance.
25	Daily watering schedule/Hockey oval-manual water/APU - reticulation checks and repairs/Anstey Park-dead head roses - garden bed maintenance/Public Toilets and War Memorial-rake and tidy - reticulation checks and repairs/Farmers club- edge and mow lawns/Hockey oval-mow and whipper snip surrounds/Football Oval- mow and whipper snip boundary fence.
26	Public Holiday
27	Daily watering schedule/Hockey oval-manual water/Tennis pavilion-mow lawn-reticulation test and repair/Pavilion + Gym-mow and weed lawn/Anstey park- edge and mow - garden bed maintenance/Memorial park-rake, tidy and remove leaves/46 Hoddy-Reticulation test and repairs/Koomal Village-reticulation test and repairs
28	Daily watering schedule/Hockey oval-manual water/Cricket pitch - mow, weed and fertilise/Cemetery-rake and remove leaves, limbs and rubbish - weed control/Millsted-edge and mow.
29	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Mortlock lodge-edge and mow lawns-garden bed maintenance.



February 2021

DATE	WORK DESCRIPTION
1	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Cricket pitch-mow and weed/Oval entry - rake and remove leaves, limbs and refuse.
2	Daily watering schedule/Hockey oval-manual water/Pavilion + Gym - edge and mow lawn/Hockey oval - mow/Administration office-edge and mow lawns-garden bed maintenance/Town site-prune overhanging limbs onto to streets.
3	Daily watering schedule/Hockey oval-manual water/Football oval - backfill and top dress around sprinklers and low areas/
4	Daily watering schedule/Hockey oval-manual water/Town site-street sweeping/Railway tce-edge and mow lawns-weed control/Railway Tce-mow lawns/Townsite - clear leaves from street drains/Football oval - back fill low areas around sprinklers.
5	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Football oval - mow - backfill around sprinklers.
8	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Townsite - clear drains -- remove leaves, limbs and refuse from town streets-street sweeping/Cemetery - clean and tidy/Tennis pavilion- mow lawns - garden bed maintenance/Oval surrounds - rake and remove, leaves , limbs and refuse.
9	Daily watering schedule/Hockey oval-manual water/Townsite - sweep streets/43 Throssell - mow lawns - backyard maintenance/Railway tce-hedge median island garden beds/Oval surrounds - rake and remove, leaves , limbs and refuse.
10	Daily watering schedule/Hockey oval-manual water/Cricket pitch - commence sealing pitch for cricket/Townsite-street sweeping-remove leaves and fallen limbs/Mortlock Lodge-edge and mow lawns-garden bed maintenance.
11	Daily watering schedule/Hockey oval-manual water/Townsite-street sweeping-remove leaves and fallen limbs/Senior Citizens-garden bed maintenance/Railway Tce-reticulation checks and repairs/7 Forward-edge and mow lawn-garden bed maintenance/APU-edge and mow lawns/Cricket pitch- sealing wicket.
12	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Townsite-street sweeping-remove leaves and fallen limbs/Anstey Park-edge and mow lawn/47 James - mow lawns -garden bed maintenance/Cricket pitch- sealing wicket/Football oval-mow.
15	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Town streets-clean leaves from drains-ant control on verges/
16	Daily watering schedule/Hockey oval-manual water/Townsite-sweep and blower vac footpaths/Hockey oval - mow and tidy surrounds/Tennis pavilion-mow lawns-garden bed maintenance.

SHIRE OF GOOMALLING

AGENDA FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 MARCH 2021



17	Daily watering schedule/Hockey oval-manual water/Millsteed park - garden bed maintenance-fertilise rose/Cemetery-clean and remove leaves limbs and refuse/Koomal Village-edge and mow lawns-garden bed maintenance/Football oval-mow-clean out sprinklers/Pavilion and gym-edge and mow lawn.
18	Daily watering schedule/Hockey oval-manual water/Milsted-Garden bed maintenance/32 Eaton - mow lawns-garden bed and surrounds maintenance/7 Forward-mow lawns - garden bed maintenance.
19	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/59 Railway tce-mow lawns - garden bed maintenance/Wollyam st-clean leaves out of drains/Football oval-mow/Pavillion and Gym-mow and whipper snip surrounds/Football oval-unblock sprinklers.
22	Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/Daily watering schedule/Hockey oval-manual water/Millsteed-fertilise roses-garden bed maintenance/Cemetery-burial duties/Millsteed-edge and mow lawn/Mortlock lodge-fertilise lawns/Pavillion and gym-mow lawns.
23	Daily watering schedule/Hockey oval-manual water/59 Railway tce-reticulation check and repairs-Administration-edge, mow and fertilise lawn/Millsteed-fertilise lawn-repair reticulation/Football oval-aerating by Lawn Doctor-Cricket pitch-mow and fertilise.
24	Daily watering schedule/Hockey oval-manual water/Koomal Village-insect control/Townstreets-weed control/Cricket Pitch-Pitch preparation.
25	Daily watering schedule/Hockey oval-manual water/Townsite-street sweeping/Railway Tce-edge and mow lawns/Cricket pitch-Pitch preparation/Football oval-line mark cricket boundary-clear blocked sprinklers.
26	Daily watering schedule/Hockey oval-manual water/Public Toilets and War Memorial-rake and tidy/Town streets - pick up fallen limbs and general refuse-rake and remove leaves from drains and kerbs/Football oval - reticulation repairs - clear blocked sprinklers/White st dam-remove tree regrowth from inside dam/



13.6 PLANT REPORT

David Long

January 2021

				KMS/HRS
FLEET	MACHINE	KM/HRS START	KM/HRS END	COMPLETED
GO 009	UTE	13276	-15006	-1730
GO 010	J DEERE	0	0	0
GO 015	UTE	15750	-18282	-2532
GO 016	UTE	229603	-230511	-908
GO 017	TRUCK	212878	-213597	-719
GO 018	TRUCK	227304	-227807	-503
GO 019	TRUCK	500308	-502096	-1788
GO 020	VOLVO	0	0	0
GO 021	12 H	14751	-14879	-128
GO 022	STEEL ROLLER	4679	-4689	-10
GO 023	UTE	0	0	0
GO 024	LOADER	8839	-8877	-38
GO 025	MULTI ROLLER	1850	-1875	-25
GO 027	TRUCK	266414	-267166	-752
GO 028	BACKHOE	329	-355	-26
GO 033	COASTER BUS	175648	-175648	0
GO 034	MASSEY	0	0	0
GO 037	UTE	97726	-97952	-226
GO 038	UTE	140636	-141742	-1106
GO 039	UTE	243589	-247480	-3891
GO 040	SUV	55324	-56811	-1487
GO 041	TRUCK	231110	-231244	-134
GO 042	UTE	110014	-110931	-917
GO 183	UTE	217304	-217489	-185
GO SHIRE	SUV	61291	-64400	-3109
GO SHIRE1	BUS	275500	-275500	0

FLEET	MACHINE	REPAIRS COMPLETED
GO 018	TRUCK	Replace seat and safety belt.
GO 025	STEEL ROLLER	Service
GO 027	TRUCK	Cab mounts replacement
GO 028	BACKHOE	Oil filler cap - fuel filters - Transmission oil filter
MISC PLANT		Street sweeper - repair hub for front broom

SHIRE OF GOOMALLING

AGENDA FOR ORDINARY MEETING OF COUNCIL
WEDNESDAY 17 MARCH 2021



February 2021

				KMS/HRS
FLEET	MACHINE	KM/HRS START	KM/HRS END	COMPLETED
GO 009	UTE	-15006	16873	1867
GO 010	J DEERE	0	0	0
GO 015	UTE	-18282	20762	2480
GO 016	UTE	-230511	231265	754
GO 017	TRUCK	-213597	215211	1614
GO 018	TRUCK	-227807	229694	1887
GO 019	TRUCK	-502096	504557	2461
GO 020	VOLVO	-16029	16029	0
GO 021	12 H	-14879	14944	65
GO 022	STEEL ROLLER	-4689	4695	6
GO 023	UTE	0	0	0
GO 024	LOADER	-8877	8905	28
GO 025	MULTI ROLLER	-1875	1885	10
GO 027	TRUCK	-267166	267555	389
GO 028	BACKHOE	-355	360	5
GO 033	COASTER BUS	-175648	175660	12
GO 034	MASSEY	-7015	7020	5
GO 037	UTE	-97952	98273	321
GO 038	UTE	-141742	142259	517
GO 039	UTE	-247480	251081	3601
GO 040	SUV	-56811	57195	384
GO 041	TRUCK	-231244	231260	16
GO 042	UTE	-110931	111774	843
GO 183	UTE	-217489	217620	131
GO SHIRE	SUV	-64400	65748	1348
GO SHIRE1	BUS	-275500	276331	831
FLEET	MACHINE	REPAIRS COMPLETED		
GO 017	TRUCK	Service including water tank drop bar solenoids and valves		
GO 019	TRUCK	Service		
GO 020	VOLVO	Transmission wiring harness and ECU connectors		
GO 022	MULTI ROLLER	Air and oil hoses		
GO 025	STEEL ROLLER	Pressure sensor		
GO 028	BACKHOE	Hydraulic filter-boom repairs		
GO 031	FIRE UNIT	Radiator and surround cowling		
GO 034	MASSEY	Gear lever boot		
GO 15101	TANDEM TRLR	Hyd fittings-suspension bolts		
MISC PLANT		Street Sweeper-Fit solid tyres-Whits St Dam-install float and pump mounts		



13.7 BUILDING MAINTENANCE REPORT

David Long

January 2021

DATE	WORK DESCRIPTION
1	Public Holiday
4	Railway Tce-tourist information sign - measure order materials for refurbishment/32 Eaton - measure and order materials for patio repair/Mortlock rest area-public toilet maintenance and clean/Gardens depot-toilet repair.
5	Gumnuts-fly screen door repairs and fitting/Caravan Park-drain maintenance and checks/Mortlock Lodge-pump station clean and maintenance.
6	Xmas decorations-remove and pack away/Town site-sewer line and manhole maintenance and flushing.
7	Slaters - Install interpretive signage.
8	Railway station-repair rear door.
11	Museum -Repair window/Trailer-Set up maintenance grader tank and equipment.
12	Slaters - Install interpretive signage/OP Shop-repair front door lock/Swimming Pool-remove pump for repairs/43 Throssell - house inspection/Konnongorring Hall-public toilet maintenance/Oak park-public toilet maintenance.
13	Long Forrest rd. - remove fallen tree/Town site-various deliveries/
14	Doctors Surgery-fit sanitiser-condom dispensers/Slaters - Install interpretive signage/Town site-various deliveries.
15	Cemetery-Assist with burial duties/APU - Unit 5 - repair door locks.
18	Swimming pool - assist plumber with pump repairs/Cemetery-fit plaque on niche wall/Caravan Park-leaking taps and toilet repairs/Swimming Pool-Reinstall pump.
19	32 Eaton - Patio repairs/41 Throssell- repair shower head.
20	32 Eaton - Patio repairs/Slaters - Interpretive sign install.
21	32 Eaton - Patio repairs/Op shop-replace light globes/Cemetery toilet-maintenance and clean.
22	Jennacubbine East - remove fallen trees/Tyndall -remove fallen trees/Kroe Hut - remove fallen trees/Sewer - maintenance James st/Pump stations - maintenance.
25	Caravan Park - replace toilet in units/32 Eaton - replace toilet cistern.
26	Public Holiday
27	Mortlock Lodge - unit 3 - replace kitchen taps-garden tap repair/APU- Unit 4 - replace toilet cistern.
28	Slaters Homestead - repoint damaged mortar on front wall of barn-Complete installation of interpretive signage/Emoff-assist plumber with maintenance works.
29	Sewer maintenance- manhole clean and main line flushing town site/Caravan Park - flush drains/Hockey oval - organise materials for fitting of new sign/Administration office - repair door locks.
30	Weekend
31	Weekend



February 2021

DATE	WORK DESCRIPTION
1	Swimming pool - repair water leak-
2	Konnongorring hall - public toilets maintenance and clean/Konnongorring tennis hall - toilets maintenance and clean/Sewer - maintenance on Forrest st/
3	Staff leave
4	Pump stations-maintenance check and clean/Emoff-maintenance check and clean.
5	Staff Leave
8	Cemetery - assist with burial duties/Public toilets - inspect soap ,dispensers and order materials for repairs/Pump stations-maintenance check and clean/Emoff-maintenance check and clean.
9	Plumber - Main line blockages-pump station maintenance.
10	Caravan Park - Fabricate fire cabinet poles/Railway Station-replace broken Perspex in meter box/Slaters Homestead-repair shower screen rails-Kitchen fly screen door/Pump stations-maintenance check and clean/Emoff-maintenance check and clean/Konnongorring Hall-check public toilets-fix leaking tap/Konnongorring recreation ground-Toilet maintenance/Oak Park-Inspect and clean.
11	Jennacubbine hall - repair hall sign/Konnongorring Hall-repair hall sign/Caravan park - fire hose cabinet fabrication/Garden depot-repair gates/Chlorinator-Maintenance check/Pump station-maintenance check and clean.
12	Sporting Complex-replace globes in kitchen/Public toilets - fit soap dispensers in Males and disabled/Tourist information sign-organise materials for refurbishment.
15	Railway Tce - Lot 39 B - replace broken floorboards/Tourist Information sign - fabricate mounting frame/Pump stations-maintenance check and clean/Emoff-maintenance check and clean.
16	Tourist Information sign - fabricate mounting frame/Cemetery -assist with burial duties.
17	Tourist information sign - Complete installation.
18	Pump stations-maintenance check and clean/Emoff-maintenance check and clean.
19	Backhoe-Replace cutting edge - front bucket repairs/Football oval - install cage and flushing pipework on filter.
22	Pump stations-maintenance check and clean/Emoff-maintenance check and clean/50 Hoddy - hot water system/Public toilets-door closer male side/Administration Office-fit safety notice board/Pavilion-toilet repairs/Pavilion-urinal repairs/Tennis Pavilion-sewer line maintenance-pump station inspection.
23	Garden depot-install safety board sign/Gym-repaired floor in heavy weights room/Oak Park - measured timber for bench and seat replacement estimates/Doctors surgery-screen door repairs/Caravan Park-manhole and sewer line flushing-drain blockage.
24	Building maintenance-meeting and house inspections/APU-Unit 4 - door lock/Refuse site-pressure cleaned site office-repaint front door/Administration office-curtain rail repairs in ante room/Swimming pool-leaking toilet repairs/Caravan Park - blockage and sere maintenance.
25	Pump stations-maintenance check and clean/Emoff-maintenance check and clean/Slaters - Oiled decking near tea room-Install hose hangers-weather seal fitted to barn door/Gym-repair hole in floor in heavy weights room.
26	Konnongorring hall-repaired kitchen fly screen door/Pavilion-Cut manhole for sensor installation/Gym-repair leaking toilet/Hoddy st- sewer line and manhole maintenance.



13.8 COMMUNITY DEVELOPMENT OFFICER'S REPORT

Tahnee Bird

MEETINGS/EVENTS/TRAINING

4/2/2021	Pioneers' Pathway Meeting
10/2/2021	Avon Tourism Officer's Meeting
11/2/2021	Maangart Yorga Workshop 1
12/2-2/3/2021	Annual Leave
4/3/2021	Slater Homestead Interpretation Launch
9/3/2021	Linda Vernon, Pioneers' Pathway phone conference
11/3/2021	Maangart Yorga Program Workshop 2
17/3/2021	GPS Library reopening

GRANTS

Open Grants (project is underway)

WABN Bowen Street (design and construct)

- Acquittal in process

Pioneers Pathway Interpretative Project

- Shire of Merredin and Nungarin's project are incomplete
- Shire of Goomalling, Toodyay, Dowerin and Wyalkatchem's are done
- Finalising claim from participating Councils
- Additional funding from Shire of Trayning's withdrawal from the project will likely reduce Council's contribution.
- BBRF acquittal due 31/3/2021
- Lotterywest acquittal due 30/9/2021

WABN High Street (design and construct)

- Increase in project costs similar to Bowen Street due to power poles proximity to footpath
- Request to use approved fund for Quinlan Street renewal instead (between Forrest and James Street)

FRRR "In a Good Place" Program – Maangart Yorga Program

- Project underway, facilitators books for the 12 months
- Workshop 2 – Vivienne Hansen – Bush Medicine Workshops 11/3/2021

Newly Approved grants

WABN Railway Terrace (design) 2021-22

WABN Lockyer Street (waitlisted)

Unsuccessful grants

Nil applications submitted

Note: BBRF and Lotterywest applications on hold due to Pioneers' Pathway project which is managed by Shire of Goomalling

PROJECTS CURRENTLY IN DEVELOPMENT/PLANNING

She Did: Goomalling

The project will capture and catalogue female leaders in the community to share women's perspective of rural life, challenges and the COVID experience. Photos and stories will be shared on social media similar to "Humans of the Wheatbelt". To expand the project, we may look at acquiring funding to print



a small batch of books and archival prints for an exhibition/launch on International Women's Day 8 March 2022.

We request that our three female Councillors participate

#choosetochallenge #IWD2021
#shedidgoomalling

She Did

Today is 8 March, International Women's Day and to celebrate we are starting the project "She Did: Goomalling". The project will capture and catalogue female leaders in our community, from farms to sports fields and everything in between. We want to share rural life and COVID experiences from a women's perspective.

Nominate a girl boss: If you think there is someone we should include or you are interested in sharing your story please contact us.

 Project Contact: Tahnee Bird, Community Development Officer cdo@goomalling.wa.gov.au and Jess Ashworth, cs01@goomalling.wa.gov.au

"she believed she could, **so she did.**" - R.S. Grey



Ballardong Koort Mural

Waiting for artist quotes for grant submission

Goomalling Aboriginal History Book Project – Stories from Koomal

Preliminary quotes obtained and budget presented to GAC

Awaiting confirmation of page numbers required before submitting application

Anstey Park

Focus Group

- Kaye Boulden
- Louise Barker
- Loretta Johnston
- Jess Lantzke
- Jessica Wilkes
- Cr Casey Butt



- Cr Christine Barratt

Community Survey results attached

Where to from here:

- Present feedback to focus group and modify concept as required
- Present updated concept to community via a community forum
- Engage contractor for detailed planning and costings
- Acquire funding
- Commence development (possibly staged)

Pipeline projects

Reconciliation Action Plan

Old Native Reserve preservation and interpretative (working with GAC)

Update visitgoomalling.com.au

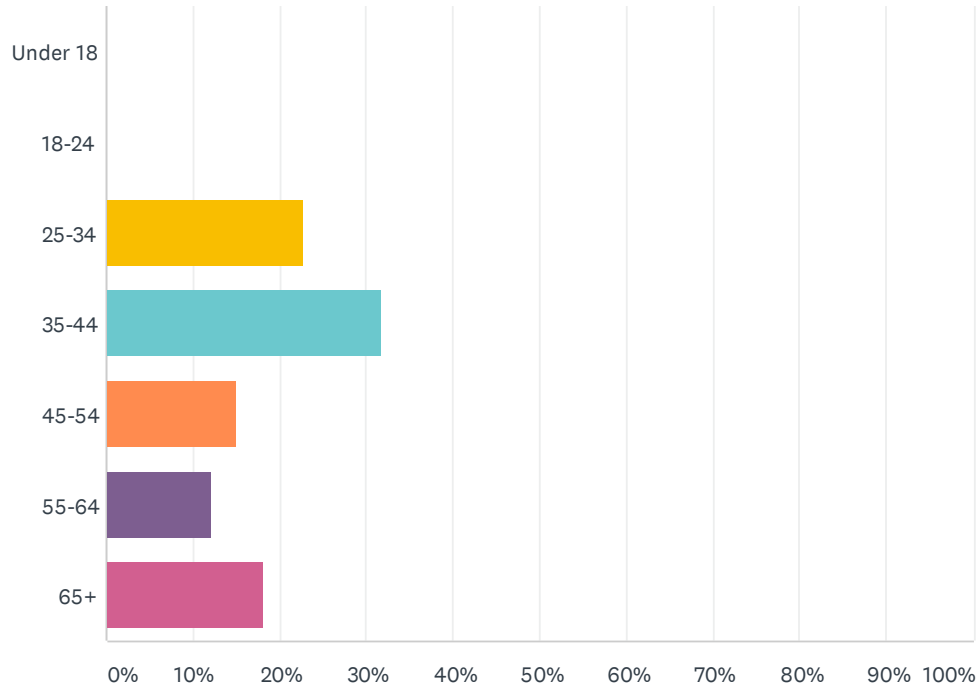
Projects that need consideration

- Football/Cricket oval lights
- Water security for ovals
- Cricket training nets
- Youth space

14. MEETING CLOSURE

Q1 What age are you?

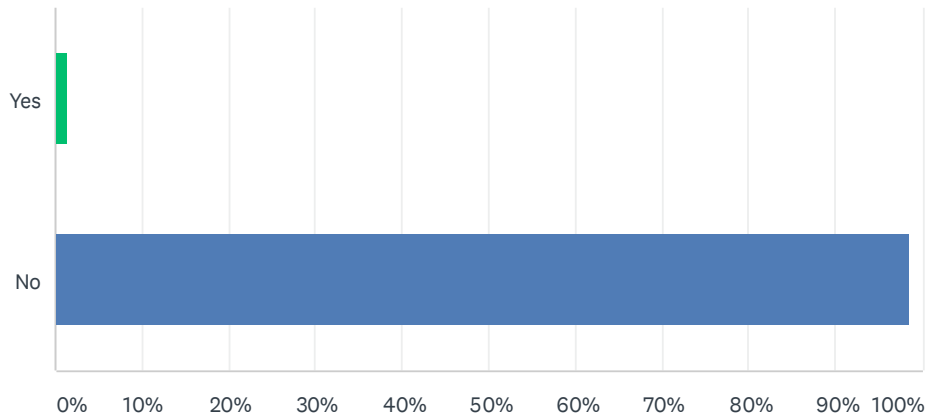
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES	
Under 18	0.00%	0
18-24	0.00%	0
25-34	22.73%	15
35-44	31.82%	21
45-54	15.15%	10
55-64	12.12%	8
65+	18.18%	12
TOTAL		66

Q2 Do you oppose Council's intended development of Anstey Park to be upgraded to an accessible/family friendly park?

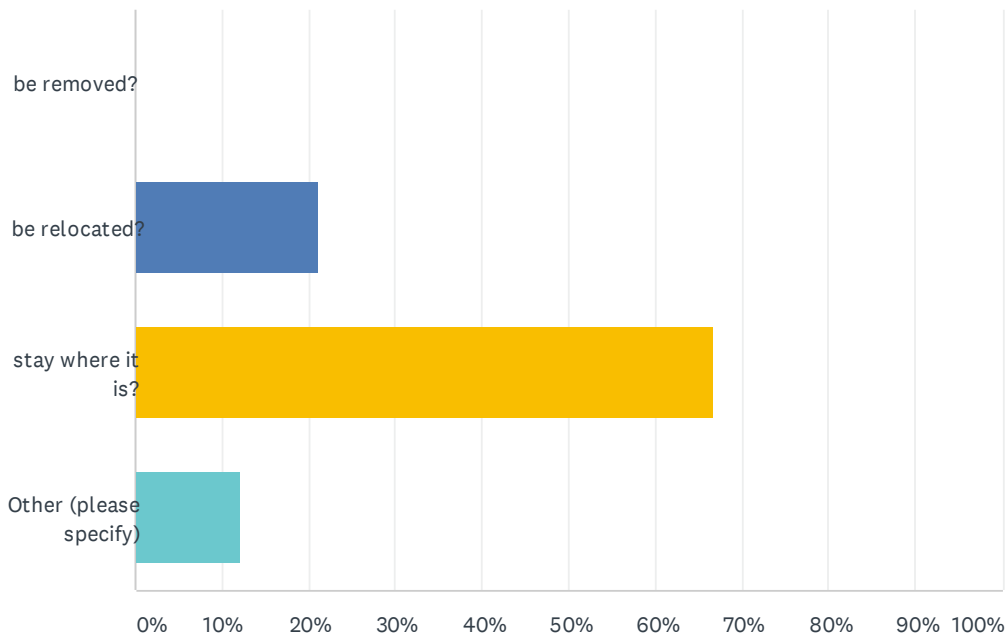
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	1.52%	1
No	98.48%	65
TOTAL		66

Q3 Council intends to leave the memorial rock as is, do you think the memorial rock/water fountain should:

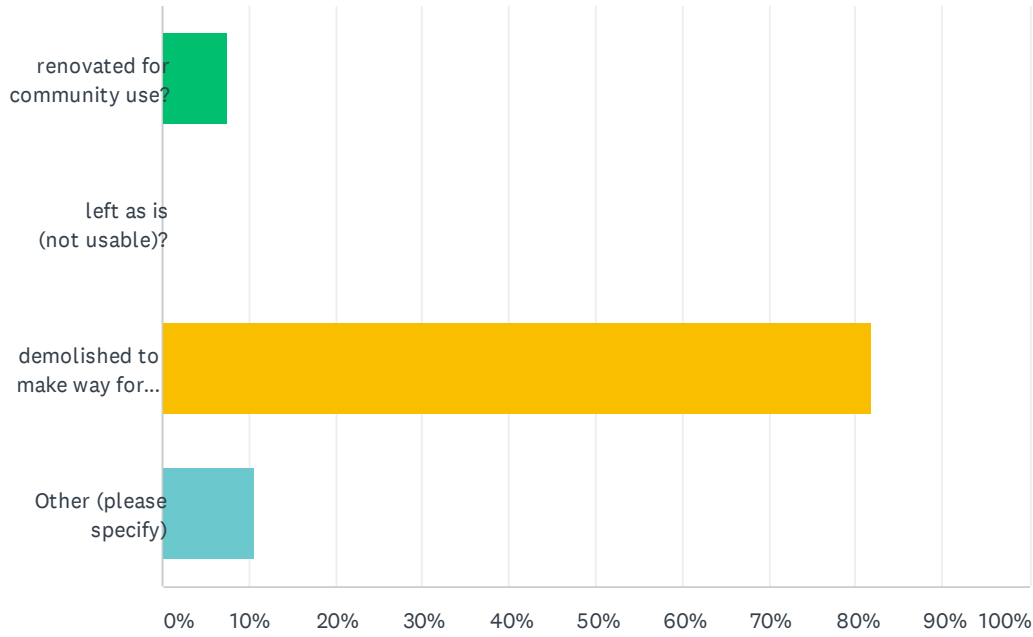
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES	
be removed?	0.00%	0
be relocated?	21.21%	14
stay where it is?	66.67%	44
Other (please specify)	12.12%	8
TOTAL		66

Q4 Do you think that the CWA building should be:

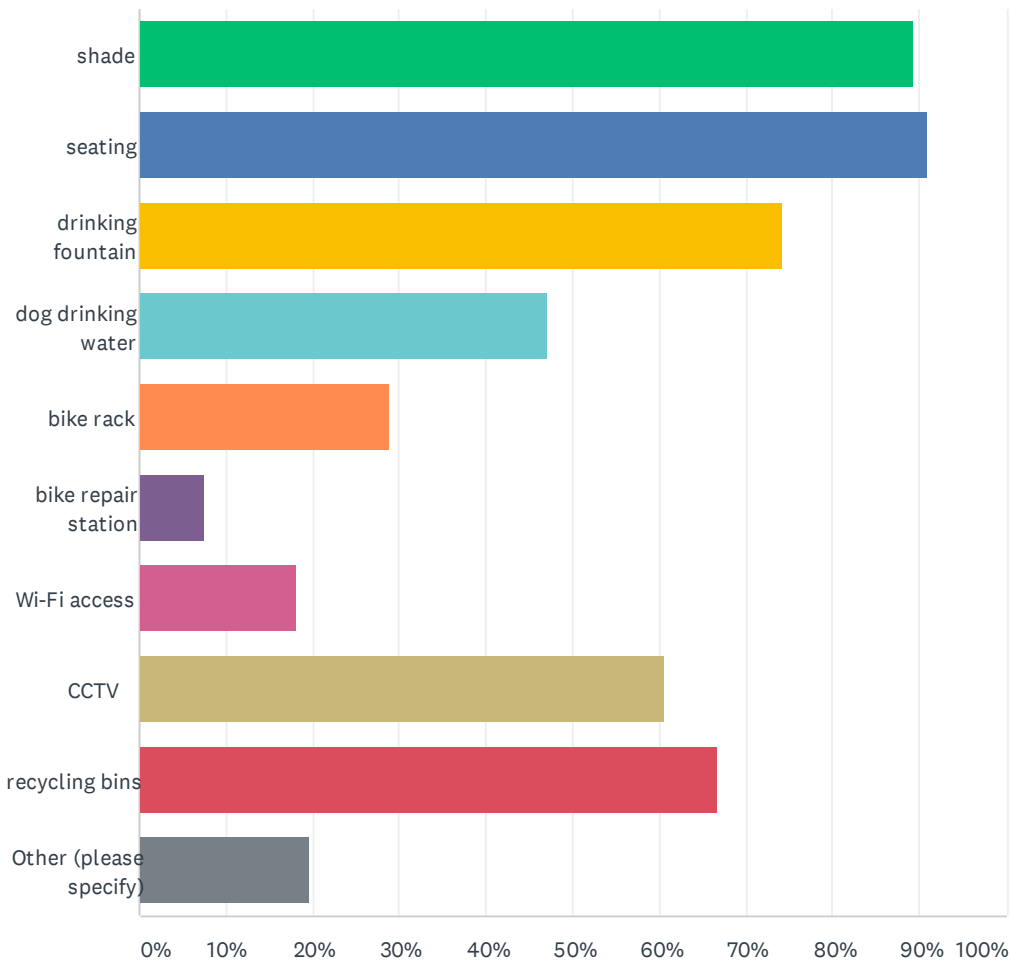
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES	
renovated for community use?	7.58%	5
left as is (not usable)?	0.00%	0
demolished to make way for a playground?	81.82%	54
Other (please specify)	10.61%	7
TOTAL		66

Q5 Do you think the park needs (more) - (tick all that apply)

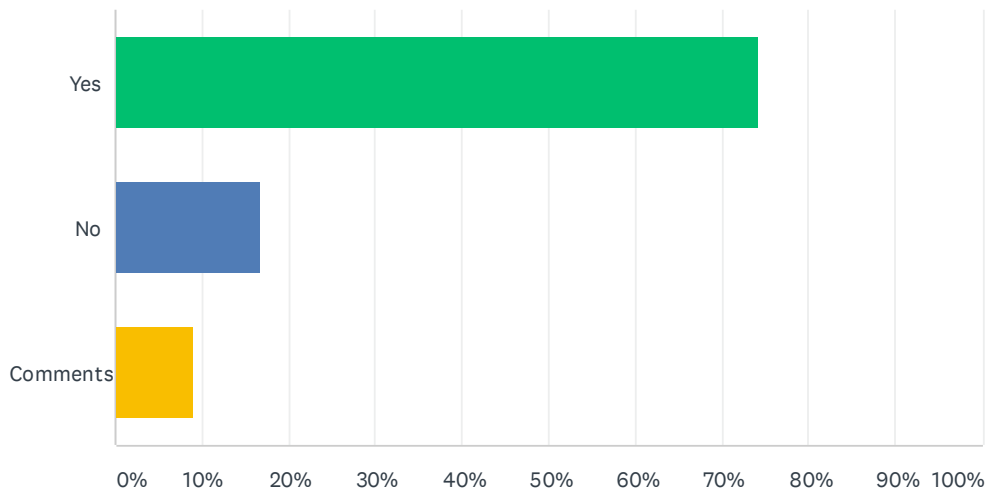
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES
shade	89.39% 59
seating	90.91% 60
drinking fountain	74.24% 49
dog drinking water	46.97% 31
bike rack	28.79% 19
bike repair station	7.58% 5
Wi-Fi access	18.18% 12
CCTV	60.61% 40
recycling bins	66.67% 44
Other (please specify)	19.70% 13
Total Respondents: 66	

Q6 Do you think a pop-up market space is a good use for the commercial vacant land on Forrest Street that adjoins Anstey Park?

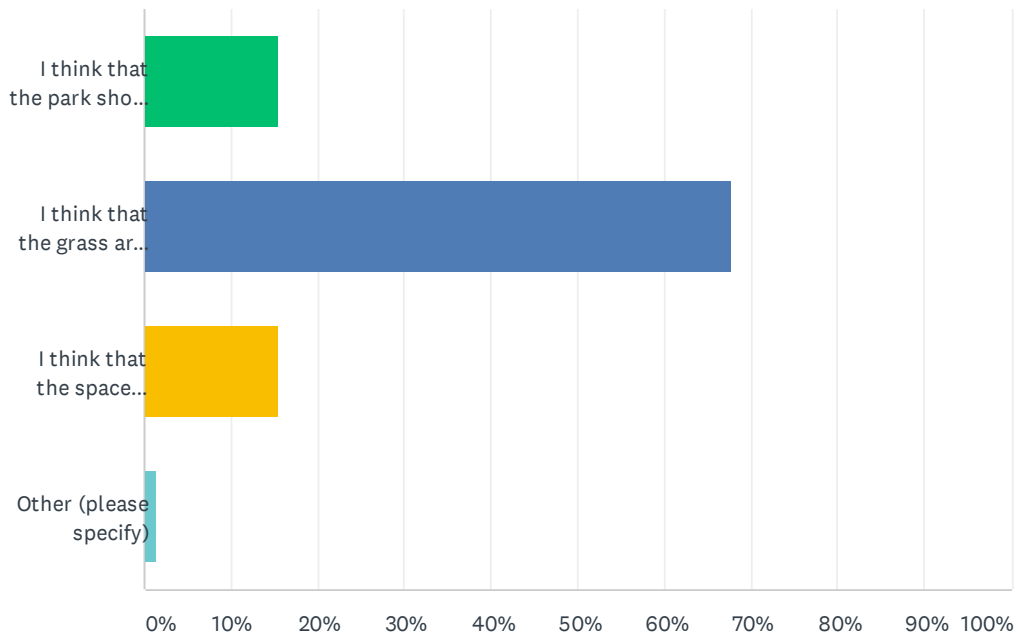
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	74.24%	49
No	16.67%	11
Comments	9.09%	6
TOTAL		66

Q7 Do you think the park should be fenced?

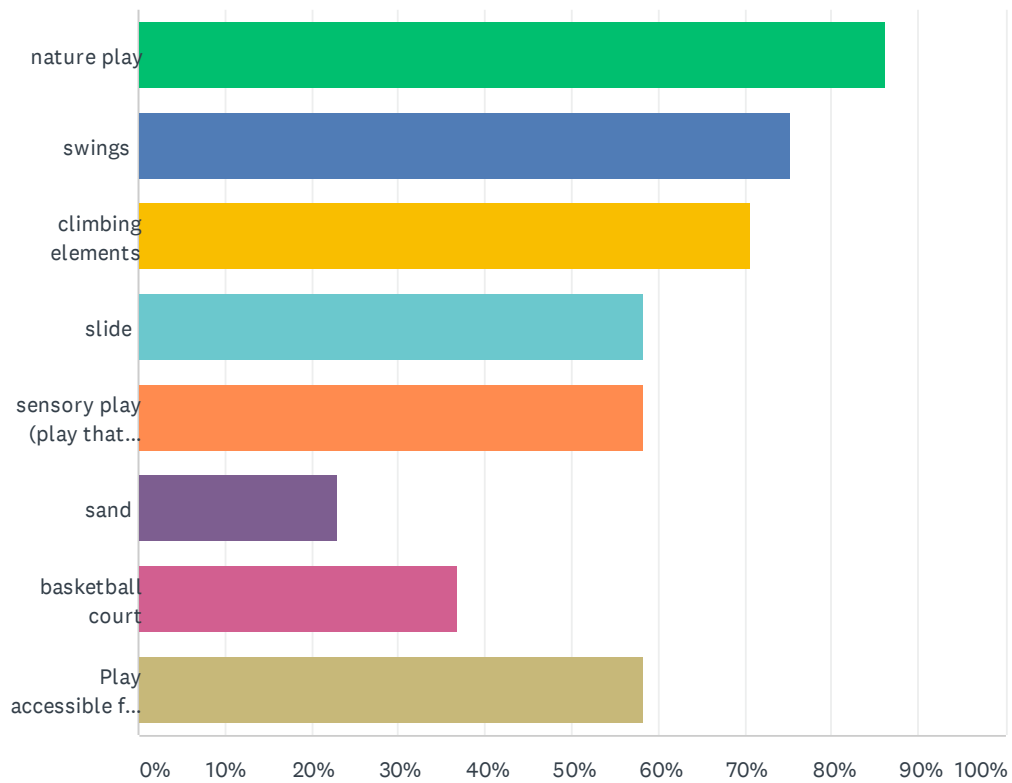
Answered: 65 Skipped: 1



ANSWER CHOICES	RESPONSES	
I think that the park should be fenced entirely	15.38%	10
I think that the grass area should be open and just the playground fenced	67.69%	44
I think that the space should be left open	15.38%	10
Other (please specify)	1.54%	1
TOTAL		65

Q8 What elements would you like to see in a playground? (tick all that apply)

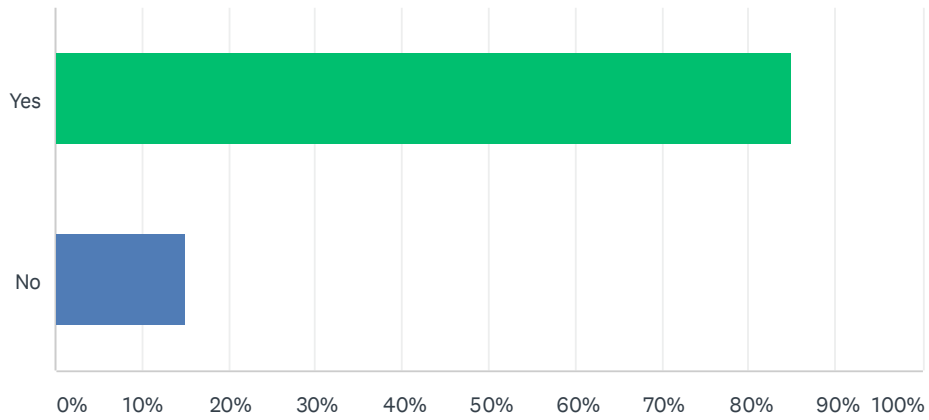
Answered: 65 Skipped: 1



ANSWER CHOICES	RESPONSES	
nature play	86.15%	56
swings	75.38%	49
climbing elements	70.77%	46
slide	58.46%	38
sensory play (play that encourages use of all the senses, e.g. water, rocks, music elements etc)	58.46%	38
sand	23.08%	15
basketball court	36.92%	24
Play accessible for children with a mobility aids (wheelchairs/crutches etc)	58.46%	38
Total Respondents: 65		

Q9 Do you think having community artwork/murals would be a positive inclusion in the space?

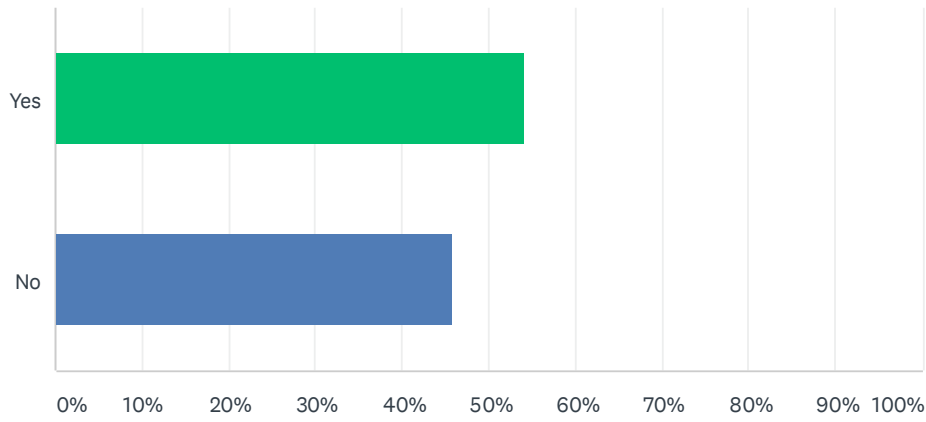
Answered: 66 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	84.85%	56
No	15.15%	10
TOTAL		66

Q10 Do you think we should include (smaller) youth elements (13+) or leave that for a dedicated youth space?

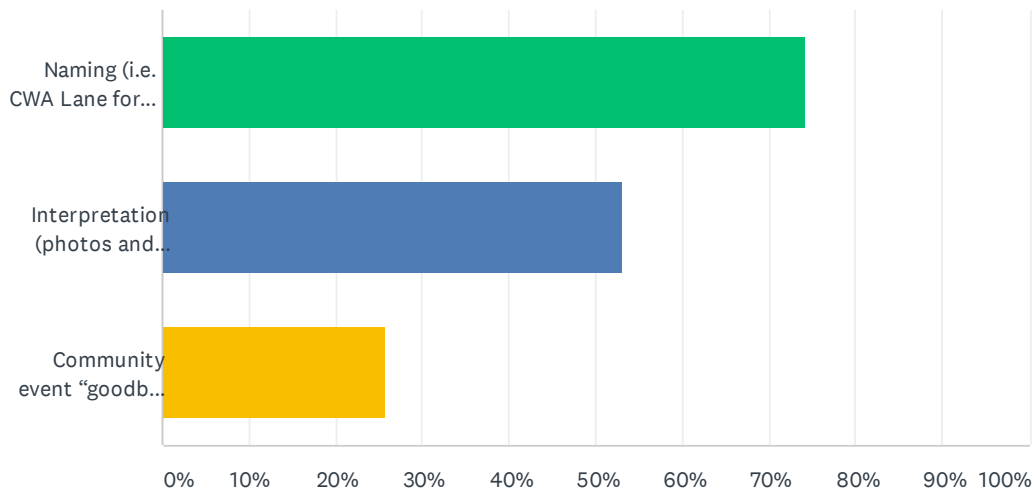
Answered: 59 Skipped: 7



ANSWER CHOICES	RESPONSES	
Yes	54.24%	32
No	45.76%	27
TOTAL		59

Q11 How do you think we should commemorate the CWA building? (tick all that apply)

Answered: 62 Skipped: 4



ANSWER CHOICES	RESPONSES	
Naming (i.e. CWA Lane for the pop-up market space)	74.19%	46
Interpretation (photos and blurb about the history of the site)	53.23%	33
Community event "goodbye" outside the building	25.81%	16
Total Respondents: 62		

Q12 Any other comments?

Answered: 25 Skipped: 41

Q13 Contact information

Answered: 38 Skipped: 28

ANSWER CHOICES	RESPONSES	
Name	100.00%	38
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	92.11%	35
Phone Number	0.00%	0