

SHIRE OF WANDERING

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Our Vision:

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

ORDINARY MEETING OF COUNCIL

Agenda 18 February 2021

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Wandering will be held on 18/02/2021 in the Council Chambers, 22 Watts Street, Wandering, commencing at 3:30pm.

BELINDA KNIGHT
CHIEF EXECUTIVE OFFICER

We wish to acknowledge the traditional custodians of the land we are meeting on today. We acknowledge and respect their continuing culture and the contribution they make to the Shire of Wandering, and convey our respects to Elders past and present

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr I Turton	Shire President	Cr B Whitely	
Cr G Parsons	Deputy Shire President	Cr M Watts	
Cr J Price		Cr P Treasure	
Cr G Curtis		Belinda Knight	CEO
		Barry Gibbs	EMTS

Apologies:

Nil

3. DISCLOSURE OF INTERESTS

3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long-standing personal friendship with the proponent). As a consequence, there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1. ORDINARY MEETING OF COUNCIL HELD – 18/12/2020

COUNCIL DECISION

That the Minutes of the Ordinary Meeting of Council held 18 December 2020 be confirmed as a true and correct record of proceedings without amendment.

6.2. AUDIT COMMITTEE – 18/02/2021

6.2 – COUNCIL DECISION

That Council receives the Minutes of the Audit Committee meeting held 18/02/2021, and adopts the following recommendations from that Committee:

6.2.1 – COUNCIL DECISION – ITEM 5.1

- That Council receives the Annual Financial Statements, Auditors Report and Management Report from Butler Settineri (Audit) Pty Ltd for the 2019/2020 financial year; and
- That Council sets the date for the Annual Electors' Meeting to be (insert date).

6.2.2 – COUNCIL DECISION – ITEM 5.2

That Council adopts the attached 2020/2021 Budget Review without amendment.

6.2.3 – COUNCIL DECISION – ITEM 5.3

That Council adopts the attached Compliance Audit Return for the period 01/01/2020 – 31/12/2020.

6.3. WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT PROJECT WORKING GROUP

6.3.1 – COUNCIL DECISION

That Council receives the Minutes of the Wandering Community Centre Precinct Refurbishment Project Working Group Minutes held 15/02/2021, and adopts the following recommendations from that meeting:

6.3.1 COUNCIL DECISION – ITEM 3.1

That Council adopts (pending decision from meeting)

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS

10. CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.CREDIT CARD USE – COUNCIL POLICY & DLGSC GUIDELINES - REVIEW

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	Nil
Disclosure of any Interest	CEO – has only corporate credit card
File Reference	EMP1 – PE396 & PE397
Attachments	Policy 2 – Corporate Transaction Cards

BRIEF SUMMARY

Corporate credit cards, if effectively managed, can serve a useful role provided sound and appropriate controls exist in relation to their use.

BACKGROUND

December 2020: A Report by the South Australian Ombudsman in December 2020 - Investigation into alleged misuse of corporate credit cards by the City of Burnside was released. One of the topics was the use of credit cards for personal or private expenses.

On 23/12/2020 the CEO advised the Shire President that in November 2020, the Shire credit card was accidentally used for private purposes. The total amount was for \$288.98 and was paid back by the CEO as soon as the error was identified. There was no intention by the CEO to use the Shire credit card, it was more that both the Shire card and her personal card were extremely similar in appearance. This has been rectified by placing the word 'SHIRE' in bold permanent marker on the Shire card, and keeping it in a clear plastic sleeve away from other cards in the CEO's wallet. This should avoid the situation happening again in the future.

Unfortunately, this has not been the only occasion that personal use, accidentally or otherwise, of the Shire credit card that has occurred contrary to the Policy in place at the time. A review of prior CEO corporate credit activities has revealed the following:

Amount	Description
	CHIEF EXECUTIVE OFFICER
\$52.19	Reimbursement of personal expenses on Credit card - December 2018
\$53.90	Reimbursement of personal expenses on Credit card - November 2018
\$446.00	Reimbursement of personal expenses on credit card - LG Convention 2018
\$530.00	Reimbursement of personal expenses on credit card - LGMA Conference 2017
\$70.00	Reimbursement of personal expenses on Credit card - December 2016
\$72.42	Reimbursement of personal expenses on Credit card November 2016
\$20.00	Reimbursement of personal expenses on Credit card August 2016
\$115.35	Reimbursement of personal expenses on Credit card March 2016
	WORKS SUPERVISOR
\$26.95	Reimbursement of personal expenses on Credit Card November 2018

It is now timely to review the current Policy and practices, especially considering the Burnside Report and Local Government Operational Guidelines Number 11 – September 2006 Use of Corporate Credit Cards (which was considered in drafting the current Policy).

The Shire of Wandering via Policy 2 - Corporate Transaction Cards, has authorised the issue of corporate credit card with a maximum limit of \$5,000 to the Chief Executive Officer. This was reviewed down from \$20,000 for the previous CEO.

Reports on usage of the corporate credit cards are provided to Council via the Accounts Paid listing each month. All receipts must be authorised as “All expenditure is of a business nature”.

STATUTORY/LEGAL IMPLICATIONS

s2.7(2)(a) and (b), 6.5(a), Local Government Act 1995, Local Government (Financial Management) Regulation 11(1)(a).

POLICY IMPLICATIONS

Council Policy 2 – Corporate Transaction Cards

FINANCIAL IMPLICATIONS

Abuse, or misuse of the corporate credit card may have significant financial and reputational implications for the Shire, and it is important that corporate credit card holders continue to acknowledge their responsibilities and to comply accordingly. As the CEO is the only holder of a credit card for the Shire, the responsibility falls with her.

STRATEGIC IMPLICATIONS

Compliance with legislation and community/stakeholder expectations of standards of behaviour is essential.

CONSULTATION/COMMUNICATION

Shire President.

COMMENT

Some matters arising from the SA Ombudsman’s Report into the City of Burnside’s use of corporate credit cards are more contemporary than the DLG Operational Guidelines of 2006.

These include:

- the appropriateness of using corporate credit cards to purchase alcohol, either for meetings, at business lunches or other events, or even for end of year events.
- the appropriateness of local government support to “Shire Social club” and related events, which should be “self-funding”
- the need to be vigilant about “coffee” meetings, which might ordinarily be held within the local government premises with no cost to the local government incurred.

Issue	Shire of Wandering Response
DLG Operational Guideline No 11	
An agreement should be signed by the cardholder and the local government which sets out the cardholder’s responsibilities and legal obligations when using the credit card;	Requirement of Shire of Wandering Policy
A register of all current cardholders should be kept which includes card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;	Not required as only one credit card issued.
All new and existing cardholders should be provided with a copy of the policies relating to the use of credit cards;	All employees entitled to a corporate credit are aware of the Policy.
What the cardholder should do in the event their employment ceases, an extended period of leave is taken, or they are moved to a position which does not require the use of a credit card;	Requirement of Shire of Wandering Policy
What the cardholder should do if they lose or misplace their credit card;	Requirement of Shire of Wandering Policy
Credit cards should not be transferred to other users;	This is not possible under Shire of Wandering Policy.
How reward schemes, such as Fly Buys, will be treated;	Shire of Wandering Policy which prohibits same.
The arrangements for destruction of all surrendered credit cards;	Noted in Shire of Wandering Policy

What action is to be taken in the event that a cardholder fails to comply with the policies.	Noted in Shire of Wandering Policy
Corporate credit cards cannot be issued to Council members.	No corporate card is or can be issued to council members.
Credit cards should only be used for purchasing goods and services on behalf of the local government;	Requirement of Shire of Wandering Policy
Personal expenditure should be prohibited;	Noted in Shire of Wandering Policy
A credit card should not be used for cash withdrawals;	Prohibited by Shire of Wandering Policy
Maximum credit limits should be based on the cardholder's need	Determined by Shire of Wandering Policy, on advice of the CEO. Reviewed down from \$20,000 to \$5,000 in 2019/2020
How purchases by facsimile, telephone or over the Internet are to be dealt with	Shire of Wandering Policy allows such transactions to occur, without differentiating between such transactions and those made "in person".
Time frames for payment of accounts should be monitored to ensure that credit charges are minimised	Requirement of Shire of Wandering Policy.
Establish strict guidelines for expenditure on entertainment	Shire of Wandering Policy does not specifically address this, but the cardholder understands the need for a clear nexus between any expenditure incurred on behalf of the Shire of Wandering, especially where such is indirect or unrelated to such events as accommodation or professional development.
Cardholders cannot approve expenditure incurred on their own credit cards	Requirement of Shire of Wandering Policy
Ombudsman's Report - City of Burnside – Key Issues and relevant Recommendations	
The former credit card policy explained that corporate credit cards are used to ensure that the council can transact business conveniently and effectively. Further, that the use of credit cards is specifically encouraged for low value, high volume transactions.	This is consistent with the Policy and approach of the Shire of Wandering.
The council's former credit card policy and former credit card protocol required that cardholders were not to use the credit cards for 'personal expenses'. However, neither document defined what constituted 'personal expenses'.	Shire of Wandering Policy states - Shall not be used for expenditure on personal items or services.
That the council incorporates a requirement within the monthly credit card reconciliation process for the following people to complete a declaration that they have complied with the requirements stipulated within the Corporate Credit Card Policy and Corporate Credit Card Protocol: - the cardholder - the authorising officer - the relevant members of the finance team.	Generally consistent with Shire of Wandering Policy
That the council includes provisions within its Corporate Credit Card Policy and/or Corporate Credit Card Protocol requiring the cardholder to: - declare that the credit card expenditure has been incurred in accordance with the council's policies and protocols - declare that the credit card expenditure was necessary for conducting council business	Generally consistent with Shire of Wandering Policy
That the council includes a provision within its Corporate Credit Card Policy and/or Corporate Credit Card Protocol to ensure that when authorising the credit card expenditure of another employee, the authorising officer be required to turn their mind to the appropriateness of the credit card expenditure.	Generally consistent with Shire of Wandering Policy, in that each supervisor is encouraged to satisfy themselves about the appropriateness of the expenditure before approving same.
That the council removes the requirement within its Corporate Credit Card Protocol to only provide a Statutory Declaration for purchases over \$25.00 in circumstances where an invoice or receipt is not available, and also	The CEO is satisfied with the adequacy of the current Shire of Wandering Policy and internal checks and balances, and procedures.

removes the ability for purchases under \$25.00 (that do not have a receipt or invoice) to be evidenced via an email chain of authorisation between the cardholder and the delegated authorising officer.	
That the council update its Corporate Credit Card Policy and Corporate Credit Card Protocol to ensure that it makes reference, where appropriate, to the council's Entertainment and Hospitality Policy.	The CEO recognises that from time to time minor or incidental hospitality may be reasonable, with such expenses being charged to the corporate credit card.
That the council update its Credit Card Cardholder Agreement form to ensure that cardholders have reviewed the requirements within the council's Entertainment and Hospitality Policy, and that the Corporate Credit Cardholder Agreement form be amended to reflect that the cardholder agrees to comply with the Entertainment and Hospitality Policy in using a council-issued corporate credit card.	The CEO recognises that from time to time minor or incidental hospitality may be reasonable, with such expenses being charged to the corporate credit card.
That the council reviews Appendix Two (for Fringe Benefits Tax) within the Corporate Credit Card Protocol and the Entertainment and Hospitality Policy to ensure any examples provided are consistent within the two documents.	The CEO is conscious of FBT implications in such matters and is confident that internal checks and balances, and procedures are adequate to address same.
That the Statutory Declaration template annexed to the council's Corporate Credit Card Policy be amended to specify that each purchase must be itemised and adequately explained as to why it is necessary for council business.	Requirement of Shire of Wandering Policy
That the council amend its Entertainment and Hospitality Policy to address the inconsistencies regarding Christmas functions and to include explicit provisions regarding the purchase and consumption of alcohol.	The CEO is satisfied with the adequacy of the current Shire of Wandering Policy and internal checks and balances, and procedures.
That the council amends its Entertainment and Hospitality Policy to delete any references to coffee meetings being appropriate expenditure.	The CEO is satisfied with the adequacy of the current Shire of Wandering Policy and internal checks and balances, and procedures.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.1 - CREDIT CARD USE – COUNCIL POLICY & DLGSC GUIDELINES - REVIEW

That Council:

- Notes the accidental use of the credit card by the CEO in contravention of Policy 2 – Corporate Transaction Cards;
- Notes that the actions taken by the CEO appear to be sufficient to prevent further events from occurring;
- Notes that Policy 2 – Corporate Transaction Cards will be scrutinized in depth when the Council Policy Manual is next reviewed.

AUTHOR'S SIGNATURE:



POLICY TYPE:	LEGISLATIVE	POLICY NO:	2
DATE ADOPTED:	18/07/2019	DATE LAST REVIEWED:	17/09/2020
LEGAL (PARENT):	Local Government Act 1995		LEGAL (SUBSIDIARY):
DELEGATION OF AUTHORITY APPLICABLE:			DELEGATION NO.

ADOPTED POLICY	
TITLE:	Corporate Transaction Cards
OBJECTIVE:	<p>To:</p> <ul style="list-style-type: none"> • Provide a clear framework to enable the use of corporate transaction cards • Provide employees issued with a corporate transaction card clear and concise guidelines outlining its use • Reduce the risk of fraud and misuse of the corporate transaction card. • The application of this policy is to be in conjunction with the Shire of Wandering's Code of Conduct Policy and any legislative requirements of the Local Government Act 1995 that may be enforced.

DEFINITIONS

Cardholder means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

Transaction Card means a card facility (which may include; credit, debit, store, parking, cab-charge and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Wandering business activities only in accordance with relevant Shire policies.

POLICY STATEMENT

The Shire of Wandering recognises the value of corporate transaction cards and supports their use, within appropriate controls and limits.

The CEO is authorised to obtain a corporate transaction card/s with a maximum monthly credit limit of \$5000. This limit can only be adjusted with the express approval of the Council.

The Chief Executive Officer is the primary cardholder for the Shire and may authorise additional cardholders within the Shire's approved total credit limit.

Individual transaction card limits are as approved by Council (in relation to the CEO) or the CEO (in relation to other employees, but within the limits determined by Council).

DETERMINING WHEN TRANSACTION CARD FACILITIES ARE APPROPRIATE

Transaction Card facilities may be implemented and maintained where the card facility provides benefit to the Shire of Wandering operations by ensuring:

- (a) Goods and services can be obtained in a timely and efficient manner to meet the business needs of the Shire;
- (b) Financial management and accounting standards are met; and
- (c) Purchasing and payment functions are secure, efficient and effective.

Transaction card facility providers will only be acceptable where, in the opinion of the Chief Executive Officer, they:

- (a) Provide appropriate and sufficient statement, administration and acquittal controls that enable the Shire to sufficiently administer the facility; and
- (b) Provide the Shire with protection and indemnification from fraudulent unauthorised transactions.

MANAGEMENT OVERSIGHT

The Chief Executive Officer shall determine and implement systems and procedures that are adequate to ensure:

- (a) Assessment and selection of transaction card facilities suitable to the efficient and effective operations of the Shire;
- (b) Authorisation and appointment of suitably eligible cardholders;
- (c) Cardholder duties and responsibilities are documented; and
- (d) Cardholders provided with training; and
- (e) Monitoring and auditing of transactional card activities is planned and reported.

REPORTING

The Chief Executive Officer will ensure that acquitted transaction statements for each transaction card facility are provided to Council as part of the monthly financial reporting regime.

MISUSE, MISCONDUCT AND FRAUDULENT USE

- (a) Any alleged misuse of transaction cards will be investigated and may be subject to disciplinary procedures.
- (b) Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the Public Sector Management Act 1994 and the Corruption, Crime and Misconduct Act 2003.

PRINCIPLES FOR USAGE – ALLOWABLE TRANSACTIONS

Transaction card facilities may only be used where:

- (a) The expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision;
- (b) The expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct and any conditions or limitations applicable to the individual Cardholder.
- (c) The procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card;
- (d) Supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e. by purchase order) is more onerous, not cost effective or there is no alternative mode of supply.
- (e) Hospitality expenditure may only occur when it is in accordance with any Shire Hospitality Policy or is undertaken with the express permission of the Chief Executive Officer.
- (f) Official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures;
- (g) A sufficient record of each transaction is obtained and retained in the local government record.

Allowable transaction modes include:

- (a) In-person and over the counter retail purchases;
- (b) Telephone or facsimile purchasing;
- (c) Mail order purchasing and subscriptions;
- (d) Internet purchasing

PROHIBITED TRANSACTIONS

The Shire prohibits the use of transaction card facilities for:

- (a) Cash advances;
- (b) Incurring expenses which are personal or private (i.e. any expenditure which is not an approved local government activity);
- (c) Making deposits onto the card, whether to offset misuse or otherwise;
- (d) Incurring capital expenditure;
- (e) Incurring expenditure for goods or services which are subject to a current supplier contract;
- (f) Incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder;
- (g) Expenses for which another transaction card is the approved facility – e.g. a corporate credit card is not to be used for purchasing fuel or oil, as the fuel card is the approved facility for that purpose;
- (h) Splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
- (i) Incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e. membership or loyalty rewards).

For clarity, council members are prohibited from using Shire transaction cards as the Local Government Act 1995 does not provide authority for a council member to incur liabilities on behalf of the local government. The Act limits local governments to only paying council member allowances and reimbursing council member expenses.

CARDHOLDER DUTY OF CARE AND RESPONSIBLE USE OBLIGATIONS

A cardholder is required to:

- (a) Keep the transaction card and access information in a safe manner; protected from improper use or loss.
- (b) Only use the transaction card for allowable purposes and not for prohibited purposes.
- (c) Obtain, create and retain local government records that evidence transactions.
- (d) Acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide enough detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
- (e) Return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
- (f) Reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
- vii) Comply with all cardholder responsibilities as outlined by the card provider.

Benefits obtained through use of a transaction card (i.e. membership or loyalty rewards) are the property of the Shire and may only be used for Shire business purposes. Such benefits must be relinquished by the cardholder to the Shire. Under no circumstances may such benefits be retained as a personal benefit.

TRANSACTION EVIDENCE

An adequate transaction record must include the following minimum information:

- (a) Invoice and / or receipt that includes; the date, company name, address, ABN, amount and any GST amount included;
- (b) Where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and enough information to satisfy the requirements above.
- (c) Approval of the expense above is to be referred to the Chief Executive Officer for a decision.
- (d) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity
- (e) The number of persons entertained; ii) the names of any employees in that number; and
- (f) The purpose of providing the entertainment or hospitality

CARD RECONCILIATION PROCEDURES

- (a) Card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
- (b) Transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased, and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- (c) Transactions shall be accompanied by a job number for costing purposes.
- (d) Should approval of expenses be refused by the Chief Executive Officer recovery of the expense shall be met by the cardholder.
- (e) The cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature

DISPUTED TRANSACTIONS

The Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from Council's operating bank account for such.

When a Cardholder believes that charges are incorrect, they should first contact the supplier to determine the causes of the discrepancy and if necessary, the Finance Officer will notify the bank in writing.

Any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

CANCELLED CARDS

Cancellation of a Card may be necessary where the:

- (a) cardholder changes job function within the local government;
- (b) cardholder terminates employment with local government;
- (c) the employment of the Cardholder is terminated;
- (d) card is no longer required;
- (e) cardholder has not adhered to set procedures;
- (f) misuse of the Card; or
- (g) CEO determines it is appropriate to do so

REVIEW OF CARD USE

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision.

PROCEDURES FOR LOST, STOLEN AND DAMAGED CARDS

The cardholder must formally advise the CEO of the loss or theft without delay.

The loss or theft of a transaction card must be reported to the card provider as a matter of priority.

Advice of a damaged card is to be provided to the CEO who will arrange a replacement.

CARDHOLDER AGREEMENT

The Cardholder Agreement is as determined by the CEO.

Failure to comply with any of these requirements could result in the card being withdrawn from the employee. In the event of loss or theft through negligence or failure to comply with the Shire of Wandering Card Policy any liability arising may be passed on to the cardholder.

CONSEQUENCES OF NON-COMPLIANCE

Failure to comply with the Delegations, Policy or Executive Instructions may result in disciplinary action up to and including termination of employment.

ASSOCIATED DOCUMENTS

Shire of Wandering Code of Conduct Policy

Shire of Wandering Purchasing & Tender Policy

Shire of Wandering Risk Management Policy

Local Government Act 1995

Goods and Services Tax Act 1999

Use of Corporate Credit Cards (Department of Local Government Guideline No 11)

WA Auditor General's Report 7 - Controls Over Corporate Credit Cards May 2018

10.2.2021 COUNCIL ORDINARY MEETING DATES

Proponent	Shire of Wandering
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	21/05/2020
Disclosure of any Interest	Nil
File Reference	04.041.04115
Attachments	Nil

BRIEF SUMMARY

To advertise meeting dates for the forthcoming financial year.

BACKGROUND

To comply with the requirement to give local public notice of Council meeting dates for 2021.

STATUTORY/LEGAL IMPLICATIONS

Local Government (Administration) Regulations 1996:

r12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which –*
- a) The ordinary council meetings; and*
 - b) The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to the members of the public, are to be held in the next 12 months.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

PROVIDE STRONG LEADERSHIP

Our Goals	Our Strategies
A well informed Community	Foster Opportunities for connectivity between Council and the Community

CONSULTATION/COMMUNICATION

Nil

COMMENT

Nothing further

VOTING REQUIREMENTS

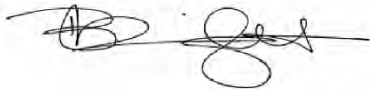
Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.2 - 2021 COUNCIL ORDINARY MEETING DATES

That Council adopts the following meeting dates for the remainder of 2021:

- 18/02/2021
- 18/03/2021
- 15/04/2021
- 20/05/2021
- 17/06/2021
- 15/07/2021
- 19/08/2021
- 16/09/2021
- 21/10/2021
- 18/11/2021
- 16/12/2021

Note: Each meeting is held on the third Thursday of the month commencing at 3:30pm unless otherwise advertised.

AUTHOR'S SIGNATURE:

10.3. OPERATIONAL POLICIES AND PROCEDURES

Proponent	Mills Oakley
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	17/12/2020 – 19/11/2020
Disclosure of any Interest	Nil
File Reference	14.145.14500
Attachments	Nil

BRIEF SUMMARY

To consider engaging Mills Oakley to provide a letter of advice on operational policies and procedures.

BACKGROUND

Following from the confidential report presented to the 17/12/2020 Council meeting, on 14/01/2021 Mills Oakley, via email to the Shire President, recommended that they provide the CEO and Council with a letter of advice broadly covering the following:

- The Shire's onboarding and recruitment process;
- The Shire's policies and procedures setting guidelines on employment;
- Review of employment terms and conditions;
- Engagement of contractors; and
- Management of conflict of interest going forward.

Mills Oakley have advised that they are prepared to provide an additional quote on supplying recommendations (if any) as required from the letter of advice. At this point the Shire must comply with its Purchasing Policy, and additional quotes may be required to be obtained.

While the implementation of the response to the letter of advice may be administrative, it may be appropriate for Council to have oversight of the process, in order to be satisfied that any risks to the Local Government have been addressed. In obtaining the letter of advice, it should be noted that there are a number of operational policies and procedures currently in place relating to the topics above.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – s2.7 – s2.10 – s5.36 – s5.41 (in particular s5.41(g))

Local Government (Rules of Conduct) Regulations 2007

POLICY IMPLICATIONS

Policy 1 – Model Code of Conduct

Policy 1a – Code of Conduct for Employees

Policy 12 – Purchasing and Tenders

Policy 13 – Legal Representation

Policy 23 – Risk Management

Policy 44 – Workforce Planning

FINANCIAL IMPLICATIONS

The cost of providing the letter of advice is \$2,500 excluding GST. This will exhaust the budget (amended at the Budget Review) for the 2020/2021 financial year.

STRATEGIC IMPLICATIONS**PROVIDE STRONG LEADERSHIP**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources

CONSULTATION/COMMUNICATION

Via Council at 28/01/2021 information forum.

COMMENT

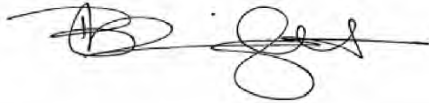
Northing further

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.3 - OPERATIONAL POLICIES AND PROCEDURES

That Council direct the CEO to obtain the letter of advice as outlined by Mills Oakley in their email dated 14/01/2021, at a fixed fee of \$2,500 excl-GST.

AUTHOR'S SIGNATURE:

10.4.WANDERING CAMP OUT WEEKEND – FEES & CHARGES

Proponent	Wandering Camp Out Weekend Inc
Owner	Shire of Wandering
Location/Address	Caravan Park, Cheetanning Oval, Community Centre & Community Centre Oval
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	16/07/2020
Disclosure of any Interest	Nil
File Reference	11.116.11601:CC38
Attachments	Nil

BRIEF SUMMARY

To consider waiving fees for the hire of the Caravan Park, Cheetanning Oval, Community Centre and Community Centre Oval.

BACKGROUND

The Wandering Camp Out Weekend (WCOW) is scheduled for the weekend of 23/24 October 2021. The WCOW Committee have booked all facilities for the period Wednesday 20/10/2021 – Monday 25/10/2021 inclusive.

The Council already has in its fees & charges a subsidised rate caravan park sites for the Camp Out Weekend of:

- \$15 Powered site - Friday and Saturday incl; and
- \$10 Unpowered site – Friday and Saturday incl.

At the time of developing the fees and charges, the Wednesday, Thursday and Monday were not considered.

To exclusively hire the Caravan Park, the rate is \$495 per 24 hours or part thereof. In lieu of charging per powered or unpowered site, it is recommended that Council consider a discounted daily rate, that includes the provision of a skip bin service.

To hire the Community Centre and Oval, the rate is \$11 per hour for 4- 24 hours, for Shire of Wandering Community Groups.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 s6.12

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Full hire for both facilities for six (6) days would be in the order of \$3,000. The recommended discount rate would realise \$900

STRATEGIC IMPLICATIONS

IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY

Our Goals	Our Strategies
Capture tourism opportunities locally	Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism

CONSULTATION/COMMUNICATION

Via email from WCOW

COMMENT

This will be the inaugural Wandering Camp Out Weekend, and it is deemed appropriate to reduce fees to assist this newly formed Group.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.4 - WANDERING CAMP OUT WEEKEND – FEES & CHARGES

That Council approve:

- 1) The waiving of all fees and charges for the hire of the Wandering Community Centre and Oval, subject to a bond of \$300 being paid; and
 - 2) The reduction of the daily exclusive hire rate for the Wandering Caravan Park and Cheetanning Oval from \$495 per day to \$150 per day, inclusive of a skip bin service.
- for the Wandering Camp Out Weekend Committee for the event to be held from 20/10/2021 – 25/10/2021 inclusive.

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'A. B. Jones', written over a light blue horizontal line.

10.5.LOCAL GOVERNMENT CONVENTION 2021

Proponent	WALGA
Owner	
Location/Address	Crown Perth
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	04.041.04101
Attachments	Nil

BRIEF SUMMARY

To consider attendances at the 2021 Local Government Convention.

BACKGROUND

The 2021 WA Local Government Convention and Trade Exhibition will be held at Crown Perth from Sunday 19 to Tuesday 21 September 2021.

PROVISIONAL PROGRAM

- Sunday, 19 September 2021 - Mayors and Presidents' Forum - Convention Cocktails
- Monday, 20 September 2021 - Breakfast with Directors General - Conference Sessions - Gala Cocktails
- Tuesday, 21 September 2021 - Convention Breakfast with Special Guest - Conference Sessions

To assist accommodation arrangements, WALGA has sourced pricing from a number of hotels within the Perth CBD and onsite at Crown Perth.

To enable bookings to be made to take up the discounted accommodation prices, it is recommended that Council decide who will be attending.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Policy 57 – Conference Attendance – Council Members and Staff

FINANCIAL IMPLICATIONS

Not know at this stage as the Convention pricing has not been released. The 2021/2022 Budget will include appropriate costs based on the outcome of this item.

Accommodation pricing:

- Adina Apartments, Mounts Bay Road, Perth - Rate from: \$179 - \$219
- Crown Metropol, Great Eastern Hwy, Burswood - Rate from: \$230
- Crown Promenade, Great Eastern Hwy, Burswood - Rate from: \$180
- Crown Towers, Great Eastern Hwy, Burswood - Rate from: \$260
- Hyatt Regency Perth, 99 Adelaide Terrace, East Perth - Rate from: \$159
- Ibis Perth, 334 Murray Street, Perth - Rate from: \$125
- Mercure Hotel, 10 Irwin Street, Perth - Rate from: \$139
- The Peninsula Riverside Serviced Apartments, 53 South Perth Esplanade, South Perth - Rate from: \$165
- Pan Pacific Hotel, 207 Adelaide Terrace, Perth - Rate from: \$230
- Parmelia Hilton, 14 Mill Street, Perth - Rate from: \$220

STRATEGIC IMPLICATIONS**PROVIDE STRONG LEADERSHIP**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

CONSULTATION/COMMUNICATION

Nil

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.5 - LOCAL GOVERNMENT CONVENTION 2021

That Council endorses the attendance of the CEO, Shire President, Deputy Shire President and Councillors (to be named) to attend the 2021 WA Local Government Convention and Trade Exhibition from 19/09/2021 to 21/09/2021 (inclusive).

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'A. B. Jones', written over a horizontal line.

10.6.APPLICATION FOR TOWN PLANNING APPROVAL – RELOCATION OF BUILDING ENVELOPE & SINGLE RESIDENTIAL DWELLING – LOT 96 ECHNIDA CLOSE, BLACKBOY SPRINGS

PROPERTY DETAILS			
Assessment No:	A455	Applicant/Owner:	Evoke Living Homes for D & D Douglas
Corresp. No:	PA172	Date Received:	22/12/2020
Lot/Location No:	Lot 96		
Street Name:	Echidna Close	Suburb:	Blackboy Springs

PURPOSE:	
Description of Proposed Use:	Relocation of Building Envelope – Construction of Single Residential Dwelling
Nature of any existing buildings and or/use:	Vacant Land
Zoning:	Rural Residential
Zoning Use Code:	P
Heritage Listed:	No
Setback variation required:	No
Policy Applicable:	Y – LPS 2 – Permitted Uses
Author of Report:	Belinda Knight, CEO
Date of Meeting:	18/02/2021

BACKGROUND:

To consider relocation of the building envelope on Lot 96 Echidna Close, Blackboy Springs, to enable the construction of a single residential dwelling.

COMMENT:

The original location of the building envelope has the potential to put the dwelling within Flame Zone due to its proximity of a significant stand of native vegetation.

The relocated building envelope enables the BAL Rating to be BAL19. The relocated building envelope also complies with the setback requirements of this subdivision.

Please note that there were discrepancies in the original BAL Assessment for this property, and Evoke Living Homes were advised of this and requested to provide a corrected and updated BAL Assessment on 06/01/2021. This was received on 08/01/2021.

In addition, upon reviewing the application, it was noted that the house was to be located 24.1 metres from the rear of the property, adjacent to the large conservation lot. The TPS notes that this setback should be a minimum of 30 metres. Evoke Living Homes have since revised the location of the house and building envelope to comply. The building envelope is now 36 metres from that boundary, and the dwelling is 49 metres from the boundary.

It should also be noted that there is a "proposed shed" shown on the plan. The shed is not subject to this application for planning approval, and this has been reflected in the recommendation.

POLICY:

Local Planning Policy 2 – Permitted Uses

ATTACHMENTS:

- Lot showing bushfire prone areas;
- Plans and specifications; and
- BAL Assessment

**OFFICER'S RECOMMENDATION – ITEM 10.6 - APPLICATION FOR TOWN PLANNING APPROVAL –
RELOCATION OF BUILDING ENVELOPE & SINGLE RESIDENTIAL DWELLING – LOT 96 ECHNIDA CLOSE,
BLACKBOY SPRINGS**

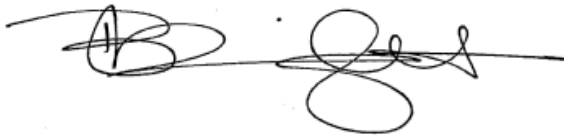
That Council approve the relocation of the building envelope, and construction of a single residential dwelling on Lot 96 Echidna Close, Blackboy Springs, subject to the following conditions:

- The relocation of the building envelope and construction of a single residential dwelling, hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council;
- Any use, additions to and further intensification of any part of the building or land (not the subject of this consent, including the “proposed shed” as shown on the plans) shall be subject to a further development application and consent for that use;
- The installation and connection of a rain water tank of minimum capacity of 92,000 litres prior to occupancy of the dwelling;
- Satisfactory building and environmental health plans being approved by the Shire; and
- This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.

VOTING REQUIREMENTS:

Simple Majority.

AUTHORS SIGNATURE

A handwritten signature in black ink, consisting of a stylized 'A' followed by a series of loops and a long horizontal stroke.

5.0 Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site/proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Select the highest BAL obtained above.

The BAL for this site is: BAL 19

Date of assessment: 14/11/2020

Assessor's name: Mitch Torpy

Statement:

I have taken all reasonable steps to ensure that the information provided in this assessment is accurate and reflects the conditions on and around the site and allotment on the date of this assessment.

Signed: 

Date: 7/01/2021

This report is only valid for a period of 12 months from the date of issue.

6.0 BAL Ratings

BAL Rating	Explanation	Risk
BAL - LOW	There is insufficient risk to warrant any specific construction requirements but there is still some risk.	VERY LOW
BAL - 12.5	There is a risk of ember attack. The construction elements are expected to be exposed to a heat flux not greater than 12.5 kW/m ² .	LOW
BAL - 19	There is a risk of ember attack and burning debris ignited by wind borne embers and a likelihood of exposure to radiant heat.	MODERATE
BAL - 29	There is an increased risk of ember attack and burning debris ignited by windborne embers and a likelihood of exposure to an increased level of radiant heat.	HIGH
BAL - 40	There is a much-increased risk of ember attack and burning debris ignited by windborne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front	VERY HIGH
BAL - FZ	There is an extremely high risk of ember attack and burning debris ignited by windborne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front.	EXTREME



SIGNATURES

CLIENT:
CLIENT:
BUILDER:

VARIATIONS

	DATE:	INT:
REVA	24/08/20	LD
REVB	03/09/20	LD
REVC	16/09/20	LD
REVD	01/10/20	LD
REVE	06/10/20	LD
REVF	13/10/20	LD
REVG	10/11/20	LD

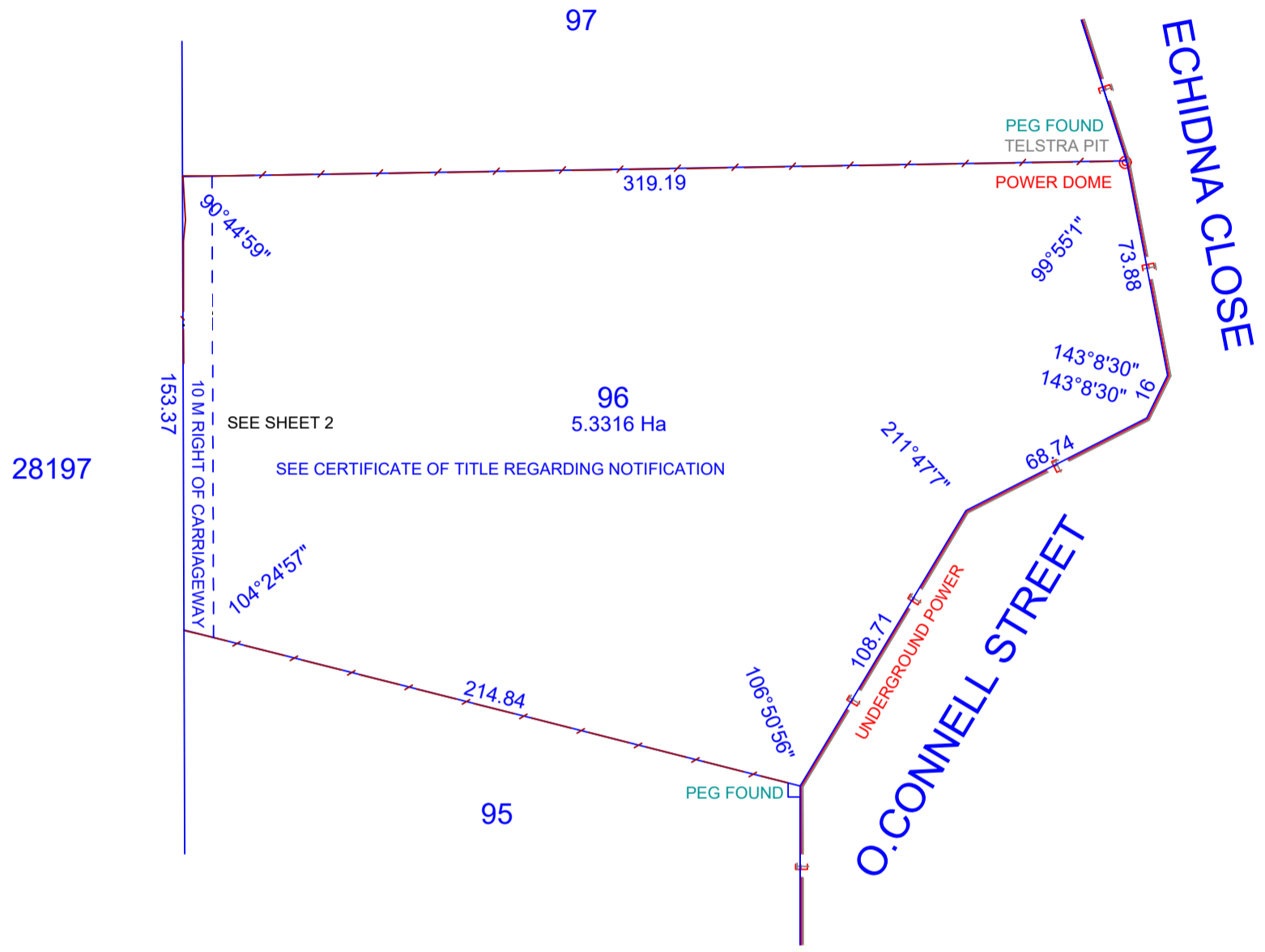
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REVI - SITE	12/01/21	LD
REVIJ - SITE	15/01/21	LD
REVK	05/02/21	RI

CLIENT NAME:
DONNA & DAVID DOUGLAS

SITE ADDRESS:
LOT 69 ECHIDNA CLOSE
WANDERING 6308

DRAWN:	LD	DATE:	24/08/20
SALES:	SL	COASTAL:	NO
CLIMATE ZONE:	4	WIND REGION:	A
SHEET No:	1 OF 7	JOB No.	258



NOTES
 This survey does not guarantee the correct position of fences or found pegs.
 For the location of underground utility services see "Dial Before You Dig" plans
 All units are in metres
 Contour interval 0.2m
 Vertical datum is assumed.
 Check title for easements, encumbrances and ownership etc.
 We recommend a boundary survey prior to construction to verify the location of boundaries.
 Cadastral information has been sourced from Landgate.



PLAN OF CONTOUR AND FEATURE SURVEY OF LOT 96 ECHIDNA CLOSE WANDERING	METADATA	JOB NUMBER 1775 VERSION 1	F.M. SURVEYS PTY LTD P.O. Box 81 NORTHAM WA 6401 Ph. 0400 781 694 Email: mark@fmsurveys.com.au Drawn Mark Spencer
	LOCAL AUTHORITY SHIRE OF WANDERING		
	DATE OF SURVEY 28-11-2020		
	SCALE 1:2000 AT A3		

SITE SURVEY - OVERALL
 NTS



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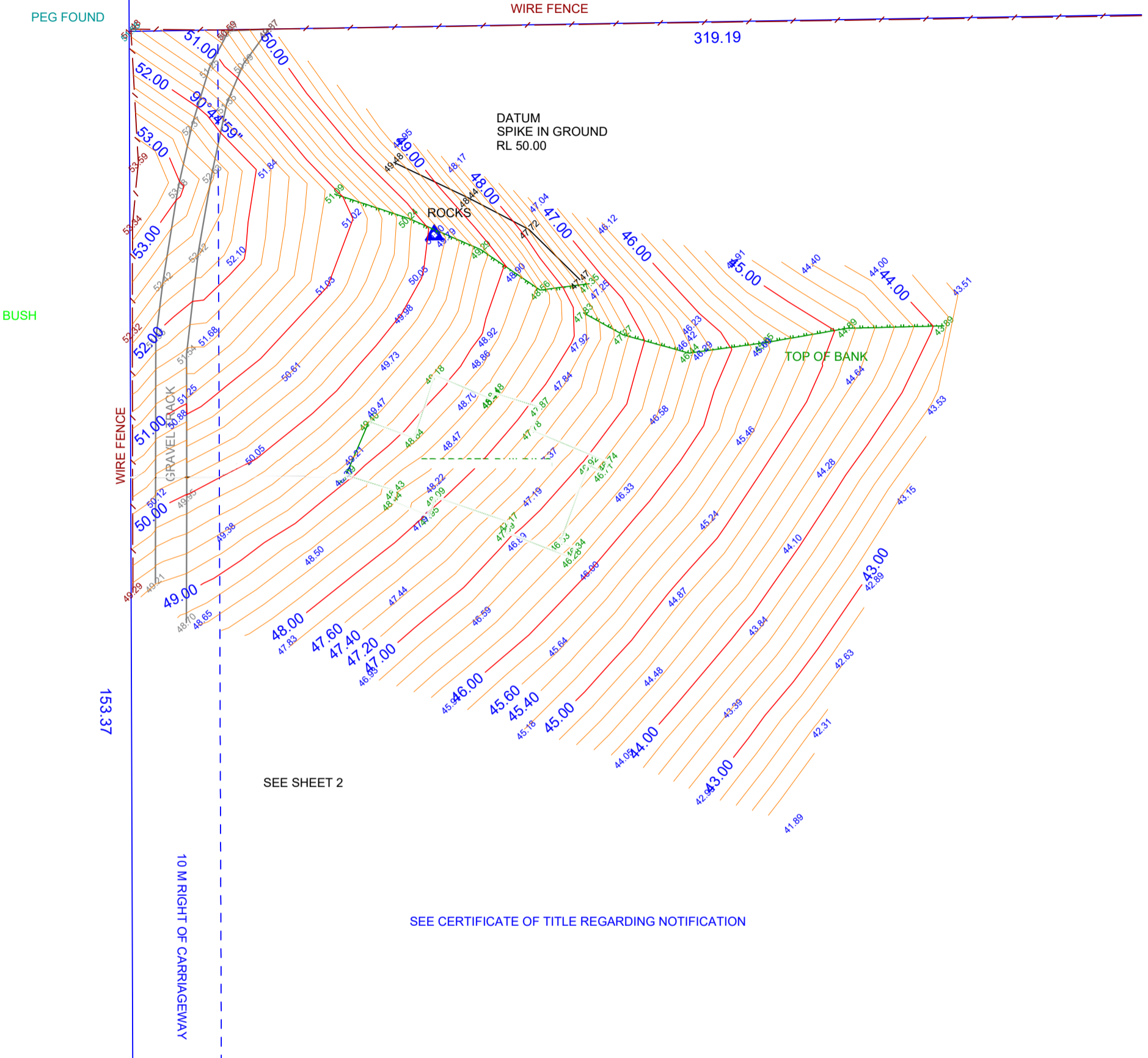
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13/10/20	LD				
10/11/20	LD				

CLIENT NAME:
 DONNA & DAVID DOUGLAS

SITE ADDRESS:
 LOT 69 ECHIDNA CLOSE
 WANDERING 6308

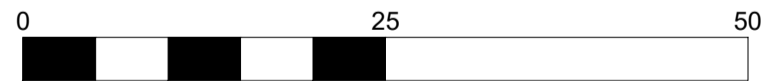
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CLIMATE ZONE: 4	WIND REGION: A
SHEET No: 2 OF 7	JOB No. 258

97



NOTES

This survey does not guarantee the correct position of fences or found pegs.
 For the location of underground utility services see "Dial Before You Dig" plans
 All units are in metres
 Contour interval 0.2m
 Vertical datum is assumed.
 Check title for easements, encumbrances and ownership etc.
 We recommend a boundary survey prior to construction to verify the location of boundaries.
 Cadastral information has been sourced from Landgate.



<p>PLAN OF</p> <p>CONTOUR AND FEATURE SURVEY OF LOT 96 ECHIDNA CLOSE WANDERING</p>	<p>METADATA</p>		<p>JOB NUMBER</p> <p>1775</p>	<p>F.M. SURVEYS PTY LTD P.O. Box 81 NORTHAM WA 6401 Ph. 0400 781 694 Email: mark@fmsurveys.com.au</p>
	<p>LOCAL AUTHORITY SHIRE OF WANDERING</p>			
	<p>DATE OF SURVEY 28-11-2020</p>			
	<p>SCALE 1:500 AT A3</p>			
<p>SEE SHEET 2</p>			<p>VERSION 1</p>	<p>Drawn</p> <p>Mark Spencer</p>
<p>SEE CERTIFICATE OF TITLE REGARDING NOTIFICATION</p>				

SITE SURVEY - INSERT
 NTS



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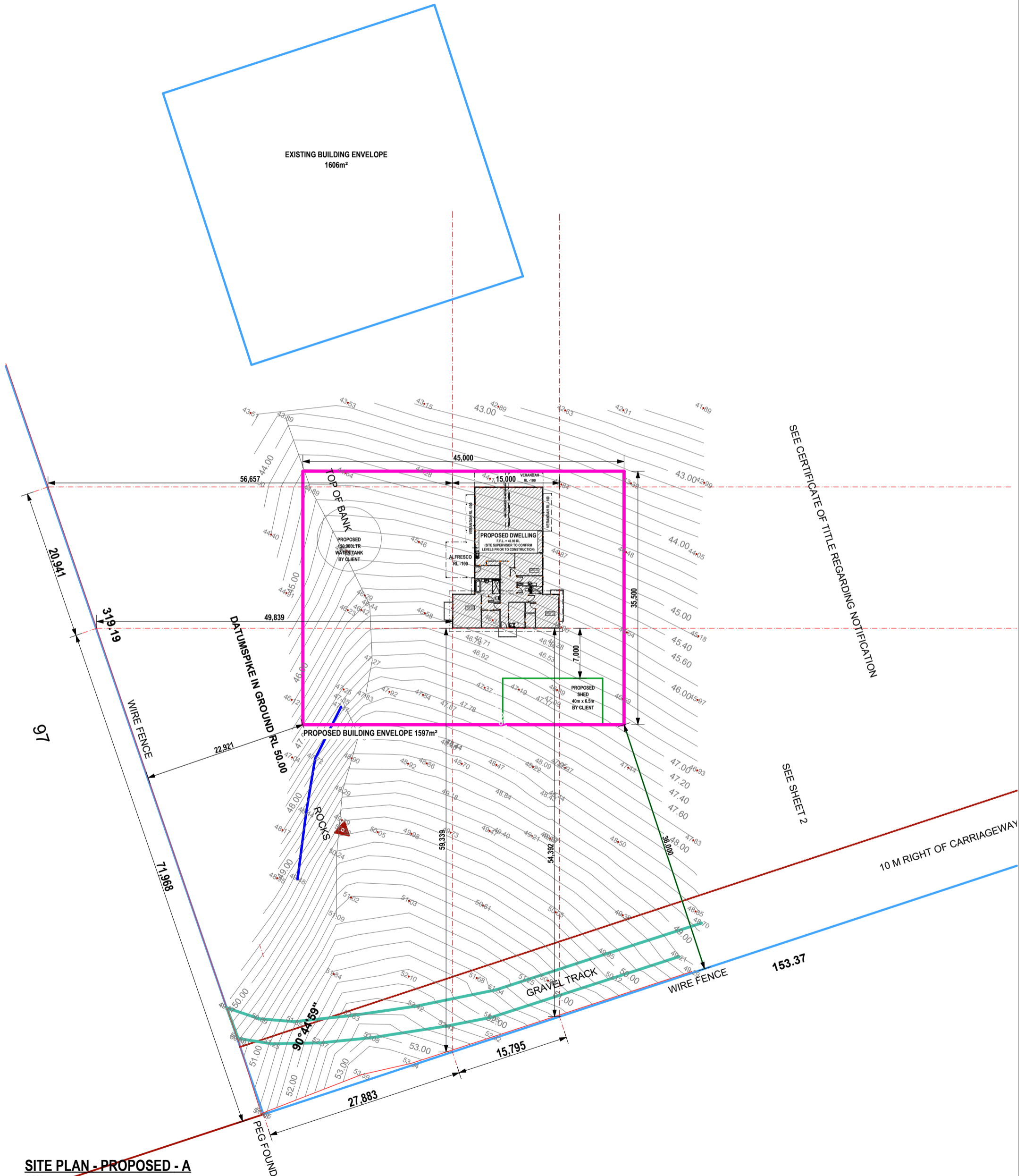
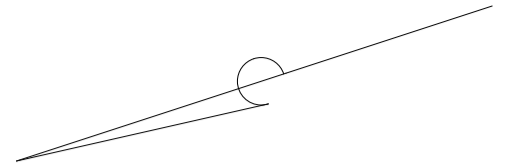
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13/10/20	LD	REVF			
10/11/20	LD	REVG			

CLIENT NAME:
 DONNA & DAVID DOUGLAS
SITE ADDRESS:
 LOT 69 ECHIDNA CLOSE
 WANDERING 6308

DRAWN: LD	DATE: 24/08/20
SALES: SL	COASTAL: NO
CLIMATE ZONE: 4	WIND REGION: A
SHEET No: 3 OF 7	JOB No: 258

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SEE CERTIFICATE OF TITLE REGARDING NOTIFICATION

SEE SHEET 2

SITE PLAN - PROPOSED - A
1:500



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REVE	06/10/20	LD					
REVF	13/10/20	LD					
REVG	10/11/20	LD					

CLIENT NAME:
DONNA & DAVID DOUGLAS

SITE ADDRESS:
**LOT 69 ECHIDNA CLOSE
WANDERING 6308**

DRAWN:	LD	DATE:	24/08/20
SALES:	SL	COASTAL:	NO
CLIMATE ZONE:	4	WIND REGION:	A
SHEET No:	4 OF 7	JOB No.	258

56,657

TOP OF BANK

15,000

VERANDAH
RL -100

PROPOSED
130,000LTR
WATER TANK
BY CLIENT

PROPOSED DWELLING

F.F.L. = 49.90 RL
(SITE SUPERVISOR TO CONFIRM
LEVELS PRIOR TO CONSTRUCTION)

ALFRESCO
RL -100

DATUM SPIKE IN GROUND
RL 50.00

49,839

PROPOSED
SHED
40m x 6.5m
BY CLIENT

PROPOSED BUILDING ENVELOPE 1597m²

2,921

ROCKS

59,339

54,392

GRAVEL TRACK

SITE PLAN - PROPOSED - B

1:200



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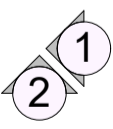
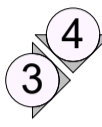
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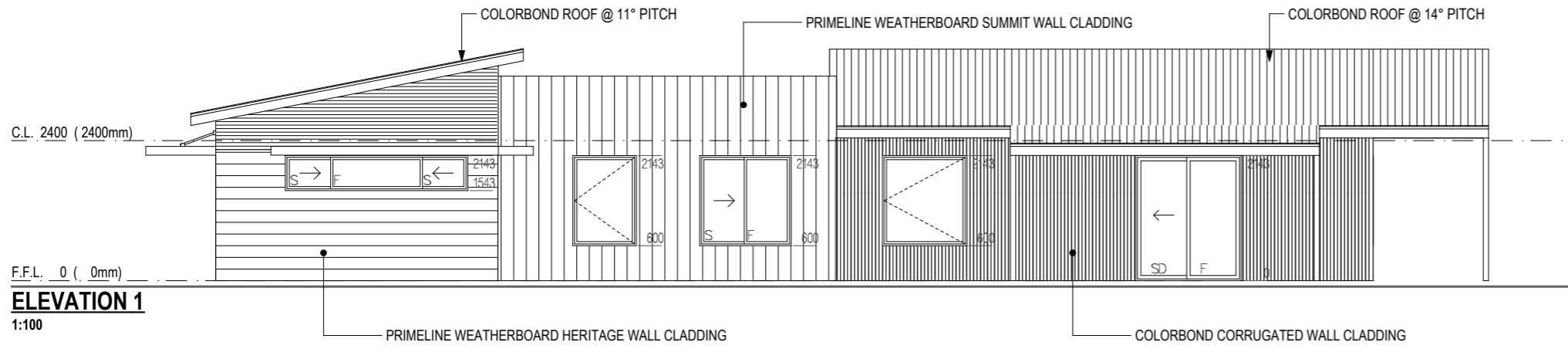
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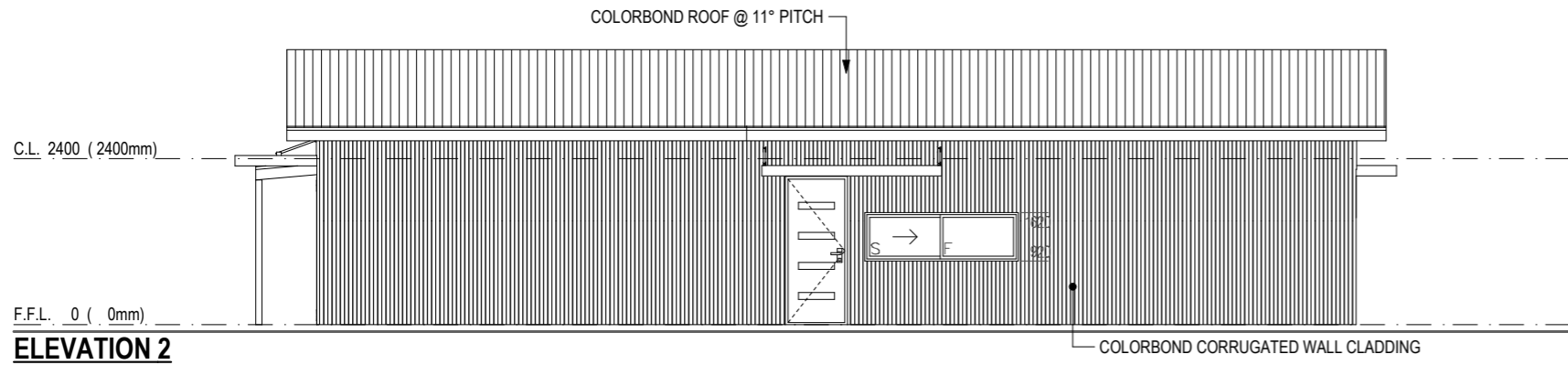
CLIENT NAME:
DONNA & DAVID DOUGLAS
SITE ADDRESS:
LOT 69 ECHIDNA CLOSE
WANDERING 6308

DRAWN:	LD	DATE:	24/08/20
SALES:	SL	COASTAL:	NO
CLIMATE ZONE:	4	WIND REGION:	A
SHEET No:	5 OF 7	JOB No.	258

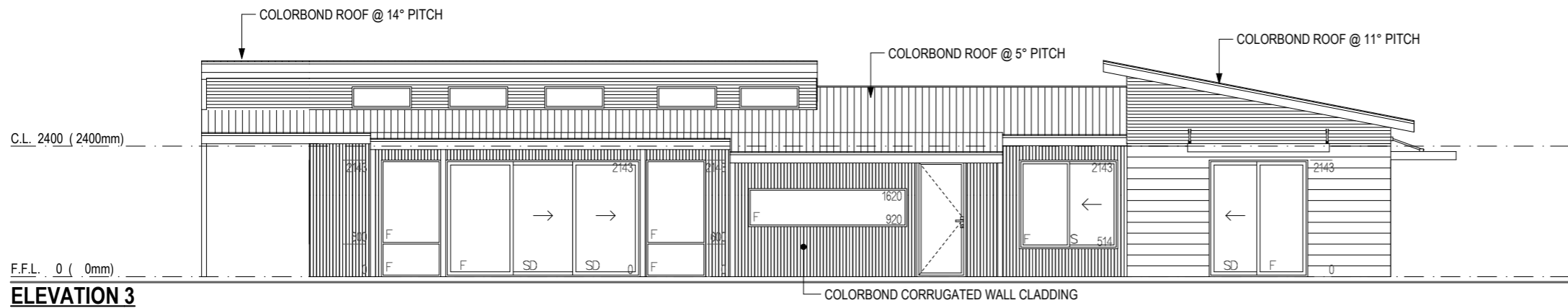




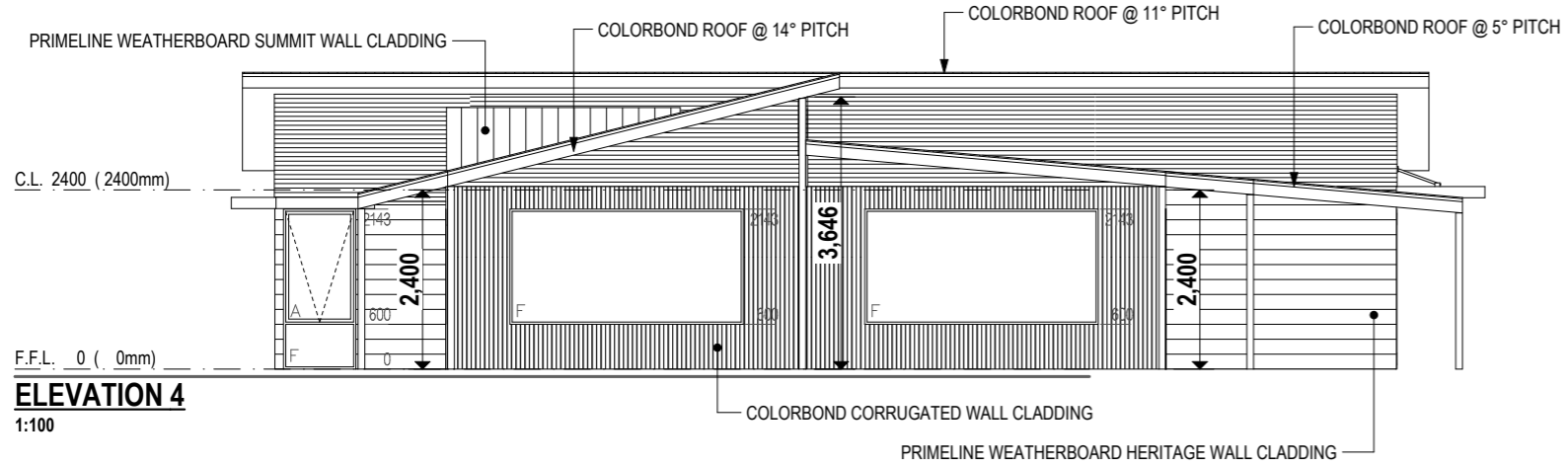
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ELEVATION 2
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ELEVATION 3
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ELEVATION 4
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CLIENT:

CLIENT:

BUILDER:

VARIATIONS

	DATE:	INT:
REVA	24/08/20	LD
REVB	03/09/20	LD
REVC	16/09/20	LD
REVD	01/10/20	LD
REVE	06/10/20	LD
REVF	13/10/20	LD
REVG	10/11/20	LD

VARIATIONS

	DATE:	INT:
REVH - SITE	04/12/20	LD
REVI - SITE	12/01/21	LD
REVJ - SITE	15/01/21	LD
REVK	05/02/21	RI

CLIENT NAME:
 DONNA & DAVID DOUGLAS

SITE ADDRESS:
 LOT 69 ECHIDNA CLOSE
 WANDERING 6308

DRAWN:	LD	DATE:	24/08/20
SALES:	SL	COASTAL:	NO
CLIMATE ZONE:	4	WIND REGION:	A
SHEET No:	Page 2	JOB No.	258
3 OF 7			

10.7.LOCAL GOVERNMENT LEGISLATION AMENDMENT ACT 2019 – FINAL REGULATIONS

Proponent	Department of Local Government, Sport and Cultural Industries
Owner	Shire of Wandering
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	Nil
Disclosure of any Interest	In relation to the Officer Recommendation regarding the CEO's contract, the CEO declares an interest in that matter.
File Reference	04.041.04109:LE62 – LE63 – LE64
Attachments	Model Code of Conduct for Council Members, Committee Members and Candidates Interim Employee Code of Conduct Model Standards for CEO – all under separate attachment Complaint About Alleged Breach Form - (attached)

BRIEF SUMMARY

His Excellency the Governor, in Executive Council, has approved regulations that bring into effect the remaining parts of the Local Government Legislation Amendment Act 2019 (Amendment Act).

On Tuesday, 2 February 2021 the following regulations were gazetted to take effect on Wednesday, 3 February 2021:

- Local Government (Administration) Amendment Regulations 2021
- Local Government (Model Code of Conduct) Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021

BACKGROUND

Reforms introduced in February 2021

The following regulations took effect on 3 February 2021, implementing the remaining parts of the Amendment Act.

Western Australian Government Gazette No. 23 (PDF 612 KB)

- Local Government (Administration) Amendment Regulations 2021
- Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021

Local Government (Model Code of Conduct) Regulations 2021 (PDF 607 KB)

The department acknowledges that there will be an implementation phase of up to three months where local governments must undertake a series of actions to operationalise these regulatory amendments.

Local governments are required to take specific initial actions within three weeks of the regulations taking effect (by 24 February 2021).

It is further expected that local governments adopt the new regulations and any other procedures and processes required for implementation within three months from the regulations taking effect (by 3 May 2021).

DISCLAIMER

Please note that the following information has been sourced from the Department of Local Government, Sport and Cultural Industries, and any views expressed are those of the Department and not necessarily those of the author.

CEO STANDARDS REGULATIONS

On 3 February 2021, the Local Government (Administration) Amendment Regulations 2021 (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs). The aim of the CEO Standards is to provide local government with a consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

It is a requirement that local governments prepare and adopt the CEO Standards within three months of the CEO Standards coming into operation (by 3 May 2021). Until such time as a local government prepares and adopts its own CEO Standards, the model CEO Standards in regulations apply. It is important to note that local governments may introduce additional standards where appropriate, however, any additional standards must be consistent with the model standards in the Local Government (Administration) Amendment Regulations 2021.

The need for CEO Standards

Stakeholder consultation with the local government sector and the community as part of the Local Government Act Review identified the need for reform in the area of CEO recruitment and performance review.

Required actions for local governments

Local governments must prepare and adopt the CEO Standards within three months of the Local Government (Administration) Amendment Regulations 2021 coming into effect.

The standards prescribed under Schedule 2 of the CEO Standards are deemed a local government's standards until such time as the Model CEO Standards are formally adopted by the council.

As a minimum, a local government can adopt the CEO Standards by the council resolving to insert the name of the local government into a copy of the CEO Standards.

If considered appropriate, a local government may elect to include additional standards that reflect their specific needs when the council adopts the CEO Standards. The local government must ensure that any additional standards are consistent with the CEO Standards.

Priority actions for local governments

Local governments must become familiar with the requirements of the CEO Standards and take steps to adopt them within three months, particularly if the council is planning to recruit a new CEO or renew an existing CEO's contract.

Local governments should review their CEO's contract expiry date at their earliest convenience to determine whether the CEO will have provided ten or more consecutive years of service on expiry of the contract.

Where a current CEO will have provided ten or more consecutive years of service on expiry of their contract, the local government is required to undertake a new recruitment process for the position. The incumbent CEO must also apply for the position, in accordance with the Model Standards, if they are seeking further tenure.

If the CEO's contract has recently been renewed and the CEO has already completed ten or more consecutive years of service, the mandatory requirement to undertake a recruitment process will apply on expiry of their current contract.

Local governments should also review their current process for performance review at the earliest possible opportunity to ensure it meets the requirements of the Model CEO Standards.

Recruiting and selecting a CEO

Local governments must decide on the selection criteria for the position of CEO prior to a recruitment process being undertaken. A job description form (JDF) which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)) must be prepared by the local government and approved by an absolute majority of the council.

Local governments must advertise the vacancy in accordance with section 5.36(4) of the Act and regulation 18A of the Local Government (Administration) Regulations 1996. The key change here is that state-wide notice advertising the position must also include a website address where a JDF for the position can be accessed.

Local governments are required to establish a selection panel to conduct the recruitment and selection process. The selection panel must be made up of council members and at least one independent person(s) who is not a current council member, human resources consultant, or employee of the local government. The independent person(s) should have experience in the recruitment and selection of CEO's and/or senior executives.

It is the role of the selection panel to recommend one or more suitable applicants based on the selection criteria. The selection panel provides an advisory role to the council; however, the ultimate decision-making authority remains with the council of the local government. The council must give due consideration to the recommendations provided by the selection panel.

Establishing a selection panel

It is open to local governments to determine the most appropriate and effective process for establishing a selection panel, provided the composition of the panel reflects the requirements in CEO Standards.

Local governments are encouraged to establish a policy for establishing a selection panel that outlines the panel's terms of reference, timeframes for recruitment and details the roles and responsibilities of panel members. It is recommended that panel members sign a confidentiality agreement prior to accepting a position on the selection panel.

The Model CEO Standards Guidelines provide further details on establishing a selection panel and the scope of the panel's role and responsibilities.

CEO performance reviews

The council of a local government is already required to undertake an annual review of the CEO's performance in accordance with section 5.38 of the Local Government Act 1995 (Act). A performance review carried out in an objective and comprehensive manner can facilitate a good understanding between the council and the CEO on the progress and achievement of council priorities.

Local governments should review their current process for performance review in consultation with the CEO and make any changes required to ensure that the process meets the requirements set out under Division 3 of the CEO Standards.

The CEO Standards require the council and the CEO to agree on the process for performance review and any performance criteria additional to those specified in the CEO's contract of employment. Local governments must ensure that the process for performance review is documented. Following a review of the CEO's performance, the council must formally endorse the outcomes of the review.

More detailed information can be found in the Guidelines on the CEO Standards.

Termination of employment of a CEO

The requirements in the CEO Standards regarding termination of employment are based on the principles of procedural fairness. Any decision to terminate a CEO's contract of employment must be compliant with the CEO Standards and consistent with employment and contract law.

The CEO Standards provide that before a decision is made to terminate the employment of a CEO, the council must have conducted a CEO performance review within the preceding twelve months (in accordance with section 5.38 of the Act). As a part of that process, the performance review must have identified any relevant performance issues that needed to be addressed by the CEO, informed the CEO of the issues and provided the CEO with a reasonable opportunity to address those issues in accordance with a performance management plan.

Local governments are encouraged to consider seeking independent legal advice when considering whether to terminate the employment of their CEO.

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

Policy for temporary employment or appointment of an acting CEO required

Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.

As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the listed positions for a period of absence of up to four weeks; however any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council.

The policy must be made available on the local government's official website.

Impact of the COVID-19 pandemic on these requirements

Local governments play a vital role in local communities, and CEOs fulfil a key leadership role in local governments. The CEO Standards aim to support local governments to recruit and manage CEOs and therefore, it is not anticipated that the requirements of the CEO Standards will be affected by the pandemic.

Local governments should review their current arrangements for CEO recruitment, performance review and termination and seek to adopt the CEO Standards within the next three months (by 3 May 2021). If a local government has any CEO recruitment or management processes already underway, the local government is encouraged to contact the department for advice specific to their situation.

MODEL CODE REGULATIONS

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:

- Part A – principles - overarching behaviours that council members, committee members and candidates must take into consideration in their role as public representatives, or potential public representatives.
- Part B – behaviour - sets out the standards of behaviour which enable and empower council members to meet the principles outlined in Part A. Behaviour is expected to be managed at the local level by the local government, so Part B also deals with how complaints are to be managed.
- Part C – rules of conduct - matters that negatively affect the honest or impartial performance of a council member or involve a breach of trust placed in the council member or involve the misuse of information or material.

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.

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. This means that Local governments cannot amend Parts A and C, but may amend B, if not inconsistent with 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).

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.

The need for a Model Code

Individuals who are, or seek to be, members of local councils and council committees are entrusted by their community to represent local views, make sound decisions, and utilise public funds effectively to deliver services and amenities for their community. As such, a high standard of professional and ethical conduct is expected of council members and committee members in local governments, as well as candidates in local government elections.

A review of the Local Government Act 1995 (Act), including consultation with community and sector stakeholders, led to the implementation of priority reforms under the Local Government Legislation Amendment Act 2019 (Amendment Act).

The Amendment Act was developed in response to DLGSC stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

Required actions for local governments and individuals

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021). Note: The operational requirements of Division 3 require local governments to take certain initial actions, ideally within three weeks (by 24 February 2021).

In accordance with section 5.104(5), the Model Code applies until the local government adopts it as their Code. This means that the principles, behaviour requirements and rules of conduct of the Regulations apply to council members, committee members and candidates even if their local government has not yet adopted the Model Code.

To begin implementation of the Model Code, by 24 February 2021, local governments should:

- appoint a person(s) to receive complaints by either affirming the complaint officers or appointing a new or additional officer(s), and
- approve a form for complaints to be lodged (see attached)

If these actions are not completed by 24 February 2021, under the provisions of the Regulations, a complaint made on or around 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.

To adopt the Model Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

A copy of the Model Code and associated Explanatory Notes should be provided to all council members, committee members and any candidates in upcoming elections.

It is the individual responsibility of council members, committee members and candidates to become familiar with the Model Code, the Guidelines on the Model Code as well as any relevant policies of their local government, and to follow the Code at all times.

Responding to complaints about behaviour

The Model Code provides a high-level process that requires councils to make a finding on complaints regarding the alleged behaviour of council members, committee members and candidates that have been elected.

Local governments are encouraged to develop a policy and/or procedure for dealing with complaints that is consistent with the Regulations. Local governments may adapt any existing policies and procedures to ensure consistency with the Model Code.

The department has prepared guidelines to assist local governments in this matter. In addition, there are a range of resources available from the Ombudsman WA.

Additions to the Model Code

Local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct). Additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act).

In preparing the Model Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology

EMPLOYEE CODE

On 3 February 2021, the Local Government Regulations Amendment (Employee Code of Conduct Regulations) 2021 (Employee Code Regulations) introduced minimum requirements for local government employees in relation to gifts, conflicts of interest and disclosure. In addition, the Employee Code Regulations provide that a local government's code of conduct for employees must contain requirements pertaining to:

- behaviour;
- disclosure of information;
- the use of information and resources;
- record keeping; and
- reporting and managing misconduct.

The CEO is required to prepare and implement a code of conduct to be observed by employees. The CEO may amend the code as required and must ensure that an up-to-date version of the code is published on the local government's official website.

The need for Employee Code Regulations

Local government employees are public sector employees who deliver vital services in the community.

A code of conduct for employees reflects the local government's standards of behaviour and integrity to all employees and the community they serve. Effective codes that are well communicated and effectively implemented contribute to building and sustaining a culture of integrity and create a transparent and accountable framework within which employees can operate.

Section 25 of the Local Government Legislation Amendment Act 2019 (Amendment Act) requires a CEO to prepare and implement a code of conduct for employees.

Part 9 (34B and 34C) of the Local Government (Administration) Regulations 1996 previously prescribed the content of employee codes of conduct. The Employee Code Regulations incorporate some of the existing requirements (under 34B and 34C) pertaining to gifts and conflicts of interest, while also requiring additional matters to be included in a code of conduct. The other additional matters that must be included in an employee code are based on the Public Sector Commission's key integrity risks for public sector employees.

Required actions for local governments

Each local government must review and/or update their employee code of conduct to ensure that it meets the requirements set out in the Employee Code Regulations. Some of the content of a local government's current employee code of conduct will likely already meet the requirements of the regulations, for example, the requirements for conflicts of interest which remain unchanged. Local governments will need to incorporate requirements relating to standards of behaviour, the use of information, use of local government resources and finances into their employee code if these matters are not already dealt with in their existing code.

Local governments must ensure their employee code of conduct includes requirements relating to reporting of misconduct as provided in the Employee Code Regulations and in accordance with their statutory obligations. For example, under the Corruption, Crime and Misconduct Act 2003, the principal officer of local government is required to notify the Public Sector Commission of suspected minor misconduct by employees and the Corruption and Crime Commission of suspected serious misconduct by employees.

The Public Sector Commission provides useful guidance on developing a new code, or revising an existing code in this resource: [Developing a code of conduct: Guide for local government](#).

Priority actions for local governments

The CEO will review the local government's current code of conduct and prepare and implement any amendments in accordance with the Employee Code Regulations as soon as practicable.

In the interests of consistency, it is suggested that the updated employee code of conduct is adopted around the same time that the council adopts the Model Code for Council Members, Committee Members and Candidates, which must be adopted by the council by 3 May 2021.

Key changes under the Employee Code Regulations

The Employee Code Regulations only apply to local government employees including the CEO, except where the regulations specifically exclude the CEO. The conduct of council members and committee members is now provided for in the Local Government (Model Code of Conduct) Regulations 2021, which also applies to candidates.

The clauses that relate to gifts do not apply to the CEO because gift requirements for CEO's are dealt with separately under the Amendment Act.

An employee code of conduct must now deal with the recording of gift disclosures and the use of information relating to gifts that an employee may be permitted to receive.

It is no longer a statutory requirement that local governments maintain and publish a register of gift declarations that the local government has decided an employee is permitted to receive. However, it is recommended that local governments maintain a gift register for internal record keeping.

The CEO can now determine an acceptable value threshold for gifts to employees that is lower than the \$300 threshold prescribed in the regulations. For example, a CEO may determine that the acceptable threshold is zero dollars, which would mean that employees cannot accept gifts.

Expected timeframe for implementation

It is expected that local governments review and amend their existing employee code of conduct in accordance with the Employee Code Regulations and other relevant legislation as soon as practicable.

STATUTORY/LEGAL IMPLICATIONS

On February 3 2021 changes took effect to the Local Government Act 1995, and the Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 commenced.

POLICY IMPLICATIONS

Policy 1 – Code of Conduct has been replaced by the Shire of Wandering Code of Conduct for Council Members, Committee Members and Candidates;

Policy 1a – has been created as an Interim Employee Code of Conduct Policy (the remaining provisions of the former Code regarding employees will continue until the CEO makes a new Code to apply to employees)

Policy 17 – CEO Performance Review – has been replaced by Shire of Wandering Standards for CEO Recruitment, Performance and Termination.

All Policies/Codes have been published on the Shire's website as required.

In due course, when the CEO makes the Code of Conduct for employees, it will be included in the CEO Operational Policy Manual.

FINANCIAL IMPLICATIONS

The financial implication of these Amendments will be in staff time, additional training and compliance, which at this point has not been measured.

The recommendation regarding reviewing the CEO's contract should be in the order of \$1,500 - \$2,500 and can be contained within the budget for Consultants for 2020/2021.

STRATEGIC IMPLICATIONS**PROVIDE STRONG LEADERSHIP**

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

CONSULTATION/COMMUNICATION

Via the Department of Local Government, Sport and Cultural Industries, and WALGA

COMMENT

Nothing further.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 10.7.1 - LOCAL GOVERNMENT LEGISLATION AMENDMENT ACT 2019 – FINAL REGULATIONS

That, in relation to the Code of Conduct applying, by default to Council Members, Committee Members and candidates for election, Council resolves:

- to adopt and apply the model Code of Conduct (as attached) as per the Local Government (Model Code of Conduct) Regulations 2021;
- pursuant to s5.42 of the Local Government Act 1995 delegate authority to the CEO to appoint the Complaints Officer for the purposes of cl11(3) of the Code of Conduct for Council Members, Committee Members, and election candidates, and that this happen expeditiously following the Council meeting to ensure compliance.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.7.2 - LOCAL GOVERNMENT LEGISLATION AMENDMENT ACT 2019 – FINAL REGULATIONS

That, in relation to the Code of Conduct applying, by default to Council Members, Committee Members and candidates for election, Council resolves:

- that the CEO consider any subsequent advice provided by the DLGSCI, WALGA and LG Professionals and bring a further report to the March or April Council Ordinary Council Meeting on options for a tailored Code of Conduct to be adopted by the Shire of Wandering and applied to Council Members, Committee Members, and election candidates;
- that as a matter of urgency the CEO provide training to Council Members on the provisions of the new Code and their implications to Shire of Wandering Council Members and Committee Members (where relevant); and
- that the attached Complaint Form for the purposes of cl 11(2) of the Code of Conduct for Council Members, Committee Members, and election candidates, be approved.

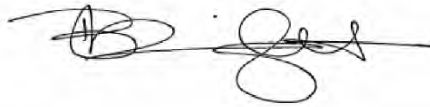
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.7.3 - LOCAL GOVERNMENT LEGISLATION AMENDMENT ACT 2019 – FINAL REGULATIONS

That Council in relation to the Code of Conduct for Employees:

- acknowledges that the CEO will review and/or update the employee code of conduct to ensure that it meets the requirements set out in the Employee Code of Conduct Regulations as soon as practicable;
- be provided with a briefing in due course on the final form of the Code of Conduct for employees so that Council Members are generally aware of the rules applying to all employees; and
- Seek external advice regarding the CEO's contract to ensure that no evidence exists of material contradictions between the CEO's contract and the Standards, especially in relation to performance management criteria and processes.

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'A. J. Jones', written over a horizontal line.

**COMPLAINT ABOUT ALLEGED BREACH FORM -
CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES**

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

- NOTE:** A complaint about an alleged breach must be made —
- a. in writing in the form approved by the local government
 - b. to an authorised person
 - c. within one month after the occurrence of the alleged breach.

Name of person who is making the complaint:
Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Given Name(s) Family Name </div>

Contact details of person making the complaint:
Address: _____
Email: _____
Contact number: _____

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

State the full details of the alleged breach. Attach any supporting evidence to your complaint form.

Date of alleged breach:
_____ / _____ / 20_____

SIGNED:
Complainant's signature:
Date of signing: _____ / _____ / 20_____

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20_____

NOTE TO PERSON MAKING THE COMPLAINT:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to: (insert email/postal address)

LOCAL GOVERNMENT (ADMINISTRATION) AMENDMENT REGULATIONS 2021 – EXPLANATORY NOTES

CEO Standards Explanatory Notes

Section in Amendment Act	Explanation
<p><i>Local Government Legislation Amendment Act 2019.</i> Section 22 – Sections 5.39A, 5.39B & 5.39C.</p>	<p>The <i>Local Government (Administration) Amendment Regulations 2021</i> brings into effect Section 22 of the <i>Local Government Legislation Amendment Act 2019</i> (the Amendment Act).</p> <p>5.39A - Model standards for CEO recruitment, performance and termination. 5.39B - Adoption of Model Standards 5.39C - Policy for temporary employment or appointment of CEO.</p>

	Regulation	Explanation
1	Citation	This provision sets out the citation title of the instrument.
2	Commencement	These regulations come into effect as follows – <ul style="list-style-type: none"> • Regulations 1 & 2 – on the day on which they are published in the <i>Gazette</i> (2 February 2021); • The rest of the regulations – on the day on which the <i>Local Government Legislation Amendment Act 2019</i> section 22 comes into effect (3 February 2021).
3	Regulations amended	These regulations amend the <i>Local Government (Administration) Regulations 1996</i> (Administration Regulations).

	Regulation	Explanation
4	<p>Regulation 18A amended</p> <p>Regulation 18A – Vacancy in position of CEO or senior employee to be advertised (Act s.5.36(4) and 5.37(3)).</p>	<p>Regulation 18A(1) is being amended to align with the new State-wide public notice provisions. If the position of CEO, or of a senior employee, becomes vacant the local government must give State-wide public notice of the position in accordance with the requirements of the Local Government Act (sections 5.36(4) and 5.37(3)).</p> <p>Regulation 18A(2)(da) provides that the State-wide public notice must include a website address where the job description form (JDF) for the position can be accessed.</p>
5	<p>Regulation 18C and 18D deleted</p> <p>Regulation 18C – Selection and appointment process for CEOs</p> <p>Regulation 18D – Performance review of CEO, local government's duties as to</p>	<p>Regulation 18C is repealed. The prescribed model standards for CEO recruitment and appointment outlined at Schedule 2 (Clauses 3-14) of the <i>Local Government (Administration) Amendment Regulations 2021</i> replace 18C.</p> <p>Local governments are required to determine the selection criteria for the position of CEO prior to a recruitment process being undertaken. The local government must approve by a resolution of an absolute majority of council, a job description form which sets out the duties and responsibilities of the position (5(2)(a)) and details the selection criteria (5(2)(b)).</p> <p>A position vacancy must be advertised in accordance with 5.36(4) of the <i>Local Government Act</i> and 18A of the <i>Local Government (Administration) Regulations 1996</i>. A JDF form must also be made available on the local government's official website.</p> <p>As part of the process of selection, a panel must be established to conduct the recruitment and selection for appointment to CEO. The selection panel must be</p>

	Regulation	Explanation
		<p>made up of council members and at least one independent person who is not a current councillor, human resources consultant, or employee of the local government. The independent person should have experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>A final decision to make an offer of appointment to the position of CEO must be made by an absolute majority of council. The resolution must also approve the proposed terms of the contract.</p> <p>Regulation 18D is repealed. The prescribed model standards for performance review outlined at Division 3 of the of the <i>Local Government (Administration) Amendment Regulations 2021</i> (clauses 15-19) replace 18D.</p> <p>Local governments are required to review the performance of a CEO annually in accordance with section 5.38 of the Act. Division 3 sets out the process for performance review, including establishing the performance criteria upon which to base the review and the requirement to endorse the performance review assessment by absolute majority on its completion.</p> <p>The CEO must be notified of the results of the performance review, including any issues identified in relation to the performance of the CEO, and how the local government proposes to address and manage those issues.</p>
6	Regulations 18FA to 18FC inserted	Regulation 18FA sets out the model standards for local governments in relation to the recruitment, performance review and termination of employment of a local government CEO.

	Regulation	Explanation
	<p>Regulation 18FA – Prescribed model standards for CEO recruitment, performance and termination (Act s.5.39A(1)).</p> <p>Regulation 18FB – Certification of compliance with adopted standards for CEO recruitment (Act s.5.39B(7))</p> <p>Regulation 18FC – Certification of compliance with adopted standards for CEO termination (Act s.5.39B(7)).</p>	<p>Regulation 18FB requires local governments to certify that they have complied with the adopted standards under section 5.39B(7)(a) of the Act. 18FB applies in relation to the recruitment and appointment of a local government CEO. As soon as practicable after a person is employed as CEO, the local government (council), must by resolution of an absolute majority, certify the appointment was made in accordance with the adopted standards.</p> <p>A copy of the resolution to appoint the CEO must be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 14 days of the resolution being passed.</p> <p>Regulation 18FC requires a local government to certify that they have complied with the adopted the standards under section 5.39B(7)(a) of the Act. 18FC applies in relation to the termination of a CEO's employment contract.</p> <p>If a local government makes the decision to terminate the employment of the CEO, they must certify that the termination was carried out in accordance with the adopted standards for termination by a resolution of an absolute majority. A copy of the resolution must be provided to DLGSC within 14 days of the resolution being passed.</p>
7	Schedule 2 inserted – Model Standards for CEO recruitment, performance and termination	Schedule 2 inserts the model standards for CEO recruitment, performance and termination of employment.
	Division 1 – Preliminary provisions	

	Regulation	Explanation
1.	Citation	<p>New section 5.39B of the Amendment Act requires local governments to adopt the Model Standards within three months of these Regulations coming into operation. The Model Standards, as drafted, provide a template for local governments to adopt the Standards as their own by inserting their local government name.</p> <p>In accordance with section 5.39B, local governments can include additional provisions provided they are consistent with the model standards.</p> <p>To adopt the standards, a resolution needs to be passed by an absolute majority. Once the standards are adopted, it must be published on the local government's website.</p>
2.	Terms used	<p>This clause defines <i>Act, additional performance criteria, applicant, contract of employment, contractual performance criteria, job description form, local government, selection criteria</i> and <i>selection panel</i>. All other terms used have the same meaning as in the Act unless the contrary intention appears.</p>
	Division 2 – Standards for recruitment of CEO's	
3.	Overview of Division	<p>Clause 3 sets out the standards to be observed by the local government in relation to the recruitment of CEOs.</p>
4.	Application of Division	<p>Regulation 18C of the <i>Local Government (Administration) Regulations 1996</i> is repealed. Instead, clause 4 applies in relation to Division 2 - the recruitment and selection process for a local government CEO.</p>

	Regulation	Explanation
		<p>Division 2 does not apply in the event that the position of CEO is to be filled by a person in a prescribed class or in relation to the renewal of the CEO's contract, unless the CEO has been employed for a period of 10 or more consecutive years and a period of 10 or more years has elapsed since a selection and recruitment process was carried out.</p> <p>For the purposes of 5.36(5)(a), a person in a prescribed class includes a person who is and will continue to be employed by another local government and is contracted for a period of less than five years, or the person will be acting in the position of CEO for a period of less than one year.</p>
5.	Determination of selection criteria and approval of job description form	<p>Clause 5 deals with determining the selection criteria for the position of CEO. It is a requirement that the local government base the selection criteria on the necessary skills, knowledge, experience and qualifications necessary to effectively perform the role and responsibilities associated with the position.</p> <p>The local government must approve (by absolute majority) a job description form (JDF) that sets out the duties and responsibilities of the position and the selection criteria.</p>
6.	Advertising requirements	<p>Clause 6 deals with advertising the position of CEO where the position becomes vacant or the incumbent has held the position for 10 or more consecutive years. It is a requirement of the Local Government Act (s 5.36(4)) that upon the position of CEO becoming vacant, it must be advertised in a manner prescribed.</p> <p>Regulation 18A of the <i>Local Government (Administration) Regulations 1996</i> sets out the requirements for State-wide advertising.</p>

	Regulation	Explanation
7.	Job description form to be made available by local government	Clause 7 requires a local government to provide a copy of the JDF to a person upon request. The local government must either provide the web address where the JDF can be downloaded, or alternatively if the person is unable to access the website, email a copy, or send a hard copy in the post.
8.	Establishment of selection panel for employment of CEO	<p>Clause 8 requires a local government to establish a selection panel to conduct the selection and recruitment process for appointment of a person to the position of CEO.</p> <p>The selection panel must be comprised of council members and at least one independent person. The independent person (or persons) must not be:</p> <ul style="list-style-type: none"> • a councillor; • a human resources consultant; or • an employee of the local government; <p>It is recommended that an independent person have relevant experience in the recruitment and selection of CEO's and / or senior executives. It is the role of the selection panel to recommend one or more suitable applicants to the position of CEO based on the selection criteria outlined in the JDF.</p> <p>It is at the discretion of the local government to determine the number of people on the selection panel.</p>
9.	Recommendation by selection panel	It is the role of the selection panel to recommend a preferred applicant, or applicants, for appointment to the position of CEO. Clause 9 requires an assessment to be made of each applicant's ability to perform the role of CEO

	Regulation	Explanation
		<p>based on their knowledge, experience, qualifications and skills as measured against the selection criteria outlined in the JDF.</p> <p>The selection panel is required to provide a summary of assessment of each applicant, along with the panel's recommendation as to which applicant, or applicants, are suitable to be employed in the position of CEO.</p> <p>If the selection panel considers none of the applicants suitable for appointment, they must recommend to the local government that a new recruitment and selection process be carried out. The selection panel may also recommend changes be made to the duties and responsibilities of the position, or the selection criteria.</p> <p>The selection panel must act in an impartial and transparent manner and in accordance with the principles set out in section 5.40 of the Act.</p> <p>The selection panel is responsible for ensuring that any applicant, or applicants, they recommend for appointment have demonstrated they meet the selection criteria and have had their qualifications verified. The selection panel must exercise due diligence in verifying referees, work history, skills and any other claims made by the applicant.</p> <p>The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel.</p>
10.	Application of clause 5 where new process carried out	<p>If the selection panel finds that none of the applicants are suitable to be appointed to the position of CEO, they must advise the local government in accordance with 9(3)(a).</p>

	Regulation	Explanation
		<p>Clause 10 requires the recruitment and selection process to be undertaken again if the selection panel advises the local government it considers none of the applicants to be suitable for appointment to the position of CEO.</p> <p>Unless the selection panel recommends changes be made to the duties and responsibilities of the position, or the selection criteria, clause 5 does not apply. In this instance, the original JDF previously approved by the local government (under clause 5) is the JDF form for the purposes of the new recruitment and selection process.</p>
11.	Offer of employment in position of CEO	<p>Clause 11 requires the decision to make an offer of employment to an applicant to the position of CEO is made by an absolute majority of council.</p> <p>The council must approve making the offer of employment to the preferred applicant and the proposed terms of the contract to be entered into.</p>
12.	Variations to proposed terms of contract of employment	<p>Clause 12 applies where the contract terms of the CEO's employment are amended from the original contract offer as a result of negotiations between the successful applicant and the local government.</p> <p>It is a requirement that council approve the terms of the negotiated contract by an absolute majority decision.</p>
13.	Recruitment to be undertaken on expiry of certain CEO contracts	<p>Clause 13 applies if a local government CEO has held the position for a period of 10 or more consecutive years upon expiry of the CEO's contract. Regulation</p>

	Regulation	Explanation
		<p>13 also applies if a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position has occurred and the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.</p> <p>Subclause 13(2)(a)(ii) is drafted to allow for the possibility that a CEO who has, for example, held office for 10 years and has their contract renewed for another 5-year term following the recruitment and selection process. In this instance, clause 13(2)(a)(ii) will operate to ensure that another 10 years can pass before another recruitment process is required. In the absence of clause 13(2)(a)(ii), when the renewed term came to an end, the CEO would have held the position for 15 consecutive years and clause 13(2)(a)(i) would operate to require a new process be undertaken.</p> <p>The local government must carry out the recruitment and selection process before expiry of the incumbent CEO's contract.</p> <p>The incumbent CEO may have their contract of employment renewed upon expiry if they are selected in accordance with the recruitment and selection process at subclause (3).</p>
14.	Confidentiality of information	<p>Clause 14 requires confidentiality to be observed by the local government as part of the process of recruitment and selection. Information obtained as part of this process must only be used for, or in connection with, recruitment and selection.</p>

	Regulation	Explanation
	Division 3 – Standards for review of performance of CEOs	
15.	Overview of Division	<p>Regulation 18D is repealed. Division 3 effectively deals with the requirement to consider the performance review of the CEO in accordance with section 5.38 of the Act.</p> <p>Division 3 sets out the standards to be observed by the local government in relation to the review of the performance of the CEO.</p>
16.	Performance review process to be agreed between local government and CEO	<p>Clause 16 requires the local government and the CEO to agree on the process for performance review and any performance criteria that are additional to those specified in the contract. For example, the local government and the CEO may wish to include additional performance criteria after 1 or 2 years into a contract term as circumstances and priorities change.</p> <p>The process for performance review must be consistent with clauses 17 (Carrying out a performance review), 18 (Endorsement of the performance review) and 19 (CEO to be notified of the results of the performance review).</p> <p>The process for performance review and the selection criteria upon which the review will be based must be set out in a written document.</p>
17.	Carrying out a performance review	Clause 17 deals with how a review of a CEO's performance must be carried out.

	Regulation	Explanation
		A performance review must be carried out in an impartial and transparent manner. It must also be comprehensive, and evidence based. The CEO's performance must be measured against the performance criteria as specified in the CEO's contract and any other performance criteria as agreed to and set out in the documented process for performance review.
18.	Endorsement of performance review by local government	Clause 18 requires that a performance review is endorsed by an absolute majority of council upon completion.
19.	CEO to be notified of results of performance review	<p>Clause 19(a) requires a local government to notify the CEO of the results of the performance review in writing. If the review identifies any performance issues, the local government must outline how it proposes to address and manage those issues.</p> <p>The local government must notify the CEO of the results of the performance review after it has been endorsed by an absolute majority of council.</p>
	Division 4 – Standards for termination of employment of CEO's	
20.	Overview of Division	Clause 20 sets out the standards to be observed by the local government in relation to the termination of employment of a CEO.
21.	General principles applying to any termination	Clause 21 outlines the general principles that must apply to any termination of a CEO's employment contract. Decisions relating to termination of employment must be made in an impartial and transparent manner.

	Regulation	Explanation
		<p>A CEO must be afforded procedural fairness in relation to the process for termination of employment, this includes:</p> <ul style="list-style-type: none"> a) being informed of their rights, entitlements and responsibilities; b) notification of any allegations against the CEO; c) being given a reasonable opportunity to respond to the allegations; d) and genuinely considering any response provided by the CEO to the allegations.
22.	Additional principles applying to termination for performance-related reasons	<p>Clause 22(1) applies if the local government proposes to terminate the employment of a CEO based on the CEO's work-related performance.</p> <p>Subclauses 22(2)(a)-(d) and 22(3) require that a CEO's employment must not be terminated unless the local government has:</p> <ul style="list-style-type: none"> • previously identified any issues with the CEO's performance as part of the performance review process; • informed the CEO of the performance issues; • given the CEO reasonable opportunity to address and implement a plan to remedy the performance issues; • determined that the CEO has not remedied the performance issues to the satisfaction of the local government; and • 22(3) reviewed the performance of the CEO within the preceding 12 months in accordance with 5.38(1) of the Local Government Act.
23.	Decision to terminate	<p>Clause 23 requires that a decision to terminate the employment of a CEO must be made by an absolute majority of council.</p>

	Regulation	Explanation
24.	Notice of termination of employment	Clause 24 requires that a local government must provide notice in writing of the decision to terminate the employment of a CEO. Written notice must include the local government's reasons for termination.

LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021 – EXPLANATORY NOTES

These regulations bring into effect **sections 48 to 51** of the *Local Government Legislation Amendment Act 2019*.

In particular, the following will take effect: sections 5.102A, 5.103, 5.104 and 5.105.

	Regulation	Explanation
3	Model Code of Conduct	These regulations provide for the model code of conduct for council members, committee members and candidates in Schedule 1.
4	<i>Local Government (Rules of Conduct) Regulations 2007</i> repealed	This regulation repeals the <i>Local Government (Rules of Conduct) Regulations 2007</i> (Rules of Conduct Regulations) as they now form part of the Model Code regulations (Schedule 1, Division 4).
5	<i>Local Government (Administration) Regulations 1996</i> amended	<p>This regulation inserts new Part 9A – Minor breaches by council members - into the Model Code regulations. It replaces existing regulation 4 of the Rules of Conduct Regulations (Contravention of certain local laws) and instead inserts it into the Administration Regulations.</p> <p>Part 9A provides that a contravention of a local law that relates to the conduct of people at council or committee meetings is a minor breach for the purposes of section 5.105(1)(b) of the Act. This is not a rule of conduct, which is why it is separate to the provisions in the Model Code.</p>
6	<i>Local Government (Audit) Regulations 1996</i> amended	This regulation amends the statutory requirements for the compliance audit return to capture the adoption of the Model Code and deletes the reference to the Rules of Conduct Regulations.
7	<i>Local Government (Constitution) Regulations 1998</i> amended	This regulation amends Schedule 1 Form 7 (Declaration by elected member of council) of the Constitution Regulations to reference the code of conduct adopted by the relevant local government, rather than the Rules of Conduct Regulations.
	Schedule 1 – Model code of conduct	
1	Citation	New section 5.104 of the Local Government Act requires local governments to adopt the model code of conduct within three months of these Regulations coming into operation. Until the Model Code is adopted, in accordance with section 5.104(5), the model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.

	Regulation	Explanation
		<p>The Model Code, as drafted, provides a template for local governments to adopt the code as their own by inserting their local government name.</p> <p>In accordance with section 5.104(3), local governments can include additional behaviours under Division 3 that are not inconsistent with the Code, which may not currently be represented.</p> <p>To adopt the code, a resolution needs to be passed by an absolute majority. Once the code is adopted, it must be published on the local government's website.</p>
2	Terms Used	This clause defines "Act", "candidate", "complaint" and "publish". All other terms used have the same meaning as in the Act unless the contrary intention appears.
	Division 2 – General principles	
3	Overview of Division	As per new section 5.103(2)(a), the Model Code is to contain general principles to guide behaviour. These are set out in Division 2.
4	Personal Integrity	<p>This clause outlines specific personal integrity principles, including the need to:</p> <ul style="list-style-type: none"> • act with reasonable care and diligence; • act with honesty and integrity; • act lawfully; • identify and appropriately manage any conflict of interest; • avoid damage to the reputation of the local government.
5	Relationships with others	This clause outlines principles for relationships with others, including the need to treat others with respect, courtesy and fairness, and maintain and contribute to a harmonious, safe and productive work environment.
6	Accountability	This clause outlines principles for accountability, including that decisions should be based on relevant and factually correct information and that a council or committee member should be open and accountable to, and represent, the community in the district.
	Division 3 - Behaviour	
7	Overview of Division	<p>As per new section 5.103(2)(b), the Model Code is to contain requirements relating to behaviour.</p> <p>This division sets the standards of behaviour which enable and empower members to meet the principles outlined in Division 2. Division 3 behaviour breaches are managed by local</p>

	Regulation	Explanation
		governments, and so the division also includes a mechanism to deal with alleged breaches. The emphasis is on an educative role to establish sound working relationships and avoid repeated breaches.
8	Personal Integrity	<p>This clause provides for behaviours for council members, committee members and candidates, as well as behaviours specific to council and committee members.</p> <p>Behaviours include that a council member, committee member or candidate must ensure their use of social media and other forms of communication comply with the code. Members must also not be impaired by alcohol or drugs in the performance of their official duties.</p>
9	Relationships with others	<p>This clause provides for behaviours related to relationships with others, including the requirement to:</p> <ul style="list-style-type: none"> • deal with the media in a positive and appropriate manner; • not use offensive or derogatory language when referring to another person; • not disparage the character of another council member, committee member, candidate or local government employee in connection with the performance of their official duties; and • not impute dishonest or unethical motives to another council member, committee member, candidate or local government employee in connection with the performance of their official duties.
10	Council or committee meetings	<p>This clause provides for behaviours when attending a council or committee meeting. This includes that a council member, committee member or candidate must not:</p> <ul style="list-style-type: none"> • act in an abusive or threatening manner towards another person; • repeatedly disrupt the meeting; or • make a statement that they know, or could reasonably be expected to know, is false or misleading.
11	Complaints about alleged breach	<p>This clause provides that a person may make a complaint alleging a breach of Division 3 by submitting the complaint in writing (in a form approved by the local government) within one month of the alleged breach occurring.</p> <p>The local government is to authorise at least one person to receive complaints and withdrawals of complaints.</p>

	Regulation	Explanation
12	Dealing with complaint	<p>This clause provides a process for dealing with complaints. Subclause (1) requires local governments to make a finding as to whether the breach occurred, unless the complaint is dismissed (clause 13), or withdrawn (clause 14).</p> <p>Before making a finding, the person to whom the complaint relates must be given a reasonable opportunity to be heard. A finding about whether the breach has occurred should be based on whether it is more likely than not that the breach occurred. This is the same premise used by the Standards Panel in its decision making.</p> <p>If a finding of breach is made, the local government can choose to take no further action or develop a plan to address the person's behaviour. This may include training, mediation, counselling or any other action considered appropriate. Subclause (5) requires that the local government must consult with the person to whom the complaint relates in preparing the plan.</p> <p>After a finding has been made, written notice of the outcome needs to be given to the complainant and the person to whom the complaint relates.</p>
13	Dismissal of complaint	This clause provides that a complaint must be dismissed if the behaviour occurred at a council or committee meeting, and the local government is satisfied that the behaviour has already been dealt with, or the person responsible for the behaviour has taken remedial action in accordance with the meeting procedures local law.
14	Withdrawal of complaint	This clause provides that a complainant may withdraw a complaint at any time before a finding is made.
15	Other provisions about complaints	This clause provides that a complaint about a candidate cannot be dealt with unless the candidate is elected. It also allows local governments to determine the procedure for dealing with complaints to the extent it isn't already provided for.
	Division 4 – Rules of conduct	
16	Overview of Division	<p>As per section 5.103(2)(c) of the Amendment Act, the Model Code contains rules of conduct. The rules of conduct are specific rules for which alleged breaches (minor breaches) are referred to the Standards Panel. A reference to a council member in this division includes a council member acting as a committee member.</p> <p>The Rules of Conduct Regulations are being repealed (see regulation 4 above) and replaced by this Division.</p>

	Regulation	Explanation
17	Misuse of local government resources	This clause is based on regulation 8 of the Rules of Conduct Regulations. It provides that a council member must not misuse local government resources, which includes local government property or services.
18	Securing personal advantage or disadvantaging others	This is based on regulation 7 of the Rules of Conduct Regulations. It provides that a council member must not make improper use of their office to gain advantage or cause detriment to the local government or any other person.
19	Prohibition against involvement in administration	This is based on regulation 9 of the Rules of Conduct Regulations. It provides that a council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government (council) or CEO.
20	Relationship with local government employees	This is based on regulation 10 of the Rules of Conduct Regulations. It provides that a council member or candidate must not direct, influence, abuse or threaten a local government employee.
21	Disclosure of information	This is based on regulation 6 of the Rules of Conduct Regulations. It provides that a council member must not disclose information that is from a confidential document or was acquired at a closed meeting.
22	Disclosure of interests	This is based on regulation 11 of the Rules of Conduct Regulations. It provides that a council member must disclose impartiality interests, which includes interests arising from kinship, friendship or membership of an association.
23	Compliance with plan requirement	This is a new rule of conduct that provides for a minor breach if a council member does not comply with a plan requirement (see clause 12(4)(b)) imposed by the local government following a breach of a behaviour under Division 3.

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To: All Local Governments

**From: Tony Brown
Executive Manager Governance &
Organisational Services**

Date: 3 February 2021

Priority: High



Subject: New and amended Regulations - *Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*

Operational Area:	Governance
Key Issues:	<ul style="list-style-type: none"> The <i>Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021</i> take effect today, Wednesday 3 February. Amendments to the <i>Local Government Act 1995</i> to provide for the above regulations have also now taken effect. The Department of Local Government, Sport and Cultural Industries has acknowledged that Local Governments may take up to three months to operationalise the new regulations and has provided some resources to assist.
Action:	WALGA recommends that Local Governments review the available resources before deciding on a pragmatic program to implement the new regulations

Background

The *Local Government (Model Code of Conduct) Regulations 2021, Local Government (Administration) Amendment Regulations 2021 and Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* (collectively the New Regulations) were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. New sections of the *Local Government Act 1995* (the Act) that provided for the New Regulations were proclaimed concurrently and are also now in effect.

The New Regulations, explanatory notes, FAQs and other supporting material are available on the Department of Local Government, Sport and Cultural Industries (DLGSC) [website](#).

WALGA has advocated that DLGSC take a pragmatic approach to the implementation of the New Regulations, in recognition of the lack of time, and competing demands on the sector. DLGSC has acknowledged that there will be an implementation phase of up to three months during which time Local Governments must undertake a series of actions to operationalise the New Regulations.

WALGA provides the following outline of recommended actions to implement the New Regulations, as well as existing or forthcoming resources to assist.

Local Government (Administration) Amendment Regulations 2021 (CEO Standards)

The CEO Standards amend the *Local Government (Administration) Regulations 1996* to prescribe model standards for the recruitment, selection, performance review and termination of Local Government CEOs. In addition to prescribing minimum requirements for these processes, the CEO Standards will also require Local Governments to advertise the position of CEO if a period of 10 or more years has elapsed since a recruitment process has been carried out. WALGA has strongly advocated against this requirement.

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Local Governments will be required to adopt standards that incorporate the model standards within three months, under the new s.5.39B(2) of the Act. Until this time, the model standards are taken to be the adopted standards (new s.5.39B(5)).



Resources available:

- DLGSC has produced FAQs and 'Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination'.
- WALGA will continue to advocate to DLGSC to develop and provide in the near future, a template Policy for Temporary Employment or Appointment of a CEO, as this policy is required under the new s.5.93C of the Act.

Key actions recommended:

- Any Local Government that, as at 3 February, has commenced and not yet concluded a CEO recruitment, performance review or termination process, is requested by the Department to contact them to obtain advice on compliance with the CEO Standards.
- Shire Presidents / Mayors and CEOs should initiate discussions to determine whether any inconsistencies exist between the CEO Standards and the CEO's employment contract and previously agreed Performance Review arrangements. If inconsistencies exist, it may be appropriate to seek industrial relations advice to assist with negotiation and referral to Council (as the employing authority) for decision if required.
- While the CEO Standards include additional compliance requirements when undertaking a CEO Recruitment, CEO Performance Review or when Terminating the CEO's employment, Local Governments are strongly encouraged to continue to obtain industrial relations advice to ensure appropriate processes are followed and compliance is achieved.
- Local Governments are able to include in their adopted standards additional provisions that are not inconsistent with the model standards. The actions above may identify additional provisions Local Governments could consider for inclusion.
- The CEO must publish the adopted standards on the Local Government's official website (new s.5.39B(6)). As the model standards are taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

Local Government (Model Code of Conduct) Regulations 2021 (Model Code of Conduct)

The Model Code of Conduct repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. In addition to redrafted versions of the previous Rules of Conduct, the Model Code of Conduct includes general principles and behaviours. Complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government. WALGA has strongly advocated against this element of the Model Code of Conduct, and will continue to call on DLGSC to ensure the sector is adequately supported to implement this new process.

Local Governments will be required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months, in accordance with the new s.5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be the Local Government's adopted Code of Conduct.

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Resources available:

- DLGSC has produced FAQs and 'Guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates'.
- DLGSC has produced a template complaints form.
- WALGA will continue to advocate to DLGSC to produce a template policy and more detailed guidelines for the development of a complaints handling process to deal with complaints alleging breaches of behavioural provisions.

Key actions recommended:

- Local Governments should provide an induction to train Council Members, Committee Members and the CEO in the provisions of the Model Code, as it will be taken to be the Local Government's adopted Code of Conduct from 3 February 2021.
- DLGSC has advised that by 24 February 2021, Local Governments should authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with cl. 11(3) of the Model Code of Conduct. Local Governments may wish to consider delegating the power of appointment to the CEO. Local Governments must also approve a complaint form in accordance with cl. 11(2)(a). The DLGSC template may be used for this purpose.
- Local Governments should begin developing a complaints handling policy and procedure for adoption by Council. DLGSC's Guidelines provide some suggestions but significant additional work will be required. If Local Governments receive complaints immediately, WALGA recommends that Local Governments acknowledge and accept the lodgement, but advise that the complaint cannot be progressed until a policy and procedure are adopted. Complainants would need to be kept appropriately informed of a reasonable timeframe for this to occur.
- The adopted Code of Conduct may include additional behavioural requirements that are not inconsistent with the Model Code of Conduct. Local Governments may wish to commence workshops / consultation with Council Members to consider any additional behavioural requirements for incorporation in the Code of Conduct for adoption.
- The CEO must publish the adopted Code of Conduct on the Local Government's official website (new s.5.104(7)). As the Model Code of Conduct is taken to be the adopted standards from 3 February 2021, Local Governments should publish the model standards as soon as practicable.

Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 (Employee Code of Conduct Regulations)

The Employee Code of Conduct Regulations amend the *Local Government (Administration) Regulations 1996* to prescribe requirements that the CEO must include in a Code of Conduct for Employees. The requirements for disclosure of gifts are now at the discretion of the CEO. The CEO is also able to determine a lower threshold for prohibited gifts, not exceeding \$300. Requirements in relation to impartiality interests have been redrafted but remain the same in substance, and the Employee Code of Conduct Regulations also include a list of additional matters that must be addressed.

DLGSC has confirmed that Local Governments are not required to implement a new Code of Conduct immediately. Rather, existing Codes of Conduct should be reviewed, and a new Code of Conduct prepared and implemented as soon as practicable.

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Resources available:

- DLGSC has produced FAQs.
- The Public Sector Commission has produced the resource 'Developing a code of conduct – guide for local government'. Although this guide uses different terminology than is found in the Employee Code of Conduct Regulations, this may assist Local Governments in developing a new code of conduct.
- WALGA will produce a template Code of Conduct for Employees.

Key actions recommended:

- As a preliminary step, Local Governments may wish to review existing Codes of Conduct to remove references to Council Members and Committee Members.
- The CEO must approve any changes to the Code of Conduct and arrange for publication on the Local Government's official website.
- Whenever a Code of Conduct for Employees is amended or replaced, Local Governments should provide an induction to train all staff and contractors in the new Code of Conduct, with reference to their employment conditions.

During the implementation period WALGA encourages Local Governments to raise any concerns with DLGSC. WALGA will continue to provide support and advice, as well as advocating for DLGSC to provide additional resources.

For further information please contact:

Executive Manager Governance & Organisational Services, Tony Brown
on 9213 2051 or email tbrown@walga.asn.au or Acting Manager Governance and Procurement, Felicity
Morris on 9213 2048 or email fmorris@walga.asn.au

10.8.SIGN – PUMPHREY'S BRIDGE REST STOP

Proponent	Shire of Wandering
Owner	Crown Land
Location/Address	Pumphrey's Bridge – Reserve 20604
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2021
Previous Reports	15/10/2020 – Information Bulletin
Disclosure of any Interest	Nil
File Reference	11.113.11300
Attachments	Draft Sign and aerial of reserve.

BRIEF SUMMARY

To consider signposting the camping area at Pumphrey's Bridge.

BACKGROUND

At the Information Session on 15/10/2020, Council discussed the Pumphrey's Bridge camping area, noting it is an area of concern for Council, and the need for signage on the site. Before this can happen, Council needs to decide what level of camping is allowed at this site.

For example:

- Self-contained only
- Limited stay – say 24 or 48 hours
- Fires – banning fires thus protecting the fragile environment
- Limiting numbers that can stay by specifying "sites" – say up to 20.
- Charging a camping fee – say \$5 - \$10 per night.

Making it difficult for people to stay at Pumphrey's can be seen as a positive and negative. Positive in that it may encourage greater use of the Wandering Caravan Park. Negative in that it will initially cause concern for those who regularly use the site free from charge or responsibility.

The attached sign is an example of the outcomes from those discussions.

STATUTORY/LEGAL IMPLICATIONS

Caravan Parks and Camping Grounds Act 1995

POLICY IMPLICATIONS

No Policy applies

FINANCIAL IMPLICATIONS

The cost of the sign is estimated to be \$2,500 which can be contained within the 2020/2021 Budget.

STRATEGIC IMPLICATIONS

IMPROVE THE ECONOMIC GROWTH OF OUR COMMUNITY

Our Goals	Our Strategies
Facilitate increased business opportunities	Ensure our planning framework & environment supports nimble decision making and gives confidence to developers
Capture tourism opportunities locally	Encourage tourists, longer stays and repeat visitation Provide for and maintain infrastructure that grows tourism

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support activities that optimise use of our facilities Preserve our history

CONSULTATION/COMMUNICATION

Via Council information session

COMMENT

The attached sign is a first draft only, and can be amended as required.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.8 - SIGN – PUMPHREY'S BRIDGE REST STOP

That Council endorse the attach Pumphrey's Bridge Rest Stop sign (as amended), and instructs the CEO to arrange for the installation of the sign and collection point as soon as possible.

AUTHOR'S SIGNATURE:



SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: 08 9884 1056

www.wandering.wa.gov.au



Welcome to the Shire of Wandering Pumphrey's Bridge Rest Stop

**THIS SITE IS RESTRICTED TO SELF-CONTAINED VEHICLES FOR A MAXIMUM OF 48 HOURS ONLY.
STRICTLY NO CAMPING. VEHICLES TO COMPLY WITH THE "LEAVE NO TRACE" POLICY.**

Shire officials, including the Ranger have the authority to ask you to leave the rest area in the event of misuse.

Please dispose of your grey and black water at the DUMP POINT located at the Wandering Caravan Park, Cheetanning Street, Wandering.

Pets must be on a lead at all times when outside your vehicle.

Please clean up after your pets (WA Dog Act applies)

Fee: \$5.00 per vehicle.

Forms and payment to be received in the letter box adjacent to the CWA building.

STRICTLY NO FIRES AT ANY TIME

Wandering Caravan Park, Cheetanning Street, Wandering.

Powered and non-powered sites, shady areas, RV Dump point, free laundry, camp kitchen, clean facilities.

Bookings—0427 254 827

Other Services in Wandering:

Wandering Tavern

Wineries—Hotham Ridge & Tanglefoot

Wandering Smash Repairs & Hotham Mechanical

Wandering Community Resource Centre

24 hour fuel facility

FOR EMERGENCIES PLEASE CALL 0429 684

11. OTHER OFFICER'S REPORTS

11.1. RECYCLE PROCESSING RATE CHANGE

Proponent	Avon Waste
Owner	
Location/Address	
Author of Report	Maureen Mertyn
Date of Meeting	Nil
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	10.101.10102; CO657; QU4
Attachments	Correspondence from Avon Waste;

BRIEF SUMMARY

This report seeks Council's consideration for Avon Waste's request for the Shire to absorb the increase in recycle processing rate.

BACKGROUND

The reduced exportation of recyclable product and the fire that took Cleanaway which is the largest Materials Recovery Facility (MRF) in Perth have influenced the recycle processing rate. This event has left Southern Metropolitan Region of Councils (SMRC) and SUEZ as the options to take recycling product and are now at full capacity and has increased its gate fees.

Avon Waste has recently signed a contract with SMRC to process all the recyclable material. This contract has resulted Avon Waste to incur an additional fee and has come to a point that the company could no longer absorb it. Avon Waste is now passing this additional fee to the local government without receiving any profit on their part.

Price comparison is as follows:

Total tonnage		Total
Old	1.5@ \$91.89	\$137.83
New	1.5@ \$154.00	\$231.00

STATUTORY/LEGAL IMPLICATIONS

RFQ 2019/03 Waste; Waste Customer Contract

Schedule 3 no. 4 Price Adjustment Event

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

This is a significant difference in rates however it should be noted that the proposed rate is a floating rate based on the sale of the Basket of Goods from the MRF. This means the rate will be adjusted each quarter as sale Contracts are negotiated with the MRF.

This increase in rates will be offset with income derived from the New Containers for Change or Container Deposit Scheme legislation. This legislation will see a cost share arrangement between local governments and MRF operators. This income will help offset the cost of recycling program within Local Government and hopefully see a reduction in the MRF processing rate. Agreements will be made with all local governments that send recycling to Perth, so a formal cost share agreement is signed. Any income derived from the scheme is shared evenly between the Local Government and the MRF operator (less costs).

STRATEGIC IMPLICATIONS**IMPROVE OUR FINANCIAL POSITION**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money

CONSULTATION/COMMUNICATION

Nil

COMMENTS

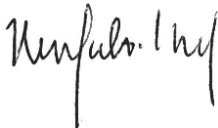
- It should be noted that tax payers are involved in the scheme. Therefore, it is predicted that some residents will withhold eligible containers from their bins and redeem the rebate themselves. This will result in less tonnage being collected within the Shire.
- Price increase is set to be adjusted on 1st March 2021.
- The Managing Director is willing to discuss the recycle processing rate change through a meeting should the Council requires.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION – ITEM 11.1 - RECYCLE PROCESSING RATE CHANGE

That Council authorises the CEO to enter into an agreement with Stondon Pty Ltd trading as Avon Waste pursuant to Schedule 3 no. 4 Price Adjustment Event of Waste Customer Contract (RFQ 2019/03).

AUTHOR'S SIGNATURE:




PO Box 8, York, Western Australia 6302
Phone: (08) 9641 1318 • Fax: (08) 9641 2498
Email: admin@avonwaste.com.au
ACN 009 034 271 • ABN 50 009 034 271

26th January 2021

Ms Belinda Knight
CEO Shire of Wandering
22 Watts Street
Wandering WA 6308

Dear Belinda

RE: CONTRACT NO RFQ 2019/03 WASTE PRICE ADJUSTMENT EVENT

Avon Waste wishes to exercise its rights under the Price Adjustment Event and adjust the Recycling Processing Rate as set out in Item 17 of the Pricing Schedule(Contract RFQ 2019/03).

This change would see the rate increase from \$90 per tonne including GST to \$154 per tonne including GST. This new rate is a floating rate as set by the SMRC Recycling facility.

Subject to changes made by this variation, the terms and conditions of the Contract remain in effect.

The new rate is to apply from 1st March 2021.

If you require any further information please do not hesitate to contact me

Yours sincerely

A handwritten signature in black ink, appearing to read "Ashley Fisher".

Ashley Fisher
Managing Director
Avon Waste

12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED**12.1.COUNCILLOR'S MEETINGS ATTENDED SINCE LAST COUNCIL MEETING – 18/12/2020**

Nil

13. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**14.1.COUNCILLORS AND /OR OFFICERS****15. CONFIDENTIAL ITEMS****COUNCIL DECISION – 15.1 FUEL FACILITY**

That Council, pursuant to s5.23(2)(c) of *the Local Government Act 1995*, close the meeting to members of the public to discuss a matter regarding a contract which may be entered into, by the Shire and which relates to a matter to be discussed at this meeting.

15.1.FUEL FACILITY – PROPOSED OPERATIONAL LEASE OF THE FACILITY

Proponent	Great Southern Fuel Supplies
Owner	Shire of Wandering
Location/Address	Lot 800, Watts Street, Wandering WA 6308
Author of Report	Barry Gibbs, EMTS
Date of Meeting	18/02/2021
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	13.136.13690
Attachments	Draft lease

COUNCIL DECISION – 15.1 FUEL FACILITY

That Council, pursuant to s5.23(2)(c) of *the Local Government Act 1995*, reopen the meeting to members of the public.

16. INFORMATION ITEMS**16.1.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD – 01/12/2020 – 31/01/2021**

Proponent	Internal Report
Location/Address	
Author of Report	Sophie Marinoni, Finance Officer
Date of Meeting	18/02/2021
Disclosure of any Interest	Nil
File Reference	10.1.6
Attachments	List of Accounts Due & Submitted to Council

BRIEF SUMMARY

To ratify payments made during the month of December 2020 and January 2021.

BACKGROUND

The listing of payments for the month of December 2020 and January 2021 through the Municipal account is attached.

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996 – r12 & r13

POLICY IMPLICATIONS

Policy 12 – Purchasing and Tenders

Policy 40 – Payment for Goods and Services

FINANCIAL IMPLICATIONS

Shire of Wandering

CERTIFICATE OF EXPENDITURE
18/02/2021



This Schedule of Accounts to be passed for payment, covering

Municipal Fund	Cheque/EFT/DD Number	Amount
Electronic Funds Transfers	EFT6160 – EFT6285	\$750,702.15
Direct Debits	DD3525.1 – DD3584.1	\$30,076.88
	TOTAL	\$780,779.03

to the Municipal Account, totalling \$780,779.03 which were submitted to each member of the Council on 18/02/2021, have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

Belinda Knight

CHIEF EXECUTIVE OFFICER

STRATEGIC IMPLICATIONS**IMPROVE OUR FINANCIAL POSITION**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money

OFFICER'S RECOMMENDATION – ITEM 16.1 - SCHEDULE OF ACCOUNTS FOR 01/12/2020 – 31/01/2021

That Council in accordance with r12 and r13 of the *Local Government (Financial Management) Regulations 1996* receives the schedule of accounts for payment as presented.

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT6160	15/12/20	AFGRI Equipment Australia			-\$1,601.07
	12/11/20		Parts - WD.229 <i>Fuel tank</i>	\$1,601.07	
EFT6161	15/12/20	Armadale Mower World & Service Co			-\$947.50
	24/11/20		LGGS purchase <i>Backpack blower</i>	\$895.00	
	24/11/20		Parts - Mower <i>Idler spring</i>	\$52.50	
EFT6162	15/12/20	Australia Post			-\$368.03
	03/11/20		Aus post supplies <i>\$1.10 stamp roll, \$0.65 Xmas stamps, Domestic track mail label</i>	\$368.03	
EFT6163	15/12/20	Avon Waste			-\$6,886.34
	30/09/20		General waste services <i>Domestic & commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin</i>	\$3,675.13	
	30/11/20		General waste services <i>Domestic & commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin</i>	\$3,211.21	
EFT6164	15/12/20	BOC			-\$78.92
	28/11/20		Container service <i>Container Service Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$78.92	
EFT6165	15/12/20	Best Office Systems			-\$557.19
	26/11/20		Copier contract - CRC <i>B&W Copies, Colour Copies</i>	\$167.14	
	27/11/20		Copier contract - Shire <i>B&W copies, Colour copies</i>	\$390.05	
EFT6166	15/12/20	Betta Roads			-\$4,752.00
	06/11/20		Materials - North Wandering Rd <i>Polycom</i>	\$4,752.00	
EFT6167	15/12/20	Boddington News			-\$18.00

	13/11/20		Boddington News <i>Edition 655</i>	\$9.00
	27/11/20		Boddington News <i>Edition 657</i>	\$9.00
EFT6168	15/12/20	Butler Settineri		-\$880.00
	20/10/20		Roads to Recovery audit - 2019/20 <i>Labour</i>	\$880.00
EFT6169	15/12/20	C & D Cutri		-\$6,160.00
	27/11/20		Half cap repair <i>Bridge 3064A - Carabin Rd</i>	\$6,160.00
EFT6170	15/12/20	Child Support Agency		-\$176.16
	09/12/20		Payroll deductions	\$176.16
EFT6171	15/12/20	Civic Workforce Management		-\$1,500.00
	30/11/20		HR research & reporting <i>Labour</i>	\$1,500.00
EFT6172	15/12/20	Corsign WA		-\$9,614.55
	04/11/20		Stickers - Fuel facility "Unleaded Petrol", "Automotive Diesel Fuel", "Emergency Stop"	\$122.10
	04/11/20		Signs - Depot "Shire of Wandering Works Depot", "Combustible Liquid"	\$531.30
	13/11/20		Signs "Herdigan Rd", "Crest"	\$455.40
	18/11/20		Signs - Fire trucks <i>Sign, Tripod</i>	\$7,755.00
	18/11/20		Signs - Caravan Park "Welcome to the Wandering Caravan Park", <i>Speed limit</i>	\$249.70
	18/11/20		Signs - York Williams Rd <i>Children Crossing</i>	\$123.20
	18/11/20		Signs - York Williams Rd <i>Children Crossing</i>	\$123.20
	30/11/20		Signs <i>Fuel facility - Assistance information, Rural addressing plate</i>	\$254.65
EFT6173	15/12/20	Crossman Hot Water & Plumbing		-\$840.40
	23/11/20		Repairs - Caravan Park <i>Labour, Materials</i>	\$424.60
	23/11/20		Repairs - Caravan Park <i>Labour, Materials</i>	\$415.80
EFT6174	15/12/20	FitzGerald Strategies		-\$106.60
	20/11/20		Superannuation query - WALGA unable to provide information <i>Labour</i>	\$106.60
EFT6175	15/12/20	Fremantle Enzed		-\$487.46
	10/11/20		Hydraulic repairs - WD.1827 <i>Labour, Travel, Parts</i>	\$487.46
EFT6176	15/12/20	Gilbarco Veeder-Root Australia		-\$2,368.93
	19/11/20		Repair card reader - Fuel facility <i>Labour, Travel, Card reader</i>	\$2,368.93
EFT6177	15/12/20	Gosnells Framing Gallery		-\$348.00
	26/11/20		Photo framing <i>Councillor photos</i>	\$348.00
EFT6178	15/12/20	Great Southern Towing		-\$1,347.50
	06/11/20		Vehicle towing - WD.458 <i>Labour</i>	\$1,347.50

EFT6179	15/12/20	Hotham Mechanical		-\$811.80
	28/09/20		Turbo repairs - WD.458 <i>Labour, Consumables</i>	\$280.50
	28/09/20		Clutch repairs - WD.422 <i>Labour, Master cylinder, Brake fluid, Consumables</i>	\$489.50
	30/11/20		Tyre - WD.6 <i>Fitting, Disposal</i>	\$41.80
EFT6180	15/12/20	IT Vision		-\$2,997.50
	30/11/20		Apply new tax tables <i>Labour</i>	\$275.00
	30/11/20		Rates Processing Service 2020/2021 <i>Nov 2020</i>	\$2,722.50
EFT6181	15/12/20	IT Vision User Group		-\$748.00
	31/10/20		Membership 2019/20 <i>Subscription</i>	\$748.00
EFT6182	15/12/20	JR & A Hersey		-\$759.83
	29/10/20		Various materials <i>Line marking paint, Safety glasses, Fly net, Sqwincher</i>	\$759.83
EFT6183	15/12/20	Kelmscott Work Clobber		-\$135.00
	24/11/20		PPE <i>Boots</i>	\$135.00
EFT6184	15/12/20	Perfect Computer Solutions		-\$127.50
	26/11/20		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$127.50
EFT6185	15/12/20	Pool Solar & Spa		-\$4,400.00
	26/11/20		Solar pool heater <i>Supply & install</i>	\$4,400.00
EFT6186	15/12/20	Quick Corporate Australia		-\$371.68
	24/11/20		Office supplies <i>UHT milk, Coffee pods, Raw Sugar, White sugar, Toilet roll, Blue pens, Hand towel, Note book</i>	\$371.68
EFT6187	15/12/20	Rosher		-\$ 14,850.00
	23/11/20		Plant purchase <i>Sewell Sweeper B200, Freight</i>	\$ 14,850.00
EFT6188	15/12/20	Shire of Narrogin		-\$679.50
	10/11/20		Town Planning Consultant <i>Labour, Travel</i>	\$679.50
EFT6189	15/12/20	Payroll deductions		-\$390.00
	09/12/20		Payroll deductions	\$390.00
EFT6190	15/12/20	Payroll deductions		-\$45.00
	09/12/20		Payroll deductions	\$45.00
EFT6191	15/12/20	St John Ambulance Western Australia		-\$1,500.00
	05/11/20		First aid equipment - Caravan Park <i>Defibrillator</i>	\$1,500.00
EFT6192	15/12/20	Startrack Express		-\$639.98
	11/11/20		Freight <i>Frontline fire, Corsign</i>	\$163.94
	18/11/20		Freight <i>Hersey, Corsign, Fee</i>	\$425.97
	25/11/20		Freight <i>Corsign, Fee</i>	\$50.07
EFT6193	15/12/20	The Lock Man Security		-\$166.00
	25/11/20		Door handle repair - Caravan Park <i>Labour</i>	\$166.00

EFT6194	15/12/20	The West Australian		-\$340.00
	30/11/20		Advertising <i>7 Gnowing St</i>	\$340.00
EFT6195	15/12/20	The Workwear Group		-\$41.97
	16/11/20		PPE - Tony Slann <i>Bomber jacket</i>	\$41.97
EFT6196	15/12/20	Tourism Council WA		-\$289.00
	11/11/20		Membership 2021 <i>Renewal fee</i>	\$289.00
EFT6197	15/12/20	Volt Air		-\$1,625.00
	24/11/20		Supply & install - Power point & yellow lights <i>Depot</i>	\$1,510.00
	24/11/20		Repair - Admin building septic tanks <i>Labour</i>	\$115.00
EFT6198	15/12/20	WA Contract Ranger Services		-\$1,168.75
	21/11/20		Contract Ranger Service <i>Labour</i>	\$1,168.75
EFT6199	15/12/20	WA Reticulation Supplies		-\$793.17
	05/11/20		Materials - York Williams Rd <i>Socked draincoil pipe</i>	\$793.17
EFT6200	15/12/20	WALGA		-\$195.00
	30/11/20		Training - Conflicts of Interest <i>Cr Judith Price</i>	\$195.00
EFT6201	15/12/20	Wandering Smash Repairs		-\$159.20
	30/11/20		Abandoned caravan towing <i>Labour</i>	\$159.20
EFT6202	15/12/20	Wandering Tavern		-\$128.00
	19/11/20		Refreshments, Milk	\$128.00
EFT6203	15/12/20	Wandering Wheatbelt Wine aWards		-\$1,000.00
	01/07/20		Sponsorship <i>Autumn Graze - 27/03/2021</i>	\$1,000.00
EFT6204	24/12/20	Australia Post		-\$446.17
	03/12/20		Aus post supplies <i>Parcel post labels, \$1.10 Stamps roll, Padded large mailer, Sheet \$0.10 Stamps</i>	\$446.17
EFT6205	24/12/20	Belinda Kaye Knight		-\$122.55
	12/12/20		Reimbursement <i>95% - CEO Mobile Phone</i>	\$122.55
EFT6206	24/12/20	Blackwoods		-\$504.15
	07/12/20		Plant materials <i>Dash camera</i>	\$771.85
	25/11/20		Price correction	-\$267.70
EFT6207	24/12/20	Boddington News		-\$9.00
	01/12/20		Boddington News <i>Edition 658</i>	\$9.00
EFT6208	24/12/20	Brookton Plumbing		-\$1,340.00
	19/12/20		Pumping <i>Pump out dump point - Caravan Park, Pump out grease trap - Community Centre</i>	\$1,340.00
EFT6209	24/12/20	Child Support Agency		-\$176.16
	23/12/20		Payroll deductions	\$176.16
EFT6210	24/12/20	Department of Mines, Industry Regulation & Safety		-\$258.31
	30/11/20		BSL - Nov 20 <i>Building permits, Collection fee</i>	\$258.31

EFT6211	24/12/20	Great Southern Fuel Supplies		-\$805.27
	31/10/20		Fuel card purchases <i>0.WD, WD.001</i>	\$605.91
	30/11/20		Fuel card purchases <i>WD.001</i>	\$199.36
EFT6212	24/12/20	Hotham Mechanical		-\$1,368.40
	02/12/20		Tyres - WD.422 <i>Tyres, Disposal</i>	\$1,368.40
EFT6213	24/12/20	Innaloo Quest		-\$900.00
	04/12/20		Accommodation - Alana Rosenthal <i>29/11/2020 - 03/12/2020, Parking</i>	\$900.00
EFT6214	24/12/20	JR & A Hersey		-\$1,144.13
	09/12/20		Various materials <i>Guide posts, UHF Antenna</i>	\$1,144.13
EFT6215	24/12/20	Landgate		-\$6.60
	01/12/20		Valuation expenses <i>Minimum charge</i>	\$6.60
EFT6216	24/12/20	Mcpest Pest Control		-\$2,750.00
	10/12/20		Pest control <i>13 Dunmall Dr, 19 Humes Wy, 14 Down St, 1 Dowsett St, Admin building, CRC, Council chambers, Depot, Community Centre, Fire shed, Caravan Park</i>	\$2,750.00
EFT6217	24/12/20	Narrogin Auto Centre		-\$571.56
	10/12/20		Vehicle service - WD.001 <i>Labour, Parts</i>	\$571.56
EFT6218	24/12/20	Quick Corporate Australia		-\$100.86
	30/11/20		Office supplies <i>Toilet roll, Batteries</i>	\$100.86
EFT6219	24/12/20	Resumes WA		-\$692.50
	19/12/20		OSH Project Officer <i>Labour, Field allowance</i>	\$692.50
EFT6220	24/12/20	SJR Civil Consulting		-\$2,244.00
	03/12/20		Prepare plans <i>Caravan Park, Watts St Rest area</i>	\$2,244.00
EFT6221	24/12/20	Payroll deductions		-\$390.00
	23/12/20		Payroll deductions	\$390.00
EFT6222	24/12/20	Payroll deductions		-\$50.00
	23/12/20		Payroll deductions	\$50.00
EFT6223	24/12/20	Synergy		-\$745.83
	02/12/20		Street lighting <i>Usage</i>	\$745.83
EFT6224	24/12/20	WA Fuel Supplies		-\$ 32,538.66
	05/12/20		Fuels <i>ULP, Diesel</i>	\$ 32,538.66
EFT6225	24/12/20	Wandering Tavern		-\$187.50
	09/11/20		Refreshments <i>Men's Health Night, CRC Cafe</i>	\$187.50
EFT6226	24/12/20	Yahava Koffeeworks Wholesale		-\$566.84
	27/11/20		CRC Cafe supplies <i>Coffee, Milkshake cups, Milkshake cup lids, Chocolate drinking powder, Vanilla syrup, Freight</i>	\$566.84
EFT6227	08/01/21	Best Office Systems		-\$609.76
	22/12/20		Copier contracts <i>Shire B&W copies, Shire colour copies, CRC B&W copies, CRC colour copies</i>	\$609.76

EFT6228	08/01/21	Blackwoods		-\$289.74
	26/10/20		Plant parts - WD.422 <i>Pneumatic actuator, Solenoid valve</i>	\$377.92
			Returned plant parts - WD.422 <i>Solenoid valve</i>	-\$88.18
EFT6229	08/01/21	Central Regional Tafe		-\$142.16
	09/12/20		Course fees <i>Lily Jeffery</i>	\$142.16
EFT6230	08/01/21	Child Support Agency		-\$176.16
	06/01/21		Payroll deductions	\$176.16
EFT6231	08/01/21	Department of Mines, Industry Regulation & Safety		-\$159.40
	31/12/20		BSL - Dec 2020 <i>Building permits, Collection fee</i>	\$159.40
EFT6232	08/01/21	Exurban Rural & Regional Planning		-\$729.46
	31/12/20		Town Planning Consultant <i>Stage 2 - Industrial Estate</i>	\$729.46
EFT6233	08/01/21	Hotham Mechanical		-\$341.00
	16/12/20		Plant parts - WD.141 <i>Air filter</i>	\$341.00
EFT6234	08/01/21	LGIS Risk Management		-\$1,582.19
	15/12/20		Regional Risk Coordinator <i>1st Instalment</i>	\$1,582.19
EFT6235	08/01/21	MJ & C Cornish		-\$742.50
	31/12/20		Excavator dry hire <i>York Williams Rd</i>	\$440.00
	31/12/20		Excavator dry hire <i>Parks & gardens</i>	\$302.50
EFT6236	08/01/21	Main Roads Western Australia		-
	25/11/20		FAG component <i>Bridge 4251 - Fourteen Mile Brook Rd</i>	\$547,800.00
EFT6237	08/01/21	Mills Oakley		-\$8,250.00
	23/12/20		Independent investigation	\$8,250.00
EFT6238	08/01/21	Perfect Computer Solutions		-\$127.50
	30/12/20		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$127.50
EFT6239	08/01/21	Rhonie's Wandering Mop & Bucket		-\$7,436.00
	02/01/21		Cleaning contract <i>Watts St public conveniences, Caravan Park, Administration Office, CRC, Depot, Codjatatine public conveniences, Pumphreys Bridge public conveniences, Community Centre, Travel</i>	\$7,436.00
EFT6240	08/01/21	Payroll deductions		-\$390.00
	06/01/21		Payroll deductions	\$390.00
EFT6241	08/01/21	Payroll deductions		-\$50.00
	06/01/21		Payroll deductions	\$50.00

EFT6242	08/01/21	Startrack Express		-\$397.43
	02/12/20	Freight <i>Fee</i>	\$5.25	
	09/12/20	Freight <i>Corsign, Fee</i>	\$324.32	
	16/12/20	Freight <i>Corsign, Fee</i>	\$57.41	
	23/12/20	Freight <i>Fee</i>	\$10.45	
EFT6243	08/01/21	WA Contract Ranger Services		-\$374.00
	25/12/20	Contract Ranger Service <i>Labour</i>	\$374.00	
EFT6244	08/01/21	Wandering Brook Estate		-\$140.00
	14/12/20	Accommodation <i>Temp staff</i>	\$140.00	
EFT6245	15/01/21	BOC		-\$81.53
	29/12/20	Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$81.53	
EFT6246	15/01/21	Belinda Kaye Knight		-\$81.67
	08/01/21	Reimbursement <i>95% - CEO Mobile Phone</i>	\$81.67	
EFT6247	15/01/21	Chris Annesley		-\$1,100.00
	14/01/21	Housing bond refund <i>7 Gnowing St</i>	\$600.00	
	14/01/21	Holding deposit refund <i>7 Gnowing St</i>	\$500.00	
EFT6248	15/01/21	City of Kalamunda		-\$632.40
	17/12/20	Building services <i>Labour</i>	\$632.40	
EFT6249	15/01/21	Great Southern Fuel Supplies		-\$267.01
	31/12/20	Fuel card purchases <i>WD.001</i>	\$267.01	
EFT6250	15/01/21	Lotex Filter Cleaning Service		-\$189.34
	03/12/20	Filter cleaning <i>Labour</i>	\$189.34	
EFT6251	15/01/21	Marshlands Farming		-\$1,277.00
	08/01/21	Gravel royalties <i>York Williams Rd</i>	\$1,277.00	
EFT6252	15/01/21	RK Roach		-\$990.00
	09/12/20	Survey set our - Watts St carpark <i>Labour</i>	\$990.00	
EFT6253	15/01/21	Rynat Industries Australia		-\$76.99
	11/09/20	Materials - Watts St public toilets <i>Soap Dispenser</i>	\$76.99	
EFT6254	15/01/21	Shire of Narrogin		-\$2,849.00
	23/12/20	Town Planning Consultant <i>Labour, Travel</i>	\$2,199.00	
	23/12/20	Town Planning Consultant <i>Labour, Travel</i>	\$650.00	
EFT6255	15/01/21	Shire of Wandering Petty Cash		-\$274.60
	04/01/21	Petty cash <i>CRC Program - Children's Week catering, Christmas Gifts, Postage, Postage, A1 Plans, Wrapping paper</i>	\$274.60	

EFT6256	15/01/21	Volt Air		-\$578.42
	06/01/21		Replace electrical dome box - Watts St public toilets <i>Labour, Mini pillar</i>	\$578.42
EFT6257	15/01/21	Wandering Tavern		-\$1,411.00
	21/12/20		Christmas party catering <i>Salads, Steaks, Refreshments, Milk</i>	\$1,411.00
EFT6258	15/01/21	Waterlogic Australia		-\$2,167.00
	14/01/21		Water cooler dispenser - Community Centre <i>Unit, Installation</i>	\$2,167.00
EFT6259	22/01/21	Acres of Taste		-\$149.00
	15/12/20		CRC cafe supplies <i>Orange cake, Florentine slice, Chocolate hazelnut cake</i>	\$149.00
EFT6260	22/01/21	Australian Taxation Office		-\$ 18,722.00
	31/12/20		BAS - Dec 20 <i>GST on Sales, Group Tax Clearing, Quarterly FBT Instalment, GST on Purchases, Fuel Credits, Rounding</i>	\$ 18,722.00
EFT6261	22/01/21	Blackwoods		-\$54.25
	24/12/20		Materials - Watts St public toilets <i>Toilet roll dispenser</i>	\$54.25
EFT6262	22/01/21	Brook & Marsh		-\$4,708.00
	11/01/21		Surveyor services <i>Road Widening - Dwarda East Road, Landgate lodgement fee</i>	\$4,708.00
EFT6263	22/01/21	Child Support Agency		-\$176.16
	20/01/21		Payroll deductions	\$176.16
EFT6264	22/01/21	CleverPatch		-\$205.07
	30/10/20		CRC Program - Monthly kids craft <i>Craft materials</i>	\$205.07
EFT6265	22/01/21	Gilbarco Veeder-Root Australia		-\$1,255.07
	24/12/20		Repair card reader - Fuel Facility <i>Labour, Travel distance, Travel time</i>	\$1,255.07
EFT6266	22/01/21	Ian Bruce Turton		-\$264.00
	21/01/21		Gravel Royalties <i>York Williams Rd</i>	\$264.00
EFT6267	22/01/21	Industrial Automation Group		-\$385.00
	12/01/21		Modify software <i>Standpipe</i>	\$385.00
EFT6268	22/01/21	Payroll deductions		-\$390.00
	20/01/21		Payroll deductions	\$390.00
EFT6269	22/01/21	Payroll deductions		-\$50.00
	20/01/21		Payroll deductions	\$50.00
EFT6270	22/01/21	Startrack Express		-\$283.50
	13/01/21		Freight <i>Fee</i>	\$5.64
	20/01/21		Freight <i>Major Motors, Corsign</i>	\$277.86
EFT6271	22/01/21	State Library of Western Australia		-\$317.66
	03/06/20		Freight reimbursement <i>2019/20</i>	\$317.66
EFT6272	22/01/21	Synergy		-\$721.77
	04/01/21		Street lighting <i>Usage</i>	\$721.77

EFT6273	22/01/21	TK Price & Co		-\$708.21
	21/01/21		Gravel Royalties <i>York Williams Rd, Wandering Narrogin Rd, Wandering Pingelly Rd</i>	\$708.21
EFT6274	22/01/21	Wandering Tavern		-\$100.00
	05/01/21		Vouchers <i>Christmas lights competition</i>	\$100.00
EFT6275	29/01/21	Avon Waste		-\$4,472.57
	31/12/20		General waste services <i>Domestic & commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin, Admin building bin</i>	\$4,472.57
EFT6276	29/01/21	Boddington IGA		-\$52.62
	13/11/20		CRC Program - NAIDOC Week <i>Catering</i>	\$52.62
EFT6277	29/01/21	Construction Training Fund		-\$191.75
	12/01/21		BCITF <i>889 Mellows Road, LGA collection fee</i>	\$191.75
EFT6278	29/01/21	Corsign WA		-\$2,205.50
	09/12/20		Various materials <i>Meshmate, Traffic cone, Defibrillator bracket</i>	\$874.50
	10/12/20		Various materials <i>Danger tape, Caution tape</i>	\$231.00
	15/12/20		Sign - WD.6 <i>Maintenance sign</i>	\$1,100.00
EFT6279	29/01/21	IT Vision		-\$2,722.50
	31/12/20		Rates processing service 2020/21 <i>Dec 2020</i>	\$2,722.50
EFT6280	29/01/21	Keith the Maintenance Man		-\$1,833.15
	21/01/21		Watts St maintenance <i>Paving, Install toilet door</i>	\$1,833.15
EFT6281	29/01/21	Officeworks	CRC Program - Australia Day 2021	-\$966.82
	05/01/21		Feather banner, Banner design, Tablecloth, White card, Delivery	\$918.89
	19/01/21		Award frames, Freight	\$47.93
EFT6282	29/01/21	Pingelly IGA		-\$1,510.34
	10/11/20		Supplies - CRC Café <i>Food</i>	\$27.86
	31/12/20		Purchase of West Australian	\$1,482.48
EFT6283	29/01/21	Shaun Rodney Brand		-\$249.76
	27/01/21		Rates refund <i>Assessment A334</i>	\$249.76

EFT6284	29/01/21	Synergy		-\$4,397.32
	12/11/20		31 Dunmall Dr <i>Usage, Supply charge</i>	-\$353.45
	14/01/21		Depot <i>Usage, Supply charge</i>	\$593.97
	14/01/21		Administration Office <i>Usage, Supply charge, Meter upgrade</i>	\$1,199.21
	14/01/21		Fuel facility <i>Usage, Supply charge</i>	\$219.92
	14/01/21		19 Humes Wy <i>Usage, Supply charge</i>	\$529.09
	14/01/21		Caravan Park & Fire Station <i>Usage - Caravan Park, Supply charge - Caravan Park, Usage - Fire Station, Supply charge - Fire Station</i>	\$423.74
	14/01/21		Community Centre <i>Usage, Supply charge</i>	\$555.50
	14/01/21		CRC & Public toilets <i>Usage - CRC, Supply charge - CRC, Usage - Public conveniences, Supply charge - Public conveniences</i>	\$896.83
	14/01/21		31 Dunmall Dr <i>Usage, Supply charge</i>	\$332.51
EFT6285	29/01/21	WA Reticulation Supplies		-\$577.85
	02/12/20		Materials - Watts St <i>Reticulation</i>	\$577.85
DD3525.1	01/12/20	Water Corporation		-\$201.96
	03/11/20		Standpipe <i>Water use</i>	\$201.96
DD3545.1	09/12/20	WA Super		-\$4,679.84
	09/12/20		Payroll deductions	\$3,645.49
	09/12/20		Payroll deductions	\$1,034.35
DD3545.2	09/12/20	Prime Super		-\$429.49
	09/12/20		Payroll deductions	\$170.00
	09/12/20		Payroll deductions	\$259.49
DD3545.3	09/12/20	ANZ OnePath Masterfund		-\$301.55
	09/12/20		Payroll deductions	\$77.32
	09/12/20		Payroll deductions	\$224.23
DD3545.4	09/12/20	Colonial First State		-\$450.15
	09/12/20		Payroll deductions	\$115.42
	09/12/20		Payroll deductions	\$334.73
DD3545.5	09/12/20	SuperWrap Personal Super Plan		-\$106.83
	09/12/20		Payroll deductions	\$106.83
DD3545.6	09/12/20	Australian Super		-\$112.39
	09/12/20		Payroll deductions	\$112.39
DD3545.7	09/12/20	MobiSuper		-\$259.49
	09/12/20		Payroll deductions	\$259.49
DD3548.3	02/12/20	Telstra		-\$1,234.87
	18/11/20		Phone charges <i>Admin office, Harvest ban, Fuel facility, CRC, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, CRC Internet Connection, Office Internet Connection, New Phone System, Rounding</i>	\$1,234.87

DD3552.1	24/12/20	ClickSuper		-\$4.18
	30/11/20		Transaction fee <i>Nov 2020</i>	\$4.18
DD3552.2	01/12/20	First Data Merchant Solutions		-\$149.20
	30/11/20		Merchant Fee <i>Fuel facility</i>	\$149.20
DD3552.3	01/12/20	HICAPS		-\$25.00
	30/11/20		Terminal rental fee <i>Consulting Room</i>	\$25.00
DD3552.4	29/12/20	Telstra		-\$269.37
	07/12/20		Tims Messaging <i>Councillors, Fire Control, Fuel facility</i>	\$269.37
DD3557.1	23/12/20	Aware Super		-\$4,831.63
	23/12/20		Payroll deductions	\$3,786.58
	23/12/20		Payroll deductions	\$1,045.05
DD3557.2	23/12/20	Prime Super		-\$342.42
	23/12/20		Payroll deductions	\$170.00
	23/12/20		Payroll deductions	\$172.42
DD3557.3	23/12/20	ANZ OnePath Masterfund		-\$380.95
	23/12/20		Payroll deductions	\$97.68
	23/12/20		Payroll deductions	\$283.27
DD3557.4	23/12/20	Colonial First State		-\$450.15
	23/12/20		Payroll deductions	\$115.42
	23/12/20		Payroll deductions	\$334.73
DD3557.5	23/12/20	SuperWrap Personal Super Plan		-\$93.66
	23/12/20		Payroll deductions	\$93.66
DD3557.6	23/12/20	Australian Super		-\$65.07
	23/12/20		Payroll deductions	\$65.07
DD3557.7	23/12/20	MobiSuper		-\$172.42
	23/12/20		Payroll deductions	\$172.42
DD3561.1	06/01/21	Aware Super		-\$4,784.96
	06/01/21		Payroll deductions	\$3,747.41
	06/01/21		Payroll deductions	\$1,037.55
DD3561.2	06/01/21	Colonial First State		-\$458.02
	06/01/21		Payroll deductions	\$117.44
	06/01/21		Payroll deductions	\$340.58
DD3561.3	06/01/21	SuperWrap Personal Super Plan		-\$99.43
	06/01/21		Payroll deductions	\$99.43
DD3561.4	06/01/21	ANZ OnePath Masterfund		-\$330.88
	06/01/21		Payroll deductions	\$246.04
	06/01/21		Payroll deductions	\$84.84
DD3561.5	06/01/21	Prime Super		-\$170.00
	06/01/21		Payroll deductions	\$170.00
DD3567.1	04/01/21	Telstra		-\$1,217.25
	18/12/20		Phone charges <i>Admin office, Harvest ban, Fuel facility, CRC, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, CRC Internet Connection, Office Internet Connection, New Phone System, Rounding</i>	\$1,217.25
DD3567.2	01/01/21	First Data Merchant Solutions		-\$111.92
	31/12/20		Merchant Fee <i>Fuel facility</i>	\$111.92

DD3571.1	20/01/21	Aware Super		-\$4,682.24
	20/01/21		Payroll deductions	\$3,657.27
	20/01/21		Payroll deductions	\$1,024.97
DD3571.2	20/01/21	Prime Super		-\$484.40
	20/01/21		Payroll deductions	\$170.00
	20/01/21		Payroll deductions	\$314.40
DD3571.3	20/01/21	ANZ OnePath Masterfund		-\$217.23
	20/01/21		Payroll deductions	\$55.70
	20/01/21		Payroll deductions	\$161.53
DD3571.4	20/01/21	Colonial First State		-\$458.02
	20/01/21		Payroll deductions	\$117.44
	20/01/21		Payroll deductions	\$340.58
DD3571.5	20/01/21	SuperWrap Personal Super Plan		-\$90.49
	20/01/21		Payroll deductions	\$90.49
DD3571.6	20/01/21	MobiSuper		-\$293.56
	20/01/21		Payroll deductions	\$293.56
DD3574.1	01/01/21	HICAPS		-\$25.00
	31/12/20		Terminal rental fee <i>Consulting Room</i>	\$25.00
DD3574.2	19/01/21	ClickSuper		-\$1.98
	31/12/20		Transaction fee <i>Dec 20</i>	\$1.98
DD3577.1	04/01/21	Bankwest		-\$1,536.53
	14/12/20		Credit card purchases <i>Vehicle service - O.WD, Reimbursement by CEO, Reimbursement by CEO, Diesel, Registration, Fees, Adobe Licences, Adobe Licences</i>	\$1,536.53
DD3584.1	26/01/21	Telstra		-\$554.35
	07/01/21		Tims Messaging <i>Councillors, Fire control, Fuel facility</i>	\$554.35
			Total	\$780,779.03

16.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD - 01/07/2020 – 31/01/2021

Proponent	Internal Report
Author of Report	Belinda Knight, CEO
Date of Meeting	18/02/2020
Disclosure of any Interest	Nil
File Reference	14.145.14512
Attachments	Monthly Financial Reports

BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 31 January 2021

BACKGROUND

The following financial reports to 31 January 2021 are included for your information:

- Monthly Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Note 1 Net Current Assets
- Note 2 Cash and Investments
- Note 3 Receivables – Debtors Report
- Note 4 Payables – Creditors Report
- Note 5 Rating Revenue
- Note 6 Disposal of Assets
- Note 7 Capital Acquisitions
- Note 8 Borrowings
- Note 9 Reserves
- Note 10 Grants and Contributions
- Note 11 Trust Fund
- Note 12 Explanation of Material Variances

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 6.4 Financial report

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

Local Government (Financial Management) Regulations 1996

Regulation 34 Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation – **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional*

- purpose under section 6.8(1)(b) or (c); and*
- (b) budget estimates to the end of the month to which the statement relates; and*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing —*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity may be shown —*
- (a) according to nature and type classification; or*
- (b) by program; or*
- (c) by business unit.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

POLICY IMPLICATIONS

As contained in the attached Monthly Financial Reports

FINANCIAL IMPLICATIONS

As contained in the attached Monthly Financial Reports

STRATEGIC IMPLICATIONS

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

CONSULTATION/COMMUNICATION

Nil

COMMENT

The CEO has compiled the accompanying Local Government special purpose financial statements for the Shire of Wandering, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31/01/2021. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

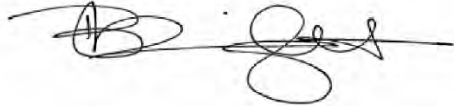
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 16.2 - MONTHLY FINANCIAL REPORTS

That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 receives the Statements of Financial activity for the period ended 31/01/2021.

Disclaimer: The 31/01/2021 report has been prepared prior to the finalisation of the January 2021 financial transactions and as such may not be a true reflection of the financial position of the Shire at this time.

AUTHOR'S SIGNATURE:A handwritten signature in black ink, appearing to be 'A. B. Jones', written over a horizontal line.

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

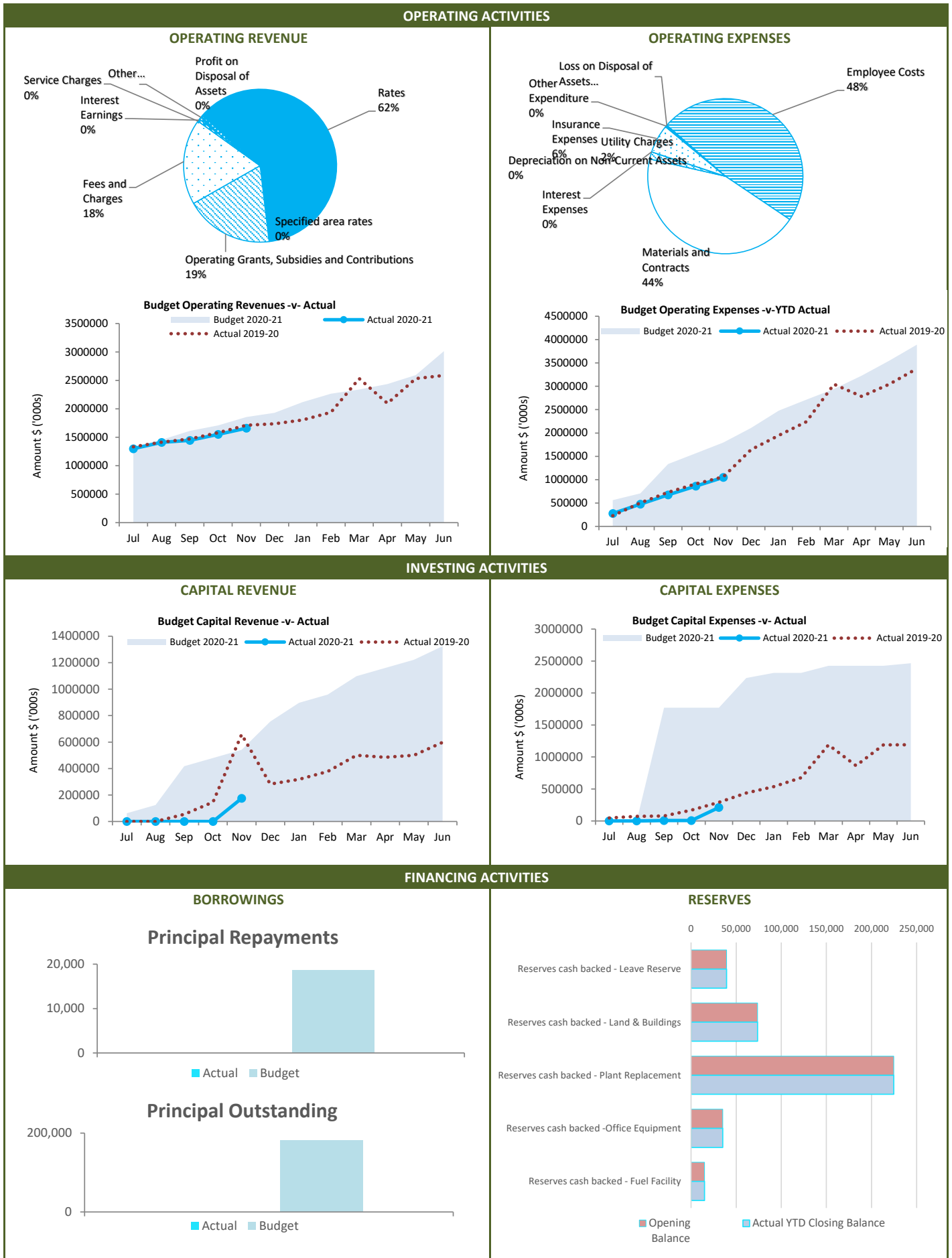
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

SUMMARY INFORMATION - GRAPHS



**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2021**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.13 M	\$1.13 M	\$1.13 M	\$0.00 M
Closing	\$0.00 M	\$1.33 M	\$1.77 M	\$0.43 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$	% of total
Unrestricted Cash	\$0.76 M	66.2%
Restricted Cash	\$0.39 M	33.8%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$	% Outstanding
Trade Payables	\$0.04 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$	% Collected
Rates Receivable	\$0.11 M	91.2%
Trade Receivable	\$0.02 M	
Over 30 Days		90.5%
Over 90 Days		86.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.21 M)	\$0.51 M	\$0.47 M	(\$0.04 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$	% Variance
YTD Budget	\$1.10 M	(0.3%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$	% Variance
YTD Budget	\$0.49 M	(32.4%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$	% Variance
YTD Budget	\$0.49 M	(34.5%)

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)
(\$0.76 M)	(\$0.51 M)	\$0.16 M	\$0.67 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$	%
Adopted Budget	\$0.38 M	(63.4%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$	% Spent
Adopted Budget	\$2.47 M	(66.5%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$	% Received
Adopted Budget	\$1.32 M	(36.0%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.17 M)	\$0.20 M	(\$0.00 M)	(\$0.20 M)

Refer to Statement of Financial Activity

Borrowings

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

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$0.39 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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 scarce resources.

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to ensure a safer community.

Community safety initiatives, fire prevention and control and animal control.

HEALTH

To provide services for community and environmental health.

Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.

EDUCATION AND WELFARE

To support services relating to youth, elderly and the disadvantaged.

Support school activities, aged care initiatives and disability inclusion plan.

HOUSING

Provision of shire housing and privately rented accommodation.

Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.

COMMUNITY AMENITIES

To provide amenities required by the community.

Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public

RECREATION AND CULTURE

To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.

Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.

TRANSPORT

To provide safe and effective transport services to the community.

Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.

ECONOMIC SERVICES

To help promote Wandering and its economic wellbeing.

Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control operating accounts.

Provisions of private work operations, plant repairs, operation costs and all administration costs.

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

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,134,308	1,134,308	1,134,308	0	0.00%	
Revenue from operating activities							
Governance		500	287	0	(287)	(100.00%)	
General purpose funding - general rates	6	1,101,272	1,101,272	1,098,212	(3,060)	(0.28%)	
General purpose funding - other		787,550	299,276	138,585	(160,691)	(53.69%)	▼
Law, order and public safety		42,650	32,686	31,578	(1,108)	(3.39%)	
Health		2,450	2,303	3,107	804	34.91%	
Education and welfare		1,520	882	0	(882)	(100.00%)	
Housing		45,500	26,537	21,764	(4,773)	(17.99%)	
Community amenities		48,820	42,062	40,662	(1,400)	(3.33%)	
Recreation and culture		1,370	791	1,279	488	61.69%	
Transport		69,860	69,750	56,675	(13,075)	(18.75%)	▼
Economic services		854,665	517,270	345,742	(171,528)	(33.16%)	▼
Other property and services		58,425	39,425	41,564	2,139	5.43%	
		3,014,582	2,132,541	1,779,168	(353,373)		
Expenditure from operating activities							
Governance		(123,040)	(85,490)	(47,003)	38,487	45.02%	▲
General purpose funding		(294,415)	(76,337)	(54,036)	22,301	29.21%	▲
Law, order and public safety		(134,050)	(84,336)	(40,963)	43,373	51.43%	▲
Health		(12,060)	(7,162)	(4,358)	2,804	39.15%	
Education and welfare		(3,065)	(1,771)	(1,888)	(117)	(6.61%)	
Housing		(47,900)	(33,471)	(10,767)	22,704	67.83%	▲
Community amenities		(161,520)	(108,353)	(110,591)	(2,238)	(2.07%)	
Recreation and culture		(245,020)	(163,408)	(96,630)	66,778	40.87%	▲
Transport		(1,928,615)	(1,145,395)	(547,408)	597,987	52.21%	▲
Economic services		(883,805)	(530,017)	(393,068)	136,949	25.84%	▲
Other property and services		(58,265)	(110,952)	(2,583)	108,369	97.67%	▲
		(3,891,755)	(2,346,692)	(1,309,295)	1,037,397		
Non-cash amounts excluded - from operating activities	1(a)	672,108	719,901	0	(719,901)	(100.00%)	▼
Amount attributable to operating activities		(205,065)	505,750	469,873	(35,877)		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,324,455	957,564	848,139	(109,425)	(11.43%)	▼
Proceeds from disposal of assets	7	379,000	364,000	138,829	(225,171)	(61.86%)	▼
Payments for property, plant and equipment and infrastructure	8	(2,465,775)	(1,828,910)	(825,134)	1,003,776	54.88%	▲
Amount attributable to investing activities		(762,320)	(507,346)	161,834	669,180		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	▼
Transfer from reserves	10	201,910	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(550,168)	(18)	(18)	0	0.00%	
Amount attributable to financing activities		(166,923)	199,982	(18)	(200,000)		
Closing funding surplus / (deficit)	1(c)	0	1,332,694	1,765,997			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% 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)	1,134,308	1,134,308	1,134,308	0	0.00%	
Revenue from operating activities							
Rates	6	1,101,272	1,101,272	1,098,212	(3,060)	(0.28%)	
Operating grants, subsidies and contributions	12	1,031,660	491,617	332,272	(159,345)	(32.41%)	
Fees and charges		809,130	491,950	322,176	(169,774)	(34.51%)	
Interest earnings		15,810	9,212	9,156	(56)	(0.61%)	
Other revenue		43,700	25,480	17,353	(8,127)	(31.90%)	
Profit on disposal of assets	7	13,010	13,010	0	(13,010)	(100.00%)	▼
		3,014,582	2,132,541	1,779,169	(353,372)		
Expenditure from operating activities							
Employee costs		(1,142,005)	(706,940)	(628,931)	78,009	11.03%	
Materials and contracts		(1,353,420)	(760,415)	(577,992)	182,423	23.99%	
Utility charges		(56,410)	(32,872)	(19,785)	13,087	39.81%	
Depreciation on non-current assets		(1,112,530)	(647,541)	0	647,541	100.00%	
Interest expenses		(2,970)	(1,485)	0	1,485	100.00%	
Insurance expenses		(92,700)	(92,273)	(77,405)	14,868	16.11%	
Other expenditure		(46,350)	(19,796)	(5,180)	14,616	73.83%	
Loss on disposal of assets	7	(85,370)	(85,370)	0	85,370	100.00%	▲
		(3,891,755)	(2,346,692)	(1,309,293)	1,037,399		
Non-cash amounts excluded from operating activities							
	1(a)	672,108	719,901	0	(719,901)	(100.00%)	
Amount attributable to operating activities		(205,065)	505,750	469,876	(35,874)		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,324,455	957,564	848,139	(109,425)	(11.43%)	
Proceeds from disposal of assets	7	379,000	364,000	138,829	(225,171)	(61.86%)	▼
Payments for property, plant and equipment and infrastructure	8	(2,465,775)	(1,828,910)	(825,134)	1,003,776	54.88%	
Amount attributable to investing activities		(762,320)	(507,346)	161,834	669,180		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	
Transfer from reserves	10	201,910	0	0	0	0.00%	
Payments for principal portion of lease liabilities		0	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(550,168)	(18)	(18)	0	0.00%	
Amount attributable to financing activities		(166,923)	199,982	(18)	(200,000)		
Closing funding surplus / (deficit)	1(c)	0	1,332,694	1,766,000	433,306		

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2021

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

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

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(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: Profit on asset disposals	7	(13,010)	(13,010)	0
Less: Non-cash grants and contributions for assets		(533,782)		
Movement in employee benefit provisions (non-current)		21,000		
Add: Loss on asset disposals	7	85,370	85,370	0
Add: Depreciation on assets		1,112,530	647,541	0
Total non-cash items excluded from operating activities		672,108	719,901	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	(388,364)		(388,022)
Less: Unspent Grants		533,782		124,760
Less: Leave held in Reserve		(39,421)		(39,425)
Add: Provisions - employee	11	79,220		71,242
Add: Other Adjustments				984,118
Total adjustments to net current assets		185,217	0	752,673

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

Current assets

Cash and cash equivalents	2	1,528,865		1,147,833
Rates receivables	3	25,194		105,743
Receivables	3	47,037		20,314
Other current assets	4	74,979		77,277
Less: Current liabilities				
Payables	5	(113,982)		(142,658)
Contract liabilities	11	(533,782)		(124,760)
Provisions	11	(79,220)		(71,242)
Less: Total adjustments to net current assets	1(b)	185,217	0	753,493
Closing funding surplus / (deficit)		1,134,308	0	1,766,000

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.

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

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Fund	Cash and cash equivalents	1,147,833		1,147,833		BWA	0.01%	
Reserve Funds	Cash and cash equivalents	(388,004)	388,004			BWA	0.05%	
Total		759,829	388,004	1,147,833	0			
Comprising								
Cash and cash equivalents		759,829	388,004	1,147,833	0			
		759,829	388,004	1,147,833	0			

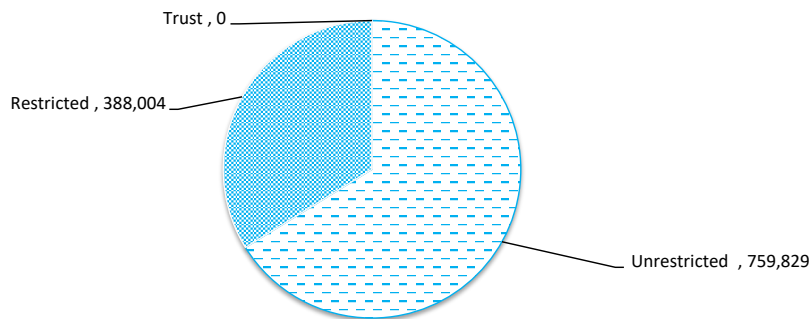
KEY INFORMATION

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**

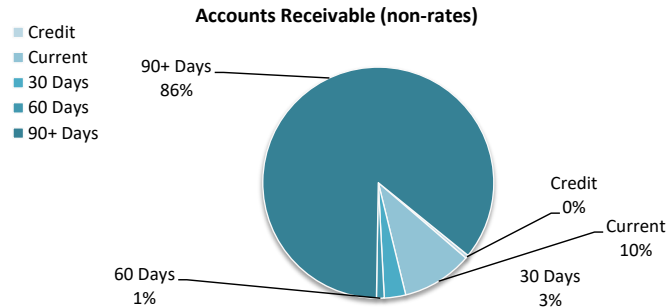
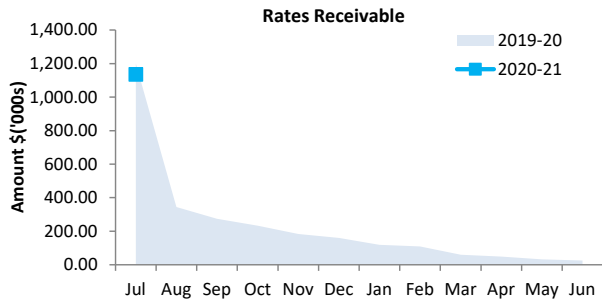
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2020	31 Jan 2021
	\$	\$
Opening arrears previous years	29,223	105,743
Levied this year	1,098,217	1,098,217
Less - collections to date	(1,021,697)	(1,098,217)
Equals current outstanding	105,743	105,743
Net rates collectable	105,743	105,743
% Collected	90.6%	91.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(33)	673	205	74	5,840	6,759
Percentage	(0.5%)	10%	3%	1.1%	86.4%	
Balance per trial balance						
Sundry receivable						6,759
GST receivable						5,555
Accrued income						8,000
Total receivables general outstanding						20,314
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 uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 January 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Depot Fuel	940	7,437		8,377
Fuel Facility - ULP	6,220	4,699		10,919
Fuel Facility - Diesel	18,979	5,569		24,548
History Books	3,533	0		3,533
Gravel	29,900	0		29,900
Total other current assets	59,572	17,705	0	77,277
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.

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

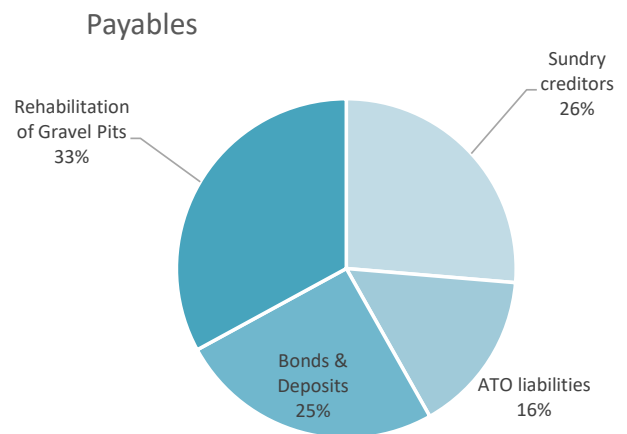
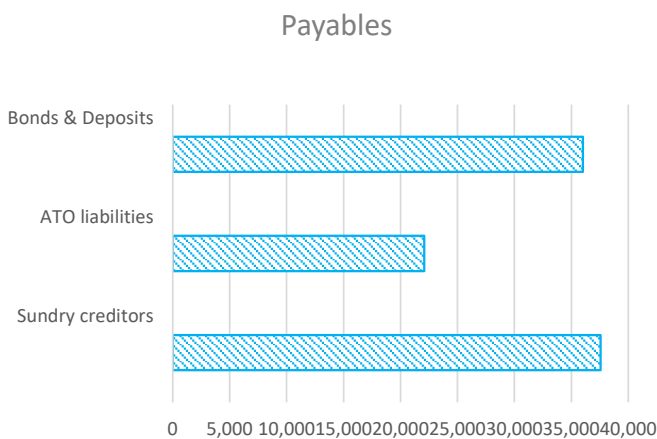
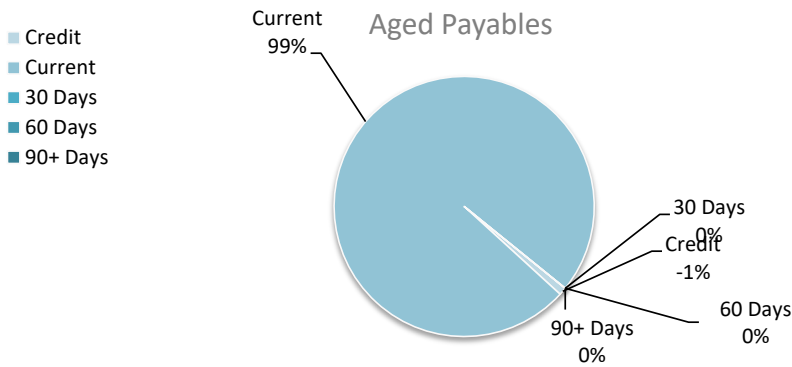
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(368)	37,930	0	0	0	37,562
Percentage	0%	101%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						37,562
ATO liabilities						22,093
Bonds & Deposits						36,006
Rehabilitation of Gravel Pits						46,997
Total payables general outstanding						142,658

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.



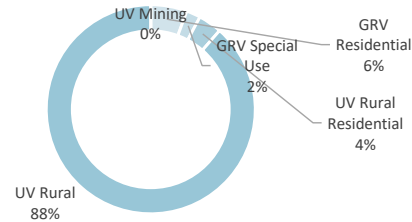
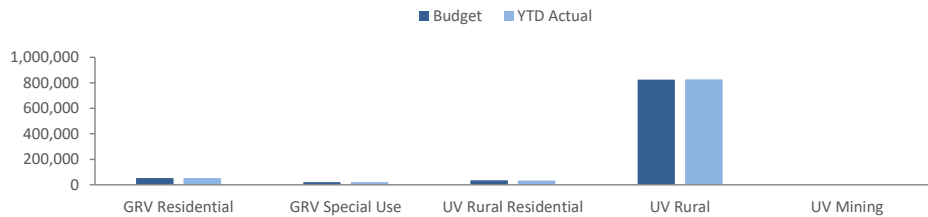
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget							YTD Actual			Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10944	41	478,296	52,345			52,345	52,345			52,345
GRV Special Use	0.12961	3	157,820	20,455			20,455	20,455			20,455
Unimproved value											
UV Rural Residential	0.01374	34	2,591,000	35,600			35,600	35,600	(1,630)		33,970
UV Rural	0.00687	135	120,060,000	824,812			824,812	826,283			826,283
UV Mining	0.00687	0	0	0			0	0			0
Sub-Total		213	123,287,116	933,212	0	0	933,212	934,683	(1,630)	0	933,053
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,100	39	170,720	42,900			42,900	42,900			42,900
GRV Special Use	1,100	2	6,705	2,200			2,200	2,200			2,200
Unimproved value											
UV Rural Residential	1,000	70	4,464,500	70,000			70,000	70,000			70,000
UV Rural	1,100	78	8,328,000	85,800			85,800	85,800			85,800
UV Mining	1,100	5	144,018	5,500			5,500	5,500			5,500
Sub-total		194	13,113,943	206,400	0	0	206,400	206,400	0	0	206,400
Discount							(41,540)				(41,236)
Amount from general rates							1,098,072	1,099,847			1,098,217
Ex-gratia rates							3,200				0
Total general rates							1,101,272				1,098,217

KEY INFORMATION

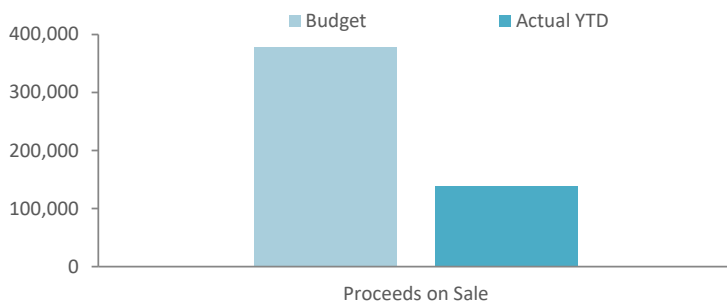
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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.



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

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	7 Gnowing Street	140,000	140,000	0	0	138,829	138,829	0	0
	Plant and equipment								
	Transport								
	Plant Replacement	311,360	239,000	13,010	(85,370)			0	0
		451,360	379,000	13,010	(85,370)	138,829	138,829	0	0



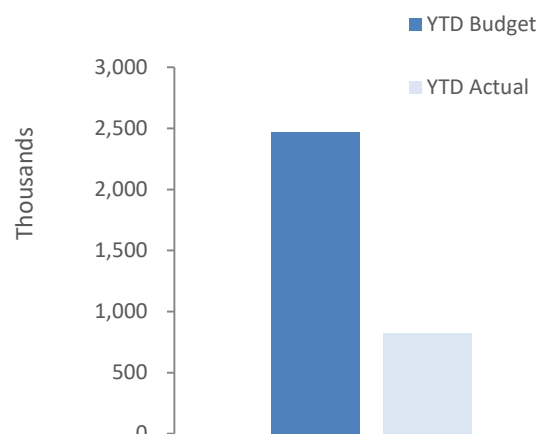
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	50,000	0	(50,000)
Buildings	25,000	25,000	20,455	(4,545)
Furniture and equipment	20,000	20,000	6,250	(13,750)
Plant and equipment	680,000	597,670	13,500	(584,170)
Infrastructure - roads	762,675	610,140	286,929	(323,211)
Infrastructure - parks, gardens, recreation facilities	28,100	28,100	0	(28,100)
Infrastructure - Bridges	750,000	498,000	498,000	0
Payments for Capital Acquisitions	2,465,775	1,828,910	825,134	(1,003,776)
Total Capital Acquisitions	2,465,775	1,828,910	825,134	(1,003,776)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,324,455	957,564	848,139	(109,425)
Borrowings	200,000	200,000	0	(200,000)
Other (disposals & C/Fwd)	379,000	364,000	138,829	(225,171)
Cash backed reserves				
Reserves cash backed - Plant Replacement	201,910		0	0
Contribution - operations	360,410	307,346	(161,834)	(469,180)
Capital funding total	2,465,775	1,828,910	825,134	(1,003,776)

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.

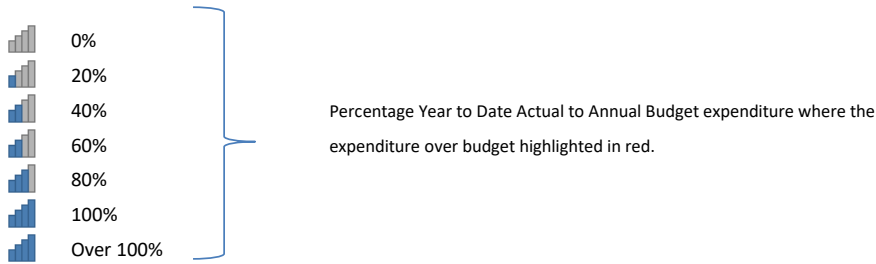


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)**

Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	0	0	0	0

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

**FINANCING ACTIVITIES
NOTE 9
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
		\$	\$	\$	\$	\$	\$	\$	\$	
Economic services										
Industrial Estate	1	0		200,000		18,665	0	181,335		-2,970

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

**FINANCING ACTIVITIES
NOTE 9
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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
C/Fwd Balance		0	0	200,000	0	18,665	0	181,335	0	-2,970
Total		0	0	200,000	0	18,665	0	181,335	0	(2,970)
Current borrowings		18,665					0			
Non-current borrowings		-18,665					0			

All debenture repayments were financed by general purpose revenue.

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**

**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 - Leave Reserve	39,423		2	21,000				60,423	39,425
Reserves cash backed - Land & Buildings	73,703		4	340,023				413,726	73,707
Reserves cash backed - Plant Replacement	224,737		10	111,645		(201,910)		134,472	224,747
Reserves cash backed -Office Equipment	35,140		1	12,500				47,640	35,141
Reserves cash backed - Fuel Facility	15,001		1	65,000				80,001	15,002
	388,004	0	18	550,168	0	(201,910)	0	736,262	388,022

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 January 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	48,460	0	(16,427)	32,033
- non-operating	13	498,000	154,721	0	652,721
Total unspent grants, contributions and reimbursements		546,460	154,721	(16,427)	684,754
Provisions					
Annual leave		60,004			60,004
Long service leave		11,238			11,238
Total Provisions		71,242	0	0	71,242
Total other current assets		617,702	154,721	(16,427)	755,996
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

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.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

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

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
		Increase	Liability		Current	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	Liability 1 July 2020	in Liability	Reduction (As revenue)	Liability 31 Jan 2021	Liability 31 Jan 2021			
\$	\$	\$	\$	\$	\$	\$	\$	
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants				0		764,200	285,668	126,287
Law, order, public safety								
LGGS	10,385		(10,385)	0		41,540	31,155	31,155
Education and welfare								
Other				0		1,520	882	0
Transport								
Direct Grant				0		56,600	56,600	56,275
Economic services								
Community Resource Centre	38,075		(6,042)	32,033		163,720	114,252	114,556
Other property and services								
Other				0		4,080	3,060	4,000
	48,460	0	(16,427)	32,033	0	1,031,660	491,617	332,272

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

**NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jan 2021	Current Liability 31 Jan 2021	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
General purpose funding								
Local Roads & Infrastructure Program				0				7,406
Transport								
Road Grants		154,721		154,721		1,324,455	957,564	840,734
Bridge Grant	498,000			498,000				
	498,000	154,721	0	652,721	0	1,324,455	957,564	848,139

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

**NOTE 14
BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus				0
E14506	Admin - Additional Repairs & new HWS		Operating Expenses			(1,500)	(1,500)
E10103	Refuse Site - Additional Costs - ramp, weed control & relief Staff		Operating Expenses			(20,000)	(21,500)
E10705	Cemetery - Survey pickup, grave digging		Operating Expenses			(4,000)	(25,500)
E11300	Parks - Additional tree lopping		Operating Expenses			(2,500)	(28,000)
E11306	Playgrounds - replacement of damaged shade sails		Operating Expenses			(3,000)	(31,000)
E12201	Town Streets - additional tree lopping		Operating Expenses			(5,600)	(36,600)
R14100	Private Works - Additional works (net)		Operating Revenue		8,000		(28,600)
E14204	PPE - due to COVID requirements		Operating Expenses			(750)	(29,350)
E13420	CRC Trainee expenses		Operating Expenses			(7,000)	(36,350)
E12203	Drainage/Spraying Expenses - offset tree lopping & Refuse Site Expenses		Operating Expenses		40,000		3,650
E12120	Bridge Expenses - FAG portion only		Capital Expenses		252,000		255,650
R12203	Bridge Expenses - FAG portion only		Capital Revenue			(252,000)	3,650
E14514	Legal Expenses - Additional Costs		Operating Expenses			(5,750)	(2,100)
R05202	Dog Registration Fees		Operating Revenue		600		(1,500)
R07490	Health - Other income		Operating Revenue		1,500		0
				0	302,100	(302,100)	

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

**NOTE 15
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 \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	(160,691)	(53.69%)	▼ Timing	LRCIP Grant received into Grants in Advance Road Plant Purchases ordered but not delivered.
Transport	(13,075)	(18.75%)	▼ Timing	Profit/Loss Fuel Sales lower than expected
Economic services	(171,528)	(33.16%)	▼ Timing	CRC income lower than expected
Expenditure from operating activities				
Governance	38,487	45.02%	▲ Timing	Expenses lower than anticipated
General purpose funding	22,301	29.21%	▲ Timing	Expenses lower than anticipated- LRCIP Expenses lower than anticipated - ESL
Law, order and public safety	43,373	51.43%	▲ Timing	Depreciation yet to be allocated
Housing	22,704	67.83%	▲ Timing	Depreciation yet to be allocated
Recreation and culture	66,778	40.87%	▲ Timing	Depreciation yet to be allocated
Transport	597,987	52.21%	▲ Timing	Depreciation yet to be allocated
Economic services	136,949	25.84%	▲ Timing	CRC program expenses lower than anticipated Depreciation yet to be allocated
Other property and services	108,369	97.67%	▲ Timing	Depreciation yet to be allocated
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(109,425)	(11.43%)	▼ Timing	Relative to Grant Expenditure
Proceeds from disposal of assets	(225,171)	(61.86%)	▼ Timing	Road Plant Purchases ordered but not delivered.
Payments for property, plant and equipment and infrastructure	1,003,776	54.88%	▲ Timing	Road Plant Purchases ordered but not delivered.
Financing activities				
Proceeds from new debentures	(200,000)	(100.00%)	▼ Timing	Loan not drawn down

KEY INFORMATION

It should be noted that depreciation cannot be allocated until post-Audit due to the Asset Register module not recognising financial years.

16.3.DELEGATIONS UTILISED FOR NOVEMBER, DECEMBER 2020 & JANUARY 2021

Officer	Position	Delegation Number	Delegation Subject	Parties Concerned	Property Address	Delegation Particulars	File Reference	Date
Barry Gibbs	EMTS	Delegation 09 - ACEO	Tenders & Expressions of Interest	Westrac	Asset PG2 (260)	\$267,480 Net Changeover	PO1413	23/11/2020
Belinda Knight	CEO	Delegation 12	Write off Small Amounts	Rates	2 Properties	\$2.16	Rates EOM	4/01/2021

17. CLOSURE OF MEETING