

# ORDINARY COUNCIL MEETING

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## AGENDA

**9:00am Wednesday  
15<sup>th</sup> July 2020**

**Shire Chambers  
Nabawa**

**JULY 2020**

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**SHIRE OF CHAPMAN VALLEY**  
*Maurice Battilana*  
**CHIEF EXECUTIVE OFFICER**

*"A thriving  
community,  
making the  
most of our  
coastline,  
ranges and  
rural  
settings to  
support us  
to grow and  
prosper"*



SHIRE OF  
**Chapman Valley**  
*love the rural life!*

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# DISCLAIMER



No responsibility whatsoever is implied or accepted by the Shire of Chapman Valley for any act, omission or statement or intimation occurring during Council Meeting. The Shire of Chapman Valley disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee Meetings.

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

The Shire of Chapman Valley warns that anyone who has any application or request with the Shire of Chapman Valley must obtain and should rely on WRITTEN CONFIRMATION of the outcome of the application or request of the decision made by the Shire of Chapman Valley.

A handwritten signature in black ink, appearing to read "M. Battilana". The signature is stylized with large, flowing loops.

**Maurice Battilana**  
**CHIEF EXECUTIVE OFFICER**

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## **ORDER OF BUSINESS**

### **1.0 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

### **2.0 ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

### **3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

#### **3.1 Attendees**

#### **3.2 Apologies**

#### **3.3 Previously Approved Leave of Absence (By Resolution of Council)**

<b>Councillor</b>	<b>OCM Month &amp; Year</b>	<b>Date Approved</b>	<b>Minute Reference</b>
Cr. Nicole Batten	July 2020 OCM	18/03/2020	03/20-1

### **4.0 PUBLIC QUESTION TIME**

#### **4.1 Response to Previous Public Questions on Notice**

#### **4.2 Public Question Time**

### **5.0 APPLICATIONS FOR LEAVE OF ABSENCE (by Resolution of Council)**

### **6.0 DISCLOSURE OF INTEREST**

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

Section 5.60A:

“a person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.”

Section 5.60B:

“a person has a proximity interest in a matter if the matter concerns –

(a) a proposed change to a planning scheme affecting land that adjoins the person’s land; or

(b) a proposed change to the zoning or use of land that adjoins the person’s land; or

(c) a proposed development (as defined in section 5.63(5)) of land that adjoins the person’s land.”

Regulation 34C (Impartiality):

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

Item No.	Member/Officers	Type of Interest	Nature of Interest

## **7.0 PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **7.1 Petitions**

### **7.2 Presentations**

Time Attending	Department/Company	Member/Officers	Presentation Topic
9:00am	Midwest Development Commission	CEO Gavin Treasure	Oakajee Industrial Estate

### **7.3 Deputations**

## **8.0 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

### **8.1 Ordinary Meeting of Council held on Wednesday June 17, 2020.**

That the Minutes of the Ordinary Meeting of Council held Wednesday 17<sup>th</sup> June 2020 be confirmed as true and accurate.

## **9.0 ITEMS TO BE DEALT WITH EN BLOC**

## **10.0 OFFICERS REPORTS**

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# **10.1**

## **Deputy Chief Executive Officer**

### **May 2020**

**10.1 No Reports for the month of July, 2020.**

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# **10.2**

## **Manager of Finance & Corporate Services**

### **March 2020**

#### **10.2            AGENDA ITEMS**

- 10.2.1            Financial Management Report for June 2020**
- 10.2.2            National Wage Case Decisions**
- 10.2.3            Community Growth Fund Carryover**
- 10.2.4            Venue Hire COVID-19 Recovery Phase**



## 10.2.1

### Financial Management Report for June 2020

PROPONENT:	Shire of Chapman Valley
SITE:	Shire of Chapman Valley
FILE REFERENCE:	307.00
PREVIOUS REFERENCE:	Nil
DATE:	15 <sup>th</sup> July 2020
AUTHOR:	Dianne Raymond, Manager Finance & Corporate Services

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.1(a)	June 2020 Financial Management Reports		✓
10.2.1(b)	Confidential List of Accounts June 2020		✓

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

Local Government (Financial Management) Regulations require monthly statements of financial activity to be reported and presented to Council.

#### COMMENT

The preliminary financial position at the end of June 2020 are detailed in the monthly management report provided as a separate attachment for Council's review. Please note this is not the final position and this will only be known after the final audit in October 2020.

#### STATUTORY ENVIRONMENT

*Local Government Act 1995 Section 6.4*

*Local Government (Financial Management) Regulations 1996 Section 34*

#### POLICY/PROCEDURE IMPLICATIONS

There are no policy implications.

#### FINANCIAL IMPLICATIONS

As presented in the Financial Management Report for June 2020

#### Long Term Financial Plan (LTFP):

No significant effect on the LTFP

#### STRATEGIC IMPLICATIONS

Nil

**Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

**CONSULTATION**

Not applicable

**RISK ASSESSMENT**

The associated risk would be the failure to comply with Local Government Financial Regulations requiring monthly reporting of financial activity. Risk rating is considered Level 1 – Insignificant.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

**VOTING REQUIREMENTS**

Simple Majority

**STAFF RECOMMENDATION**

That Council receives the financial management report supplied under separate cover for the month of June 2020 comprising the following:

Statement of Financial Activities with notes

Note 1 – Net Current Assets

Note 2 – Explanation of Material Variances

Note 3 – Cash & Investments

Note 4 – Receivables

Note 5 – Rating Revenue

Note 6 – Disposal of Assets

Note 7 – Capital Acquisitions

Note 8 – Borrowings

Note 9 – Reserves

Note 10 – Grants & Contributions

Note 11 – Trust Fund

Note 12 – Budget Amendments

**Additional Information**

Budget by Program

Summary of Payments

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Bank Reconciliation  
Credit Card Statement

## 10.2.2 National Wage Case Decisions

PROPONENT:	Chief Executive Officer
SITE:	Shire of Chapman Valley
FILE REFERENCE:	901.01
PREVIOUS REFERENCE:	Nil
DATE:	15 <sup>th</sup> July 2020
AUTHOR:	Di Raymond, Manager Finance & Corporate Services

### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
Nil			

### DISCLOSURE OF INTEREST

Reporting Officer declares a financial interest in this matter as it relates to the Employment Contract and Remuneration.

### BACKGROUND

The Shire Corporate Management Procedure CMP-050 encompasses how national award increases will be dealt with during the annual budget adoption process.

### COMMENT

The Fair Work Commission (FWC) Expert Panel for annual wage reviews has increased the award minimum rates of pay by 1.75%. In a departure from previous years and as a direct result of COVID-19, the FWC has divided awards into three groups based on the impact COVID-19 has had on respective industries. Each group has a different wage increase commencement date. The 1.75% wage increase for the Local Government Industry Award 2020 (Award) will come into effect from the start of the first full pay period on or after 1 November 2020, being the 11<sup>th</sup> November 2020.

The Corporate Management Procedure Statement stipulates: All national wage decisions (Commonwealth or State) relevant to this Local Government Authority will be passed onto all staff, unless otherwise resolved by Council to absorb all or part of any increase into existing above Award payments in place as part of the annual budget adoption process.

The intent of this agenda item is to determine how Council wish to proceed with the handing down of the minimum award increase relevant to the Corporate Management Procedure. The current draft budget is inclusive of a 1.75% hourly rate increase effective from 1 July 2020; any variation will be addressed later into the financial year.

### STATUTORY ENVIRONMENT

The Fair Work Act 2009 (FW Act) and the Fair Work Regulations 2009 including the National Employment Standards (NES).

### POLICY/PROCEDURE IMPLICATIONS

Corporate Management Procedure CMP-050

CMP-050 National Wage Case Decisions

MANAGEMENT PROCEDURE No.	CMP-050
MANAGEMENT PROCEDURE	NATIONAL WAGE CASE DECISIONS
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER

PREVIOUS POLICY No.	14.120
RELEVANT DELEGATIONS	

#### **OBJECTIVES:**

*To stipulate how national wage increases are handed down to staff, irrespective of over-award payments already being made.*

#### **MANAGEMENT PROCEDURE STATEMENT:**

*All national wage decisions (Commonwealth or State) relevant to this Local Government Authority will be passed onto all staff, unless otherwise resolved by Council to absorb all or part of any increase into existing above Award payments in place as part*

#### **FINANCIAL IMPLICATIONS**

Any variation to the current 2020/2021 Draft Budget allocations will be minor.

#### **Long Term Financial Plan (LTFP):**

No significant effect on the LTFP as variables are reviewed annually.

#### **STRATEGIC IMPLICATIONS**

##### **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

#### **CONSULTATION**

Not applicable

#### **RISK ASSESSMENT**

Financial impost is not significant and risk rating is deemed Minor (2)

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
Minor (2)	First aid injuries	\$1,001 - \$10,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response

Moderate (3)	Medical type injuries	\$10,001 - \$50,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury	\$50,001 - \$150,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$150,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

## VOTING REQUIREMENTS

Absolute Majority

### STAFF RECOMMENDATION (Option 1)

Council endorse the National Award increase of 1.75% be effective from the first pay period on or after the 1<sup>st</sup> November 2020 and adjust the adopted budget accordingly at the time of the annual budget review in February/March 2021.

### STAFF RECOMMENDATION (Option 2)

Council endorse the National Award increase of 1.75% be effective from the first pay period on or after the 1<sup>st</sup> July 2020 as per the Draft Budget allocation.

### STAFF RECOMMENDATION (Option 3)

Council:

- absorb the National Wage increase of 1.75% into existing over award payments currently being made to employees;
- pass on the 1.75% National Wage increase to those employees currently not receiving over award payments effective from the 1<sup>st</sup> November 2020; and
- adjust the adopted budget accordingly at the time of the annual budget review in February/March 2021.

### 10.2.3 Community Growth Fund Carryover

PROPONENT:	Chapman Valley Football Club & Menshed
SITE:	Shire of Chapman Valley
FILE REFERENCE:	403.10
PREVIOUS REFERENCE:	Nil
DATE:	15 <sup>th</sup> July 2020
AUTHOR:	Di Raymond, Manager Finance & Corporate Services

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.3(a)	Chief Executive Officer correspondence		✓
10.2.3(b)	Corporate Management Procedure CMP-067		✓
10.2.3(c)	Chapman Valley Football Club correspondence		✓

#### DISCLOSURE OF INTEREST

Nil.

#### BACKGROUND

The Chief Executive Officer issued an email to all elected members on the 19<sup>th</sup> June 2020 seeking out of session endorsement to carry over funds from the 2019/2020 Community Growth Funds grant allocation into 20/21 financial year and place these funds into the Reserve as stipulated in the Corporate Management Procedure CMP-067.

#### COMMENT

The Chapman Valley Football Club advised the Community Development Officer they would not be able to erect the new scoreboard as per the funding application by the 30th June 2020 due to difficulties arising from COVID-19 affecting suppliers and sourcing of materials. This was contrary to the advice received prior to the June 2020 meeting of council.

Corporate Management Procedure CMP-067 stipulates grant funding confirmed in the Shire budget in July must be expended by 20th June the following year, unless agreed otherwise at the outset OR a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council.

If Council endorse the carry-over of grant funds into the next financial year these funds will be transferred to a Reserve Fund under the conditions:

- Funds must be spent and acquitted in the next financial year (i.e. funds will not be carried over again beyond this year);
- Any unspent funds after the initial carry-over into the next financial year are to be placed back into the Municipal Fund before the end of that year; and
- the grant recipient will not be eligible to receive any further CGF grants until the current allocated funds have been fully acquitted.

An out of session endorsement was sought to carry over the CVFC CGF 19/20 grant allocation into 20/21 financial year and place these funds into the Reserve as stipulated in the Management Procedure for \$9,000 allocated to the new scoreboard project along with the Chapman Valley Menshed unspent amount of \$500 remaining from the Shinema.

All Elected Members responded with agreement to carry over these funds. Councillor's Farrell, Batten, Davidson, Forth, Royce and Maluish via email, with Crs Warr & Humphrey in follow up telephone conversation with the Community Development Officer.

#### STATUTORY ENVIRONMENT

Nil

#### POLICY/PROCEDURE IMPLICATIONS

Corporate Management Procedure CMP-067 comprises of the objective and intentions for the Community Growth Fund allocations, along with the criteria, application request and grant conditions.

#### FINANCIAL IMPLICATIONS

Nil

#### Long Term Financial Plan (LTFP):

Nil

#### STRATEGIC IMPLICATIONS

##### Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

#### CONSULTATION

All Elected Members were consulted via email from the Chief Executive Officer.

#### RISK ASSESSMENT

The financial impost is not significant and risk rating is deemed Insignificant (1)

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

#### VOTING REQUIREMENTS

Absolute Majority

#### STAFF RECOMMENDATION

Council approves the Chapman Valley Football Club and Menshed Community Growth Funds carry over amount of \$9,500 from 2019/2020 financial year for the into the 2020/2021 financial year and place these funds into the unspent grant reserve account.



## 10.2.4

### Venue Hire COVID-19 Recovery Phase

PROPONENT:	Shire of Chapman Valley
SITE:	Whole of Shire of Chapman Valley
FILE REFERENCE:	801.00
PREVIOUS REFERENCE:	Nil
DATE:	15 <sup>th</sup> July 2020
AUTHOR:	Di Raymond, Manager Finance & Corporate Services

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.2.4(a)	Amended Corporate Management Procedure CMP-066		✓
10.2.4(b)	Correspondence Received		✓

#### DISCLOSURE OF INTEREST

Nil.

#### BACKGROUND

The Shire has received enquiries from local residents seeking to use Shire facilities for health and wellbeing programs post the COVID-19 Pandemic lifting of restrictions to gathering numbers with a view to some reduction in fees and charges. The applicants are individuals, and as such, not eligible for waivers under the current Corporate Management Procedures i.e.:

*Fee Waivers will not be considered for or provided to:*

- **Individual persons\*;**
- State or Federal Government bodies;
- Commercial Organisations or Businesses;
- Fees and Charges levied and collected by the Shire under any written law;
- Support for organisational or general operating costs;
- Activities that will financially benefit the Community Organisation (i.e. entry charge);
- Activities that are already covered by an existing service agreement with the Shire of Chapman Valley;
- Community Organisations that receive funding from the Shire of Chapman Valley by way of Donation, Community Development Grant or Council Contribution in the current financial year.

***\*Individual persons may seek the assistance of an Advocacy Agent to submit an application on their behalf.***

***Note: Applications submitted by an Advocacy Agent will not impact the agent's ability to apply for financial assistance within that financial year.***

#### COMMENT

There are three areas to be considered:

1. Post COVID-19 recovery activation of Shire facilities;
2. Currently applications for waiver of venue hire fees & charges for community health & wellbeing events; and
3. Amendments to the Corporate Management Procedure to allow individuals and local business access to reductions/waivers of shire fees and charges.

In reference to Item 1 & 2 above, Shire staff are recommending Council endorse a waiver of fees and charges to the current four applicants and future applications to make halls and community centre facilities available without charge for the remainder of 2020 (although still subject to bond requirements and COVID19 Safety requirements). The waiver or

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reduction of fees and charges is recommended for local individuals or businesses proposing activities deemed to be of community benefit such as fitness or yoga classes, or mental health and wellness workshops and sessions, or similar community events (this does not extend to personal event functions such as birthdays or weddings).

The following comments were presented to the June 2020 Concept Forum on this matter:

- *a free trial period would enable the applicants to experiment with different ways of promoting their sessions to the local community to raise a level of awareness and gain feedback from the local community on what times/days might be suitable for them to attend, and what type of classes would be appreciated, and a 6 month period (over the remainder of 2020) would provide the necessary time to try and raise a level of awareness and profile for the sessions.*
- *the anticipated per week usage for 24 weeks would be unlikely to result in significant service (i.e. water and power) use, and the low impact nature of the use would not lead to undue 'wear and tear' on the facility during the trial period, there would also be the standard requirement for a bond to be lodged, plus ongoing Shire monitoring of the trial period to ensure good operations.*
- *the trial period would be running over a period of COVID19 restrictions relating to levels of attendance at gatherings (of which the applicant is aware) and given these State of Emergency requirements, and the possibility that they may be re-tightened in the event of a second wave, it is therefore considered fair that standard fees and charges that might be more appropriate in normal circumstances should be made available for Council debate during this time.*
- *with the easing of lockdown and gathering restrictions this proposal presents an opportunity for Council to support its community into reemerging into group fitness pursuits with an emphasis also on mental wellbeing.*
- *the initiative would be not dissimilar to actions taken by other local governments such as the support the City of Greater Geraldton provided to the Geraldton Yoga Club through the online yoga sessions during the lockdown period and enabling school holiday programs on the foreshore.*
- *the sessions, in the event they prove successful, and develop into a regular occurrence, have the potential to lead into the further activation of the Shire's facilities and particularly the Bill Hemsley Park precinct e.g. through boot camps being run on the fitness trail or other organised fitness events.*
- *the COVID19 gathering restrictions have had a significant impact upon the community and economy, and initiatives such as these deserve support and assistance in rebuilding and strengthening both community and business.*
- *the running of a trial period without charge would be consistent with the approach Council adopted at its 18 May 2016 meeting when it agreed to Kitewest operating over a summer 4-month trial period at Coronation Beach to gauge whether there was market demand for the business to become permanent and then enter into lease that would incur annual fees.*
- *support for this proposal aligns with several objectives of the Shire's Strategic Community Plan relating to encouraging economic development activities, local employment and activation of the community and facilities.*
- *fitness groups have a positive effect on physical and mental health which is important in a small rural community, especially after the COVID19 lockdown period.*
- *Council would reserve the right to approve/decline any application irrespective of previous decisions of a similar nature and no prior decision in any way or manner should be construed as setting a precedent.*

All other venue hire terms and conditions, including COVID-19 Safety Plans and restrictions must be adhered to, with no other use being allowed.

For continual use of Shire venues it should be noted if a venue is hired at the annual rate of \$586 for 2 uses per week this equates to \$5.65 per use. As a rule of thumb one would envisage a \$10 per person fee for any fitness type activity with this cost being recouped with small numbers of attendees throughout the year. The venue hire bond and long term key bonds would remain payable for all venues.

In reference to item 2 Shire staff are requesting Council endorse an amendment to Corporate Management Procedure CMP-066 Waiver of Fees & Charges to include individuals and local business access to apply for a waivers of fees and a trial period as attached with an extract below:

***Fee Waivers under Delegated Authority will not be considered for or provided to:***

- *Individual persons\*;*
- *State or Federal Government bodies;*
- *Commercial Organisations or Businesses\*;*
- *Fees and Charges levied and collected by the Shire under any written law;*
- *Support for organisational or general operating costs;*
- *Activities that will financially benefit the Community Organisation (i.e. entry charge);*
- *Activities that are already covered by an existing service agreement with the Shire of Chapman Valley;*
- *Community Organisations that receive funding from the Shire of Chapman Valley by way of Donation, Community Development Grant or Shire Contribution in the current financial year.*

*\* Individual persons, Commercial Organisations or Businesses can apply to Council for a waiver or reduction in the fees and charges for community health & wellbeing events for a maximum three month trial period to determine the viability of the event. Fees and charges will remain payable in full until a determination is made by Council on an application for waiver or reduction.*

## **STATUTORY ENVIRONMENT**

Council has legal process to follow regarding the waiver of fees and charges:

*Local Government Act, 1995 – Section 6.12 – Power to Defer, Grant Discount, Waive or Write off Debts*

- (1) *Subject to subsection (2) and any other written law, a local government may –*
- (a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) *waive or grant concessions in relation to any amount of money; or*
  - (c) *write off any amount of money, which is owed to the local government.*

*\* Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

## **POLICY/PROCEDURE IMPLICATIONS**

Corporate Management Procedure CMP-066 as attached specifies conditions and guidelines for any request to waiver fees and charges, with recommended amendments shown in RED text.

## **FINANCIAL IMPLICATIONS**

The current endorsed (May OCM 2020) 2020/2021 Fees & Charges sets the amount of \$50 per use for a local member for all venue hires; or an Annual Booking Fee of \$586, which allows for 2 uses per week.

There has been an allowance made at other venues to annualise the 2 uses per week to provide some flexibility.

The Fees & Charges also have Bonds applicable for the requested use i.e.

- ~ All Venues Bond – Events without Liquor License      \$530
- ~ All Venues Bond – Long Term Key Bond      \$ 50

There will also be utility costs associated with the requested use (i.e. water, power for running lights etc.)

**Long Term Financial Plan (LTFP):**

Nil

**STRATEGIC IMPLICATIONS**

**Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

**CONSULTATION**

Senior Staff have been in consultation with all applicants.

**RISK ASSESSMENT**

The financial impost is not significant and risk rating is deemed Insignificant (1) – Commercial Hirers will need to have their own insurance cover; one off hirers will be covered by the Casual Hirer Policy for low impact activities.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

**VOTING REQUIREMENTS**

Absolute Majority

**STAFF RECOMMENDATION 1**

Council authorise the waiver of booking fees & charges for events related to the health & wellbeing of Chapman Valley, being held at Shire venues for the period 1<sup>st</sup> July 2020 to 31<sup>st</sup> December 2020 due to the COVID-19 pandemic subject to the following conditions:

- (a) Application must be deemed for Health and Wellbeing by the Chief Executive Officer (without dispute or appeal);
- (b) Applicant to be in attendance at all times;
- (c) Payment by the Applicant of the standard Bonds (e.g. Venue, Key);
- (d) All COVID-19 restrictions and conditions must be adhered to at all times;
- (e) Compliance with the standard Shire booking/user requirements for the facility must be adhered to;  
*The proponent shall provide a copy of their public liability and indemnity insurance to the Shire and ensure that the Shire is listed an interested party upon the insurance policy.*

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## STAFF RECOMMENDATION 2

Council endorse amendments as attached to Corporate Management Procedure CMP-066 to incorporate Individual persons, Commercial Organisations or Businesses with the opportunity to apply to Council for a the waiver or reduction of fees and charges.

## STAFF RECOMMENDATION 3

Council endorse a waiver of venue hire fees for the following events up to the 31<sup>st</sup> December 2020 as they are considered valuable to the health and wellbeing of the residents within the Shire of Chapman Valley:

<b>Applicants Name</b>	<b>Applicants Address</b>	<b>Individual or Commercial Business</b>	<b>Venue Requested for Hire</b>	<b>Activity</b>
Megan O'Grady	Murphy-Norris Road	Individual	Nabawa Community Centre	Nabawa Fitness Group
Julie Myers	Wittenoom Circle	Individual	Bill Hemsley Park Community Centre	Yoga Classes
Ersilia Tarantino	White Peak Road	Individual	Bill Hemsley Park Community Centre	Yoga, relaxation & mindfulness classes
Liz Elliott-Lockhart	Chapman Valley Rd	Commercial Business	Nanson Showgrounds Undercover area	Sabrina Hahn In the Valley

The following conditions apply:

- (a) Access is denied at times the venue is booked for use at the same time (i.e. for function and/or event including preparation lead times) by an Applicant willing to pay the fees and charges set by Council;
- (b) All conditions endorsed by Council for the waiver of fees and charges up the 31<sup>st</sup> December 2020 for health and wellbeing events due to the COVID-19 pandemic must be adhered to;
- (c) Compliance with the standard Shire booking/user requirements for the facility must be adhered to;
- (d) Set fees and charges will be applicable from the 1<sup>st</sup> January 2021 if the venue is required beyond this date

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# **10.3**

## **Chief Executive Officer**

### **May 2020**

#### **10.3 AGENDA ITEMS**

- 10.3.1 Batavia Local Emergency Management Committee MOU**
- 10.3.2 Western Australian Local Government Association AGM**
- 10.3.3 Review Delegation 3004**

### 10.3.1

### Batavia Local Emergency Management Committee - MOU

PROPONENT:	Chief Executive Officer
SITE:	Chapman Valley, Greater Geraldton & Northampton LGAs
FILE REFERENCE:	403.09
PREVIOUS REFERENCE:	Nil
DATE:	15 <sup>th</sup> July 2020
AUTHOR:	Maurice Battilana, Chief Executive Officer

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.1(a)	Draft Memorandum of Understanding		✓
10.3.1(b)	Notes – Three LGAs – 11th May 2015		✓

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

This items was presented to the June 2020 OCM with the following procedural motion being passed:

*“MOVED: Cr. Humphrey*

*SECONDED: Cr. Warr*

*That the debate be adjourned until July 2020 Ordinary Council Meeting.*

*Voting 6/0*

*CARRIED*

*Minute Reference: 06/20-08*

*Reason for deviation from Staff Recommendation: Council required clarification on the appointment of the Deputy Chairperson of the BLEMC before proceeding.”*

The Batavia Local Emergency Management Committee (BLEMC) was established in 2015 with the intent to remove administrative duplications and deal with emergency management on a regional, rather than an individual local government basis.

The BLEMC includes the City of Greater Geraldton and the Shire’s of Chapman Valley & Northampton. This has been a successful approach to emergency management across the three local government authorities, with one of the focusses being to remove cross-boundary anomalies across the three districts. However; there has never been a formalised understanding of how the BLEMC is to operate and who are the core and non-core members of the Committee.

At the time the BLEMC was established there was a verbal understanding of how it should operate, yet nothing formally put in place. Hence the need to establish a Memorandum of Understanding (MOU) to remove future uncertainties and ambiguities. The only record of the initial arrangements was what was recorded in the Discussion Notes at the meeting between the three LGAs on the 11<sup>th</sup> May 2015 (see **Attachment 10.3.1(b)**). It is based upon these notes and how the BLEMC has evolved since 2015 the Draft MOU was developed (see **Attachment 10.3.1(a)**).

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## COMMENT

The concern raised at the June 2020 OCM regarding the BLEMC Deputy Chair appointment has been investigated and discussed with the other two participating LGAs (i.e. CGG & Shire of Northampton), District Emergency Management Committee (DEMC) and the WA Police (WAPOL) with the outcome being:

### Local Government Authorities

Wish to proceed with the MOU as compiled which states the BLEMC Deputy Chair being an Elected Member from the LGA next scheduled to take on the role of Chairperson. This structure can only assist with ensuring Elected Member participation in the BLEMC.

This is not a reflection on the importance and integral role of WAPOL as the Local Emergency Coordinators for the BLEMC. This role was never in question and was clearly stated in the first Draft MOU. This has been reiterated in the latest Draft document.

### Department Fire & Emergency Service (DEMC)

Below is an email response from Brendan Wilson (DFES):

*“Regarding our earlier conversation, I can confirm that it is up to each LG to determine the composition of their Local Emergency Management Committee. There are recommendations (in the State EM Procedure) for membership including Chairperson and Deputy Chairperson roles (and referred to below), but this serves as guidance only, not ‘must’ or ‘shall’.*

*If a LG determines that a more appropriate person should fulfil the Chairperson / Deputy Chairperson role (or any other role or general membership), this is definitely acceptable.”*

### WA Police

Jason Scragg, Officer in Charge, Geraldton Police contacted me to discuss the matter after he had been contacted by Cr Humphrey. Below is an email response from Jason:

*“Thanks for the chat today by telephone.*

*Can I ask if it’s possible to place within your MOU the understanding that the Local Emergency Coordinator (LEC) will always be the Officer In Charge of the area in which the “situation” is occurring as per Emergency Management Policy. This may alleviate any concerns or issues that may arrive of the understanding of the role.”*

Staff at each of the participating LGAs have worked collaboratively to develop the Draft MOU, with the Shire of Chapman Valley being the lead organisation in the project. All LGAs are now at the point of presenting the Draft MOU to their Council’s for consideration.

Rather than repeat the content of the Draft MOU I refer Council to **Attachment 10.3.1(a)** and highlight the following section in particular:

- Section 5 – Membership – Core & Non-Core; and
- Section 6 – Appointment of Committee Chair & Provision of Secretariat Support.

The City of Greater Geraldton has requested other changes to the Draft MOU presented to Council at the June OCM. These have been highlighted, along with the aforementioned note reiterating WAPOL as being the BLEMC Local Emergency Coordinators.



I have discussed the requested changes highlighted by the City and the Shire of Northampton and concur with these.

## STATUTORY ENVIRONMENT

*Emergency Management Act 2005* – Established BLEMC in 2015

Below are extracts from legislation and the State Emergency Management Committee Website:

### Extract from Emergency Management Act

#### 38. Local emergency management committees

- (1) A local government is to establish one or more local emergency management committees for the local government's district.
- (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.
- (3) **A local emergency management committee consists of —**
  - (a) **a chairman and other members appointed by the relevant local government in accordance with subsection (4); and**
  - (b) **if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.**
- (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.

### Extract from SEMC Website

#### Local Emergency Management Committees

Local governments are key players in the State's emergency management arrangements and provide expert knowledge about their communities and environments. It is their role to ensure that local emergency management arrangements are prepared and maintained, as well as to manage recovery after an emergency.

Under section 38 of the Emergency Management Act 2005, a local government is required to establish one or more Local Emergency Management Committees (LEMCs) for the local government's district. However, local governments may unite for the purposes of emergency management and establish one or more LEMC for their combined districts. **The LEMC is to be managed and chaired by the local government, with representation from organisations and agencies that play a key role in emergency management within their district.**

The functions of a LEMC, in relation to its district or the area for which it is established, are:

- to advise and assist the local government in ensuring that Local Emergency Management Arrangements (LEMAs) are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of the LEMA; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

## POLICY/PROCEDURE IMPLICATIONS

No Policy or Management Procedure affected. However; each participating LGA have individual Local Emergency Management Arrangements (LEMA). Staff at the three LGAs have been working on developing a regional LEMA. The City of Geraldton is the lead organisation for this project with the draft being basically completed. This is referred to in section 4 of the Draft MOU.

## FINANCIAL IMPLICATIONS

No financial implications envisaged. The regional approach to emergency management will reduce administrative burdens on each participating LGA.

- **Long Term Financial Plan (LTFP):**

Nil effect on the LTFP.

## STRATEGIC IMPLICATIONS

The establishment of the BLEMC is strategically sound as it ensures emergency management is not dealt with in isolation to neighbouring districts.

- **Strategic Community Plan/Corporate Business Plan:**

Ref	Objective	Strategy	Action
1.2	Strengthen our advocacy role and regional partnerships to support the provision of local services and facilities	Maintain close relationships with neighbouring shires and regional bodies	Participate in and advocate for regional resource sharing and cross-boundary cooperation.
		Be present in conversations and gatherings related to the provision of essential and desired services for Chapman Valley residents and visitors	Participate in and advocate for regional resource sharing and cross-boundary cooperation.

## CONSULTATION

As previously mentioned, staff at the three participating LGAs have been working collaboratively on the developing the Draft MOU, which now being presented to each Council for consideration.

## RISK ASSESSMENT

The risk in this instance is insignificant at worst as the MOU will provide better clarity on the BLEMC operations.

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

## VOTING REQUIREMENTS

Simple Majority

## STAFF RECOMMENDATION

Council endorse the Batavia Local Emergency Management Committee Memorandum of Understanding as presented.

### 10.3.2

### Western Australian Local Government Association - AGM

PROPONENT:	Western Australian Local Government Association WALGA)
SITE:	Crown Perth
FILE REFERENCE:	404.01
PREVIOUS REFERENCE:	NA
DATE:	15 <sup>th</sup> July 2020
AUTHOR:	Maurice Battilana, Chief Executive Officer

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
10.3.2(a)	WALGA – Notice of AGM – 25 <sup>th</sup> September 2020		✓
10.3.2(b)	WALGA Letter – Notice of AGM		✓

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

The Western Australian Local Government Association (WALGA) has formally provided notice if the Annual General Meeting (AGM) to be held on the 25<sup>th</sup> September 2020 at the Crown Perth.

The Notice (and my subsequent enquiry) states the AGM will be an in-person meeting unless the COVID-19 pandemic renders this not possible at the time. WALGA has also advised additional information will be provided in July 2020 on the limitation on numbers, accommodation, etc.

#### COMMENT

The WALGA Notice (see **Attachment 10.3.2(a)**) states the following deadlines:

- 17<sup>th</sup> July 2020 (5pm) must Motions proposing alterations or amendments to the Constitution of the WALGA be received by 5:00pm.
- 31<sup>st</sup> July 2020 (5pm) Closing date for submission of Motions.
- 28<sup>th</sup> August 2020 Closing date to advise Voting Delegates (2) and Proxy Voting Delegates (2)

The WALGA Notice also provides guidelines and criteria to be followed when considering a submission for motions to be presented to the AGM i.e.

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.

- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

The WALGA Notice also states:

*As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria: Motions will be included in the Business Paper agenda where they:*

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

*Motions will not be included where they are:*

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

*Motions of similar objective:*

7. *Will be consolidated as a single item.*

At the time of writing no indication has been received on any proposed Motion to be submitted from the Shire of Chapman Valley to the WALGA AGM. The Shire tends to put items through the Northern Country Zone for WALGA State Council consideration.

## **STATUTORY ENVIRONMENT**

Not applicable

## **POLICY/PROCEDURE IMPLICATIONS**

Council Corporate Policy (CP006) deals with attendance at events i.e.

<b>POLICY NO</b>	CP-006
<b>POLICY</b>	ATTENDANCE AT EVENTS POLICY
<b>RESPONSIBLE DIRECTORATE</b>	CEO

PREVIOUS POLICY No.	CMP-030
LEGISLATION	Section 5.90A of the Local Government Act 1995
RELEVANT DELEGATIONS	1019

## 1. OBJECTIVES

- 1.1. To introduce policy to address section 5.90A. of the Local Government Act 1995 Policy for attendance at events
- 1.2. To provide elected members and staff with consistent guidelines to ensure transparency, relevance, and value for money for ratepayers.
- 1.3. This Policy does not cover Elected Member Training. Refer to Management Procedure Ref CMP-030: *“Elected Member Training & Professional Development”*.

## 2. POLICY STATEMENTS

- 2.1. In developing the Attendance at Events Policy, council needs to actively consider the purpose of and benefits to the community from council members and CEOs attending events. The policy should not be used to intentionally circumvent conflict of interests which may arise from attending events hosted by a provider who will have a significant matter before council. The Attendance at Events policy is to enable council members to attend events as a representative of council without restricting their ability to participate in council meetings.
- 2.2. This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the Chief Executive Officer (CEO).
- 2.3. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

## 3. LEGISLATION

- 3.1. 5.90A. Policy for attendance at events

In this section — *event* includes the following —

- a) a concert;
- b) a conference;
- c) a function;
- d) a sporting event;
- e) an occasion of a kind prescribed for the purposes of this definition.

- 3.2. A local government must prepare, and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- a) the provision of tickets to events; and
- b) payments in respect of attendance; and
- c) approval of attendance by the local government and criteria for approval; and

- 
- d) any prescribed matter.

***\*Absolute majority required.***

3.3. A local government may amend\* the policy.

*\*Absolute majority required.*

3.4. When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

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

#### **4. PROVISION OF TICKETS TO EVENTS**

##### **4.1. Invitation**

###### **4.1.1.**

All invitations of offers of tickets for a council member or CEO to attend an event should be in writing and addressed to the Chief Executive Officer. Invitations made directly to an Elected Member are to be handed to the Chief Executive Officer for action to be taken in accordance with this Policy.

###### **4.1.2.**

Any other invitation or offer of tickets not addressed to an Elected Member or the Chief Executive Officer in general is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

###### **4.1.3.**

A list of events and attendees authorised by the local government in advance of the event is recorded in Attachment

#### **5. APPROVAL OF ATTENDANCE**

5.1 In deciding on attendance at an event, the Council will consider:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district),
- c) the role of the council member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,
- e) the benefit of local government representation at the event,
- f) the number of invitations / tickets received, and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

5.2 Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

5.3 The CEO is authorised to determine matters relating to staff attending conferences, seminars or training (in addition

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to those listed at Attachment A) that form part of the ongoing operational requirements of the Shire using the considerations as outlined in 5.2 of this policy.

## **6. PAYMENTS IN RESPECT OF ATTENDANCE**

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

## ATTACHMENT A – EVENTS AUTHORISED IN ADVANCE

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Western Australian Local Government Association (WALGA) Annual Conference and AGM	Annual Event	President, Deputy President 2 x Elected Members CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
Northern Country Zone Conferences	Periodical	President, Deputy President Elected Members CEO DCEO	Elected Members & CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
State Government Budget announcement, launches and other events	Ongoing	President, Deputy President CEO	Elected Members & CEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)



Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
WALGA Road Conference	Annual Event	President, Deputy President 2 x Elected Members CEO Manager Works & Svc	Elected Members & CEO Manager Works & Svc	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses. Note: Alcoholic beverages are not covered.	Elected Members – Min Ref:##/##-## Staff – CEO discretion (Clause 5.3)
Local Government Professionals Annual Conference	Annual Event	CEO DCEO	CEO DCEO	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses.  Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)
Synergy Soft IT Annual User Group Conference	Annual Event	CEO Manager Finance & Corporate Services	CEO Manager Finance & Corporate Services	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses.  Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)
Moore Stephens Annual Budget Finance	Annual Event	CEO Manager Finance	CEO Manager Finance &	Registration, Accommodation,	Staff – CEO discretion (Clause 5.3)

Event Description	Date of event	Approved Attendee/s	Position	Approved contribution	Date of council resolution or CEO authorisation
Conferences		& Corporate Services	Corporate Services	Travel, Meals and other reasonable cost & living expenses.  Note: Alcoholic beverages are not covered.	
Works Supervisors Annual Conference	Annual Event	CEO Manager Works & Svc	CEO Manager Works & Svc	Registration, Accommodation, Travel, Meals and other reasonable cost & living expenses.  Note: Alcoholic beverages are not covered.	Staff – CEO discretion (Clause 5.3)

It will be noted in the Policy where the endorsed attendees at the WALGA AGM are:

- President,
- Deputy President
- 2 x Elected Members
- CEO
- Staff – CEO discretion

As previously mentioned, WALGA may restrict number of attendees from each LGA, which could effect those listed on the Council Policy being able to attend. The Staff Recommendation has prioritised attendees to ensure we stay within any limitations which may be set by WALGA.

#### FINANCIAL IMPLICATIONS

Council budgets annual for attendances at the WALGA Conference and AGM in accordance with Policy.

#### STRATEGIC IMPLICATIONS

Ref	Objective	Strategy
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes

#### CONSULTATION

Formal notification received from WALGA and a subsequent phone call made to WALGA regarding in-person meeting and attendee numbers.

#### RISK ASSESSMENT

Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

#### VOTING REQUIREMENTS

Simple Majority

#### STAFF RECOMMENDATION

Council

1. Endorse the following priority list of attendees for the Western Australian Local Government Association's Annual General Meeting to be held in Perth on the 25<sup>th</sup> September 2020 in accordance with Corporate Policy CP-006:

1. President (Voting Delegate);

- 
2. Deputy President (Voting Delegate);
  3. Cr \_\_\_\_\_; (Proxy Voting Delegate);
  4. Cr \_\_\_\_\_; (Proxy Voting Delegate) and

2. The Chief Executive Officer (or his delegate) to attend the Western Australian Local Government Association's Annual General Meeting in accordance with Corporate Policy CP-006 and be inclusive of any restrictive numbers of attendees, which may be determined by WALGA.

### 10.3.3

#### REVIEW DELEGATION 3004

PROPONENT:	CHIEF EXECUTIVE OFFICER
SITE:	SHIRE OF CHAPMAN VALLEY
FILE REFERENCE:	411.01
PREVIOUS REFERENCE:	MINUTE REFERENCE: 05/20-16 & 05/20-17
DATE:	15th JULY 2020
AUTHOR:	MAURICE BATTILANA, CHIEF EXECUTIVE OFFICER

#### SUPPORTING DOCUMENTS:

Ref	Title	Attached to Report	Under Separate Cover
	NIL		

#### DISCLOSURE OF INTEREST

Nil

#### BACKGROUND

The purpose of this item is to review Delegation 3009, which was inadvertently missed at the time the Purchasing Policy CP-024 and Delegation 3004 were reviewed at the May 2020 OCM to accommodate legislative changes to increase the tender threshold from \$150,000 to \$250,000.

The following was resolved at the May 2020 OCM:

*MOVED: Cr. Batten*

*SECONDED: Cr. Humphrey*

*Council endorse the revised Purchasing Policy (CP-024) as presented to reflect the recent legislative changes to the Local Government (Functions & General) Regulations, 1996, for the increase in tender threshold limitations and the latest WALGA Purchasing Policy Template.*

*Voting 7/0*

*CARRIED*

*Minute Reference: 05/20-15*

*MOVED: Cr. Humphrey*

*SECONDED: Cr. Batten*

*Council endorse the following addition to Delegation 3004 Council Purchasing Authority by including the following:*

*"Sole Source Suppliers – Local Government (Functions & General) Regulation – 11(2)(f)*

*In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase."*

*Voting 7/0*

*CARRIED*

*Minute Reference: 05/20-16*

## COMMENT

As reported at the May 2020 OCM, as a result of the COVID-19 pandemic the State Government fast-tracked several items of legislation to assist local government authorities in dealing with the pandemic. One item of new legislation enacted was an increase in the tender threshold from \$150,000 to \$250,000. This legislative change had been advocated across the local government industry for some years and was listed as an desired amendment under the review of the Local Government Act.

Due to the legislative changes being introduced to increase the tender threshold Council amended the Shire's Purchasing Policy (CP-024) and Delegation 3004 at the May 2020 OCM. However; unfortunately Delegation 3009 was inadvertently missed.

Delegation 3004 was amended to include the following text regarding sole source suppliers situations:

*"Sole Source Suppliers – Local Government (Functions & General) Regulation – 11(2)(f)*

*In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase."*

Though probably not necessary it is felt this text should also be added to Delegation 3009 to reiterate the sole source supplier situation.

## STATUTORY IMPLICATIONS / REQUIREMENTS

### Local Government (Functions & General) Regulations, 1996

#### Clause 11A

- (1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250 000 or less or worth \$250 000 or less.
- (2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).
- (3) A purchasing policy must make provision in respect of —
  - (a) the form of quotations acceptable; and
  - (ba) the minimum number of oral quotations and written quotations that must be obtained; and
  - (b) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received; and
    - (ii) all purchases made.

#### Clause 11(1A)

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250 000 unless subregulation (2) states otherwise.

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## POLICY/PROCEDURE IMPLICATIONS

Below is the current Delegation 3009 with recommended amendments in red print:

DELEGATION NUMBER	-	3009
LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996
DELEGATION SUBJECT	-	Tenders for Providing Goods & Services
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE	-	Nil

In respect to Part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

1. Publicly invite tenders for the supply of goods and services expected to be worth more than ~~\$150,000~~ **the amount legislated**. (Reference: Regulations 11(1), 12 and 13).
2. Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (Reference: Regulation 19).
4. Council delegate authority to the Chief Executive Officer, in accordance with Section 5.43(b) of the Local Government Act, 1995, to accept a preferential list of compliant suppliers for road building materials (e.g. gravel pushing, bitumen and aggregate) from tenders received, under the condition the actual expenditures to be incurred by Council does not exceed the contract & materials amounts authorised in the adopted Budget for the road works program.  
All other decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.
5. **Sole Source Suppliers (Local Government (Functions & General) Regulation – 11(2)(f)) .In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.**

*NB: The decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.*

## FINANCIAL IMPLICATIONS

No effect on financial operations of the Shire.

### Long Term Financial Plan (LTFP):

No effect on LTFP of the Shire

## STRATEGIC IMPLICATIONS

It is important Councillors and staff are fully conversant with Policies and Procedures of the organisations in the first instance and for these to be accessible to the Elected Members, Staff and the community to ensure all ambiguity are removed regarding how the Shire operates.

It is also important Councillors and staff review the policies & procedures to ensure these remain current and relevant.

### Strategic Community Plan/Corporate Business Plan:

Ref	Objective	Strategy	Action
5.1	Ensure governance and administration systems, policies and processes are current and relevant	Review policy categories and set ongoing accountability for review processes	Review current Council and Management policies and formalise update process and timelines.

### CONSULTATION

Not applicable in this instance.

### RISK ASSESSMENT

There is a risk associated with the organisation's Policies and Management Procedures being antiquated and not relevant, which could lead to poor operations and possible areas of non-compliance with legislation. However; I believe this risk is considered "insignificant" in this instance i.e.

Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
Insignificant (1)	Negligible injuries	Less than \$1,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential or no damage.	Contained, reversible impact managed by on site response

### VOTING REQUIREMENTS

Absolute Majority – Delegation Review

### STAFF RECOMMENDATION

Council endorse the following amended Delegation 3009:

LEGISLATIVE POWER	-	Local Government Act 1995 & Local Government (Functions & General) Regulation, 1996
DELEGATION SUBJECT	-	Tenders for Providing Goods & Services
DELEGATE	-	CHIEF EXECUTIVE OFFICER
RELEVANT POLICY/PROCEDURE	-	Nil

In respect to Part 4 of the Local Government (Functions and General) Regulations 1996, the CEO is delegated authority to perform the following:

- Publicly invite tenders for the supply of goods and services expected to be worth more than the amount legislated. (*Reference: Regulations 11(1), 12 and 13*).
- Determine, in writing, the criteria for deciding which tenders should be accepted and give Statewide public notice in accordance with Regulation 14.



- 
3. Give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted. (*Reference: Regulation 19*).
  4. Council delegate authority to the Chief Executive Officer, in accordance with Section 5.43(b) of the Local Government Act, 1995, to accept a preferential list of compliant suppliers for road building materials (e.g. gravel pushing, bitumen and aggregate) from tenders received, under the condition the actual expenditures to be incurred by Council does not exceed the contract & materials amounts authorised in the adopted Budget for the road works program.  
All other decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.
  5. Sole Source Suppliers (Local Government (Functions & General) Regulation – 11(2)(f)) .In the situation of any purchases above the legislated tender threshold amount from sole source providers the Chief Executive Officer is to present these to Council for endorsement, with evidence of due diligence as proof of there being a sole source provider situation, prior to progressing with the purchase.

NB: The decision to select a successful tender is still one for Council to determine unless otherwise resolved by Council.

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**11.0 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**12.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING**

**13.0 DELEGATES REPORTS**

**14.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**15.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC**

Item Number	Item Title
15.1	CEO Performance Review (July 2020)
15.2	Lot 2635 Chapman Valley Road, Nabawa
15.3	T. McCagh Long Service Leave Deferral

**16.0 CLOSURE**



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## SOURCE DOCUMENTATION

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**SHIRE OF CHAPMAN VALLEY**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 June 2020**

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

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**PREPARATION TIMING AND REVIEW**

Date prepared: 7th July 2020  
Prepared by: Dianne Raymond  
Reviewed by: Maurice Battilana

**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), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also 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.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 12.

**SIGNIFICANT ACCOUNTING POLICIES**

**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.

**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.

**ROUNDING OFF FIGURES**

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2020**

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Chapman Valley for the 2019/20 year is \$10,000 or 10% whichever is the greater. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of material variance is disclosed in Note 2.

	% Completed	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Capital Expenditure</b>					
Buildings	76.01%	177,021	177,021	134,561	42,460
<b>Plant &amp; Equipment</b>	98.39%	527,000	527,000	518,489	8,511
<b>Infrastructure - Roads</b>	91.61%	2,110,839	2,110,839	1,933,836	177,003

\* Note: % Compares current ytd actuals to ytd budget

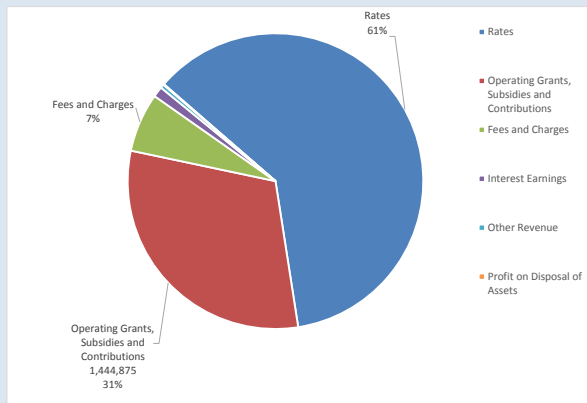
<b>Financial Position</b>	<b>This Time Last Year</b>	<b>Year to Date Actual</b>
Adjusted Net Current Assets	\$ 1,419,387	\$ 1,832,578
Cash and Equivalent - Unrestricted	\$ 1,514,609	\$ 1,970,605
Cash and Equivalent - Restricted	\$ 832,618	\$ 839,450
Receivables - Rates	\$ 93,429	\$ 92,840
Receivables - Other	\$ 8,396	\$ 1,804
Payables	\$ 194,286	\$ 96,232

\* Note: Compares current ytd actuals to prior year actuals at the same time

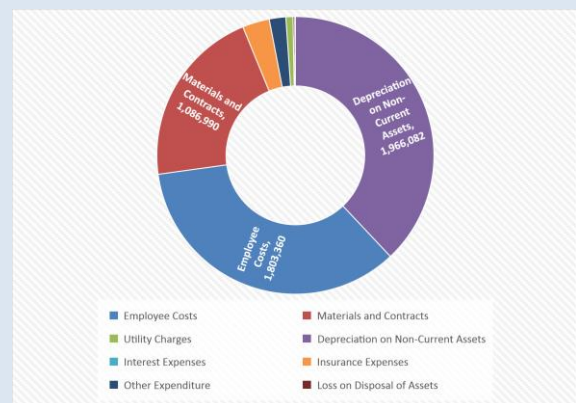
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 30 JUNE 2020**

**YEAR TO DATE SUMMARY GRAPHS**

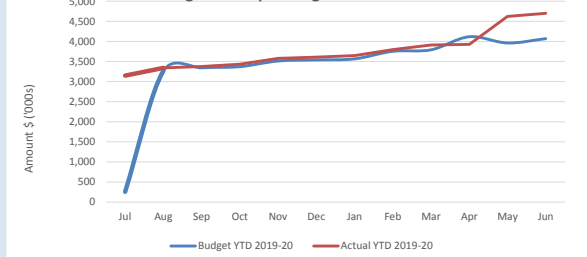
**OPERATING REVENUE**



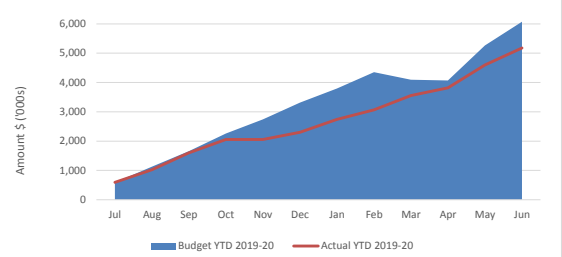
**OPERATING EXPENSES**



**Budget YTD Operating Revenues -v- YTD Actual**

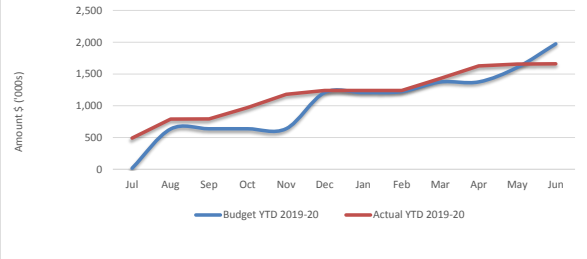


**Budget YTD Operating Expenses -v- YTD Actual**



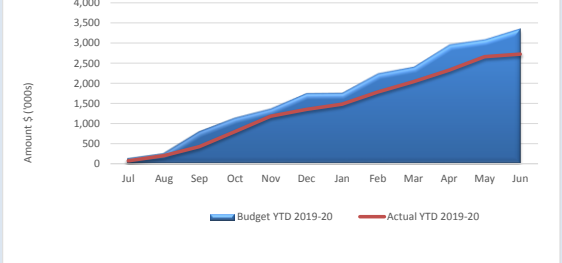
**Capital Revenue**

**Budget YTD Capital Revenue -v- YTD Actual**



**Capital Expense**

**Budget YTD Capital Expenses -v- YTD Actual**



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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	1,419,387	1,419,387	<b>1,419,387</b>	0	0%	
<b>Revenue from operating activities</b>							
Governance		1,200	1,200	<b>20,136</b>	18,936	1578%	
General Purpose Funding - Rates	5	2,852,857	2,852,857	<b>2,871,233</b>	18,376	1%	▲
General Purpose Funding - Other		542,838	542,838	<b>1,128,490</b>	585,652	108%	▲
Law, Order and Public Safety		30,685	30,685	<b>44,257</b>	13,572	44%	▲
Health		5,764	5,764	<b>3,686</b>	(2,078)	(36%)	
Housing		0	0	<b>0</b>	0		
Community Amenities		182,727	182,727	<b>190,986</b>	8,259	5%	
Recreation and Culture		217,464	217,464	<b>195,157</b>	(22,307)	(10%)	▼
Transport		142,557	142,558	<b>152,284</b>	9,726	7%	
Economic Services		21,770	21,770	<b>17,452</b>	(4,318)	(20%)	
Other Property and Services		70,500	70,500	<b>76,186</b>	5,686	8%	
		<b>4,068,362</b>	<b>4,068,362</b>	<b>4,699,865</b>	631,502	16%	▲
<b>Expenditure from operating activities</b>							
Governance		(464,618)	(464,618)	<b>(310,242)</b>	154,376	33%	▲
General Purpose Funding		(130,230)	(130,230)	<b>(106,161)</b>	24,069	18%	▲
Law, Order and Public Safety		(258,024)	(258,024)	<b>(220,730)</b>	37,294	14%	▲
Education and Welfare		(2,000)	(2,000)	<b>(80)</b>	1,920	96%	
Health		(37,110)	(37,110)	<b>(14,200)</b>	22,910	62%	▲
Housing		(18,485)	(18,485)	<b>(8,748)</b>	9,737	53%	
Community Amenities		(745,644)	(745,644)	<b>(583,829)</b>	161,815	22%	▲
Recreation and Culture		(945,236)	(945,236)	<b>(798,357)</b>	146,879	16%	▲
Transport		(3,047,044)	(3,047,044)	<b>(2,759,230)</b>	287,813	9%	
Economic Services		(357,146)	(357,146)	<b>(293,346)</b>	63,799	18%	▲
Other Property and Services		(67,868)	(67,868)	<b>(82,008)</b>	(14,140)	(21%)	▼
		<b>(6,073,403)</b>	<b>(6,073,403)</b>	<b>(5,176,932)</b>	896,472	15%	
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		1,966,450	1,966,450	<b>1,966,082</b>	(368)	(0%)	
Adjust (Profit)/Loss on Asset Disposal	6	(11,305)	(11,305)	<b>6,693</b>	17,998	(159%)	
Adjust Movement, Provisions and Accruals				<b>(17,735)</b>			
<b>Amount attributable to operating activities</b>		<b>(49,897)</b>	<b>(49,897)</b>	<b>1,477,974</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	1,493,953	1,493,953	<b>1,514,620</b>	20,667	1%	
Realisation/Proceeds from Disposal of Assets	6	78,500	78,500	<b>82,943</b>	4,443	6%	
Capital Acquisitions	7	(2,814,860)	(2,814,860)	<b>(2,586,886)</b>	227,974	8%	
<b>Amount attributable to investing activities</b>		<b>(1,242,407)</b>	<b>(1,242,407)</b>	<b>(989,323)</b>			
<b>Financing Activities</b>							
Transfer from Reserves	9	402,381	402,381	<b>62,895</b>	(339,486)	(84%)	▼
Repayment of Debentures	8	(68,626)	(68,626)	<b>(68,626)</b>	(0)	(0%)	
Transfer to Reserves	9	(460,838)	(460,838)	<b>(69,728)</b>	391,110	85%	▲
<b>Amount attributable to financing activities</b>		<b>(127,083)</b>	<b>(127,083)</b>	<b>(75,459)</b>			
<b>Year to date Budget Variance</b>			0				
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>(0)</b>	<b>(0)</b>	<b>1,832,577</b>			

**KEY INFORMATION**

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

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

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



**KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources	<p><b>Governance</b></p> <p>Administration and Operation of facilities and services to members of council; Includes fees, expenses and allowances paid to elected and committee members, election costs, insurance, subscription, conference expenses, council chamber expenses and members' entertainment. Also includes the allocation of administration expenses for the CEO and staff in preparation, administration and attendance at meetings and assisting elected members and other committees of Council. Research, development and preparation of policy documents, development of local laws, strategic planning, principal activity plans, annual budgets, annual financial reports, audit fees and the annual report.</p> <p><b>Administration</b></p> <p>In accordance with Legislative changes which were effective on 1st July 1997. General Administration costs have been allocated to the various programs of Council to reflect the true costs of services provided. Directly attributable costs have been recorded in the relevant program while indirect costs have been allocated using time spent by administration staff on tasks related to each of the programs as a basis.</p>
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Revenue from rates levied, interest and fees on instalment arrangements and arrears, government subsidy for entitled pensioners and rates deferred, less discounts and concessions relating to rates levied. Expenditures incurred in administration and maintaining rate records, rating valuations, serving notices, postage, stationery, advertising, debt collection, printing, indirect administration costs etc. Income receivable from the WA Grants Commission and any other Government Grant of a general purpose nature. Interest earnings from deposits and investments, including reserve accounts. General overdraft expenses.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Administration and operations on fire prevention services, including volunteer fire brigades, outlays on roadside clearing operations and other protective burning. Revenues include fines and penalties imposed under relevant Acts and fines, fees or charges for clearing fire breaks. Administration enforcement and operations relating to the control of animals. Costs of impounding, destroying and disposal of stray animals. Revenues include dog registration fees, fines and penalties relating to straying animals, impounding and destruction fees. Ranger's expenses are collected here and apportioned throughout the various programs to which they relate.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Food quality and pest control, inspections of eating houses, lodging and boarding houses, itinerant food vendors, offensive trade, and any other outlays concerned with general health inspections and administration services provided by the Council.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Operation, improvements and maintenance of pre-school facilities; assistance to playgroups and other voluntary services. Annual awards and prizes to Nabawa and Yuna Primary Schools.
<b>HOUSING</b>	To provide and maintain residential housing for staff, with the surplus available for private rental.	Collection of revenue and expenditure in respect of the administration and operation of residential housing for council staff. The expenditure is reallocated to the relevant programmes using staff duties as a basis.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Administration and operation of domestic refuse collection and disposal services, including delivery to a regional disposal site. Provision and maintenance of rubbish disposal sites. Collection and disposal of public litter bins, special rubbish clean ups, special litter enforcement and control. Includes administration and operation of foreshore protection project. Administration and operation of town planning and regional development services. These include planning control, the preparation of town planning development schemes, zoning and rezoning. Costs associated with resumption of land for recreational purposes. Hosting of a Natural Resource Management Officer to assist community groups and landowners.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Administration, provision and operation of public halls, community centre, sporting complex, ovals, swimming areas and beaches. Includes contributions towards operations, subsidies and improvements of sporting clubs, sporting facilities and recreational areas. Administration, provision and operation of local libraries and library services. Contributions towards heritage issues such as municipal inventory, local Historical society operations - museum development/improvement etc.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges; cleaning and lighting of streets and maintenance of depots. Purchase of plant used predominantly for the construction and maintenance of streets, roads, bridges etc. Operations relating to the licensing or regulating of traffic under the control of the local government; includes vehicle registration and renewals facilities.
<b>ECONOMIC SERVICES</b>	To help promote the shire and its economic wellbeing.	Eradication of noxious weeds and control of vermin. The development, promotion, support etc. of tourism and area promotion to attract tourists. Administration, inspection and operations concerned with application of the building standards including examination, processing and inspections services, swimming pool inspections etc. Revenues and outlays associated with water supply - standpipes.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control council's overheads operating accounts.	Administration, inspection, and operation of work carried out on property or services not under the care, control and management of the Council. These include road works on private property. Public Works Overheads - Overheads incurred as the result of the use of direct labour, which is subsequently apportioned to the appropriate works and services absorbing the total expenditure. Includes expenditure incurred in the maintenance and operation of plant, Council's hire rate absorbing the total expenditure of plant running costs and usage. The total salaries and wages incurred during the year is recorded here and allocated over the various works and services to which it relates.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**BY NATURE OR TYPE**

	Ref Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	1,419,387	1,419,387	<b>1,419,387</b>	0	0%	
<b>Revenue from operating activities</b>							
Rates	5	2,826,721	2,826,721	<b>2,871,233</b>	44,512	2%	
Operating Grants, Subsidies and Contributions	10	838,744	838,744	<b>1,444,875</b>	606,131	72%	▲
Fees and Charges		311,307	311,307	<b>302,524</b>	(8,783)	(3%)	
Interest Earnings		53,290	53,290	<b>53,588</b>	298	1%	
Other Revenue		11,800	11,800	<b>19,531</b>	7,731	66%	
Profit on Disposal of Assets	6	26,500	26,500	<b>3,569</b>	(22,931)	(87%)	▼
Realisation on Disposal of Assets		0	0	<b>4,546</b>	4,546		
		<b>4,068,362</b>	<b>4,068,362</b>	<b>4,699,865</b>	631,503	16%	▲
<b>Expenditure from operating activities</b>							
Employee Costs		(1,981,847)	(1,981,847)	<b>(1,803,360)</b>	178,487	9%	
Materials and Contracts		(1,741,791)	(1,741,791)	<b>(1,086,990)</b>	654,801	38%	▲
Utility Charges		(56,417)	(56,417)	<b>(43,001)</b>	13,416	24%	▲
Insurance Expenses		(182,375)	(182,375)	<b>(163,319)</b>	19,056	10%	▲
Interest Expenses		(5,898)	(5,898)	<b>(4,090)</b>	1,808	31%	
Depreciation on Non-Current Assets		(1,966,450)	(1,966,450)	<b>(1,966,082)</b>	368	0%	
Loss on Disposal of Assets	6	(15,195)	(15,195)	<b>(10,261)</b>	4,934	32%	
Other Expenditure		(123,430)	(123,430)	<b>(99,830)</b>	23,600	19%	▲
		<b>(6,073,403)</b>	<b>(6,073,403)</b>	<b>(5,176,932)</b>	896,471	15%	▲
<b>Operating activities excluded from budget</b>							
Add back Depreciation		1,966,450	1,966,450	<b>1,966,082</b>	(368)	(0%)	
Adjust (Profit)/Loss on Asset Disposal	6	(11,305)	(11,305)	<b>6,693</b>	17,998	(159%)	
Adjust Movement, Provisions and Accruals		0	0	<b>(17,735)</b>	(17,735)		▼
<b>Amount attributable to operating activities</b>		<b>(49,896)</b>	<b>(49,896)</b>	<b>1,477,973</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	1,493,953	1,493,953	<b>1,514,620</b>	20,667	1%	
Realisation/Proceeds from Disposal of Assets	6	78,500	78,500	<b>82,943</b>	4,443	6%	
Capital acquisitions	7	(2,814,860)	(2,814,860)	<b>(2,586,886)</b>	227,974	8%	
<b>Amount attributable to investing activities</b>		<b>(1,242,407)</b>	<b>(1,242,407)</b>	<b>(989,323)</b>			
<b>Financing Activities</b>							
Transfer from Reserves	9	402,381	402,381	<b>62,895</b>	(339,486)	(84%)	▼
Repayment of Debentures	8	(68,626)	(68,626)	<b>(68,626)</b>	(0)	0%	
Transfer to Reserves	9	(460,838)	(460,838)	<b>(69,728)</b>	391,110	(85%)	
<b>Amount attributable to financing activities</b>		<b>(127,083)</b>	<b>(127,083)</b>	<b>(75,459)</b>			
<b>Year to date Budget Variance</b>			<b>0</b>				
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>(0)</b>	<b>(0)</b>	<b>1,832,578</b>			

**KEY INFORMATION**

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 JUNE 2020

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

#### 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.

## 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

Loss on the disposal of fixed assets.

#### 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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

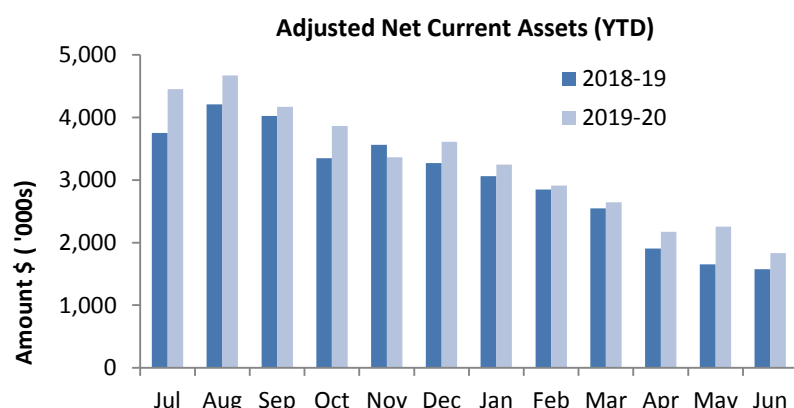
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2019	This Time Last Year 30 June 2019	Year to Date Actual 30 Jun 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	1,514,609	1,514,609	1,970,605
Cash Restricted	3	832,618	832,618	839,450
Receivables - Rates	4	93,429	93,429	92,840
Receivables - Other	4	8,396	8,396	1,804
Interest / ATO Receivable / Prepaid Expenses		1,345	1,345	22,612
Inventories		4,221	4,221	1,170
		2,454,618	2,454,618	2,928,480
<b>Less: Current Liabilities</b>				
Payables		(194,286)	(194,286)	(96,232)
Provisions - employee		(423,049)	(423,049)	(435,584)
ATO Payables		(8,328)	(8,328)	(38,695)
		(625,663)	(625,663)	(570,511)
<b>Unadjusted Net Current Assets</b>		<b>1,828,955</b>	<b>1,828,955</b>	<b>2,357,969</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(832,618)	(832,618)	(839,450)
Add: Provisions - employee		423,049	423,049	314,060
<b>Adjusted Net Current Assets</b>		<b>1,419,387</b>	<b>1,419,387</b>	<b>1,832,578</b>

#### SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting policies relating to Net Current Assets.

#### KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



**This Year YTD**

**Surplus(Deficit)**

**\$1.83 M**

**Last Year YTD**

**Surplus(Deficit)**

**\$1.42 M**

## **SIGNIFICANT ACCOUNTING POLICIES**

### **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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

### **EMPLOYEE BENEFITS**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (*Short-term Benefits*)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the City has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the City expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (*Long-term Benefits*)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

### **PROVISIONS**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

### **INVENTORIES**

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.

### **TRADE AND OTHER PAYABLES**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Chapman Valley 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 30 JUNE 2020**

**NOTE 2  
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 budget materially.

The material variance adopted by Council for the 2019/20 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	18,936	1578%	▲	Permanent	LGIS Insurance policy credit
General Purpose Funding - Rates	18,376	1%	▲	Permanent	Interim and backrates not in original budget
General Purpose Funding - Other	585,652	108%	▲	Permanent	Advance Payment Financial Assistance Grants
Law, Order and Public Safety	13,572	44%	▲	Permanent	Advance Payment DFES grant revenue
Recreation and Culture	(22,307)	(10%)	▼	Permanent	Fees & Charges revenue not received COVID closures
<b>Expenditure from operating activities</b>					
Governance	154,376	33%	▼	Permanent	Consultants and Audit fees timing
General Purpose Funding	24,069	18%	▼	Permanent	Admin allocations & legal expenses
Law, Order and Public Safety	37,294	14%	▼	Permanent	Budget allocation includes full year of Trainee Ranger which terminated early
Health	22,910	62%	▼	Permanent	External contractor/consultants
Community Amenities	161,815	22%	▼	Permanent	Domestic Rubbish contractor expenses, COVID cost saving measures Town Planning & Community Development
Recreation and Culture	146,879	16%	▼	Permanent	COVID Cost saving measures Services and contractors, some internal employee costs
Transport	287,813	9%	▼	Permanent	COVID Cost saving measures Services and contractors, some internal employee costs road maintenance
Economic Services	63,799	18%	▼	Permanent	COVID Cost saving measures Services and contractors Tourism & Promotional expenditure
Other Property and Services	(14,140)	(21%)	▲	Permanent	Non cash internal allocations
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	20,667	1%	▲	Permanent	Regional Road Group funding
Capital Acquisitions	227,974	8%	▼	Permanent	Cost saving measures Services and contractors, some internal employee costs road construction
<b>Financing Activities</b>					
Transfer from Reserves	(339,486)	(84%)	▼	Permanent	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
Transfer to Reserves	391,110	85%	▲	Permanent	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-6
<b>KEY INFORMATION</b>					

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

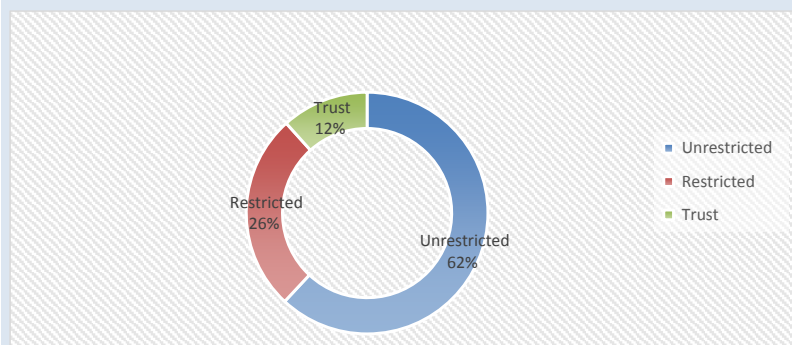
Cash and Investments	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Maturity Date
	\$	\$	\$	\$		
<b>Cash on Hand</b>						
Petty Cash and Floats	700			700	Westpac	On Hand
<b>At Call Deposits</b>						
Municipal Bank Account	159,172			159,172	Westpac	At Call
Municipal Investment Account	1,810,733			1,810,733	Westpac	At Call
Reserve Fund - Leave		115,677		115,677	Westpac	At Call
Reserve Fund - Water		14,240		14,240	Westpac	At Call
Reserve Fund - Office & Equipment		39,751		39,751	Westpac	At Call
Reserve Fund - Plant/Light Vehicle		256,877		256,877	Westpac	At Call
Reserve Fund - Legal		40,023		40,023	Westpac	At Call
Reserve Fund - Land Development		52,085		52,085	Westpac	At Call
Reserve Fund - Roadworks		102,171		102,171	Westpac	At Call
Reserve Fund - Landcare		(0)		(0)	Westpac	At Call
Reserve Fund - Building		209,127		209,127	Westpac	At Call
Reserve Fund - Unspent Grants		9,499		9,499	Westpac	At Call
Trust Bank Account			100,133	100,133	Westpac	At Call
<b>Term Deposits</b>						
TD 454181 - POS Wokarena			143,595	143,595	Westpac	28-May-20
TD 454202 - Wokarena Intersection Upgrade			127,405	127,405	Westpac	28-May-20
<b>Total</b>	<b>1,970,605</b>	<b>839,450</b>	<b>371,133</b>	<b>3,181,187</b>		

**SIGNIFICANT ACCOUNTING POLICIES**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 financial position.

**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 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 financial position.



Total Cash	Unrestricted
<b>\$3.18 M</b>	<b>\$1.97 M</b>

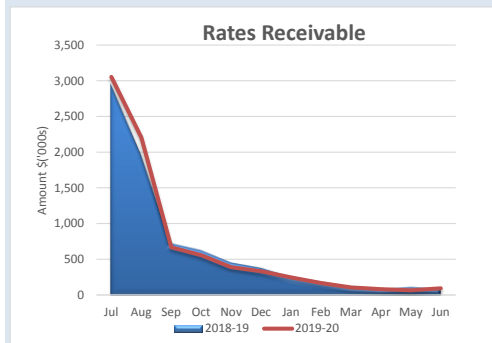
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Rates Receivable	30 June 2019	30 Jun 20
	\$	\$
Opening Arrears Previous Years	101,168	93,072
Levied this year	2,743,381	2,871,233
<u>Less</u> Collections to date	(2,751,477)	(2,871,465)
Equals Current Outstanding	<b>93,072</b>	<b>92,840</b>
<b>Net Rates Collectable</b>	<b>93,072</b>	<b>92,840</b>
% Collected	97.29%	96.87%

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.

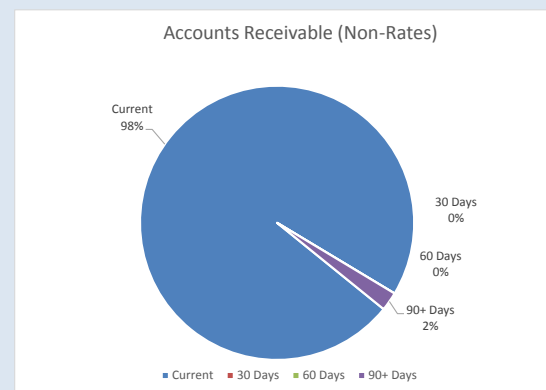


Collected	Rates Due
<b>97%</b>	<b>\$92,840</b>

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,764	0	0	40	1,804
Percentage	98%	0%	0%	2%	
<b>Balance per Trial Balance</b>					
Sundry debtors					1,804
GST receivable					0
Loans receivable - clubs/institutions					0
<b>Total Receivables General Outstanding</b>					<b>1,804</b>
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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 doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
<b>\$1,804</b>
Over 30 Days
<b>2%</b>
Over 90 Days
<b>2%</b>

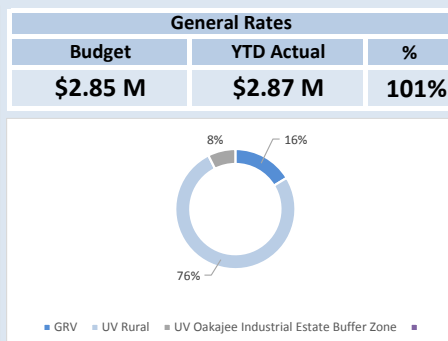
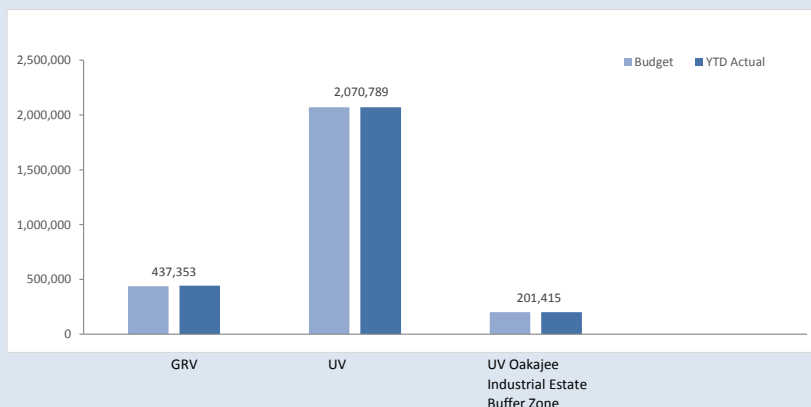


General Rate Revenue	Rate in	Number of Properties	Rateable Value	Rate Revenue	Original Budget			YTD Actual			
					Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>	\$			\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV	9.500000	276	4,603,715	437,353	0	0	437,353	437,353	4,915	266	442,534
UV Rural	1.142000	409	181,329,999	2,070,789	0	0	2,070,789	2,070,789	(583)	-184	2,070,022
UV Oakajee Industrial Estate Buffer Zone	2.280000	0	8,834,000	201,415	0	0	201,415	201,415	0	0	201,415
<b>Minimum Payment</b>	Minimum \$										
GRV	700	196	880,939	136,500	0	0	136,500	137,200	0	0	137,200
UV Rural	400	17	136,023	6,800	0	0	6,800	6,800	0	0	6,800
UV Oakajee Industrial Estate Buffer Zone	400	0	0	0	0	0	0	0	0	0	0
<b>Sub-Totals</b>		<b>898</b>	<b>195,784,676</b>	<b>2,852,857</b>	<b>0</b>	<b>0</b>	<b>2,852,857</b>	<b>2,853,557</b>	<b>4,332</b>	<b>82</b>	<b>2,857,970</b>
Discount/Concession							0				
Movement in Excess Rates							0	0	0	0	13,263
<b>Amount from General Rates</b>							<b>2,852,857</b>				<b>2,871,233</b>
Ex-Gratia Rates							0				
<b>Total General Rates</b>							<b>2,852,857</b>				<b>2,871,233</b>
<b>Totals</b>							<b>2,852,857</b>				<b>2,871,233</b>

#### SIGNIFICANT ACCOUNTING POLICIES

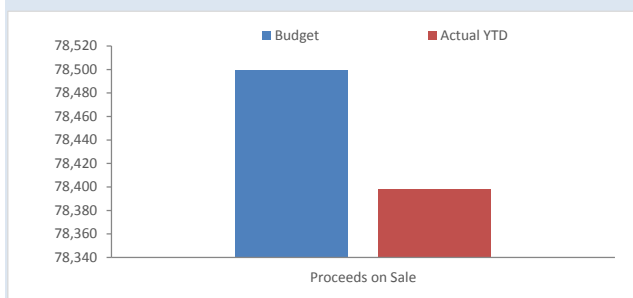
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

#### KEY INFORMATION



Asset Ref.	Asset Description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Housing</b>								
85/L15	Yuna House Asset 85 / Land L15	67,195	52,000	0	(15,195)	67,081	59,307	0	(7,774)
	<b>Transport</b>								
25	P0006 JD Mower	0	1,500	1,500	0	0	1,364	1,364	
P34	Depot Ute	0	10,000	10,000	0	0	0	0	
P31	L/Hand Ute	0	10,000	10,000	0	10,669	8,182		(2,487)
P32	Works Ute	0	5,000	5,000	0	7,341	9,546	2,205	
		<b>67,195</b>	<b>78,500</b>	<b>26,500</b>	<b>(15,195)</b>	<b>85,091</b>	<b>78,398</b>	<b>3,569</b>	<b>(10,261)</b>

KEY INFORMATION



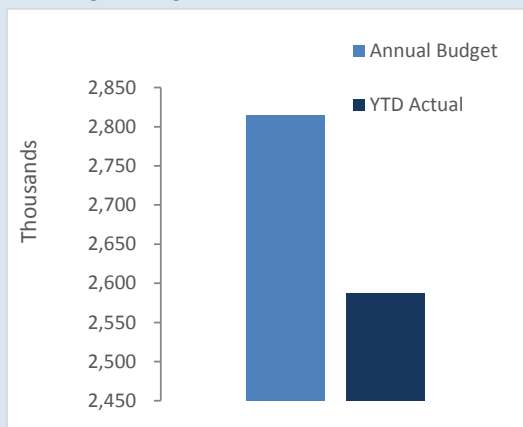
Proceeds on Sale		
Budget	YTD Actual	%
<b>\$78,500</b>	<b>\$78,398</b>	<b>100%</b>

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	177,021	177,021	134,561	(42,460)
Plant, Tools & Equipment	527,000	527,000	518,489	(8,511)
Infrastructure - Roads	2,110,839	2,110,839	1,933,836	(177,003)
<b>Capital Expenditure Totals</b>	<b>2,814,860</b>	<b>2,814,860</b>	<b>2,586,886</b>	<b>(227,974)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,493,953	1,493,953	1,514,620	20,667
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	78,500	78,500	78,398	-102
Cash Backed Reserves				
Building Reserve	25,000	0	0	0
Plant Replacement Reserve	255,268	0	0	0
Contribution - operations	962,139	1,242,407	993,868	(248,540)
<b>Capital Funding Total</b>	<b>2,814,860</b>	<b>2,814,860</b>	<b>2,586,886</b>	<b>(227,974)</b>

#### 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.

#### KEY INFORMATION

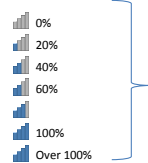


Acquisitions	Annual Budget	YTD Actual	% Spent
	<b>\$2.81 M</b>	<b>\$2.59 M</b>	<b>92%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$1.49 M</b>	<b>\$1.51 M</b>	<b>101%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure Total  
Level of Completion Indicators



Percentage YTD Actual to Annual Budget  
Expenditure over budget highlighted in red.

CP-024 Purchasing Policy	
Up to \$10,000	Direct Purchase
\$10,001-\$25,000	2x verbal quotes
\$25,001-\$149,999	3x written quotes
\$150,000 & above	Tender process

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

						YTD BUDGET Variance (Under)/Over	Comments
Capital Expenditure							
Buildings							
0.53							Reduced Septic System toilet block similar to Fig Tree Reserve. Part Project carried over to 20/21 budget due to COVID-19 impacts on labour
	Nabawa Cemetery	124150	21,000	21,000	11,175	9,825	
0.01							Nanson Showgrounds Master Plan - Supply of 3 Phase Power. Project to be relisted 20/21 Budget with revised quotes
	Nanson showgrounds 3 Phase Power	126440	50,000	50,000	593	49,407	
1.00							BHP Activation Lotterywest Grant 3 components Walk Trails, Exercise Equipment and BBQ. Project completed
	Bill Hemsley Park Activation Project	128340	84,771	84,771	85,026	(255)	
1.00							Gravel works delivered in house
	Bill Hemsley Park Activation Project	128340	0	0	16,577	(16,577)	
1.00							BHP Masterplan - Install Bollards and BBQ as per Masterplan - 4 bollards have been installed
	Bill Hemsley Park Masterplan	128340	5,000	5,000	4,996	4	
1.00							Bar Upgrades CVFC requested works completed 30 June
	Nabawa Recreation Centre	128340	16,250	16,250	16,193	57	
0.76	<b>Buildings Total</b>		<b>177,021</b>	<b>177,021</b>	<b>134,561</b>	<b>42,460</b>	
Plant & Equipment							
1.00							0 Purchase Completed
	CCTV Nabawa Transfer Station & Mills Lookout	131040	17,000	17,000	17,000	0	
1.04							(11,379) Purchase Completed
	Tip Truck 6 Wheeler	135540	299,000	299,000	310,379	(11,379)	
0.97							1,857 Purchase Completed
	MWS Light Vehicle	135540	57,000	57,000	55,143	1,857	
0.30							20,164 Purchase completed under budget
	Ride on Mower	135540	29,000	29,000	8,836	20,164	
0.88							5,997 Purchase Completed
	L/Hand Light Vehicle	135540	50,000	50,000	44,003	5,997	
1.38							(11,326) Purchase Completed
	Works Depot Light Vehicle	135540	30,000	30,000	41,326	(11,326)	
0.93							3,198 Purchase Completed
	Tow along Broom Sweeper	135840	45,000	45,000	41,802	3,198	
0.98	<b>Plant &amp; Equipment Total</b>		<b>527,000</b>	<b>527,000</b>	<b>518,489</b>	<b>8,511</b>	
Infrastructure - Roads							
0.98							10,141 Project completed and MRWA claimed 100%
	Dartmoor Road - Upgrade from gravel to 7.2m wide seal	131140 - C08	547,372	547,372	537,232	10,141	
0.95							24,099 Project completed and MRWA claimed 100%
	Valentine Road - Upgrade from gravel to 7.2m wide seal	131140 - C13	489,078	489,078	464,980	24,099	
1.07							(32,877) Project completed and MRWA claimed 100%
	East Nabawa Road - Upgrade from gravel to 7.2m wide seal	131140 - C16	449,048	449,048	481,925	(32,877)	
1.04							(16,519) Project completed and MRWA claimed 100%
	East Nabawa Road - Upgrade from gravel to 7.2m wide seal Slk 0.2 to Slk 3	131140 - C16E	433,181	433,181	449,700	(16,519)	
0.00							101,409 Relisted 2020/21
	Eliza Shaw Drive drainage improvements from Brown Lane to Parmelia Blvd	131140 - C151B	101,409	101,409	0	101,409	
0.00							90,752 Relisted 2020/21
	Eliza Shaw Drive drainage improvements from Hester Avenue to Redcliffe C	131140 - C151A	90,752	90,752	0	90,752	
0.92	<b>Infrastructure - Roads Total</b>		<b>2,110,839</b>	<b>2,110,839</b>	<b>1,933,836</b>	<b>177,003</b>	
0.92	<b>Grand Total</b>		<b>2,814,860</b>	<b>2,814,860</b>	<b>2,586,886</b>	<b>227,974</b>	

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
Particulars	30/06/2019	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>									
Loan 89 - Nabawa Stadium Upgrade	14,451	0	0	9,491	9,491	4,960	4,960	723	815
Loan 98 - Bill Hemsley Park	123,132	0	0	39,972	39,972	83,160	83,160	3,079	4,059
<b>Transport</b>									
Loan 97- Plant	19,163	0	0	19,162	19,162	1	1	288	524
<b>Total</b>	<b>156,746</b>	<b>0</b>	<b>0</b>	<b>68,626</b>	<b>68,626</b>	<b>88,120</b>	<b>88,120</b>	<b>4,090</b>	<b>5,398</b>

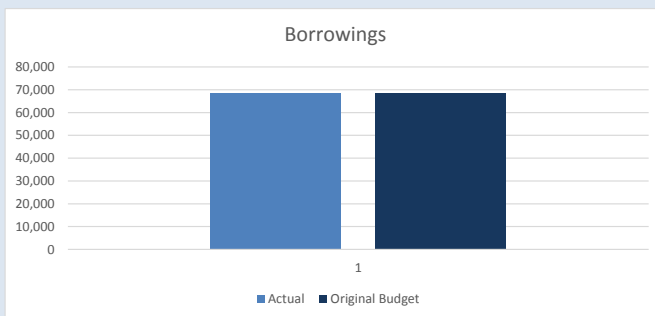
All debenture repayments were financed by general purpose revenue.

#### SIGNIFICANT ACCOUNTING POLICIES

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.

#### 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.



**Principal Repayments**  
**\$68,626**

**Interest Earned**  
**\$53,588**

**Interest Expense**  
**\$4,090**

**Reserves Bal**  
**\$.84 M**

**Loans Due**  
**\$.09 M**

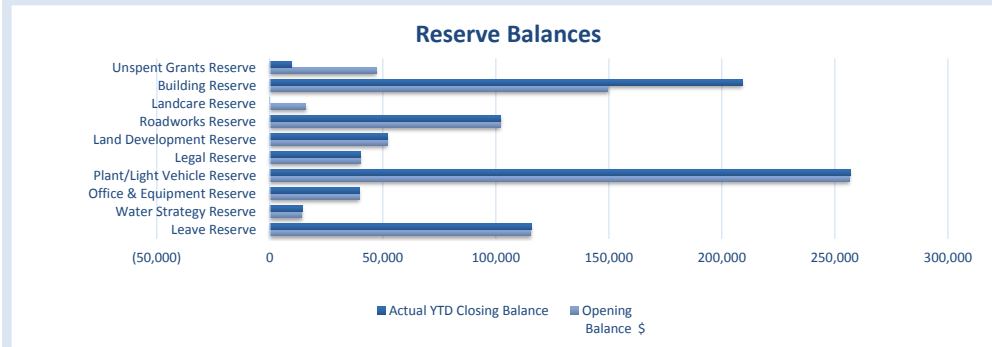
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020

OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	115,552	540	125	30,000	0	(50,100)	0	95,992	115,677
Water Strategy Reserve	14,225	60	15	0	0	0	0	14,285	14,240
Office & Equipment Reserve	39,708	180	43	0	0	(10,000)	0	29,888	39,751
Plant/Light Vehicle Reserve	256,599	900	278	150,000	0	(255,268)	0	152,231	256,877
Legal Reserve	39,980	180	43	0	0	0	0	40,160	40,023
Land Development Reserve	52,028	300	56	0	0	0	0	52,328	52,085
Roadworks Reserve	102,060	420	111	0	0	0	0	102,480	102,171
Landcare Reserve	15,834	60	14	0	0	(15,000)	(15,849)	894	(0)
Building Reserve	149,618	650	202	52,000	59,307	(25,000)	0	177,268	209,127
Unspent Grants Reserve	47,013	0	34	0	9,500	(47,013)	(47,047)	0	9,499
	<b>832,617</b>	<b>3,290</b>	<b>921</b>	<b>232,000</b>	<b>68,807</b>	<b>(402,381)</b>	<b>(62,895)</b>	<b>665,526</b>	<b>839,450</b>

KEY INFORMATION



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 10  
GRANTS AND CONTRIBUTIONS**

**Grants and Contributions**

	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Operating grants, subsidies and contributions</b>				
<b>General Purpose Funding</b>				
Grants Commission - Road Funding	242,594	242,594	543,443	300,849
Grants Commission - Equalisation (General Purpose)	250,549	250,549	513,072	262,523
Ex Gratia Rates	10,041	10,041	10,023	(18)
<b>Governance</b>				
Minor Income Received - Other General	1,200	1,200	2,061	861
Reimbursements & Contributions	0	0	17,929	17,929
<b>Law, Order and Public Safety</b>				
DFES Grant Income	20,635	20,635	33,113	12,478
<b>Community Amenities</b>				0
Grants & Other Income Received	5,000	5,000	5,000	0
Dolby Creek Management Plan Income (gst free)	2,247	2,247	1,401	(845)
Reimbursements & Sundry Income (P of E)	1,000	1,000	500	(500)
Cemetery Income (no GST applicable)	650	650	0	(650)
Cemetery Income (GST Applies)	0	0	1,539	1,539
<b>Recreation and Culture</b>				
Grants & Other Income Received	108,771	108,771	109,477	706
<b>Transport</b>				
MRWA Direct Grant.	125,058	125,058	125,058	0
Hudson Resources - Dartmoor Road	12,500	12,500	14,525	2,025
<b>Other Property and Services</b>				
Diesel Fuel Rebate Received	45,000	45,000	58,520	13,520
Overpayments/Recoverables - Income	13,500	13,500	8,214	(5,286)
<b>Operating grants, subsidies and contributions Total</b>	<b>838,744</b>	<b>838,744</b>	<b>1,444,875</b>	<b>606,130</b>
<b>Non-operating grants, subsidies and contributions</b>				
<b>Recreation and Culture</b>				
Grant Funding Revenue	25,000	25,000	0	(25,000)
<b>Transport</b>				
MW Regional Road Funding	1,140,333	1,140,333	1,186,000	45,667
R2R (Construction) Income	328,620	328,620	328,620	0
<b>Non-operating grants, subsidies and contributions Total</b>	<b>1,493,953</b>	<b>1,493,953</b>	<b>1,514,620</b>	<b>20,667</b>
<b>Grand Total</b>	<b>2,332,697</b>	<b>2,332,697</b>	<b>2,959,495</b>	<b>626,797</b>

**KEY INFORMATION**

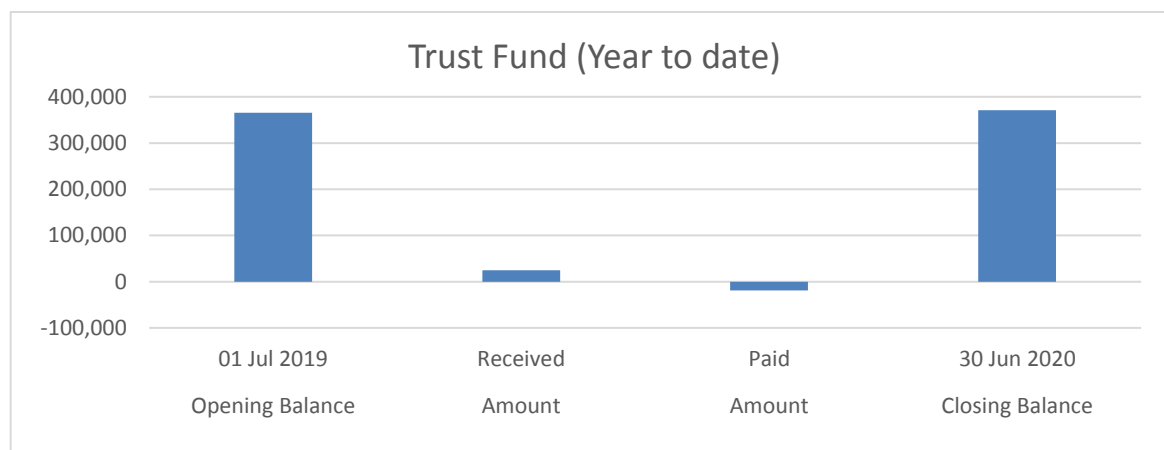
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 11  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Jun 2020
	\$	\$	\$	\$
Bonds - Hall Hire	3,490	11,100	(11,270)	3,320
Nomination Deposits	0	320	(320)	0
Post Office Deposit	1,462	305	(187)	1,580
Contributions from Sub Divider	353,330	4,677	(2,803)	355,204
Refundable Deposit	6,090	3,600	(140)	9,550
CTF Levy	276	1,373	(1,418)	231
Building Commission	623	3,200	(2,925)	898
Unclaimed Monies	250	0	0	250
Standpipe Card Bond Income	100	0	0	100
	<b>365,621</b>	<b>24,575</b>	<b>-19,063</b>	<b>371,133</b>

**KEY INFORMATION**





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2020**

**NOTE 12  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus	215,069		215,069
	<b>Permanent Changes</b>					
2834	Land & Buildings - Capital Expense	Min Ref 02/20-8		7,000	0	222,069
2642	Parks, Gardens Expense	Min Ref 02/20-8		0	(7,000)	215,069
3104	Capital Expenditure Plant & Equipment	Min Ref 02/20-8		0	(17,000)	198,069
3584	Tools & Other Equip > \$5000 (Capex)	Min Ref 02/20-8		10,600	0	208,669
7572	Traffic Counters Expense	Min Ref 02/20-8		0	(8,000)	200,669
2642	Parks, Gardens Expense	Min Ref 02/20-8		0	(2,900)	197,769
0682	Consultancy Fees	Min Ref 02/20-8		0	(10,000)	187,769
2252	Advertising Expenses	Min Ref 02/20-8		0	(5,000)	182,769
3626	Museum & Road Board Expense	Min Ref 02/20-8		0	(1,500)	181,269
3822	Bore Maintenance	Min Ref 12/19-18		0	(10,000)	171,269
0233	Grants Commission - Road Funding	Min Ref 02/20-8		0	(9,008)	162,261
0253	Grants Commission - Equalisation (General Purpose)	Min Ref 02/20-8		55,165	0	217,426
3143	MRWA Direct Grant.	Min Ref 02/20-8		8,122	0	225,548
4840	Transfer to Roadworks Reserverce	Min Ref 02/20-8		0	(61,950)	163,598
4781	Transfer to Plant/Light Vehicle Reserve	Min Ref 02/20-8		0	(163,598)	0
				<b>295,956</b>	<b>(295,956)</b>	<b>0</b>

**Classifications Pick List**  
 Operating Revenue  
 Operating Expenses  
 Capital Revenue  
 Capital Expenses  
 Opening Surplus(Deficit)  
 Non Cash Item

**KEY INFORMATION**

Budget Review is a separate item in February 20 agenda

Internal working documents Budget by Program				
	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Rate Setting Statement
	For the period ending	For the period ending	For the period ending	
	30-June-2020	30-June-2020	30/06/2020	30/06/2019
<b>Operating Expenditure</b>				
Governance	310,242	464,618	464,618	412,907
General Purpose Funding	106,161	130,230	130,230	114,768
Law, Order and Public Safety	220,730	258,024	258,024	188,520
Education	80	2,000	2,000	160
Health	14,200	37,110	37,110	12,919
Housing	8,748	18,485	18,485	2,811
Community Amenities	583,829	745,644	745,644	613,315
Recreation and Culture	798,357	945,236	945,236	712,374
Transport	2,759,230	3,047,044	3,047,044	2,985,769
Economic Services	293,346	357,146	357,146	308,980
Other Property and Services	82,008	67,868	67,868	117,635
<b>Total Expenditure (E)</b>	<b>5,176,932</b>	<b>6,073,403</b>	<b>6,073,403</b>	<b>5,470,158</b>
	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Rate Setting Statement
	For the period ending	For the period ending	For the period ending	
	30-June-2020	30-June-2020	30/06/2020	30/06/2019
<b>Operating Revenue</b>				
Governance	(20,136)	(1,200)	(1,200)	(26,521)
General Purpose Funding	(3,999,723)	(3,395,695)	(3,395,695)	(3,734,614)
Law, Order and Public Safety	(44,257)	(30,685)	(30,685)	(71,768)
Health	(3,686)	(5,764)	(5,764)	(6,322)
Housing	0	0	0	(4,680)
Community Amenities	(190,986)	(182,727)	(182,727)	(213,312)
Recreation and Culture	(195,157)	(217,464)	(217,464)	(118,864)
Transport	(1,666,904)	(1,636,511)	(1,636,511)	(1,585,124)
Economic Services	(17,452)	(21,770)	(21,770)	(25,306)
Other Property and Services	(76,186)	(70,500)	(70,500)	(114,225)
<b>Total Revenue (R)</b>	<b>(6,214,486)</b>	<b>(5,562,315)</b>	<b>(5,562,315)</b>	<b>(5,900,735)</b>
<b>Operating (Profit)/Loss (R-E)</b>	<b>(1,037,554)</b>	<b>511,088</b>	<b>511,088</b>	<b>(430,576)</b>
	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Rate Setting Statement
	For the period ending	For the period ending	For the period ending	
	30-June-2020	30-June-2020	30/06/2020	30/06/2019
<b>Adjustment for Non-Cash Items</b>				
Depreciation	1,966,082	1,966,450	1,966,450	1,894,769
Profit/Loss on Sale of Asset	6,691	(11,305)	(11,305)	(28,121)
Realisation		0		119
Movement in employee benefit provisions	(17,420)			(30,041)
Movement in deferred pensioner rates	(315)			(123)
<b>Total Non-Cash Items (NC)</b>	<b>1,955,038</b>	<b>1,955,145</b>	<b>1,955,145</b>	<b>1,836,603</b>
	Year to Date Actuals	Year to Date Budget	Amended Full Year Budget	Rate Setting Statement
	For the period ending	For the period ending	For the period ending	
	30-June-2020	30-June-2020	30/06/2020	30/06/2019
<b>Capital</b>				
Land and Buildings	134,561	177,021	177,021	204,681
Plant and Equipment	518,488	527,000	527,000	515,607
Tools and Equipment	0	0	0	6,069
Roads	1,933,836	2,110,839	2,110,839	1,430,317
Transfer from Reserves	(62,895)	(402,381)	(402,381)	(258,258)
Transfer to Reserves	69,728	460,838	460,838	304,026
Repayment of Debentures	68,626	68,626	68,626	99,136
Proceeds from sale of equipment	(23,636)	(26,500)	(26,500)	(85,845)
Proceeds from sale of housing	(59,307)	(52,000)	(52,000)	0
<b>Total Capital</b>	<b>2,579,401</b>	<b>2,863,443</b>	<b>2,863,443</b>	<b>2,215,734</b>
<b>Opening (Surplus)/Deficit</b>	<b>(1,419,387)</b>	<b>(1,419,387)</b>	<b>(1,419,387)</b>	<b>(1,367,942)</b>
<b>Closing (Surplus)/Deficit</b>	<b>(1,832,578)</b>	<b>(0)</b>	<b>(0)</b>	<b>(1,419,387)</b>

COA	Rate Revenue	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0022	Rates - Legal Expenses	0	5,000	5,000	0	5,000		
0032	Rates Stationary/postage	3,175	3,500	3,500	3,918	325		
0062	Sundry Expenses	22	100	100	37	78		
0082	Rates - Other Costs.	52	500	500	129	448		
0132	Valuation Expenses	10,889	16,000	16,000	24,750	5,111		
0352	Admin Allocation - Rates	92,023	104,630	104,630	85,934	12,607	*	Non Cash item - admin costs below estimated budget with COVID-19 cost saving measures
	<b>Total Operating Expenditure</b>	<b>106,161</b>	<b>129,730</b>	<b>129,730</b>	<b>114,768</b>			
	<b>Operating Revenue</b>							
0002	Reimbursement - Debtors Refunds	0	0	0	0	0		
0030	General Rates Income	(2,866,819)	(2,826,721)	(2,826,721)	(2,729,862)	40,098	*	Rates paid in advance Previously allocated to balance sheet COA 0193 Excess Rates
0010	Rates Written Off	0	0	0	0	0		
0012	Legal Fees GST Free	0	(5,000)	(5,000)	(11)	(5,000)		
0033	Back Rates	(82)	0	0	(336)	82		
0061	Ex Gratia Rates	(10,023)	(10,041)	(10,041)	(9,563)	(18)		
0071	Interim Rates Raised	(4,332)	0	0	(13,183)	4,332		
0113	Interest - Overdue Rates	(16,356)	(12,500)	(12,500)	(16,351)	3,856		
0123	Interest - Instalment Payments	(6,715)	(7,500)	(7,500)	(8,056)	(785)		
0133	Interest - Deferred Rates	0	0	0	0	0		
0143	Administration Charges	(4,455)	(5,000)	(5,000)	(5,310)	(545)		
0173	Legal Fees - Recovered	0	0	0	0	0		
0183	Account Enquiry Charges	(3,910)	(2,500)	(2,500)	(3,350)	1,410		
	<b>Total Operating Revenue</b>	<b>(2,912,691)</b>	<b>(2,869,262)</b>	<b>(2,869,262)</b>	<b>(2,786,023)</b>			
	<b>Total Rate Revenue</b>	<b>(2,806,530)</b>	<b>(2,739,532)</b>	<b>(2,739,532)</b>	<b>(2,671,255)</b>			

		30-June-2020	30-June-2020	2019/2020	30-Jun-19			
COA	General Purpose Funding	Year to Date Actuals	Amended YTD Budget	Amended Full Year Budget	YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
9992	Interest & Overdraft Fees	0	500	500	0	500		
	<b>Operating Revenue</b>							
0201	Legal Reserve Income	(43)	(180)	(180)	(172)	(137)		
0203	Leave Reserve Income	(125)	(540)	(540)	(498)	(415)		
0204	Land Development Reserve Income	(56)	(300)	(300)	(224)	(244)		
0205	Building Reserve Income	(202)	(650)	(650)	(677)	(448)		
0206	Roadworks Reserve Income	(111)	(420)	(420)	(440)	(309)		
0215	Unspent Grants Reserve Income	(34)	0	0	(13)	34		
0223	Water Strategy Reserve Income	(15)	(60)	(60)	(61)	(45)		
0233	Grants Commission - Road Funding	(543,443)	(242,594)	(242,594)	(526,207)	300,849	*	Financial Assistance Grant Advance Payment
0243	Computer and Office Equipment Reserve	(43)	(180)	(180)	(171)	(137)		
0253	Grants Commission - (General Purpose)	(513,072)	(250,549)	(250,549)	(388,321)	262,523	*	Financial Assistance Grant Advance Payment
0273	Plant/Light Vehicle Reserve Income	(278)	(900)	(900)	(933)	(622)		
0453	Interest Received - Municipal Account	(29,596)	(30,000)	(30,000)	(30,805)	(404)		
0506	Landcare Reserve Income	(14)	(60)	(60)	(68)	(46)		
	<b>Total Operating Revenue</b>	<b>(1,087,032)</b>	<b>(526,433)</b>	<b>(526,433)</b>	<b>(948,591)</b>			
	<b>Total General Purpose Income</b>	<b>(1,087,032)</b>	<b>(525,933)</b>	<b>(525,933)</b>	<b>(948,591)</b>			
	<b>Total General Purpose Funding</b>	<b>(3,893,562)</b>	<b>(3,265,465)</b>	<b>(3,265,465)</b>	<b>(3,619,847)</b>			

COA	Governance	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0112	Election & Poll Expenses.	7,986	14,650	14,650	0	6,664		
0182	Subscriptions & Memberships Expense	23,220	29,625	29,625	23,448	6,405		
0192	Members Conference & Training Expenses	11,673	20,000	20,000	6,694	8,327		
0202	Members Insurance Expense	12,864	12,362	12,362	11,553	(503)		
0212	Donations & Gifts	280	1,350	1,350	230	1,070		
0232	Consultancy & Legal Expenses	672	15,000	15,000	0	14,328	*	Expense not required this year
0242	Members Sitting Fees.	71,568	75,280	75,280	72,805	3,712		
0252	Members Remuneration Expenses	4,183	4,400	4,400	4,255	217		
0262	President & Deputy Allowances.	12,500	12,500	12,500	12,500	0		
0272	Council Chambers Repairs & Maintenance	2,222	9,171	9,171	6,959	6,949		
0332	Furniture & Equipment (Opex)	17,245	20,100	20,100	0	2,855		
0442	Admin Allocation - Members	122,697	139,506	139,506	201,162	16,809	*	Non Cash item - admin costs below estimated budget with COVID-19 cost saving measures
0462	Meeting & Refreshments Expense	21,024	35,000	35,000	19,671	13,976	*	COVID cost saving measures
1822	Accounting & Audit Expenses	4,556	38,000	38,000	26,258	33,444	*	Interim audit still in progress, invoice yet to be received
7202	Members Depreciation	0	0	0	3,690	0		
	<b>Total Operating Expenditure</b>	<b>312,690</b>	<b>426,944</b>	<b>426,944</b>	<b>389,226</b>	<b>114,254</b>		
	<b>Operating Revenue</b>							
1213	Governance Income	0	0	0	0	0		
	<b>Total Governance</b>	<b>312,690</b>	<b>426,944</b>	<b>426,944</b>	<b>389,226</b>	<b>114,254</b>		

COA	Adminstration	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0102	Provision for LSL	(35,036)	9,000	9,000	40,272	44,036	*	Non Cash Item provision at 30 June (EOY accrual reduction to LSL liability)
0222	Fringe Benefits Tax	22,726	45,000	45,000	43,940	22,274	*	BAS yet to be processed
0282	Administration SGC 9.50%	62,915	76,011	76,011	53,569	13,096	*	Superannuation interest and admin fee penalties not charged by ATO for back payment required
0292	Admin Salaries Expense	568,877	541,129	541,129	550,993	(27,748)	*	Change to organisation structure and offset from consultants COA GL 0682
0294	Admin Staff Housing Allowance	13,558	13,342	13,342	13,006	(216)		
0312	Admin - Max 3% Council Additional Contr	14,010	15,874	15,874	14,512	1,864		
0322	Adjustment for Rounding	0	0	0	4	(0)		
0362	Accrued Annual Leave - Admin	16,120	0	0	6,642	(16,120)	*	Non Cash Item accrued leave at 30 June
0372	Admin Workers Compensation Insurance	13,664	13,440	13,440	12,571	(224)		
0402	Insurance Expense	4,869	6,117	6,117	5,714	1,248		
0415	Realisation on Disposal of Asset	0	0	0	91	0		not included in statutory annual report for governance expenditure
0422	Office Gardens Expenses	30,628	33,414	33,414	35,729	2,786		
0432	Admin Building Operations	11,447	20,593	20,593	21,660	9,146		
0472	Office Expenses - General	6,187	16,500	16,500	11,976	10,313	*	COVID cost saving measures
0473	Admin Building Repairs & Maintenance	6,083	8,000	8,000	9,640	1,917		
0482	Office Telephone & Internet Expenses	15,228	19,800	19,800	15,736	4,572		
0492	Advertising Expenses	5,775	11,000	11,000	4,554	5,225		
0502	Computer Hardware Service & Repair	29,759	45,883	45,883	45,330	16,124	*	Coding allocations for managed service agreement split between COA GL 0502 & 0722 see below
0512	Furniture & Equipment - (Expensed)	9,922	10,400	10,400	7,169	478		
0522	Freight & Postage Expense	1,159	1,500	1,500	1,480	341		
0542	Printing & Stationary Expense	14,781	20,000	20,000	19,073	5,219		
0552	Motor Vehicle Expenses	6,056	7,000	7,000	7,353	944		
0562	Administration LSL Expense	25,756	41,853	41,853	3,530	16,097	*	Expense not required this year relisted LSL Expense balance 2020/21
0592	Admin Allocation - Other Governance	(1,022,478)	(1,166,173)	(1,166,173)	(1,080,596)	(143,695)	*	Non Cash item - admin costs below estimated budget with COVID-19 cost saving measures
0622	Uniform Expense	851	2,003	2,003	1,093	1,152		
0632	Staff Training, Conference and Recruitment	11,169	28,000	28,000	16,630	16,831	*	COVID cost saving measures
0662	Public Liability Insurance	19,794	22,861	22,861	18,499	3,067		
0682	Consultancy Fees	35,050	82,400	82,400	46,327	47,350	*	Refer COA GL 0292 for S&W
0702	Bank Fees & Charges	6,966	8,600	8,600	8,240	1,634		
0712	Occupational Health & Safety	1,003	5,000	5,000	2,558	3,997		
0722	Accounting Software Operating Expenditure	47,784	44,827	44,827	41,641	(2,957)		Coding allocations for managed service agreement split between COA GL 0502 & 0722 see above
7002	Fixed Asset Register Depreciation	52,930	54,300	54,300	44,838	1,370		
	<b>Total Operating Expenditure</b>	<b>(2,448)</b>	<b>37,673</b>	<b>37,673</b>	<b>23,773</b>	<b>40,121</b>		

COA	Adminstration	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Revenue</b>							
0383	Minor Income Received - Other General	(2,207)	(1,200)	(1,200)	(2,024)	1,007		
0403	Profit on Sale of Asset	0	0	0	289	0		
0573	Reimbursements & Contributions	(17,929)	0	0	(8,240)	17,929	*	Credit Note LGIS instalment statement and member fund reimbursement
1243	LSL Reimbursement	0	0	0	(16,545)	0		
	<b>Total Operating Revenue</b>	<b>(20,136)</b>	<b>(1,200)</b>	<b>(1,200)</b>	<b>(26,521)</b>	<b>18,936</b>		
	<b>Capital Expenditure / Reserve Transfers</b>							
0351	T/f From Leave Res-admin	0	(41,600)	(41,600)	0	(41,600)	*	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
0355	Tfr From Building Reserve	0	0	0	(32,961)	0		
0371	T/f From Office Eq Reserve	0	(10,000)	(10,000)	0	(10,000)	*	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
0564	Building Improvements (CAPEX)	0	0	0	32,961	0		
0405	Proceeds from Disposal of Assets	0	0	0	(118)	0		
4750	Tfr to Leave Reserve	125	30,540	30,540	498	30,415	*	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
4785	Transfer from Unspent Grant Fund	0	0	0	0	0		
4770	Tfr to Office & Equipment Reserve	43	180	180	171	137		
4780	Tfr to Plant/Light Vehicle Reserve	278	900	900	933	622		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>446</b>	<b>(19,980)</b>	<b>(19,980)</b>	<b>1,484</b>	<b>(20,426)</b>		
	<b>Total Administration</b>	<b>(22,137)</b>	<b>16,493</b>	<b>16,493</b>	<b>(1,264)</b>	<b>38,631</b>		
	<b>Total Governance/Administration</b>	<b>290,552</b>	<b>443,438</b>	<b>443,438</b>	<b>387,962</b>	<b>152,885</b>		

COA	Fire Prevention	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0602	Admin Allocation - Fire Prevention	10,225	11,398	11,398	10,742	1,173		
0672	Fire Break Inspection Fees	1,341	2,000	2,000	1,555	659		
0762	Ranger Allocation - Fire Prevention	34,483	42,417	42,417	22,088	7,933		
0832	ESL - Shire Properties.	840	900	900	820	60		
0882	Fire Prevention Enforcement Expenditure	0	1,000	1,000	300	1,000		
1722	Brigades Operating Expenses	26,316	36,475	36,475	30,379	10,159	*	Internal Plant costs and insurance under budget estimates
8012	Loss on Sale of Assets.	0	0	0	0	0		
7012	Fixed Asset Register Depreciation	59,549	60,000	60,000	73,668	451		
	<b>Total Operating Expenditure</b>	<b>132,754</b>	<b>154,189</b>	<b>154,189</b>	<b>139,551</b>			
	<b>Operating Revenue</b>							
0703	Fines & Penalties Income	(1,100)	(1,250)	(1,250)	(2,000)	(150)		
0713	ESL Administration Fees	(4,000)	(4,000)	(4,000)	(4,000)	0		
0733	DFES Grant Income	(33,113)	(20,635)	(20,635)	(29,103)	12,478	*	Advance Payment rec'd
0743	Operating Grants & Contributions	0	0	0	0	0		
0953	Contributions & Reimbursements	0	0	0	(955)	0		
0883	Fire Prevention Enforcement Income	0	(1,000)	(1,000)	0	(1,000)		
	<b>Total Operating Revenue</b>	<b>(38,213)</b>	<b>(26,885)</b>	<b>(26,885)</b>	<b>(36,058)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
0745	Transfer from Unspent Grant Reserve	0	0	0	(2,695)	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,695)</b>			
	<b>Total Fire Prevention</b>	<b>94,542</b>	<b>127,304</b>	<b>127,304</b>	<b>100,799</b>			

COA	Animal Control	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0792	Admin Allocation - Animal Control	20,450	22,797	22,797	11,876	2,347		
0812	Depn - Animal Control	0	0	0	1,429	0		
0822	Other Minor Expenditure	0	0	0	78	0		
0842	Animal Control Expenses	128	1,000	1,000	1,074	872		
0852	Ranger Allocation - Animal Control	31,545	36,869	36,869	22,088	5,323		
	<b>Total Operating Expenditure</b>	<b>52,123</b>	<b>60,666</b>	<b>60,666</b>	<b>36,544</b>			
	<b>Operating Revenue</b>							
0843	Impoundment Fees	(325)	(100)	(100)	(141)	225		
0853	Dog/Cat Registrations Income	(5,320)	(3,400)	(3,400)	(4,369)	1,920		
0863	Fines & Penalties	(400)	(300)	(300)	(1,200)	100		
	<b>Total Operating Revenue</b>	<b>(6,045)</b>	<b>(3,800)</b>	<b>(3,800)</b>	<b>(5,710)</b>			
	<b>Total Animal Control</b>	<b>46,078</b>	<b>56,866</b>	<b>56,866</b>	<b>30,834</b>			



COA	Other Law, Order and Public Safety	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0802	Fines Enforcement Registry	280	0	0	0	(280)		
0902	Ranger Allocation - Other Law and Order	26,627	36,869	36,869	13,252	10,242	*	Non cash internal allocation due to resignation of Trainee Ranger May 2020
0962	Misc. Expenses - Other Law and Order	8,945	400	400	31	(8,545)		**New COVID-19 expenses allocated to this account
	<b>Total Operating Expenditure</b>	<b>35,853</b>	<b>37,269</b>	<b>37,269</b>	<b>13,283</b>			
	<b>Operating Revenue</b>							
0983	Fines & Penalties Levied.	0	0	0	0	0		
	<b>Total Other Law, Order and Public Safety</b>	<b>35,853</b>	<b>37,269</b>	<b>37,269</b>	<b>13,283</b>			

COA	Rangers Expenses	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
0152	Provision for LSL	(7,572)	15,000	15,000	(1,956)	22,572	*	Non Cash Item provision 30 June (EOY accrual reduction to LSL liability)
0772	Trainee Ranger Expense	27,072	50,000	50,000	0	22,928	*	Trainee commenced and terminated part way through the year; some funds to be returned to provider
0872	Rangers Superannuation - Council 3%	0	279	279	0	279		
0892	Salary & Wages Expense-Rangers	76,018	82,564	82,564	73,143	6,546		
0912	Rangers Workers Compensation Insurance	1,518	1,548	1,548	1,442	30		
0922	Rangers Superannuation SGC 9.50%	6,935	7,794	7,794	6,623	860		
0932	Conference & Training	0	1,000	1,000	0	1,000		
0982	Rangers Expense	15,725	14,300	14,300	9,694	(1,425)		
1012	Tools & Equipment - Low Value	0	1,000	1,000	0	1,000		
3872	Accrued Annual Leave - Rangers	3,320	0	0	(1,240)	(3,320)		
0952	Rangers Expenses Allocated	(123,015)	(167,585)	(167,585)	(88,566)	(44,570)	*	Non cash internal allocation due to resignation of Trainee Ranger May 2020
	<b>Total Operating Expenditure</b>	<b>0</b>	<b>5,900</b>	<b>5,900</b>	<b>(859)</b>			
	<b>Operating Revenue</b>							
0773	Grant Revenue Ranger Services	0	0	0	(30,000)	0		
	<b>Capital Expenditure / Reserve Transfers</b>							
0874	Plant & Equipment - Rangers			0	0	0		
1804	Transfer to Unspent Grant Reserve (Ranger Service)	34	0	0	30,013	(34)		
1805	Transfer from Unspent Grant Reserve (Ranger Service)	(30,047)	(30,013)	(30,013)	0	34		
0875	Tfr from Leave Reserve	0	(8,500)	(8,500)	0	(8,500)		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>(30,013)</b>	<b>(38,513)</b>	<b>(38,513)</b>	<b>30,013</b>			
	<b>Total Rangers Expenses</b>	<b>(30,013)</b>	<b>(32,613)</b>	<b>(32,613)</b>	<b>(846)</b>			
	<b>Total Law, Order and Fire Safety</b>	<b>146,460</b>	<b>188,826</b>	<b>188,826</b>	<b>144,070</b>			

COA	Education	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	Operating Expenditure							
0992	Pre-School Repairs & Maintenance	80	2,000	2,000	160	1,920		
	Operating Revenue							
0993	Lease/Rental Income - Pre-School	0	0	0	0	0		
	<b>Total Education</b>	<b>80</b>	<b>2,000</b>	<b>2,000</b>	<b>160</b>			

COA	Health Inspection and Administration	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
1282	Ranger Allocation - Pool Inspections	11,752	20,110	20,110	8,168	8,358		
1292	Health Expenses General	2,449	17,000	17,000	4,751	14,552	*	External Contractor expenses lower than anticipated
	<b>Total Operating Expenditure</b>	<b>14,200</b>	<b>37,110</b>	<b>37,110</b>	<b>12,919</b>			
	<b>Operating Revenue</b>							
1383	Swimming Pool Inspection Fees	(1,635)	(1,470)	(1,470)	(1,512)	165		
1393	Licences Income Received - Caravan Park	(754)	(754)	(754)	(754)	0		
1573	Health Septic Fees	(472)	(1,770)	(1,770)	(1,888)	(1,298)		
1583	Health Administration Fees	(825)	(1,770)	(1,770)	(2,168)	(945)		
	<b>Total Operating Revenue</b>	<b>(3,686)</b>	<b>(5,764)</b>	<b>(5,764)</b>	<b>(6,322)</b>			
	<b>Total Health Inspection and Administration</b>	<b>10,515</b>	<b>31,346</b>	<b>31,346</b>	<b>6,596</b>		<b>0</b>	

COA	Housing	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	BUDGET VARIATION	>\$10K	Comments
	<b>Operating Expenditure</b>							
2512	Repairs & Maintenance - Non Employee Housing	746	2,940	2,940	1,465	2,194		
2542	Housing Other Depreciation	229	350	350	1,345	121		
8022	Loss on Sale of Assets.	7,774	15,195	15,195	0	7,421		
	<b>Total Operating Expenditure</b>	<b>8,748</b>	<b>18,485</b>	<b>18,485</b>	<b>2,811</b>			
	<b>Operating Revenue</b>							
2553	Rental Income - Non Employee Housing	0	0	0	(4,680)	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,680)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
0815	REALISATION ON DISPOSAL OF ASSET	59,307	52,000	52,000	0	(7,307)		
2550	Tfr to Building Reserve	59,509	52,650	52,650	677	(6,859)		
0805	Proceeds from Disposal of Assets	(59,307)	(52,000)	(52,000)	0	7,307		
	<b>Total Capital / Reserves</b>	<b>59,509</b>	<b>52,650</b>	<b>52,650</b>	<b>677</b>			
	<b>Total Housing</b>	<b>68,257</b>	<b>71,135</b>	<b>71,135</b>	<b>(1,192)</b>			

COA	Sanitation - Household Refuse	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
1762	Domestic Rubbish Collection Expenses	122,862	145,800	145,800	131,443	22,938	*	Contractor invoices yet to be received
1772	Fixed Asset Register Depreciation	2,996	3,000	3,000	2,996	4		
1792	Refuse Site Repairs & Maintenance	20,258	26,017	26,017	11,894	5,759		
2502	Admin Allocation - Domestic Rubbish	40,899	46,550	46,550	42,967	5,651		
	<b>Total Operating Expenditure</b>	<b>187,015</b>	<b>221,367</b>	<b>221,367</b>	<b>189,300</b>			
	<b>Operating Revenue</b>							
1903	Domestic Rubbish Collection Fees	(153,799)	(148,830)	(148,830)	(145,190)	4,969		
1904	Other Rubbish Collection	0	0	0	(8,147)	0		
	<b>Total Operating Revenue</b>	<b>(153,799)</b>	<b>(148,830)</b>	<b>(148,830)</b>	<b>(153,338)</b>			
	<b>Total Sanitation - Household Refuse</b>	<b>33,216</b>	<b>72,537</b>	<b>72,537</b>	<b>35,963</b>			
COA	Sanitation - Other	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
1882	Parks & Gardens Rubbish Collection Expenses	7,996	8,720	8,720	8,416	723		
1912	Other Waste Management Expenses	4,337	5,000	5,000	0	663		
1922	Fixed Asset Register Depreciation	401	400	400	485	(1)		
	<b>Total Operating Expenditure</b>	<b>12,734</b>	<b>14,120</b>	<b>14,120</b>	<b>8,901</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
1764	Rubbish Depot - Capital Expenses	0	0	0	0	0		
	<b>Total Sanitation - Other</b>	<b>12,734</b>	<b>14,120</b>	<b>14,120</b>	<b>8,901</b>			
COA	Protection of Environment	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
1962	Abandoned Vehicle Expense	500	2,000	2,000	200	1,500		
2022	Landcare Expenditure	15,000	15,000	15,000	0	0		
2040	Dolby Creek Expenditure	127	2,247	2,247	3,163	2,119		
2942	Prior Period Write Off - POE	300	0	0	0	(300)		
	<b>Total Operating Expenditure</b>	<b>15,927</b>	<b>19,247</b>	<b>19,247</b>	<b>3,363</b>			
	<b>Operating Revenue</b>							
2923	Dolby Creek Management Plan Income (gst free)	(1,401)	(2,247)	(2,247)	(3,163)	(845)		
2933	Reimbursements & Sundry Income (P of E)	(500)	(1,000)	(1,000)	0	(500)		
	<b>Total Operating Revenue</b>	<b>(1,901)</b>	<b>(3,247)</b>	<b>(3,247)</b>	<b>(3,163)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
2055	Tfr from Landcare Reserve	(15,849)	(15,000)	(15,000)	0	849		
2080	Tfr to Landcare Reserve	14	60	60	68	46		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>(15,834)</b>	<b>(14,940)</b>	<b>(14,940)</b>	<b>68</b>			
	<b>Total Protection of Environment</b>	<b>(1,809)</b>	<b>1,060</b>	<b>1,060</b>	<b>268</b>			

COA	Town Planning and Regional Development	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
0162	Provision for LSL	4,503	15,000	15,000	4,402	10,497	*	Non Cash Item provision 30 June
0942	Fixed Asset Register Depreciation	17,100	17,000	17,000	0	(100)		
1992	Planning Consultancy Expenses	12,695	33,000	33,000	11,027	20,305	*	COVID-19 Cost saving measures
2102	Workers Compensation Insurance	2,393	2,440	2,440	2,127	47		
2112	Salary & Wages Expense-T/Plan	132,292	131,293	131,293	125,166	(999)		
2122	Superannuation - Council Maximum of 3%	3,891	3,862	3,862	3,688	(29)		
2132	Superannuation - SGC 9.50%	12,321	12,231	12,231	11,680	(90)		
2162	Accrued Annual Leave - Planning	224	0	0	1,291	(224)		
2182	Other Employee Expenses	0	4,000	4,000	873	4,000		
2202	Town Planners Expenses	803	1,000	1,000	767	197		
2222	Motor Vehicle Expenses	5,272	7,000	7,000	4,806	1,728		
2232	Legal Expenses - Town Planners	2,712	15,000	15,000	4,573	12,288	*	COVID-19 Cost saving measures
2242	Engineering Expenses	7,945	15,000	15,000	6,749	7,056		
2252	Advertising Expenses	4,547	6,500	6,500	638	1,953		
3012	Admin Allocation - Town Planning	29,953	34,195	34,195	42,967	4,242		
3082	Prior Period Write Off - TP&RG	574	0	0	0	(574)		
7052	Surveying & Land Expenses	17,995	30,000	30,000	13,778	12,006	*	COVID-19 Cost saving measures
7072	Planning Projects - Expenses	3,375	10,000	10,000	0	6,625		
	<b>Total Operating Expenditure</b>	<b>258,594</b>	<b>337,521</b>	<b>337,521</b>	<b>234,531</b>			
	<b>Operating Revenue</b>							
0163	Town Planning Projects - Income	(5,000)	(5,000)	(5,000)	0	0		
2233	Town Planning Fees Income - GST Free	(5,751)	(10,000)	(10,000)	(14,360)	(4,249)		
2243	Outsourced Planning Fees - Other LGs	(20,553)	(15,000)	(15,000)	(21,745)	5,553		
	<b>Total Operating Revenue</b>	<b>(31,304)</b>	<b>(30,000)</b>	<b>(30,000)</b>	<b>(36,105)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
4801	Tfr to Land Development Reserv	56	300	300	224	244		
4820	Tfr to Legal Reserve	43	180	180	172	137		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>100</b>	<b>480</b>	<b>480</b>	<b>396</b>			
	<b>Total Town Planning and Regional Development</b>	<b>227,390</b>	<b>308,001</b>	<b>308,001</b>	<b>198,823</b>			

COA	Other Community Amenities	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3102	Cemetery Expenses	7,775	11,032	11,032	9,731	3,257		
3132	Community Development Expenses	1,630	17,550	17,550	43,000	15,920	*	COVID-19 Cost saving measures
3162	Admin Allocation - Other Community Amenities	51,124	56,992	56,992	64,450	5,868		
3212	Fixed Asset Register Depreciation	5,999	6,000	6,000	5,742	1		
3222	Community Growth Fund	9,562	19,000	19,000	28,819	9,438		
3232	Community Development Officer Expense	33,468	42,816	42,816	25,477	9,348		
	<b>Total Operating Expenditure</b>	<b>109,558</b>	<b>153,390</b>	<b>153,390</b>	<b>177,219</b>			
	<b>Operating Revenue</b>							
3093	Cemetery Income (no GST applicable)	(1,442)	(650)	(650)	(503)	792		
3103	Various Grants Received (incl GST)	0	0	0	0	0		
3113	Cemetery Income (GST Applies)	(1,539)	0	0	(3,204)	1,539		
3613	Reimbursements & Contributions	0	0	0	0	0		
3633	Grant - Community Development (no GST)	(1,000)	0	0	(17,000)	1,000		
	<b>Total Operating Revenue</b>	<b>(3,981)</b>	<b>(650)</b>	<b>(650)</b>	<b>(20,707)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
2415	Capital Expenditure Nabawa Cemetery	11,175	21,000	21,000	0	9,825		Carry over project relisted 2020/2021 annual budget
3084	Transfer to Unspent CGF Reserve	9,500	0	0	0	(9,500)		
3104	Capital Expenditure Plant & Equipment	17,000	17,000	17,000	0	0		
0471	Tf From Unspent Grants/loans Res.	(17,000)	(17,000)	(17,000)	0	0		
3172	T/f To Loans And Unspent Grants Reserve	0	0	0	17,000	0		
3085	Transfer from Unspent CGF Reserve	0	0	0	0	0		
7155	Tfr from Building Reserve	0	0	0	0	0		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>20,675</b>	<b>21,000</b>	<b>21,000</b>	<b>17,000</b>			
	<b>Total Other Community Amenities</b>	<b>126,252</b>	<b>173,740</b>	<b>173,740</b>	<b>173,513</b>			
	<b>Total Community Amenities</b>	<b>397,784</b>	<b>569,457</b>	<b>569,457</b>	<b>417,468</b>			

COA	Public Halls and Civic Centres	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
2602	Fixed Asset Register Depreciation	92,975	92,900	92,900	94,872	(75)		
2722	Public Halls & Showgrounds Expense	65,774	125,040	125,040	61,309	59,266	*	Employee costs allocated to other jobs; Services & contractor savings
2732	Nabawa Community Centre Expenses	37,344	41,395	41,395	34,677	4,051		
2742	Loan 89 Interest - Nabawa Stadium Upgrade	723	815	815	1,380	92		
3202	Admin Allocation - Public Halls	59,349	68,391	68,391	30,920	9,042		
	<b>Total Operating Expenditure</b>	<b>256,165</b>	<b>328,541</b>	<b>328,541</b>	<b>223,158</b>			
	<b>Operating Revenue</b>							
2453	Showground/Halls Income Received	(6,331)	(6,528)	(6,528)	(7,408)	(197)		
2443	Yuna Camping & Hall Hire Revenue	(174)	0	0	0	174		
3423	Grant Funding Revenue	0	(25,000)	(25,000)	(10,909)	(25,000)	*	** Grant funding unsuccessful Linked to COA GL 2644 below
	<b>Total Operating Revenue</b>	<b>(6,505)</b>	<b>(31,528)</b>	<b>(31,528)</b>	<b>(18,317)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
2644	Capital Exp. - Land & Buildings	593	50,000	50,000	61,204	49,407	*	Job: 1038 - CBP 5.2 Nanson Showgrounds Master Plan - Supply of 3 Phase Power \$50,000. Grant funding unsuccessful; to be relisted 2020/21
4925	Principal Repayment - Loan 89	9,491	9,491	9,491	8,943	0		
7385	Tfr from Building Reserve	0	(25,000)	(25,000)	0	(25,000)	*	** No transfer required see COA GL 3423 above
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>10,084</b>	<b>34,491</b>	<b>34,491</b>	<b>70,147</b>			
	<b>Total Public Halls and Civic Centres</b>	<b>259,744</b>	<b>331,504</b>	<b>331,504</b>	<b>274,988</b>			

COA	Swimming Areas and Beaches	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3302	Admin Allocation - Swimming Areas	30,674	34,195	34,195	21,484	3,521		
3412	Coronation Beach Expenses	47,229	71,823	71,823	49,378	24,594	*	COVID-19 Cost saving measures
7082	Fixed Asset Register Depreciation	9,850	10,000	10,000	9,789	150		
	<b>Total Operating Expenditure</b>	<b>87,754</b>	<b>116,018</b>	<b>116,018</b>	<b>80,651</b>			
	<b>Operating Revenue</b>							
3443	Coronation Beach Camping Fees	(72,373)	(70,000)	(70,000)	(72,320)	2,373		
	<b>Total Operating Revenue</b>	<b>(72,373)</b>	<b>(70,000)</b>	<b>(70,000)</b>	<b>(72,320)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
7164	Land and Buildings	0	0	0	10,369	0		
	<b>Total Swimming Areas and Beaches</b>	<b>15,380</b>	<b>46,018</b>	<b>46,018</b>	<b>18,700</b>			



COA	Other Recreation and Sport	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
1472	Yuna Oval Expenses	6,513	2,123	2,123	1,833	(4,390)		
1532	Loan 98 Interest Expense	3,079	4,059	4,059	4,716	980		
1482	Sporting Clubs Expenses	71,830	76,386	76,386	63,048	4,556		
2642	Parks, Gardens Expense	125,582	142,434	142,434	109,364	16,853	*	COVID-19 Cost saving measures
2702	Sports Pavilion & Basketball Stadium (Nabawa Recre)	10,538	15,446	15,446	12,007	4,909		
2712	Tennis Clubs Expenses	10,789	11,460	11,460	9,506	670		
2772	Minor Gardening Equipment.	1,407	2,000	2,000	2,000	593		
2812	Golf Courses	1,930	2,027	2,027	1,894	97		
3442	Admin Allocations - Rec & Sport	28,674	34,195	34,195	29,294	5,521		
7022	Fixed Asset Register Depreciation	46,808	48,000	48,000	35,936	1,192		
7092	Fixed Asset Register Depreciation	88,550	90,000	90,000	81,326	1,450		
	<b>Total Operating Expenditure</b>	<b>395,700</b>	<b>428,131</b>	<b>428,131</b>	<b>350,924</b>			
COA	Other Recreation and Sport	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Revenue</b>							
2743	Sports Club Hire Income	(4,655)	(4,565)	(4,565)	(4,624)	90		
2803	Grants & Other Income Received	(109,477)	(108,771)	(108,771)	(20,563)	706		
3444	Fig Tree Camping Fees	(2,146)	(2,600)	(2,600)	(3,040)	(454)		
	<b>Total Operating Revenue</b>	<b>(116,278)</b>	<b>(115,936)</b>	<b>(115,936)</b>	<b>(28,227)</b>			
	<b>Operating Expenditure</b>							
7292	Loss on Sale Assets.	0	0	0	0	0		
	<b>Total Operating Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
1304	Capital Expenditure Plant & Equip	0	0	0	0	0		
1315	Tfr From Building Reserve	0	0	0	0	0		
2834	Land & Buildings - Capital Expense	122,793	106,021	106,021	77,703	(16,772)	*	Internal employee costs allocated to BHP CC project
2864	Tfr To Unspent Grant (Restricted Cash) Reserve	0	0	0	0	0		
2824	Principal Repayment - Loan 98	39,972	39,972	39,972	38,938	0		
7275	Loan Funds Rec'd	0	0	0	0	0		
7471	T/f From Unspent Grants/loans Res.	0	0	0	(10,922)	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>162,766</b>	<b>145,993</b>	<b>145,993</b>	<b>105,719</b>			
	<b>Total Other Recreation and Sport</b>	<b>442,188</b>	<b>458,188</b>	<b>458,188</b>	<b>428,417</b>			

COA	Library	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
2902	Library Expense	2,424	4,812	4,812	1,532	2,388		
2912	Honorarium Librarian Payment	1,000	1,000	1,000	1,000	0		
3582	Admin Allocation - Libraries	30,674	34,195	34,195	24,157	3,521		
6922	Libraries Depreciation	0	0	0	750	0		
	<b>Total Operating Expenditure</b>	<b>34,098</b>	<b>40,007</b>	<b>40,007</b>	<b>27,439</b>			
COA	Other Culture	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3626	Museum & Road Board Expense	13,892	21,539	21,539	8,229	7,648		
3652	Fixed Asset Register Depreciation	10,748	11,000	11,000	21,973	252		
	<b>Total Operating Expenditure</b>	<b>24,640</b>	<b>32,539</b>	<b>32,539</b>	<b>30,202</b>			
	<b>Total Other Culture</b>	<b>24,640</b>	<b>32,539</b>	<b>32,539</b>	<b>30,202</b>			
	<b>Total Recreation and Culture</b>	<b>776,049</b>	<b>908,256</b>	<b>908,256</b>	<b>779,745</b>			

COA	Road Constuction	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3702	Admin Allocation - Road Construction	92,023	104,956	104,956	48,512	12,933	*	Non Cash item - admin costs below estimated budget with COVID-19 cost saving measures
	<b>Operating Revenue</b>							
3173	MW Regional Road Funding	(1,186,000)	(1,140,333)	(1,140,333)	(883,666)	45,667	*	All projects claimed in full
3193	R2R (Construction) Income	(328,620)	(328,620)	(328,620)	(244,109)	0		
	<b>Total Operating Revenue</b>	<b>(1,514,620)</b>	<b>(1,468,953)</b>	<b>(1,468,953)</b>	<b>(1,127,775)</b>			

COA	Road Constuction	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Capital Expenditure / Reserve Transfers</b>							
3114	Capital Roadworks Program - Including Grant Funded Jobs	1,933,836	2,110,839	2,110,839	1,430,317	177,003	*	All grant funded jobs completed; own resource jobs commenced Wandin Rd
4840	Tfr to Roadworks Reserve	111	62,370	62,370	440	62,259	*	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>1,933,947</b>	<b>2,173,209</b>	<b>2,173,209</b>	<b>1,430,757</b>			
	<b>Total Road Construction</b>	<b>511,350</b>	<b>809,212</b>	<b>809,212</b>	<b>351,494</b>			

COA	Road Maintenance	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3372	Road Maintenance Expense	1,220,914	1,434,341	1,434,341	1,533,876	213,426	*	COVID cost saving measures
3502	Depot Maintenance	31,550	57,642	57,642	48,079	26,092	*	Internal costs plant/overheads below estimated
3512	Street Lighting Expense	8,809	10,043	10,043	9,587	1,234		
3522	Fixed Asset Register Depreciation	54,408	48,000	48,000	69,002	(6,408)		
3532	Street Trees	10,317	16,000	16,000	2,875	5,683		
3542	Licences & Subscriptions	10,774	12,800	12,800	9,584	2,026		
3562	Road Sign Expense	5,601	12,000	12,000	10,498	6,399		
3802	Admin Allocation - Road Maintenance	92,023	103,838	103,838	71,472	11,815	*	Non Cash item - admin costs below estimated budget with COVID-19 cost saving measures
3822	Bore Maintenance	20,162	25,000	25,000	8,083	4,838		
3832	Crossover expenses to ratepayers	500	5,000	5,000	1,455	4,500		
6912	Roads Depreciation	1,160,562	1,160,000	1,160,000	1,124,845	(562)		
	<b>Total Operating Expenditure</b>	<b>2,615,622</b>	<b>2,884,664</b>	<b>2,884,664</b>	<b>2,889,355</b>			

COA	Road Maintenance	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Revenue</b>							
3143	MRWA Direct Grant.	(125,058)	(125,058)	(125,058)	(116,926)	0		
3153	Other Grant Income	0	0	0	(287,000)	0		
3393	Hudson Resources - Dartmoor Road	(14,525)	(12,500)	(12,500)	(18,467)	2,025		
	<b>Total Operating Revenue</b>	<b>(139,583)</b>	<b>(137,558)</b>	<b>(137,558)</b>	<b>(422,393)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
3264	Capital Exp. - Depot Construction.	0	0	0	22,444	0		
3205	Tfr from Roadworks Reserve	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>22,444</b>			
	<b>Total Road Maintenance</b>	<b>2,476,039</b>	<b>2,747,106</b>	<b>2,747,106</b>	<b>2,489,406</b>			

COA	Road Plant Purchases	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3586	Loan 97 - Interest Expense	288	524	524	908	236		
3642	Loss on Sale Assets.	2,487	0	0	1,692	(2,487)		
3912	Loan 96 - Interest Expense	0	0	0	708	0		
	<b>Total Operating Expenditure</b>	<b>2,775</b>	<b>524</b>	<b>524</b>	<b>3,309</b>			
	<b>Operating Revenue</b>							
3543	Profit on Sale of Assets	(3,569)	(26,500)	(26,500)	(30,102)	(22,931)	*	Actual Net Book Value lower than estimated at budget
	<b>Total Operating Revenue</b>	<b>(3,569)</b>	<b>(26,500)</b>	<b>(26,500)</b>	<b>(30,102)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
3554	Plant & Equipment Purchases	501,488	510,000	510,000	515,607	8,512		
3575	Proceeds from Disposal of Assets	(23,636)	(26,500)	(26,500)	(85,845)	(2,864)		
3584	Tools & Other Equip > \$5000 (Capex)	0	0	0	6,069	0		
3914	Principal Repayments - Loan 96	0	0	0	32,561	0		
3587	Principal Repayments-Loan 97	19,162	19,162	19,162	18,694	0		
4781	Transfer to Plant/Light Vehicle Reserve	0	313,598	313,598	253,768	313,598	*	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
3561	Tfr from Plant/Light Vehicle Reserve	0	(255,268)	(255,268)	(211,681)	(255,268)	*	April 2020 COVID-19 Special Council Meeting Minute Reference SCM: 04/20-4
6225	Realisation on Disposal of Assets	19,091	26,500	26,500	85,845	7,409		
7135	Loan Funds Rec'd.	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>516,105</b>	<b>587,492</b>	<b>587,492</b>	<b>615,019</b>			
	<b>Total Road Plant Purchases</b>	<b>515,310</b>	<b>561,516</b>	<b>561,516</b>	<b>588,226</b>			

COA		30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 Actual YTD Actual	YTD Var	>\$10K	Comments
	<b>Traffic Control</b>							
	<b>Operating Expenditure</b>							
4102	Admin Allocation - Traffic Control	40,899	45,400	45,400	44,593	4,501		
7672	Loss on Sale of Assets.	0	0	0	0	0		
7572	Traffic Counters Expense	7,912	11,500	11,500	0	3,588		
	<b>Total Operating Expenditure</b>	<b>48,811</b>	<b>56,900</b>	<b>56,900</b>	<b>44,593</b>			
	<b>Operating Revenue</b>							
7513	Licensing Commission Income	(4,586)	(3,500)	(3,500)	(4,854)	1,086		
	<b>Total Operating Revenue</b>	<b>(4,586)</b>	<b>(3,500)</b>	<b>(3,500)</b>	<b>(4,854)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
7574	Capital Exp. - Tools & Equip.	0	0	0	0	0		
7685	Proceeds from Disposal of Assets	0	0	0	0	0		
4645	Tfr to Plant/Light Vehicle Reserve	0	0	0	0	0		
	<b>Total Capital Expenditure / Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Traffic Control</b>	<b>44,225</b>	<b>53,400</b>	<b>53,400</b>	<b>39,739</b>			
	<b>Total Transport</b>	<b>3,546,924</b>	<b>4,171,235</b>	<b>4,171,235</b>	<b>3,468,865</b>			

COA	Rural Services	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3362	Ranger Allocation - Roadside Spraying	8,814	0	0	0	(8,814)		<i>Internal ranger allocation across programs identified seperately to admin</i>
4462	Admin Allocation - Rural Services	9,793	17,400	17,400	13,252	7,607		<i>Admin Allocations across programs</i>
6722	Noxious Weeds & Pest Expense	9,332	16,150	16,150	11,377	6,818		
	<b>Total Operating Expenditure</b>	<b>27,939</b>	<b>33,550</b>	<b>33,550</b>	<b>24,629</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
4404	Capital Exp. - Plant & Equipment	0	0	0	0	0		
	<b>Total Rural Services</b>	<b>27,939</b>	<b>33,550</b>	<b>33,550</b>	<b>24,629</b>			

COA	Tourism and Area Promotion	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
3952	Tourism Signage Expense	0	1,000	1,000	690	1,000		
3982	Tourism Expense	0	13,500	13,500	1,599	13,500	*	COVID cost saving measures
4282	Promotional Expense	1,440	6,000	6,000	218	4,560		
	<b>Total Operating Expenditure</b>	<b>1,440</b>	<b>20,500</b>	<b>20,500</b>	<b>2,507</b>			
	<b>Operating Revenue</b>							
3973	Contr. & Reim. (Tourism).	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Tourism and Area Promotion</b>	<b>1,440</b>	<b>20,500</b>	<b>20,500</b>	<b>2,507</b>			

COA	Building Control	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
4132	Building Surveyor Expenses	135,339	141,429	141,429	133,710	6,090		
4622	Admin Allocation - Building	71,574	89,733	89,733	90,492	18,159	*	Non Cash item - admin costs below estimated budget with COVID-19 cost saving measures
	<b>Total Operating Expenditure</b>	<b>206,912</b>	<b>231,162</b>	<b>231,162</b>	<b>224,201</b>			
	<b>Operating Revenue</b>							
4153	Building Licenses Income	(6,032)	(10,000)	(10,000)	(13,602)	(3,968)		
4173	CTF Commissions Received	(120)	(150)	(150)	(150)	(30)		
4213	Building Commissions Received	(200)	(150)	(150)	(186)	50		
4183	Contributions & Reimbursements (Building Control)	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>(6,352)</b>	<b>(10,300)</b>	<b>(10,300)</b>	<b>(13,938)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
4215	Tfr from Leave Reserve	0	0	0	0	0		
	<b>Total Capital Expenditure/Reserve Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Building Control</b>	<b>200,561</b>	<b>220,862</b>	<b>220,862</b>	<b>210,263</b>			
COA	Other Economic Services	30-June-2020 Year to Date Actuals	30-June-2020 Amended YTD Budget	2019/2020 Amended Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
4232	Water Supply Stand Pipes Expense	0	250	250	228	250		
4222	Admin Allocation - Other Economic Services	47,124	56,992	56,992	48,313	9,868		
4242	Rehab. Gravel Pits Expense	0	5,000	5,000	0	5,000		
4252	Purchase of Stamps.	29	100	100	10	71		
4272	Other Expenditure	9,901	9,591	9,591	9,091	(310)		
	<b>Total Operating Expenditure</b>	<b>57,054</b>	<b>71,933</b>	<b>71,933</b>	<b>57,643</b>			
	<b>Operating Revenue</b>							
4223	Commission Received Australia Post	(7,193)	(7,900)	(7,900)	(7,767)	(707)		
4243	Annual Post Office Box Fee	(3,282)	(3,000)	(3,000)	(3,061)	282		
4253	Postage Stamp Income	(73)	(100)	(100)	(84)	(27)		
4333	Photocopying Income	(103)	(20)	(20)	(6)	83		
4913	Shire Leased Reserves Income	(450)	(450)	(450)	(450)	0		
	<b>Total Operating Revenue</b>	<b>(11,101)</b>	<b>(11,470)</b>	<b>(11,470)</b>	<b>(11,368)</b>			
	<b>Capital Expenditure / Reserve Transfers</b>							
4760	Tfr to Water Strategy Reserve	15	60	60	61	45		
	<b>Total Other Economic Services</b>	<b>45,969</b>	<b>60,523</b>	<b>60,523</b>	<b>46,336</b>			
	<b>Total Economic Services</b>	<b>275,909</b>	<b>335,436</b>	<b>335,436</b>	<b>283,735</b>			

COA	Plant Depreciation	30-June-2020 Year to Date Actuals	30-June-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
5012	Plant Depreciation	336,585	336,000	336,000	307,629	(585)		
7102	Depreciation - Unclassified Assets	7,000	11,000	11,000	0	4,000		
6890	Depn Posted to Jobs	(343,585)	(347,843)	(347,843)	(307,162)	(4,258)		
	<b>Total Plant Depreciation</b>	<b>0</b>	<b>(843)</b>	<b>(843)</b>	<b>467</b>			

COA	Private Works	30-June-2020 Year to Date Actuals	30-June-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
7302	Private Works Expense	982	10,211	10,211	4,713	9,229		
	<b>Operating Income</b>							
7333	Private Works Income	(2,060)	(12,000)	(12,000)	(9,019)	(9,940)		
	<b>Total Private Works</b>	<b>(1,078)</b>	<b>(1,789)</b>	<b>(1,789)</b>	<b>(4,306)</b>			

COA	Public Works Overheads	30-June-2020 Year to Date Actuals	30-June-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
0342	Provision for LSL	4,013	5,000	5,000	23,659	987		
4312	Superannuation - Max 3% Works Staff	12,433	17,460	17,460	10,072	5,027		
4322	Superannuation Guarantee - Works Manager	10,619	10,507	10,507	10,069	(112)		
4332	Superannuation Guarantee - Works Staff	73,684	81,238	81,238	69,729	7,554		
4342	Salary Works Manager	109,701	107,998	107,998	101,589	(1,703)		
4352	Superannuation Max 3% - Works Manager	3,353	3,318	3,318	3,180	(35)		
4372	Public Works Sundry Expense	19,500	52,134	52,134	40,656	32,633	*	COVID cost saving measures
4382	Works Manager - Expenses	3,639	4,150	4,150	3,600	511		
4392	External Engineering Services	9,937	13,000	13,000	7,817	3,064		
4402	Sick Leave	19,465	32,119	32,119	20,395	12,655	*	Provision for leave with budget profile timing evenly spread
4412	Annual Leave	61,054	65,898	65,898	56,267	4,844		
4432	Public Holiday Pay	38,686	38,688	38,688	42,110	2		
4422	Works LSL Expense	0	18,707	18,707	842	18,707	*	LSL deferred and relisted for 2020/2021
4442	Occupational Health & Safety Expense	9,571	12,500	12,500	2,389	2,929		
4452	Protective Uniform/ Minor Workwear	7,973	11,863	11,863	9,868	3,890		
4582	Accrued Leave Works Crew	8,281	0	0	6,106	(8,281)		
4602	Training Expense	2,553	22,500	22,500	13,402	19,948	*	COVID cost saving measures
4652	Works Staff - Allowances	22,813	23,400	23,400	22,362	587		
5202	Admin Allocation - Public Works Overheads	141,643	155,219	155,219	175,783	13,576	*	
6782	Workers Compensation Insurance	19,682	19,575	19,575	20,407	(107)		
7422	Less PWO Allocated to W & S	(578,601)	(695,274)	(695,274)	(643,165)	(116,673)	*	Non Cash item - PWO costs below estimated budget with COVID-19 cost saving measures
	<b>Total Operating Expenditure</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(2,864)</b>			



	<b>Operating Revenue</b>							
0333	Contrib. & Reimb. (PWO).	0	0	0	0	0		
	<b>Capital Expenditure / Reserve Transfers</b>							
7631	T/f From Leav Reserve-pwo	0	0	0	0	0		
	<b>Total Public Works Overheads</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>	<b>(2,864)</b>			
<b>COA</b>	<b>Plant Operation Costs</b>	<b>30-June-2020 Year to Date Actuals</b>	<b>30-June-2020 Year to Date Budget</b>	<b>2019/2020 Full Year Budget</b>	<b>30-Jun-19 YTD Actual</b>	<b>YTD Var</b>	<b>&gt;\$10K</b>	<b>Comments</b>
	<b>Operating Expenditure</b>							
4472	In House Repairs & Maintenance	202,563	202,126	202,126	169,974	(436)		
4482	Tyre Purchase Expense	49,048	57,500	57,500	55,074	8,452		
4492	Parts & Outside Repairs Expense	148,568	150,000	150,000	138,572	1,432		
4502	Plant Licences Expense	9,246	9,200	9,200	8,902	(46)		
4532	Tools & Consumables	16,855	20,000	20,000	19,298	3,145		
4542	Fuel, Oil & Grease	270,207	313,000	313,000	277,704	42,793	*	COVID cost saving measures
4552	Cutting Edges & Tips	10,207	8,000	8,000	7,838	(2,207)		
5112	Admin Allocation - Plant Operations	20,450	22,991	22,991	35,478	2,541		
6772	Plant Insurance Expense	34,360	43,250	43,250	23,012	8,890		Adjustment to premiums will be made upon changeover of plant
4512	Less POC Allocated to W & S	(695,769)	(781,067)	(781,067)	(638,157)	(85,298)	*	Non Cash item - POC costs below estimated budget with COVID-19 cost saving measures
	<b>Total Operating Expenditure</b>	<b>65,734</b>	<b>45,000</b>	<b>45,000</b>	<b>97,693</b>			
	<b>Operating Revenue</b>							
4503	Sale of Scrap.	(7,214)	0	0	(32,612)	7,214		
4513	Diesel Fuel Rebate Received	(58,520)	(45,000)	(45,000)	(52,790)	13,520	*	Rebates received are greater than estimated
4983	Income Received	0	0	0	(1,196)	0		
	<b>Total Operating Revenue</b>	<b>(65,734)</b>	<b>(45,000)</b>	<b>(45,000)</b>	<b>(86,598)</b>			
	<b>Total Plant Operation Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,095</b>			

COA	Salaries and Wages	30-June-2020 Year to Date Actuals	30-June-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
4362	Unallocated Wages	0	0	0	0	0		
4570	S&W Gov, Corporate & Development Services	946,457	986,928	986,928	878,847	40,471	*	Provisions made for LSL not taken CEO & DCEO, accrual jnl
4580	S&W Works & Services	1,025,964	1,101,458	1,101,458	989,459	75,494	*	Provisions made for LSL not taken and relisted 2020/21; Casual Pool limited for COVID cost saving measures, accrual jnl
4600	Less Salary & Wages Allocated	(1,965,520)	(2,088,386)	(2,088,386)	(1,869,290)	(122,866)	*	Provisions made for LSL not taken, Casual Pool limited for COVID cost saving measures, accrual jnl
4592	Workers Compensation Paid	0	0	0	1,402	0		
	<b>Total Operating Expenditure</b>	<b>6,901</b>	<b>0</b>	<b>0</b>	<b>419</b>			
	<b>Operating Revenue</b>							
4613	Salaries & Wages Reimbursement Received	0	0	0	(1,402)	0		
4623	Paid Parental Leave Scheme Income	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,402)</b>			
	<b>Total Salaries and Wages</b>	<b>6,901</b>	<b>0</b>	<b>0</b>	<b>(983)</b>			
COA	Unclassified	30-June-2020 Year to Date Actuals	30-June-2020 Year to Date Budget	2019/2020 Full Year Budget	30-Jun-19 YTD Actual	YTD Var	>\$10K	Comments
	<b>Operating Expenditure</b>							
5022	Overpayments/Recoverables - Expenditure	8,391	13,500	13,500	17,205	5,109		
	<b>Total Operating Expenditure</b>	<b>8,391</b>	<b>13,500</b>	<b>13,500</b>	<b>17,205</b>			
	<b>Operating Revenue</b>							
5023	Overpayments/Recoverables - Income	(8,391)	(13,500)	(13,500)	(17,205)	(5,109)		
3813	Profit on Revaluation	0	0	0	0	0		
	<b>Total Operating Revenue</b>	<b>(8,391)</b>	<b>(13,500)</b>	<b>(13,500)</b>	<b>(17,205)</b>			
	<b>Total Unclassified</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
	<b>Total Other Property and Services</b>	<b>5,823</b>	<b>(2,632)</b>	<b>(2,632)</b>	<b>3,410</b>			

List of Accounts Paid - June 2020			
Chq/EFT	Date	Name	Amount
MUNICIPAL ACCOUNT			
4995	5/06/2020	Petty Cash	-351.90
DD16745.1	2/06/2020	LGSP	-8627.93
DD16745.3	2/06/2020	Hostplus Superannuation	-313.43
DD16745.4	2/06/2020	Australian Super	-110.24
DD16745.5	2/06/2020	Prime Super	-220.36
DD16745.6	2/06/2020	ANZ Smart Choice Super	-237.13
DD16762.1	2/06/2020	Westpac Geraldton	-36.50
DD16769.1	11/06/2020	LGSP	-8462.63
DD16769.2	11/06/2020	Wealth Personal Superannuation and Pension Fund	-589.61
DD16769.3	11/06/2020	Hostplus Superannuation	-291.38
DD16769.4	11/06/2020	Australian Super	-112.94
DD16769.5	11/06/2020	Prime Super	-220.36
DD16769.6	11/06/2020	ANZ Smart Choice Super	-237.13
DD16771.1	8/06/2020	Shire of Chapman Valley	-280.00
DD16787.1	26/06/2020	LGSP	-103.85
DD16788.1	26/06/2020	LGSP	-7970.70
DD16788.2	26/06/2020	Wealth Personal Superannuation and Pension Fund	-589.61
DD16788.3	26/06/2020	Hostplus Superannuation	-291.38
DD16788.4	26/06/2020	Australian Super	-115.92
DD16788.5	26/06/2020	Prime Super	-220.36
DD16788.6	26/06/2020	ANZ Smart Choice Super	-237.13
EFT24238	2/06/2020	Accumax Global Pty Ltd	-1293.60
EFT24239	2/06/2020	Atom Supply	-2016.81
EFT24241	2/06/2020	Batavia Coast Blinds & Shade Sails	-10060.00
EFT24242	2/06/2020	Bridgestone Tyre Centre	-3665.50
EFT24243	2/06/2020	Bruce Rock Engineering	-614.16
EFT24244	2/06/2020	Bunnings Group Limited	-661.74
EFT24245	2/06/2020	Cleanaway Co Pty Ltd (Commercial)	-7628.85
EFT24246	2/06/2020	Cleanaway Co Pty Ltd (Domestic)	-5324.54
EFT24247	2/06/2020	Cleanpak Total Solutions	-23.80
EFT24248	2/06/2020	De Lage Landen Pty Ltd	-1047.98
EFT24249	2/06/2020	Department Of Fire And Emergency Services	-7560.00
EFT24250	2/06/2020	GG Pumps And Electrical Pty Ltd	-984.50
EFT24251	2/06/2020	Geraldton Ag Services	-224.80
EFT24252	2/06/2020	Geraldton Automotive Machining	-215.60
EFT24253	2/06/2020	Geraldton Building Services & Cabinets	-14597.00
EFT24254	2/06/2020	Glenfield IGA	-18.60
EFT24255	2/06/2020	Greenfield Technical Service	-5940.00
EFT24256	2/06/2020	Hoppys Parts R Us	-35.00
EFT24257	2/06/2020	Landgate	-240.24
EFT24258	2/06/2020	ML Communications	-1126.85
EFT24259	2/06/2020	Magor Swartz Pty Ltd	-10232.75
EFT24260	2/06/2020	Market Creations	-3982.58
EFT24261	2/06/2020	Michelle Kyles	-8.24
EFT24262	2/06/2020	Midwest Financial	-165.00
EFT24263	2/06/2020	NAPA - Cows Parts Pty Ltd	-855.00
EFT24264	2/06/2020	Nabawa Valley Tavern	-833.35
EFT24265	2/06/2020	Paper Plus Office National	-367.11
EFT24266	2/06/2020	Pirtek Geraldton	-338.92
EFT24267	2/06/2020	Purcher International	-670.94
EFT24268	2/06/2020	Shire of Northampton	-726.00
EFT24269	2/06/2020	Sun City Plumbing	-160.00
EFT24270	2/06/2020	The West Australian	-478.88
EFT24271	2/06/2020	Vinindex Pty Ltd	-3960.00
EFT24272	2/06/2020	Westrac Pty Ltd	-3433.94
EFT24273	2/06/2020	City of Greater Geraldton	-726.65
EFT24274	2/06/2020	Node1Internet	-129.95
EFT24275	2/06/2020	Synergy	-2583.47
EFT24276	2/06/2020	Telstra	-1145.88
EFT24277	4/06/2020	Department of Primary Industries and Regional Deveopment	-9964.49
EFT24281	15/06/2020	Synergy	-2279.78
EFT24282	15/06/2020	Water Corporation	-5.19
EFT24283	15/06/2020	Atom Supply	-538.81

EFT24284	15/06/2020	Australia Post	-49.02
EFT24285	15/06/2020	Australian Performing Right Association Ltd	-174.04
EFT24286	15/06/2020	Bolts R Us	-316.68
EFT24287	15/06/2020	Design Catering	-206.80
EFT24288	15/06/2020	Five Star Business Solutions & Innovation	-312.16
EFT24289	15/06/2020	Geraldton Saw Doctor & Sharpening Services	-27.50
EFT24290	15/06/2020	JR & A Hersey Pty Ltd	-835.38
EFT24291	15/06/2020	Jaimee Michelle West & Riley James Craig	-205.15
EFT24292	15/06/2020	Kalinya Farming Co	-6600.00
EFT24293	15/06/2020	ML Communications	-347.47
EFT24294	15/06/2020	Magor Swartz Pty Ltd	-6077.50
EFT24295	15/06/2020	Queens Supa IGA Supermarket	-280.81
EFT24296	15/06/2020	RGI Signworks	-792.00
EFT24297	15/06/2020	Refuel Australia	-21484.25
EFT24298	15/06/2020	SafetyCulture Pty Ltd	-395.40
EFT24299	15/06/2020	Shire of Chapman Valley	-139.45
EFT24300	15/06/2020	Shoreline Outdoor World	-147.00
EFT24301	15/06/2020	TeletracNavman Australia	-769.45
EFT24302	15/06/2020	Toll Transport Pty Ltd	-1742.90
EFT24303	15/06/2020	Total Toilets	-93.94
EFT24304	15/06/2020	Western Australian Local Government Association (WALGA)	-1850.00
EFT24306	25/06/2020	Node1Internet	-129.95
EFT24307	25/06/2020	Synergy	-1103.53
EFT24308	25/06/2020	Water Corporation	-1650.28
EFT24309	25/06/2020	Ausrecord	-48.29
EFT24310	25/06/2020	Beau Raymond	-143.99
EFT24311	25/06/2020	Bolts R Us	-407.55
EFT24312	25/06/2020	Cleanpak Total Solutions	-33.53
EFT24313	25/06/2020	Complete Landscape Solutions	-770.00
EFT24314	25/06/2020	Craigies Tiling	-907.50
EFT24315	25/06/2020	Design Catering	-506.00
EFT24316	25/06/2020	Echelon Australia Pty Ltd - LGIS Risk Management	-3941.30
EFT24317	25/06/2020	Great Northern Rural Services	-319.19
EFT24318	25/06/2020	Landgate	-400.35
EFT24319	25/06/2020	Mooreview Plants & Trees	-100.00
EFT24320	25/06/2020	Nutrein Ag Solutions Ltd	-3413.28
EFT24321	25/06/2020	Option Refrigeration & Air Conditioning	-235.62
EFT24322	25/06/2020	RGI Signworks	-1265.00
EFT24323	25/06/2020	The Grants Hub	-313.20
EFT24324	30/06/2020	MM Electrical Merchandising	-1309.00
EFT24325	30/06/2020	Shire of Mingenew	-70.40
EFT24326	30/06/2020	Telstra	-1513.24
EFT24327	30/06/2020	AFGRI	-432.01
EFT24328	30/06/2020	Alicia Pawelski	-500.00
EFT24329	30/06/2020	Anthony Steven Farrell	-9897.97
EFT24330	30/06/2020	At The Flower Pot	-100.00
EFT24331	30/06/2020	Atom Supply	-1513.30
EFT24332	30/06/2020	Auslec	-201.74
EFT24333	30/06/2020	Batavia Coast Blinds & Shade Sails	-920.00
EFT24334	30/06/2020	Battery Mart	-858.00
EFT24335	30/06/2020	Beverley Dawn Davidson	-4939.07
EFT24336	30/06/2020	Boc Limited	-65.74
EFT24337	30/06/2020	Bolts R Us	-20.03
EFT24338	30/06/2020	Bridgestone Tyre Centre	-11472.00
EFT24339	30/06/2020	Bunnings Group Limited	-4262.53
EFT24340	30/06/2020	Chapman Valley Menshed Inc	-900.00
EFT24341	30/06/2020	Clark Rubber Geraldton	-56.32
EFT24342	30/06/2020	Cleanaway Co Pty Ltd (Commercial)	-6572.87
EFT24343	30/06/2020	Cleanaway Co Pty Ltd (Domestic)	-6669.72
EFT24344	30/06/2020	Comms Tech Services	-220.00
EFT24345	30/06/2020	Corsign WA Pty Ltd	-50.60
EFT24346	30/06/2020	Darrell Graeme Forth	-4939.07
EFT24347	30/06/2020	Department of Biodiversity, Conservation & Attractions	-658.99
EFT24348	30/06/2020	Elders	-708.51
EFT24349	30/06/2020	Five Star Business Solutions & Innovation	-857.82
EFT24350	30/06/2020	GG Pumps And Electrical Pty Ltd	-209.00

EFT24351	30/06/2020	GNC Quality Precast Geraldton	-6318.40
EFT24352	30/06/2020	Geraldton Ag Services	-336.63
EFT24353	30/06/2020	Geraldton Lock And Key	-9.90
EFT24354	30/06/2020	Glenfield IGA	-9.12
EFT24355	30/06/2020	Holcim	-2267.61
EFT24356	30/06/2020	Hoppys Parts R Us	-28.64
EFT24357	30/06/2020	Ian Kenneth Maluish	-4939.07
EFT24358	30/06/2020	Instant Racking	-3184.00
EFT24359	30/06/2020	It Vision	-1100.00
EFT24360	30/06/2020	Ivey Contracting	-22211.20
EFT24361	30/06/2020	Jupps Carpets & Ceramics Pty Ltd	-3139.00
EFT24362	30/06/2020	Keith Gregory Bobcat Hire	-18000.00
EFT24363	30/06/2020	Kevrek Australia Pty Ltd	-936.32
EFT24364	30/06/2020	Kirrilee Jane Warr	-6178.80
EFT24365	30/06/2020	M & B Quality Building Products	-131.01
EFT24366	30/06/2020	ML Communications	-1333.49
EFT24367	30/06/2020	Mach 1 Auto One	-367.40
EFT24368	30/06/2020	Market Creations	-7373.72
EFT24369	30/06/2020	Miralec	-836.00
EFT24370	30/06/2020	Mitchell & Brown	-920.00
EFT24371	30/06/2020	NAPA - Cows Parts Pty Ltd	-1745.94
EFT24372	30/06/2020	Nicole Julie Batten	-4939.07
EFT24373	30/06/2020	Norfolk Cleaning Service	-8376.50
EFT24374	30/06/2020	Paper Plus Office National	-1607.94
EFT24375	30/06/2020	Peter John Humphrey	-4939.07
EFT24376	30/06/2020	Pirtek Geraldton	-474.00
EFT24377	30/06/2020	Purcher International	-1015.00
EFT24378	30/06/2020	RGI Signworks	-880.00
EFT24379	30/06/2020	Redi Hire Solutions	-130.00
EFT24380	30/06/2020	Refuel Australia	-4672.07
EFT24381	30/06/2020	Risk Id	-5500.00
EFT24382	30/06/2020	TeletracNavman Australia	-769.45
EFT24383	30/06/2020	The West Australian	-319.24
EFT24384	30/06/2020	Thurkle Earthmoving & Maintenance Pty Ltd	-14113.00
EFT24385	30/06/2020	Toll Transport Pty Ltd	-25.36
EFT24386	30/06/2020	Totally Work Wear	-4489.14
EFT24387	30/06/2020	Trevor Leonard Royce	-4939.07
EFT24388	30/06/2020	Western Australian Treasury Corporation	-2536.46
EFT24389	30/06/2020	Westrac Pty Ltd	-8548.28
EFT24390	30/06/2020	Winc Australia Pty Limited	-126.24
			<b>-404706.52</b>
Chq/EFT	Date	Name	Amount
<b>TRUST ACCOUNT</b>			
EFT24233	2/06/2020	Michelle Kyles	-63.00
EFT24278	15/06/2020	Bruce Innes Blackburn & Jodi Marie MacDonald	-50.00
EFT24279	15/06/2020	Department of Mines, Industry Regulation & Safety	-113.30
EFT24280	15/06/2020	Shire of Chapman Valley	-1411.47
EFT24305	25/06/2020	Liberty Lopez	-700.00
			<b>-2337.77</b>

## SHIRE OF CHAPMAN VALLEY

### BANK RECONCILIATION - Muni Accounts As at 30th of June 2020

#### SYNERGY

Balance as per Cash at Bank Account GL 160000	159,172.00
Balance as per Cash at Bank Account GL 170000	1,810,732.66
Balance as per Interfund Transfer A/c GL 161100	50.00
Plus Income on Bank Stmt not in ledgers	-
Less Expenditure on Bank Stmt not in ledgers	-
	<b>\$1,969,954.66</b>

#### BANK

Muni Bank Account (Account No 000040)	368,856.07
Investment Account (Account No 305784)	1,810,732.66
Investment Account (Account No 502999)	(0.00)
	<u>2,179,588.73</u>
Less Outstanding Payments	209,684.07
Plus Outstanding Deposits	-
Plus Tfer from Trust to Muni <u>or</u> [ Tfer to Trust from Muni ]	50.00
	<b>\$1,969,954.66</b>

Difference Check 0.00

Completed by:



Beau Raymond - Senior Finance Officer

1/7/2020  
Date

Reviewed by:



Dianne Raymond - Mgr Finance & Corporate Services

7/7/2020  
Date



## Corporate Card Statement



053

SHIRE OF CHAPMAN VALLEY  
THE SHIRE CLERK  
ADMINISTRATION  
C/- POST OFFICE  
NABAWA W A WA 6532

**30 JUN 2020**

Facility Number

00018023 20000001

Payment Due Date

01 July 2020

Closing Balance

**\$183.51****This amount will be swept  
from a nominated account.**

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Any statement entries for purchases or cash advances made in a foreign currency include the following: (1) the foreign currency transaction amount converted into Australian dollars by the applicable credit card scheme and (2) the Westpac Foreign Transaction Fee (FX Fee), being the applicable Westpac Processing Fee and the applicable Westpac On-Charged Scheme Fee.

Company Name		Number of Cards		Cash Advance Annual % Rate	
Shire Of Chapman Valley		2		15.65%	
Contact Name		Facility Number		Facility Credit Limit	
The Shire Clerk		00018023 20000001		10,000	
Statement From	Statement To	Payment Due Date	Opening Balance	Closing Balance	Available Credit
21 May 2020	21 Jun 2020	01 Jul 2020	36.50	183.51	9,816.49

Payment will be automatically debited on the agreed payment date as recorded in your facility application.

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
36.50	36.50 -	183.51	0.00	0.00	0.00	183.51	0.00



## Corporate Card Statement

SHIRE OF CHAPMAN VALLEY  
THE SHIRE CLERK  
ADMINISTRATION  
C/- POST OFFICE  
NABAWA W A WA 6532

30 JUN 2020

### CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Maurice Battiana	5163 2531 0083 1327	6,000	5,816.49

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

Corporate Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 JUN	<b>Payments</b> AUTOMATIC PAYMENT	18.25-	
	<b>Sub Total:</b>	<b>18.25-</b>	
21 MAY	<b>Purchases</b> CANVA* 02697-2893091 8778877815 USA INC FX FEE AUD \$5.03	172.91	Job 3132 Graphic Design Project for Social Media
11 JUN	PHOTOGRAPHIC STUDIOS - PORTR SKEETAS RESTAURANT & GERALDTON AUS EATING PLACES, RESTAURANTS	10.60	104620.02 Meeting CEO & RDA Telecommunications
	<b>Sub Total:</b>	<b>183.51</b>	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
18.25	18.25 -	183.51	0.00	0.00	0.00	183.51	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_

Date 1/7/20

Transactions examined and approved.

Manager/Supervisor Signature \_\_\_\_\_

Date 1/7/2020





## Corporate Card Statement

SHIRE OF CHAPMAN VALLEY  
THE SHIRE CLERK  
ADMINISTRATION  
C/- POST OFFICE  
NABAWA W A WA 6532

30 JUN 2020

### CARDHOLDER TRANSACTION DETAILS

Cardholder Name	Card Number	Credit Limit	Available Credit
Simon Lancaster	5163 2531 0083 4453	4,000	4,000.00

For enquiries please call 1300 650 107 (8am - 8pm, Monday to Friday). Lost or stolen cards service available 24 hours a day, 7 days a week.

#### Corporate Card Transactions

Date of Transaction	Description	Debits/Credits	Cardholder Comments
01 JUN	<b>Payments</b> AUTOMATIC PAYMENT	18.25-	
	<b>Sub Total:</b>	<b>18.25-</b>	

### Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
18.25	18.25	0.00	0.00	0.00	0.00	0.00	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature \_\_\_\_\_

Date 1/7/20

Transactions examined and approved \_\_\_\_\_

Manager/Supervisor Signature \_\_\_\_\_

Date 1/7/2020

**From:** [Maurice Battilana](#)  
**To:** [Cr Anthony Farrell](#); [Cr Beverley Davidson](#); [Cr Darrell Forth](#); [Cr Ian Maluish](#); [Cr Ian Maluish \(ianmaluish@hotmail.com\)](#); [Cr Kirilee Warr](#); [Cr Nicole Batten](#); [Cr Peter Humphrey](#); [Cr Trevor Royce](#); [Darrell Forth \(dforth61@gmail.com\)](#); [Trevor Royce \(Private\)](#)  
**Cc:** [Dianne Raymond](#); [Anthony Abbott](#)  
**Subject:** CGF Extensions  
**Date:** Friday, 19 June 2020 2:12:58 PM  
**Attachments:** [image001.png](#)

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Councillors

It has been brought to my attention today the CV Football Club will not be able to erect the new scoreboard by the 30<sup>th</sup> June 2020. This is contrary to the advice we received before the June OCM, otherwise we would brought this into Council for consideration as stipulated in the CGF Management Procedure i.e.

*Grant funding confirmed in the Shire budget in the July must be expended by 20<sup>th</sup> June the following year, unless agreed otherwise at the outset OR a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council.*

*If Council endorse the carry-over of grant funds into the next financial year these funds will be transferred to a Reserve Fund under the conditions:*

- a. Funds must be spent and acquitted in the next financial year (i.e. funds will not be carried over again beyond this year);*
- b. Any unspent funds after the initial carry-over into the next financial year are to be placed back into the Municipal Fund before the end of that year; and*
- c. the grant recipient will not be eligible to receive any further CGF grants until the current allocated funds have been fully acquitted.*

I am seeking an out of session endorsement to carry over the CVFC CGF 19/20 grant allocation into 20/21 financial year and place these funds into the Reserve as stipulated in the Management Procedure.

I will also place the CV Menshed unspent amount of \$500 in reserve as well.

To be fair both organisations the COVID pandemic has made it more difficult to complete these projects.

Can you please respond by using the **REPLY ALL** option confirming if you agree or disagree with the extension requested for both projects.

An item will be presented to the July OCM to ensure we have a formal resolution on this matter for our records and compliance with the Management Procedure.

Regards

**Maurice Battilana | CHIEF EXECUTIVE OFFICER**



Address 3270 Chapman Valley Road | Nabawa | WA | 6532  
Mailing Address PO Box 1 | Chapman Valley Road | Nabawa | WA | 6532  
[www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) | email [ceo@chapmanvalley.wa.gov.au](mailto:ceo@chapmanvalley.wa.gov.au)  
phone (08) 9920 5011 | fax (08) 9920 5155 | mobile 0429 205011

*Disclaimer by the Shire of Chapman Valley: -*

*This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Chapman Valley unless this is clearly indicated.*



*please consider the environment before printing this email.*

## CMP-067 Community Growth Fund – Operational

MANAGEMENT PROCEDURE No.	CMP-067
MANAGEMENT PROCEDURE	COMMUNITY GROWTH FUND – OPERATIONAL
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	5.20
RELEVANT DELEGATIONS	

### OBJECTIVES:

### INTRODUCTION

The Shire of Chapman Valley allocates an annual budget amount to form the Community Growth Fund (CGF). The fund provides the Shire of Chapman Valley the opportunity to support and assist services, activities and programs throughout the Shire.

The intention of the CGF is for funds to be fully allocated within each financial year and there will not be any accrual of unallocated funds beyond the 30<sup>th</sup> June each year.

In the event there are residual unallocated funds at the 30<sup>th</sup> June each year these funds will form part of the Shire's End of Financial position and a new amount placed into the Draft Budget for Council consideration for the forthcoming financial year.

### AIM

The Shire of Chapman Valley Community Growth Fund is to provide funds to not for profit community based organisations, event organisers and individuals to support the promotion and development of social, economic, recreational, art and cultural projects for the benefit of residents of the Shire of Chapman Valley.

### 1. OBJECTIVES

The Objectives of the Chapman Valley Community Growth Funds are to:

- Assist the efficiency of operations of community groups by improving organisational development, asset purchases, marketing and management.
- Encourage partnerships fostering cooperative planning between groups to maximise effective use of resources
- Increase the range of and access to quality events, activities, services and groups within the Shire of Chapman Valley.
- Support community development initiatives and socially responsible community approaches.
- Encourage the community to actively promote Chapman Valley's positive attributes.
- Encourage the development of excellence and leadership in recreational, sporting, economic, tourist, environmental, skill/capacity building and cultural pursuits.

One of the most effective means of promoting community development is through the use of volunteers and non-government organisations. The Shire of Chapman Valley acknowledges and supports the contribution that community members make of their time, labour and expertise toward improving our community's quality of living.

### MANAGEMENT PROCEDURE STATEMENT/S:

### 2. RESPONSIBILITY

The responsibility for the selection and approval of successful grant applications rests with the Chapman Valley Shire Council who will meet to determine funding allocations. Shire staff plays an important role liaising with CGF applicants to ensure submissions meet criteria described in this guide, and to manage the payment of grants.

It is the responsibility of the project contact person in the submission to ensure their community project is completed on time, within budget and reporting documents completed.

### 3. CRITERIA

- Arts, culture & entertainment
- Disability Services
- Youth & family services
- Seniors
- Event management & sponsorship
- Natural environment & cultural heritage
- Tourism & promotion
- Sport and recreation
- Health
- Crime prevention & community safety
- Monuments & projects to commemorate
- Events or people
- Upgrading community facilities
- Skill & capacity building

### 4. ESSENTIAL ELIGIBILITY CRITERIA

**In order to be eligible for funding an organisation must:**

- Council shall consider requests for donations on their individual merit however, generally will decline appeals for applications:
  - ~ of a State or National nature, or
  - ~ if they are not concerned or connected with the Chapman Valley area.
- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- Demonstrate a substantial degree of community support and representation
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National). E.g. Tennis West ...and Shire of Chapman Valley Strategic Community Plan <http://www.chapmanvalley.wa.gov.au>
- Agree to complete a specified evaluation/project completion report including an invoice for agreed project grant amount. *Failure to do so may render the applicant ineligible for future funding.*
- As a general principle, funds for any project may only be considered where maximum Government (State and Federal) funding has been obtained, the Club, or Organisation, is ineligible for Government funding, or Government funding has been refused (in whole or part).
- The Shire will be seeking evidence of procurement of, or attempted procurement of, Government grant monies.
- It must be demonstrated the Shire funding is necessary to the success of the project.
- Detailed project financial information including budget estimates, quotes etc. accompanied by project drawings and specifications, to a satisfactory standard, must be provided.
- Detailed financial information about the Club or Organisation will also need to be provided. Such information will need to include financial statements.

**In order to be eligible for funding an individual must:**

- Achieve or demonstrate recognition in their field of endeavour at a State, National or International level. Recognition at a regional level may be considered in special circumstances.
- Demonstrate a substantial degree of community support.
- Provide a letter of support from the Association or Organisation relevant to their field of endeavour
- Provide the names and contact details of two referees.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities.

- Agree to complete a specified evaluation report. *Failure to do so may render the person ineligible for future funding.*
- Funding application requests for individuals will only be to a maximum of \$1000.00.

## 5. APPLICATIONS

Applications will only be considered if they are submitted on the CGF Application Form and completed in full. Projects are expected to be conducted within the Shire of Chapman Valley with possible exception of funding to outstanding individuals. Check the Application Form to see if you are required to provide additional information such as:

- Membership information
- Funding profile and non-profit status
- Clear description of your project's broad community benefits
- Marketing intentions and acknowledgment of Shire of Chapman Valley contribution
- Project budget including details of matching funding

## 6. FUNDING REQUIREMENTS

### A. MINOR GRANTS - Requests under \$2000

Typically used for small purchases. Written applications must clearly state:

- amount requested;
- grant purpose;

Other documents we may require are:

- Financial statement for the most recently completed financial year
- The most recent annual report or an equivalent document, such as the President's report, outlining activities of the organisation
- Quotations for all items

### B. GENERAL GRANTS and EVENT SPONSORSHIP– Over \$2,000

Grant requests over \$2,000 will suit community-based organisations seeking management funding (to assist with the running of your organisation – including wages & honorariums) or project funding (to help your organisation plan and conduct activities).

Some applications for grants in excess of \$10,000 may be deemed inappropriate under the Community Growth Fund guidelines and redirected to other funding avenues, such as the Ministry of Sport and Recreation 'Community Sporting and Recreation Facilities Fund' (CSRFF), or Lotterywest. Please discuss grant applications for major capital works (e.g. clubroom renovations/upgrades, new facilities) with the Community Development Officer.

Your event need not be considered a major cultural or sporting activity to qualify for funding. For example, you may plan to coordinate a conference or forum aimed at a specific audience or addressing a particular issue. Because your event is likely to attract visitors to the district, and help your organization build networks and broaden its knowledge base, it is likely to be considered as worthy of funding assistance.

Sponsorship can also be provided in the form of wages for an event co-ordinator or honorarium.

Please discuss your event plans with the Community Development Officer.

### C. WHAT WON'T BE FUNDED

- Private and commercial business' and organisations
- Applications which are not completed on the CGF form.
- General *ongoing* operational costs of organisations such as, wages, salaries, rent, utilities, etc.
- Political organisations or events.
- Projects or facilities which have none or limited public access.
- Projects or activities which are considered to be hazardous.
- Organisations who have failed to comply with the acquittal process or guidelines for previous grants.

## **7. ASSESSMENT AND APPROVAL PROCESS**

### **ACKNOWLEDGMENT OF APPLICATIONS**

Applications for grants received by the Shire of Chapman Valley on or before the closing date will be registered and an acknowledgment of their receipt sent to applicants.

### **ASSESSMENT PROCESS**

The Community Growth Fund Committee members will have access to a full copy of all valid applications.

### **ASSESSMENT CRITERIA**

- All applications will be assessed against the following criteria at a minimum: Ability to achieve tangible and/or measurable outcomes for the benefit of the Shire of Chapman Valley community;
- Effort for cooperative and partnership arrangements with others;
- Relevance to the current issues and status of the community;
- Evidence of consultations with relevant others in and out of Chapman Valley;
- Levels of volunteer participation and wider community participation;
- Funding history and profile, and capacity to make a significant financial or in-kind contribution to the project;
- Other state/ federal funding available to the applicant;
- Alignment and/or linkages with Local, Regional, State or National Strategic Plans or Objectives of associated organisations.

Additional criteria including the following may be assessed:

- Quotes as relevant to the project being provided or not provided;
- Asset ownership and ongoing whole of life maintenance and replacement responsibility;
- Applicants ability to fund a project upfront through a reimbursement process once project completion is achieved or if the Shire is required to auspice the process on the applicant's behalf;

### **NOTIFICATION OF OUTCOME**

All applicants will be notified in writing of the success or otherwise of their application, as soon as Council has finalised its funding commitment. Commencement of the project or expenditure of expected funds must not take place until this notification is received in writing.

### **PUBLICITY**

The Shire of Chapman Valley may use your event, project or activity for publicity purposes and if so will ask for promotional material to be used.

## FREEDOM OF INFORMATION

Applications for funds and other written information provided to the Shire will be treated confidentially. However, the provisions of the *Freedom of information Act, 1982*, apply to all documents held by the Shire of Chapman Valley.

## 8. DISBURSEMENT OF GRANTS

Where Council considers the information provided by the applicant in accordance with these guidelines to be satisfactory, the provision of any funds will be in accordance with the following;

- At the time of approving the grant, Council may elect to act as an auspicing body for the grant recipient. All expenditure for grant funding is to be discussed with the administration prior to any transactions being undertaken.
- If not auspicing for the grant recipient, payment will only be made at the conclusion of the project, subject to supply of final report and tax invoice, in strict accordance with the determination as to amount and conditions set by Council; unless otherwise agreed upon.

Council reserves the right to approve/decline any application irrespective of previous decisions of a similar nature and no prior decision in any way or manner can be construed as setting a precedent.

## 9. GRANT CONDITIONS

### PERIOD OF FUNDING

Community Growth Fund grants will follow an annual timeline as outlined below:

- a) February – Applications open;
- b) March - Applications close;
- c) March/April - Advisory Group determination & recommendation to Council;
- d) April – Council determination on projects to be placed into draft budget;
- e) July – Council endorsement of Draft budget and confirmation of successful CGF submissions;
- f) July/August – Successful & Unsuccessful applicant formally advised.

Grant funding confirmed in the Shire budget in the July must be expended by 20<sup>th</sup> June the following year, unless agreed otherwise at the outset OR a written request for an extension and carry-over of funds is made to, and approved by, the Chapman Valley Shire Council.

If Council endorse the carry-over of grant funds into the next financial year these funds will be transferred to a Reserve Fund under the conditions:

- a) Funds must be spent and acquitted in the next financial year (i.e. funds will not be carried over again beyond this year);
- b) Any unspent funds after the initial carry-over into the next financial year are to be placed back into the Municipal Fund before the end of that year; and
- c) the grant recipient will not be eligible to receive any further CGF grants until the current allocated funds have been fully acquitted.

### PURPOSE OF GRANT

Funds are allocated only for the purpose of the project as described in the application and must not be used for any other purpose or transferred or assigned to any other party without the prior approval of the Council.

### UNSPENT FUNDS



Funds which are unspent at the conclusion of the funding period must be returned to the Shire within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first. If you anticipate a surplus of funds and have plans for its expenditure you are advised to seek Council approval, bearing in mind the expectation that any secondary project will also have broad benefits to the community.

#### ABN/GST REGISTERED

Incorporated applicants must have an ABN. GST registration is not essential; however, the Shire is obliged to meet all relevant GST legislative requirements. Please ensure your budget figures included in your application are **GST EXCLUSIVE**.

#### MANAGEMENT LICENCE OR SIMILAR ARRANGEMENT

Any application made which is subject to a Management Licence or similar arrangement will only be approved subject to the condition the applicant endorses any amendments required to the Management Licence or similar arrangement relevant to the application and project.

#### STATUTORY PERMITS/APPROVALS

All projects subject to statutory permits/approvals (e.g. planning, building, environmental, heritage, events applications, etc.) will only be approved upon the condition all such approvals are in place before project is to commence.

### 10. EVALUATION AND ACQUITTAL

Groups, organisations or individuals receiving grants from the Community Growth Fund must submit to the Shire acquittal and evaluation of the outcomes of the grant provided by Council within 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever falls first.

Information to be provided will include:

#### FINANCIAL REPORT

- A statement of actual and budgeted expenditure in relation to the grant. For grants of \$10,000 and over, this statement must be audited.
- Copies of supporting documentation such as of receipts, invoices, accounts and financial statements

#### GRANT EVALUATION/COMPLETION REPORT

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Be a non-profit organisation and, depending on amount of grant requested, be able to supply audited accounts and annual reports.
- The level of public awareness of their activity or project.
- Public presentations (number held / attendance levels).
- Amount/type of media coverage generated.
- Involvement of volunteers.
- Demonstrate a substantial degree of community support and representation.
- Reflect the objectives and strategy of the larger association (Local, Regional, State or National).
- Agree to complete a specified evaluation report. *Failure to do so may render the applicant ineligible for future funding.*
- Maximum Government (State and Federal) funding has been obtained.
- Undertake to give due recognition to the Shire of Chapman Valley for its contribution to their activities
- To be used for projects upon land under the care, or control, of the Shire; unless it otherwise determines
- Demonstrated the Shire funding is necessary to the success of the project

Tangible evidence to support performance indicators should be included such as photos, press clippings, copies of fliers, newsletters, documents produced etc.

**Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from further grants from the Community Growth Fund.**

#### APPLICATION FORM – COMMUNITY GROWTH FUND

Contact Details	
Name of Organisation:	Click here to enter text.
Contact Person:	Click here to enter text.
Contact number/s:	Click here to enter text.
Address:	Click here to enter text.
Postal Address:	Click here to enter text.
Website:	Click here to enter text.
Email:	Click here to enter text.

Organisation Business Details	Please select	
Is your organisation an incorporated body? <b><i>If yes please attach proof</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, have you attached a letter from a sponsoring committee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you registered for GST?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have "Public Liability Insurance" <b><i>If yes, please attach a copy of "Certificate of Currency"</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you applied for funding from the Shire for this project previously? <b><i>If yes, in what year was the application made? Please attach information</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the project dependant on Shire funding to proceed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has the Shire previously assisted your organisation? <b><i>If yes, please attach information</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you applied or are you intending to apply for other funding sources for this project? <b><i>If yes, please provide details under "Project Summary"</i></b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Banking Details	
ABN:	Click here to enter text.
Name of Account:	Click here to enter text.
Name of Bank:	Click here to enter text.
BSB:	Click here to enter text.
Account Number:	Click here to enter text.
Branch Name:	Click here to enter text.
Account Holders Signature:	Click here to enter text.
Please provide a brief description of your organisation:	
Click here to enter text.	

## Project Summary

Project Title:	Click here to enter text.
Proposed Start Date:	Click here to enter text.
Proposed Finish Date: ( <b>must be prior to 20<sup>th</sup> June</b> )	Click here to enter text.
Location/Venue:	Click here to enter text.
Is the project being undertaken on private land or Shire of Chapman Valley owned property?	
Please provide a brief description of the project that you require funding assistance for and its objectives (attach extra sheet if you need more space):	
Click here to enter text.	

1. Community Growth Fund Grants must be eligible projects as identified in the Shire of Chapman Valley *Community Growth Fund Operational Procedures* (copy attached). Please identify eligibility criteria(s) relevant to your application below.

Click here to enter text.

2. Please describe how the outcomes of the project will be measured.

Click here to enter text.

3. Has your organisation secured or made attempts to secure financial assistance from other sources such as fundraising, other grants, commercial sponsorship etc. for this project? Please outline below and include details in the budget.

Click here to enter text.

## Acknowledgement

Recipients of a Community Growth Fund Grant must recognise the Shire of Chapman Valley sponsorship in any advertising, promotion and media publicity related to its grant funding (e.g. newspaper article, flyers, invites, verbal recognition). How will your organisation acknowledge the Shire of Chapman Valley funding?

Click here to enter text.

## Financial Information

Does your organisation have the ability to fund this project upfront and receive grant funding through a reimbursement process? Y/N

Does your organisation require the Shire of Chapman Valley to act as an auspicing body for your grant funds? Y/N

It is important to show how you plan to spend the grant and whether you expect any other income to support your project.

Use the table below to show where the money for your project is coming from and how it will be spent. **Include the Community Growth Fund Grant in these tables and specifically outline where the grant will be spent.**

Income		
Funding Source	\$ (EX. GST)	Confirmed Y/N
Amount Requested from the Shire of Chapman Valley	\$	N/A
Amount Contributed by your Organisation (Cash)	\$	\$
Amount Contributed by other Grants or Sponsorships:	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
In-Kind Contribution (e.g.: volunteer time @ \$30 hour)	\$	\$
•	\$	\$
•	\$	\$
<b>*TOTAL</b>	\$	\$
Expenditure (please specifically outline how Shire funds will be used)		
Project Costs	\$ (EX. GST)	Confirmed Y/N
In-Kind Contribution (Matched to income above)	\$	\$
Shire funding (please itemise below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
Other (please list below):	\$	\$
•	\$	\$
•	\$	\$
•	\$	\$
<b>*TOTAL</b>	\$	\$

**NB: Income and expenditure totals should be the same.**

### Authorisation by President/Secretary

I [Click here to enter text.](#) (President/Secretary) authorise this application for a Community Growth Fund Grant to be considered for approval.

If approved, I acknowledge that the project must be acquitted within 1 month of project completion.

I also authorise to being contacted by the Shire's and consent for the Shire using images of me and quotes provided by me for promotional purposes, including but not limited to news reports, articles, media releases and the Shire website.  
[Click here to enter text.](#) Day/Month/Year

Signature

Date



**Before you send your application – please ensure that you have completed the following.  
Please answer each item when it has been completed or attached.**

- ☐ Completed all questions in the application form, including a detailed Budget that indicates where Shire funds will be spent.
  - ☐ Application has been signed by President/Secretary. Where an application is being submitted by a non-incorporated organisation that has a sponsoring organisation, please ensure the sponsoring organisation signs the Declaration.
  - ☐ Support letters or testimonials (optional).
  - ☐ A copy of this application has been retained for your records.
  - ☐ Proof of Incorporation (or letter from sponsoring organisation).
  - ☐ Public Liability Insurance (Certificate of Currency).
  - ☐ Quotes
- Y/N Is Project subject to an existing Management Licence or similar arrangement
- Y/N Is Project subject to a Statutory Permit/Approval (e.g. Building, Planning; Event; etc.)
- Y/N Is Project to be undertaken on Shire of Chapman Valley owned property?

**For any assistance, please contact:**

Shire of Chapman Valley's Community Development Officer

Phone: (08) 99 205011

Email: [community@chapmanvalley.wa.gov.au](mailto:community@chapmanvalley.wa.gov.au)

**Application submission**

*By post:*

Chief Executive Officer  
Shire of Chapman Valley  
PO Box 1  
Nabawa WA 6532

*Email:*

[community@chapmanvalley.wa.gov.au](mailto:community@chapmanvalley.wa.gov.au)

*Hand delivery:*

Shire Offices - Reception  
3270 Chapman Valley Road, Nabawa, WA 6532  
9.00am – 4.00pm

**Closing date**

All applications must be received by \_\_\_\_\_ 201

**SHIRE OFFICE USE ONLY**

Outcome of the Assessment Recommendation to the Shire by Shire of Chapman Valley Community Growth Fund Committee:

☐ Approved for receipt of Community Growth Fund Grant

☐ Declined for receipt of Community Growth Fund Grant

**Amount of Funds released \$**

**FILE No.:**

\_\_\_\_\_  
Name of Authorised Officer

\_\_\_\_\_  
Signature and Stamp

\_\_\_\_\_  
Date

**Records Registration: FN201070 FILE# 403.10 19.06.2020**

**From:** Archie & Cate Davies <[arnelle@bigpond.com](mailto:arnelle@bigpond.com)>

**Sent:** Friday, 19 June 2020 3:51 PM

**To:** Solataire Cameron <[community@chapmanvalley.wa.gov.au](mailto:community@chapmanvalley.wa.gov.au)>; Maurice Battilana <[ceo@chapmanvalley.wa.gov.au](mailto:ceo@chapmanvalley.wa.gov.au)>; Anthony Abbott <[building@chapmanvalley.wa.gov.au](mailto:building@chapmanvalley.wa.gov.au)>

**Cc:** [grant.woodhams@westnet.com.au](mailto:grant.woodhams@westnet.com.au); [secretary@cvfc.com.au](mailto:secretary@cvfc.com.au); [accounts@cvfc.com.au](mailto:accounts@cvfc.com.au)

**Subject:** CVFC Scoreboard Grant Extension

**Importance:** High

Good afternoon Solataire,

On behalf of the Chapman Valley Football Club, can I request an extension of CV Shire grant funding for the CVFC scoreboard.

Due to difficulties arising from the coronavirus this has caused our project to fall behind schedule. Having suppliers shut down for some period and materials delayed having to come from the Eastern States has really caused havoc.

We definitely will have the scoreboard installed at Nabawa Oval within the next 4 (Four) weeks but having to wait at present for it to be completed I think we need an extension to cover our bases.

I sincerely hope the CV Shire can grant this request?

Yours sincerely,

Cate Davies

Co-Ordinator for the Scoreboard project.

0417 972 590

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## CMP-066 Waiver of Fees & Charges

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MANAGEMENT PROCEDURE No.	CMP-066
MANAGEMENT PROCEDURE	WAIVER OF FEES & CHARGES
RESPONSIBLE OFFICER	CHIEF EXECUTIVE OFFICER
PREVIOUS POLICY No.	NA
SECTOR	ADMINISTRATION
RELEVANT DELEGATIONS	

### OBJECTIVES:

These procedures provide prospective applicants with information about financial assistance from the Shire of Chapman Valley by way of a Waiver of Fees and Charges.

Please read these procedures carefully before submitting an application. You may refer to the *Completing your Application* section for Shire Officer contact information.

### MANAGEMENT PROCEDURE STATEMENT/S:

#### Restrictions on Funding

All fees and charges must be paid upfront and if a “Waiver of Fees and Charges” is granted, a reimbursement for the approved amount will be forwarded to the successful applicant.

The approval of a Waiver for a Fee and Charge is governed by Delegation, and specifically Delegation 3008

#### *Write Off Debts.*

*The exercise of powers and the discharge of duties under section 6.12 of the Local Government Act 1995 to waive or grant concessions (excluding rate concessions) and to write off debts not exceeding \$1,000. In cases where the request for Fee Waivers exceed \$1,000 a report needs to be submitted to an Ordinary Council Meeting for Council’s consideration and approval.*

Where a Fee and/or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service, then the Shire will not consider any application to waive that Fee and/or Charge.

A maximum of 50% of the Fee and Charge will be considered for waiver as listed in the annual Schedule of Fees and Charges adopted by Council **or as otherwise determined by Council**.

The Shire may at its own discretion determine an individual application on its merits and give consideration to natural disasters **or a declared State of Emergency**.

The activity, event, competition, project or celebration must be offered within the Shire of Chapman Valley local government boundaries.

The Community Organisation is not to have already received funding from the Shire by way of a Sponsorship, Donation, Community Development Grant or Shire Contribution or received financial assistance from the Shire under any existing written agreement during the current financial year.

Where an activity, event, competition, project or celebration occurs on a regular basis within a financial year July to June, then application for financial assistance shall be based on the full financial year.

One application per financial year (July to June) may be submitted at any time during the year for Financial Assistance.



Reimbursement for utility charges such as water and electricity will not be considered for waivers.

Recurrent annual or seasonal fees for sporting groups such as the Sporting Club Levy, court hire and line marking will not be considered for waivers.

Applications are to be lodged on the Shire's official application form and retrospective applications will not be considered where they are submitted after the activity, event, competition, project or celebration.

Once the Delegated Shire Officer has determined that the application for financial assistance be approved, a request for payment for the approved percentage of the fee waiver will be submitted to the Creditors Officer for payment.

If circumstances surrounding a successful applicant change during the financial year the Shire reserves the right to review and cancel any or all of the approved financial assistance.

### **Eligibility - Who can apply?**

To be eligible for a Waiver of Fees and Charges the applicant must meet all of the following criteria:

- Operate in the Shire of Chapman Valley;
- Community Organisation which is an Incorporated body;
- Not-for-profit organisation;
- Educational Institution.

### **Waiver of Fees and Charges**

#### **Fee Waivers will be considered for:**

- Shire Fees and Charges that are not due to the Shire as an Australian Tax under Australian law in respect of a service;
- Events that occur as a result of natural disasters **or declared State of Emergency**;

#### **Fee Waivers under Delegated Authority will not be considered for or provided to:**

- Individual persons\*;
- State or Federal Government bodies;
- Commercial Organisations or Businesses\*;
- Fees and Charges levied and collected by the Shire under any written law;
- Support for organisational or general operating costs;
- Activities that will financially benefit the Community Organisation (i.e. entry charge);
- Activities that are already covered by an existing service agreement with the Shire of Chapman Valley;
- Community Organisations that receive funding from the Shire of Chapman Valley by way of Donation, Community Development Grant or Shire Contribution in the current financial year.

\* *Individual persons, Commercial Organisations or Businesses can apply to Council for a waiver or reduction in the fee and charges for community health & wellbeing events for a maximum three month trial period to determine the viability of the event. Fees and charges will remain payable in full until a determination is made by Council on an application for waiver or reduction.*

\* *Individual persons may seek the assistance of an Advocacy Agent to submit an application on their behalf. Note: Applications submitted by an Advocacy Agent will not impact the agent's ability to apply for financial assistance within that financial year.*

## **Application Timeframes**

Community Organisations may make application for a Fee Waiver from the Shire of Chapman Valley at any time during the year.

## **Completing and Lodging your application**

Once you have completed all sections of the form and signed the declaration, please take a copy for your records. The Shire requires the original signed Application Form be submitted by either of the following methods:

By Post: Chief Executive Officer  
Shire of Chapman Valley  
PO Box 1  
Nabawa WA 6532

In Person: Shire of Chapman Valley Administration Centre  
3270 Chapman Valley Rd, Nabawa, WA 6532  
Office Hours: 9.00am – 4.00pm

**By Email: [ceo@chapmanvalley.wa.gov.au](mailto:ceo@chapmanvalley.wa.gov.au)**

## ***What happens when your application is received?***

Your application will be reviewed by the Shire and we will notify you in writing of the outcome of our assessment.

Acknowledging the Shire's support

Successful applicants will be required to liaise with the Shire's Community Development Officer and provide for marketing and media opportunities during the Project or Event.

**From:** [Megan O'Grady](#)  
**To:** [Dianne Raymond](#)  
**Subject:** RE: CR2015757 - FW: CR2015753 - Nabawa Fitness Group  
**Date:** Thursday, 28 May 2020 8:04:23 PM  
**Attachments:** [image002.png](#)

---

Hi Dianne,

The personal training group is going ahead and will start Tuesday 9<sup>th</sup> June 6.30pm. At this time of night we need an indoor venue, and have confirmed a smaller shed in Nabawa. A larger indoor area would be more suitable, and I was hoping the Shire would consider waiving venue hire fees for the Basketball Stadium for the first four weeks?

Fitness groups have such a positive effect on physical and mental health, which is so important in a small rural community, especially after the Coronavirus lockdown period. Waiving venue hire fees for the basketball stadium would offer the group a much larger space, where it is far easier to have 4m<sup>2</sup> per person.

Please call me for further information as required.

Cheers,  
Megan O'Grady  
0421644416

---

**From:** Dianne Raymond [mailto:finance1@chapmanvalley.wa.gov.au]  
**Sent:** Friday, 22 May 2020 9:36 AM  
**To:** Megan O'Grady <m\_r\_ograde@yahoo.com.au>  
**Cc:** Customer Service <cso@chapmanvalley.wa.gov.au>; Esky Kelly <works@chapmanvalley.wa.gov.au>  
**Subject:** CR2015757 - FW: CR2015753 - Nabawa Fitness Group

Hi Megan

Thank you for your enquiry in regards to use of the Nabawa Oval for a fitness group Monday or Wednesday afternoons.

We welcome the use of the oval which is a public facility and open to all users at no fee, yet no access to buildings other than the public toilets outside the Nabawa Community Centre.

As you are aware there are Federal and State Government COVID-19 restrictions in place which you will need to adhere with.

Up to date information can be found on the shire COVID portal  
<https://www.chapmanvalleyportal.com.au/>

Federal and State information can be found at the links below:

<https://www.wa.gov.au/organisation/departments-and-cabinet/covid-19-coronavirus-community-advice>

<https://www.wa.gov.au/government/covid-19-coronavirus>

Should you wish to progress to the hire of a building venue please refer to information on our website or contact us again via email.

<https://www.chapmanvalley.wa.gov.au/community/facilities/venue-hire.aspx>

Kind regards

Di

**Dianne Raymond | MANAGER FINANCE & CORPORATE SERVICES**



Address 3270 Chapman Valley Road | Nabawa | WA | 6532

Mailing Address PO Box 1 | Chapman Valley Road | Nabawa | WA | 6532

[www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) | email [finance1@chapmanvalley.wa.gov.au](mailto:finance1@chapmanvalley.wa.gov.au)

phone (08) 9920 5011 | fax (08) 9920 5155

*Disclaimer by the Shire of Chapman Valley: -*

*This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email and any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author, and do not represent those of the Shire of Chapman Valley unless this is clearly indicated.*



*please consider the environment before printing this email.*

-----Original Message-----

From: Customer Service <[cso@chapmanvalley.wa.gov.au](mailto:cso@chapmanvalley.wa.gov.au)>

Sent: Thursday, 21 May 2020 4:23 PM

To: Dianne Raymond <[finance1@chapmanvalley.wa.gov.au](mailto:finance1@chapmanvalley.wa.gov.au)>

Subject: FW: CR2015753 - Nabawa Fitness Group

-----Original Message-----

From: Megan O'Grady <[m\\_r\\_ograde@yahoo.com.au](mailto:m_r_ograde@yahoo.com.au)>

Sent: Thursday, 21 May 2020 12:26 PM

To: Customer Service <[cso@chapmanvalley.wa.gov.au](mailto:cso@chapmanvalley.wa.gov.au)>

Subject: CR2015753 - Nabawa Fitness Group

Hello,

I am looking to organise a fitness class in Nabawa, and am seeking permission for it to be run at the footy oval. I wanted to make sure I spoke to you at the Shire first before advertising for interest. I have been speaking to Sheree from One Body & Soul Pt, who would run a 45min class for 10 people on either a Monday or Wednesday afternoon, 2-3pm. The commitment would be

on a month to month basis, I am hoping when Covid restrictions are further eased we could look at hiring the hall as well.

Cheers,  
Megan O'Grady  
0421644416

Julie Myers / YOGA UNITY  
173 Wittenoom Circle  
White Peak WA 6532  
M: 0467 777 030  
E: julie.myers@live.com.au

Councillors  
Shire of Chapman Valley

29 May 2020

Dear Councillors

Re: Yoga sessions

I am seeking your consideration for a possible collaboration between myself and the Shire of Chapman Valley to introduce some activities within the Shire.

Specifically, I would like to ask for your consideration in providing the use of the Bill Hemsley Park Community Centre for yoga sessions to help promote physical and mental well-being through yoga.

During this time of COVID-19 our routines have been affected in all aspects of our lives. And now with restrictions starting to ease, it will be a great time to encourage our local community back into some regular physical activities. The benefits of yoga are well known, and many professionals recommend yoga for holistic well-being.

As a local resident of Park Falls Estate for 14 years, it is wonderful to have a local community facility and recreational park area. I frequently use the walking track and have often thought about the prospect of yoga sessions in the community hall and on the grassed area. Bill Hemsley Park Community Centre is a lovely facility and it would be great to see it utilised for more activities.

**A little about me**

I am a fully accredited fitness professional with 35+ years' experience in group fitness, former personal trainer, and fitness centre owner. I am self-employed and provide my services instructing regular classes at fitness centres in Geraldton. I am also a yoga teacher with the Geraldton Yoga Club which, in conjunction with the City of Greater Geraldton, provides free community yoga, currently via a weekly live-stream session. I am community focused and passionate about encouraging others to keep their bodies active and minds vibrant with 'feel good' exercise ... at any age.

I am fully insured including professional indemnity and public liability insurance. I am also up to date with the current COVID-19 WA Health guidelines for sport and recreation venues.

**My proposal**

I would like to conduct two regular weekly yoga sessions for a trial period to gauge interest. I would trial mid-morning and afternoon sessions to help gauge interest for the most suitable days/times and to determine if regular weekly classes are viable. I require use of the hall only (not the kitchen) and could pay a bond requirement. I would promote my classes via local community Facebook pages; and a letterbox drop in the nearby Park Falls area. Participants would pay per session.

If the Shire of Chapman Valley would allow free use of the centre for a trial period of six (6) months, I would be happy to reciprocate with three (3) 'come and try' yoga session/workshop/activity, free for the community to participate. The outdoor grassed area would be ideal for this on a weekend; and allowing plenty of open space for participants. The balcony area is also quite spacious as a shaded option.

Alternatively, the Shire of Chapman Valley might like to incorporate a yoga activity along with other activities into a larger event e.g. 'Family Fun Day'.

These 'come and try' events would help encourage people to become more active and demonstrate that yoga is accessible to all abilities and ages. Taking part in a community activity such as this can improve people's sociability, connectedness and self-esteem which benefits their mental health as well as their physical health. Overall, helping to foster healthier and happier local communities.

I would acknowledge and thank the Shire of Chapman Valley in appreciation for the Shire promoting health and wellness within the community. These events would also serve as an opportunity to promote the weekly classes and hopefully boost numbers with participants choosing to attend for a regular dose of yoga goodness.

If this proposal meets your approval, I would like to get started as soon as possible to help encourage people out of their isolation mode and feel comfortable to resume a mindful activity and some new routines.

**Further details**

Please do not hesitate to contact me for any further information or if you wish to meet with me to discuss.

Thanking you in advance for your consideration and I look forward to hearing from you at the earliest opportunity.

Kind regards,

Julie Myers  
0467 777 030

**From:** [Ersilia Tarantino](#)  
**To:** [Customer Service](#)  
**Subject:** CR2015823 - Hire of Whitepeak Hall for wellbeing classes  
**Date:** Friday, 5 June 2020 11:30:04 AM

---

Dear Mr Battilana

Further to a telephone call with your office I would like to request the possibility of using the Bill Hemsley Park Community Centre, Redcliff Concourse, White Peak for some weekly classes for children and adults in a method that incorporates yoga exercises, breathing exercises, relaxation exercises and mindfulness for wellbeing.

I live at 62 White Peak Road and have offered classes in town and would like to offer something closer to home. I have also noted that there is nothing in the area between town and White Peak, coronation beach and surrounds for people of the community living on the outskirts of Geraldton to take part in classes, and they either have to stay in town after work or go back and forth or don't bother.

I am Certified and trained at the no.1 school in Europe for coaching and with psychologists for children with a current working with children check. If possible I would like to use the hall on Tuesday and do an after school class for children and then an adult class, and perhaps a morning class for seniors. Thereby making the best of the hall and convenience to use it on only one night. Therefore approximately 2 hours from 3.30-4pm and possibly an hour in the morning 3 hours usage. However I am very flexible in terms of use and what would fit. I can also offer more classes if that benefits the hire.

As the cost of local classes are not that high I would be grateful if you could consider that in the cost of the hire and in noting that the classes are beneficial for the community, especially in this time with covid, noting that the government are spending an extra 48.1 million on health and wellbeing in this current climate. Of course all Covid restrictions would be adhered to and the safety of the community taken as a priority.

If you would like to discuss any of this with me, I am available on 0497 062902.

I look forward to your response

Many thanks for your time

Kind regards

Much Joy

Ersilia

[www.lifecoachersilia.com](http://www.lifecoachersilia.com)

Tel: 0497 062902

[ersilia@lifecoachersilia.com](mailto:ersilia@lifecoachersilia.com)



## Maurice Battilana

---

**From:** Solataire Cameron  
**Sent:** Wednesday, 8 July 2020 9:20 AM  
**To:** Maurice Battilana  
**Cc:** Dianne Raymond  
**Subject:** FW: Event At Nanson Showgrounds.  
**Attachments:** Graphic Design.png

Hi Maurice,

As discussed, below is the information on Liz's proposed event.

Would this be an event that would come under the waiver of fees for health and wellbeing (subject to council approval of report next week)?

If you think it may- I'll reply generally to Liz asking her to wait for feedback on hiring details until next week.

Thanks  
Solataire

### SHIRE OF CHAPMAN VALLEY | COMMUNITY DEVELOPMENT OFFICER



Address 3270 Chapman Valley Road | Nabawa | WA | 6532  
Mailing Address PO Box 1 | Chapman Valley Road | Nabawa | WA | 6532  
[www.chapmanvalley.wa.gov.au](http://www.chapmanvalley.wa.gov.au) | email [community@chapmanvalley.wa.gov.au](mailto:community@chapmanvalley.wa.gov.au)  
phone (08) 9920 5011 | mobile 0447 389 851

**Please Note: I am available on Monday, Wednesday and Friday. I will make every effort to respond to your enquiry as soon as possible, however, if the matter is urgent please contact the Shire office on the above landline.**

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**From:** Liz Elliott-Lockhart <liz@lavendervalleyfarm.com.au>  
**Sent:** Tuesday, 7 July 2020 8:42 PM  
**To:** Solataire Cameron <community@chapmanvalley.wa.gov.au>  
**Cc:** lizcvpa@gmail.com  
**Subject:** Event At Nanson Showgrounds.

Evening Solataire,

Just wondering how much it would be for me to 'hire' the undercover outside area for an event on Saturday 19<sup>th</sup> September 2020 at the Nanson Showgrounds.

I am looking at creating an event with local produce and market stalls and a guest speaker Sabrina Hahn.

It will be a ticketed event over 2 x sessions. \$10 per person so they can sit at listen to Sabrina's chat for an hour or so...

One from 10 -1pm and 2pm -5pm.

Numbers would be limited to 300 per session. I would hire from Total Toilets a handwash station, Wheelchair access toilet and perhaps 2 x public toilets. (I know there are toilets available at the showgrounds. A coffee van would be onsite and food would be minimal – ie. Just sustenance, not burgers etc... just enough to keep people happy.

We would have one gate entry point on Mc Cagh rd (not the big roundabout way as per the show entry).

Any further info required please let me know.

I've a new email for this [lizcvpa@gmail.com](mailto:lizcvpa@gmail.com) as I aim to provide any surplus funds to a Progress association and don't wish for my business to get mixed up in this or to confuse people.

Kind Regards Liz

Liz Elliott-Lockhart  
Lavender Valley Farm  
1852 Chapman Valley Rd  
Yetna via Geraldton  
WA 6532





MORNING AND AFTERNOON SESSION  
TICKETED EVENT

SAT 19TH SEPT

[TRYBOOKING.COM](http://TRYBOOKING.COM)

**SABRINA HAHN**

**IN THE VALLEY**

*Hort with Heart*

**\$10 PER PERSON**

**3 HOUR VISIT - INFO SESSION, LOCAL PRODUCE AND STALLS, COFFEE VAN  
PROCEEDS TO CHAPMAN VALLEY PROGRESS ASSOC**

[LIZCVPA@GMAIL.COM](mailto:LIZCVPA@GMAIL.COM)





City of  
**Greater Geraldton**  
a vibrant future



SHIRE OF  
**Chapman Valley**  
*love the rural life!*



Shire of  
**Northampton**  
*Simply Remarkable*

# MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF GREATER GERALDTON

SHIRE OF CHAPMAN VALLEY

SHIRE OF NORTHAMPTON

IN RELATION TO

THE OPERATIONS OF THE

**BATAVIA LOCAL EMERGENCY MANAGEMENT COMMITTEE**

## 1. Parties to the Memorandum of Understanding

### CITY OF GREATER GERALDTON

(ABN 55 907 677 173) of, PO Box 101, Geraldton WA 6532

### SHIRE OF CHAPMAN VALLEY

(ABN 46 173 809 199) of, PO Box 1, Nabawa WA 6532

### SHIRE OF NORTHAMPTON

(ABN 13 596 797 267) of, PO Box 61, Northampton WA 6535

The Batavia Local Emergency Management Committee (BLEMC) was established to [coordinate emergency](#) management issues,

The contact person will be the Chief Executive Officer for each member local government:

- City of Greater Geraldton 08 9956 6600
- Chapman Valley 08 9920 5011
- Northampton 08 9934 1202

## 2. Definitions

In this agreement, unless the contrary intention appears:

- 'Act'** refers to the *Emergency Management Act 2005*.
- 'Agreement'** means this Memorandum of Understanding document.
- 'BLEMC'** refers to the Batavia Local Emergency Management Committee.
- 'CGG'** refers to the City of Greater Geraldton.
- 'DEMC'** refers to the District Emergency Management Committee.
- 'HMA'** refers to the Hazard Management Agency.
- 'LEMA'** refers to the regional Local Emergency Management Arrangements covering all three member LGAs.
- 'LGA'** refers to a Local Government Authority.
- 'MOU'** refers to the Memorandum of Understanding
- 'SCV'** refers to the Shire of Chapman Valley.
- 'SEMC'** refers to the State Emergency Management Committee.
- 'SNR'** refers to the Shire of Northampton.

## 3. Background

The Emergency Management Act 2005 requires local governments to establish one or more local emergency management committees for the local government district [S38].

Two or more local governments may, with the approval of the SEMC, agree to unite for the purposes of emergency management. If two or more local governments unite the provisions of Section 34(2) apply i.e.

*If 2 or more local governments (the **combined local government**) unite as mentioned in subsection (1), the provisions of this Part apply as if —*

- (a) a reference to a local government were a reference to the combined local government; and*
- (b) a reference to the local government's district were a reference to the districts of the combined local government; and*
- (c) a reference to the local government's offices were a reference to the office of each local government that is part of the combined local government.*

The formal SEMC approval of the BLEMC is provided at **Attachment 1**.

The local governments share similar geographic environments, the same event situations, and the state agency representatives are the identical in all three.

#### 4. Guiding Principles & Obligations

- i. This Memorandum of Understanding recognises the common objectives of the BLEMC with regard to emergency management in the region comprised of the three member local government districts.
- ii. The Memorandum of Understanding is designed to ensure all parties have a clear understanding of their obligations as member of the BLEMC.
- iii. As stated in the application to the SEMC (see **Attachment 2**) the BLEMC:

*"The first Batavia LEMC meeting will finalise membership, work on a new set of Local Emergency Management Arrangements, a Business Plan, a Recovery Plan and an Exercise schedule."*

It is agreed all three member local governments will fully participate, and be active in the administration and the ongoing legislative requirements of the regional BLEMA. This will not be left to the LGA undertaking the executive and secretariat functions of the BLEMC at the time.

The regional LEMA will include Sub-plans relevant to each LGA area (e.g. Coronation Beach Hazard Management Plan Abrolhos Islands Plans, Animal Welfare Plan and Recovery Plan, etc.)

- iv. The LGA responsible for the Executive and Secretariat function of the BLEMC will be required to:
  - a. Convene meetings in consultation with the BLEMC Chair.
  - b. Compile and distribute Agendas
  - c. Compile and distribute Minutes

- d. Update contact list with amendments provided by all participating Core and [Ordinary](#) BLEMCMembers.
  - e. Each LGA/Core/[Ordinary](#) member will distribute to their organisation stakeholders the BLEMCM Agenda & Minutes as they see fit. This will not be the responsibility of the BLEMCM Executive/Secretariat.
  - f. All other executive and secretariat functions will be carried out by the member LGA or any other Core/Advisory Member responsible for and/or leading any particular project or activity approved by the BLEMCM.
- v. The BLEMCM will offer members alternative solutions for attending BLEMCM meetings, such as teleconference, video-conferencing, Skype and other relevant tools. Meeting will predominantly be held at the CGG; however, the BLEMCM can resolve to conduct meeting at other venues if required or requested.

## 5. Membership

Membership of the BLEMCM will compromise of the following. However, this list can be amended as determined and agreed to by all three local governments.

### Core Members

Invited Reps	Representatives	HMA Y/N	Voting Delegates
Local Government Authorities			
City of Greater Geraldton			
2	Elected Members (as determined by the LGA & Inclusive of Chair)	Y	23
1	Chief Executive Officer (or CEO's delegated representative)  -or- LG Local Recovery Coordinator		
1	<a href="#">Chief Bushfire Control Officer</a>		
1	<a href="#">City of Greater Geraldton Airport</a>		
Shire of Chapman Valley			
2	Elected Members (as determined by the LGA & Inclusive of Chair)	Y	23
1	Chief Executive Officer (or CEO's delegated representative)  -or- LG Local Recovery Coordinator		
1	<a href="#">Chief Bushfire Control Officer</a>		
Shire of Northampton			
2	Elected Members (as determined by the LGA & Inclusive of Chair)	Y	23
1	Chief Executive Officer (or CEO's delegated representative)  -or- LG Local Recovery Coordinator		
1	<a href="#">Chief Bushfire Control Officer</a>		
1	<a href="#">Kalbarri LEMC Sub-Committee</a>		
Other Departments/Organisations			
1	<b>WA Police:</b> Local Emergency Coordinator/OIC– CGG	Y	1

**Commented [WE1]:** Although the Bush Fire Brigades are a part of the City, from an Emergency Management point of view, they are not a HMA nor a "core member" for the City. They should be moved to the non-voting group

**Commented [WE2]:** The airport is part of the City and required to attend the LEMCM by CASA. It does not, however require core membership or voting authority

1	Local Emergency Coordinator/OIC– Chapman Valley & Northampton		
1	Local Emergency Coordinator/OIC– Kalbarri		
1	Local Emergency Coordinator/OIC– Mullewa		
1	Dept. Primary Industry & Regional Development	Y	1
1	Dept. Fire & Emergency Services	Y	1
1	Dept. Biosecurity Conservation & Attractions	Y	1
1	Dept. Health	Y	1
1	Brookfield Railway (Arc Infrastructure)	Y	1
1	Dept. of Transport	Y	1
<b>TOTAL NO. VOTING DELEGATES</b>			<b>1416</b>

Note: A Quorum is a Minimum of 50% of Voting Delegates

*\* WAPOL members will retain the position of Local Emergency Coordinators for their specific areas.*

**Commented [WE3]:** As Arc is the HMA for rail crashes, they should be part of the core membership group

**Commented [WE4]:** As DoT is the HMA for Maritime Environmental Emergencies they should be included in the core group

#### One (1) Non-Voting Members per Organisation Listed Below

Aboriginal Representative Groups
Aged Care Groups/Facility Operators
Alinta Gas
Aurizon
Australian Customs
Bureau of Meteorology (BoM)
<a href="#">Brookfield Rail</a>
<a href="#">City of Greater Geraldton – Airport</a>
<a href="#">City of Greater Geraldton – BFB</a>
Central West TAFE
Chambers of Commerce
Cultural and Linguistically Diverse Groups [CaLD]
Dept. Child Protection and Family Support
Dept. Education
Dept. Fisheries
<a href="#">Dept. Transport</a>
Dept. Human Services (Federal)
Geraldton Prison
Geraldton Regional Hospital
Geraldton State Emergency Services
Geraldton Volunteer Marine Rescue
Industry Groups
Main Roads WA
Major Nursing Homes
Media
Mid West Port Authority
Red Cross
Salvation Army
<a href="#">Shire of Chapman Valley - BFB</a>
<a href="#">Shire of Northampton - BFB</a>
<a href="#">Shire of Northampton – Kalbarri LEMC subcommittee</a>
St John of God Hospital
St Johns Ambulance – Regional Manager
Telstra
WA Country Health Services
Water Corporation



Western Power
<i>*Note: The BLEMC has the discretion expand or reduce this list</i>

## 6. Appointment of Committee Chair & Provision of Secretariat Support

The BLEMC Chair, Executive & Secretariat will be a two year appointment. Every two years the BLEMC will rotate the Executive Committee roles.

The two year rotation will be as follows:

Commencement of Period	Chair	Deputy Chair	Executive Officer & Secretariat
Up to November 2019	Elected Member (CGG)	Elected Member (SCV)	CGG
Up to November 2021	Elected Member (SCV)	Elected Member (SNR)	SCV
Up to November 2023	Elected Member (SNR)	Elected Member (CGG)	SNR
Up to November 2025	Elected Member (CGG)	Elected Member (SCV)	CGG
Up to November 2027	Elected Member (SCV)	Elected Member (SNR)	SCV
Up to November 2029	Elected Member (SNR)	Elected Member (CGG)	SNR
Up to November 2031	Elected Member (CGG)	Elected Member (SCV)	CGG
Up to November 2033	Elected Member (SCV)	Elected Member (SNR)	SCV
Up to November 2035	Elected Member (SNR)	Elected Member (CGG)	SNR

## 7. Recovery

The BLEMC Recovery shall include, yet is not limited to the following:

- i. One Local Recovery Committee
- ii. One Local Recovery Plan with Sub-plans
- iii. Three Local Recovery Coordinators responsible for their own areas
- iv. Cross Boundary Events
- v. Communication Procedures
- vi. Training Programs

**Commented [WES]:** This needs to be removed, during a recovery phase of an incident there is normally no capabilities for training. All training for this phase should be completed before an incident occurs.

## 8. Exercise Management – Annual Requirement – Cross Boundary Scenario

SEMP 2.5 - Local governments are to develop and conduct exercises to help build collaborative emergency management awareness at the local level. The BLEMC may assist with this role.

Local governments are to ensure exercising is undertaken at least each financial year, and a post exercise report is submitted to the DEMC Executive Officer, in accordance with ADP - 5 Emergency Management for Local Government.

These Exercises can include the following formats:

- i. Table top
- ii. Field or Full Deployment
- iii. Real Events involving Multiple Agencies

**Commented [WE6]:** Not one of the recognised Exercise formats

**Commented [WE7]:** All exercises are considered training

Each LGA shall coordinate the support and active participation, or full coordination, from the relevant HMA's as required regarding exercises.

**Commented [WE8]:** As the HMA's are not part of this MOU, they cannot be delegated an action.

## 9. Annual Reporting

LGAs will each be responsible for their own Annual Reporting. The Executive Officer of the BLEMC will assist by providing each local government with the BLEMC data they have for the LGAs to compile the Annual Reporting (e.g. meeting dates, etc.).

## 10. Emergency Risk Management

BLEMC, in consultation with the Districts Emergency Management Adviser, DFES is to workshop and identify risks and their potential treatment measures affecting all three LGAs in accordance with AS/NZS ISO 31000:2018 Risk Management Australian Standards.

**Commented [WE9]:** Position title added

## 11. Meeting Dates

Unless otherwise agreed to by the BLEMC the following will be months during which the BLEMC meeting will be held each financial year:

1 <sup>st</sup> Quarter.	2 <sup>nd</sup> Quarter.	3 <sup>rd</sup> Quarter.	4 <sup>th</sup> Quarter.
August	November	February	May

## 12. Commencement and term

The BLEMC actually commenced in 2015, yet there was no Agreement established. Therefore, this MOU, though signed later than the actual commencement date of the BLEMC, reflects the start time of the BLEMC being 2015.

The term has not been set to a finite date as this will be determined by the member LGAs.

## 13. Relationship between the parties

All parties remain independent entities operating in their own right. The relationship will be one of cooperative mutual support. A high level of integrity and mutual regard shall govern the relationship.

The agreement is binding only on the basis of integrity and mutual respect and does not represent a legally binding commitment.

Commented [WE10]: This is covered in section 17.

## 14. Insurance and Indemnity

### 14.1. Insurance

Each member must maintain sufficient insurance, including but not limited to worker's compensation insurance, Directors' and Officers' liability, personal accident insurance for volunteers and public liability insurance to cover its potential liability in conducting activities under this Agreement, and must whenever required by the BLEMC produce a certificate of currency in relation thereto.

### 14.2 Indemnity

Each member indemnifies others from and against any loss, including legal costs, incurred by a member or its officers, employees and agents arising from any claim, suit, demand, action or proceeding against any member or its officers, employees and agents where such loss or liability was caused by:

- (a) any act or omission by a member (including any of its Personnel) in connection with this Agreement;
- (b) any breach by a member (including any of its Personnel) of its obligations or warranties under this Agreement;
- (c) any unauthorised use or disclosure by a member (including its Personnel) of Confidential Information held or controlled in connection with this Agreement; and

- (d) any wilful or negligent or unlawful act or omission of the member arising out of or in connection with the Project or the Delivery Organisation's obligations under this Agreement.

## 15. Intellectual Property

The ownership of any Intellectual Property developed or created as a result of this Agreement belongs to the organisation responsible for creating it, or jointly as appropriate.

## 16. Variation to the Memorandum of Understanding

Any party may request a review of the Memorandum of Understanding, and or any of its Sections. Amendments shall be in writing and agreed to by [each of the LGAs](#).

**Commented [WE11]:** This MOU is between the three LGA's.  
Any amendment should also only require the three LGA's approval

## 17. Dispute Resolution

17.1 Any disputes arising as a result of the implementation of this Agreement shall be set down in writing and submitted to the other parties to this agreement. Within seven (7) days of receipt of such notice, the parties shall meet to consider the matter and will at this meeting:

17.1.1 Review and resolve the matter if it is within its delegated authority and/or

17.1.2 Resolve that the matter requires further investigation and instigate it and/or

17.1.3 Recommend action to the management of both parties where necessary.

17.2 The parties should review such resolution or recommendations within 7 days of the initial meeting.

17.3 In the event the parties are unable to resolve the matter, or the matter is outside its delegated authority, and the managements of both parties cannot agree, the matter will be referred to a mutually acceptable independent arbitrator.

## 18. SIGNATURES

\_\_\_\_\_  
Chief Executive Officer  
Shire of Chapman Valley

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer  
Shire of Northampton

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Executive Officer  
City of Greater Geraldton

Date: \_\_\_\_\_

**ATTACHMENT 1**



Government of Western Australia  
State Emergency Management Committee  
Secretariat

Our Ref: 815/200  
Enquiries: Mr Malcolm Cronstedt  
Telephone: (08) 9482 1700

Superintendent Kylie Whiteley  
DEMC Chairperson  
Midwest-Gascoyne District  
21 Marine Terrace  
GERALDTON WA 6530

Dear Supt Whiteley

**AMALGAMATION OF THE CITY OF GREATER GERALDTON AND THE  
SHIRES OF NORTHAMPTON AND CHAPMAN VALLEY FOR EMERGENCY  
MANAGEMENT PURPOSES**

Thank you for your letter dated 22 July 2015 regarding the amalgamation of the City of Greater Geraldton and the Shires of Northampton and Chapman Valley for emergency management purposes.

Your letter was noted by the State Emergency Management Committee at its 04 August 2015 and the proposal approved under Resolution No 43/2015.

Yours sincerely

Mal Cronstedt AFSM  
**EXECUTIVE DIRECTOR**  
**STATE EMERGENCY MANAGEMENT COMMITTEE SECRETARIAT**

/ / 2015

c.c. Jonelle Tyson  
CEMO Mid West/Gascoyne

20 Southport Street West Leederville Western Australia 6007  
T: (08) 9482 1700 E: semc.secretariat@semc.wa.gov.au  
W: www.sem.wa.gov.au

**Extract from the SEMC Minutes – 4<sup>th</sup> August 2015**

- The proposal to amalgamate the City of Greater Geraldton and the Shires of **Northampton** and Chapman Valley for emergency management purposes was approved.

## ATTACHMENT 2



WESTERN AUSTRALIA

### MIDWEST-GASCOYNE DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Facsimile: (08) 9923 4860  
Telephone: (08) 9923 4839

DEMC Chairperson  
Midwest-Gascoyne District  
21 Marine Terrace  
Geraldton WA 6530

Mal Cronstedt  
Executive Director  
State Emergency Management Committee Secretariat  
20 Southport Street  
WEST LEEDERVILLE WA 6007

Dear Mal

**Re: 1. Seeking State Emergency Management Committee (SEMC) Endorsement, agreeing to unite for the purposes of emergency management of the Northampton Shire Council Local Emergency Management Committees, the Shire of Chapman Valley Local Emergency Management Committee (LEMC) and the City of Greater Geraldton Local Emergency Management Committee.**

**2. Agree to the new name - Batavia LEMC.**

The Midwest Gascoyne District Emergency Management Committee (MWG DEMC) is seeking SEMC endorsement on behalf of the Northampton Shire Council, Shire of Chapman Valley and City of Greater Geraldton. The MWG DEMC supports the uniting of the Local Council's Local Emergency Management Committees for the purposes of emergency management and the renaming of the entity to Batavia LEMC.

The process undertaken is in accordance with ADP – 11 procedures and applies to the provisions of Section 34 (2) application of combining local governments.

#### **MWG DEMC Recommendation:**

The Midwest Gascoyne District Emergency Management recommendation is that the Shire of Chapman Valley, the Shire of Northampton and the City of Greater Geraldton Local Emergency Management Committees unite for the purposes of emergency management as per the Emergency Management Act, 2005, (S34).

The three local governments have aligning boundaries and clearly demonstrate the value of collaboration during given events. It is important to note the Shire of Chapman Valley includes Coronation Beach, the City of Greater Geraldton includes Mullewa and the Abrolhos Islands and the Shire of Northampton includes Kalbarri.

Batavia LEMC submission to SEMC

1

The three Councils, earlier this year, were successful in a joint AWARE Recovery Project valued at \$100,000 dollars.

The local governments share similar geographic environments, the same event situations, and the state agency representatives are the identical on all three.

The Shire of Chapman Valley and Shire of Northampton are smaller populated areas with limited resources. Through merging with the City of Greater Geraldton LEMC there is a greater access to infrastructure, human resources and other resources required to manage the legislative requirements for emergency management.

The first Batavia LEMC meeting will finalise membership, work on a new set of Local Emergency Management Arrangements, a Business Plan, a Recovery Plan and an Exercise schedule.

A proposed structure for the new Batavia LEMC is attached along with Council Statistics.

The analysis rationale conducted by the Midwest Gascoyne Community Emergency Management Officer determined the merger submission as favourable.

Should you wish to discuss this matter further, please do not hesitate to contact either myself or the Executive Officer of the Midwest Gascoyne Emergency Management District, Jonelle Tyson, on 08 9956 6014.

Yours sincerely

Superintendent Kylie Whiteley  
Chair, Midwest Gascoyne District Emergency Management Committee  
22 July 2015



Endorsed  
CEO, Shire of Northampton  
Garry Keefe



Endorsed  
CEO, Shire of Chapman Valley  
Maurice Battilana



Endorsed  
CEO, City of Greater Geraldton  
Ken Diehm

Batavia LEMC submission to SEMC

2



## **Discussion Notes - Working Group Meeting – 2**

### **City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management**

Time: 1000hrs

Date: **Monday 11 May 2015**

#### **Attendees:**

Mayor, City of Greater Geraldton (CGG) / Chair of CGG LEMC – Ian Carpenter

CEO, City of Greater Geraldton / LRC – Ken Diehm

Manager, Community Law and Safety, CGG / Executive Officer for CGG LEMC – Konrad Seidl

CEO, Northampton Shire Council – Garry Keefe

DCEO, Northampton Shire Council & Chair of Locality Northampton LEMC & Chair of Locality of Kalbarri LEMC – Grant Middleton

CEO, Chapman Valley Shire – Maurice Battilana

Community Emergency Management Officer (CEMO) - Mid West Gascoyne, SEMC – Jonelle Tyson

Community Emergency Services Manager (CESM) – Morawa, Perenjori, Three Springs, Mingenew – Rick Ryan

#### **Presentation**

Rick Ryan provided a draft paper on the “learning’s” experienced during the uniting of Morawa, Perenjori, Three Springs and Mingenew LEMC’s into one LEMC in 2012.

**City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management**

**Endorsement of Merger:**

Chapman Valley – Status Update

LEMC Endorsed – February 2015

LG Endorsed – February 2015

Northampton – Status Update

Locality of Northampton and Locality of Kalbarri – Endorsed – February 2015

Local Government Endorsed – Friday, 20 February 2015

CGG LEMC – LEMC Endorsed – February 2015

LG Endorsed – May 2015

**Name of Entity –**

Batavia LEMC

*(Chapman Valley, Greater Geraldton, Northampton)*

**Business Case presented to SEMC – in accordance with SEMC Procedures ADP - 5**

- Communication between all adjacent local governments should be undertaken;'
- Model – In accordance with ADP 11 – “three local governments have agreed to unite for the purposes of emergency management;
- Analysis by LG to be able to comply with provision of the ACT – CEMO to rationalise – size, resourcing, area, etc.
- Report to detail the identified risks and rationale for the recommendations presented – CEMO to undertake; and
- Boundaries of LEMC.

**LEMC Purpose – SEMP Policy 2.5**

LEMCs are emergency planning committees and although they will often include members from operational agencies (Controlling Agencies, HMAs, combat agencies or, support organisations), their role is not operational nor one of response. The HMA or Controlling Agency may establish an Incident Support Group (if required) to perform the operational function (refer to SEMP 4.1 - Incident Management).

The LEMC is to advise and assist the local government to ensure that LEMA are established, reviewed and tested in accordance with section 39 of the EM Act.

**City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management**

**LEMC Membership as per ADP 5 Procedures**

Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

- a) the Chair should be an elected member of Council;
- b) the Local Emergency Coordinator should be appointed as Deputy Chair;
- c) an Executive Officer, who should be an officer of the relevant local government, should be appointed to coordinate the business of the committee and/or provide administrative support;
- d) the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan, where a Local Recovery Plan has been completed as part of local emergency management arrangements (section 41(4) of the EM Act), should be appointed a member of the committee;
- e) consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning);
- f) membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department for Child Protection and Family Support, Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);
- g) consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and
- h) LEMCs should where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.

## Discussion Notes - Working Group Meeting – 2

### City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management

#### Administration Arrangements

##### Core Membership of the combined LEMC

Chair	(will be a Mayor or Shire President)
Deputy Chair	(will be a Mayor or Shire President)
Executive Officer	(will be provided by Chair's LG)
Secretariat	(will be provided by Chair's LG)
LG Representatives	
Councillors	
Local Emergency Coordinator /WAPOL OIC– Chapman Valley & Northampton	
Local Emergency Coordinator /WAPOL OIC– CGG	
Local Emergency Coordinator /WAPOL OIC– Kalbarri	
Local Emergency Coordinator /WAPOL OIC– Mullewa	
Water Corporation	
Aurizon	
Red Cross	
Salvation Army	
Dept. Child Protection and Family Support	
Western Power	
CGG Airport	
Major Nursing Homes	
Geraldton Prison	
Chambers of Commerce	
Industry Groups	
CaLD Groups	
Aboriginal Representative Groups	
Alinta Gas	
Bush Fire Coordinators	
Kalbarri Sub-Committee Representative	
Durack TAFE	
St Johns Ambulance – Regional Manager	
St John of God Hospital	
Chief Bush Fire Control Officers	

## Discussion Notes - Working Group Meeting – 2

### City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management

#### Advisors for LEMC

Dept. Fire & Emergency Services
Dept. Parks & Wildlife
Australian Customs
Mid West Port Authority
Dept. Agriculture & Food
Dept. Transport
Federal Dept. Human Services
Telstra
Dept. Main Roads
BoM
Media
Dept. Fisheries
Dept. Education
Dept. Health
Brookfield Rail
Dept. Environment
State & Commonwealth Agencies

The first quarter agenda (2015/16) for the Batavia LEMC will incorporate a discussion on the core and advisory membership in accordance with LEMC requirements. Therefore, this list will evolve overtime to include entities determined as appropriate by the LEMC.

#### Appointment of Committee Chair & Provision of Secretariat Support

The Working Group decided the appointment of the LEMC Executive Committee will be a two year appointment. Every two years the LEMC will rotate the Executive Committee roles. The first two year rotation will commence 1 July 2015 to October 2017.

2015-2016 & 2016-2017	Chair	Deputy Chair	Executive Officer	Secretariat
	Mayor of CGG	Shire President Chapman Valley	Manager, Community Law – CGG	Administration supplied by CGG

#### Community communication and marketing strategy

Each Local Government will advise local government stakeholders through the distribution of LEMC minutes.

Emergency Management stakeholders will be advised via email and the distribution of LEMC minutes.

Community stakeholders will be advised of emergency management information through the use of relevant media.

**City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management**

**LEMC communication solutions to cover distance**

The LEMC will offer LEMC members alternative solutions for attending LEMC meetings, such as teleconference, video-conferencing, Skype and other relevant tools.

**Letter**

Letter requesting SEMC endorsement for the proposed merge:

- Local Governments to be united under the proposal;
- Outcome of risk assessments and rationale for amalgamation;
- Agreed Administrative and reporting arrangements; and
- Outline of communication.

The letter to the Executive Officer SEMC should be endorsed by each of the respective local governments' Chief Executive Officers.

Following endorsement of the proposal by the SEMC, the Secretary SEMC will advise each local government and LEMC of the decision in writing.

**Local Emergency Management Arrangements (LEMA)**

- 1 LEMA instead of 3
- Sub-plans – i.e.: coronation beach evacuation plan, abrohlos islands plans, animal welfare plan and recovery plan;

The CGG volunteered to merge the existing LEMA documents with the help of the CEMO, forming one Batavia LEMA with relevant sub-plans.

**Annual Business Plan**

- First Quarter Meeting – Business Planning Workshop

This item will on the first Batavia LEMC meeting in August 2015 as will membership, the new joint LEMA, Recovery, and Exercises.

**Recovery**

- One Local Recovery Committee
- One Local Recovery Plan with Sub-plans
- Three Local Recovery Coordinators responsible for their own area's
- Cross Boundary Events
- Communication
- AWARE Recovery Project
- Training

**City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management**

**Exercise Management – Annual Requirement – Cross Boundary Scenario**

SEMP 2.5 - Local governments are to develop and conduct exercises to help build collaborative emergency management awareness at the local level. The LEMC may assist with this role.

Local governments are to ensure that exercising is undertaken at least each financial year, and that a post exercise report is submitted to the DEMC Executive Officer, in accordance with ADP - 5 Emergency Management for Local Government.

- Discussion
- Table top
- Tactical Exercise
- Field or Full Deployment
- Real Events involving Multiple Agencies
- Training

Working Group discussed ensuring support from relevant HMA's regarding exercises.

**Annual Reporting**

- Local Governments each responsible for their own.

XO of the Batavia LEMC will provide LG's with the LEMC data for annual reporting.

**Emergency Risk Management**

- LEMC to workshop and identify risks and their potential treatment measures affecting all three shires. Usually the LG are to develop and maintain a current in accordance with AS/NZS ISO 31000:2009 Risk Management Australian Standards.
- Use of State Risk Project Tool. Could be included as part of Business Plan to undertake in 2015/16.

The Working Group agreed that funding opportunities for a Risk Project Officer should be sought.

**Funding Opportunities**

- NDRP
- AWARE

Opportunity to seek funding for project based programs to assist the Batavia LEMC and three local governments develop their emergency management systems, processes and documentation.

## Discussion Notes - Working Group Meeting – 2

### City of Greater Geraldton, Northampton and Chapman Valley Shire LEMC's uniting for the purposes of Emergency Management

#### **LEMC Dates for 2015/16**

1 <sup>st</sup> Qtr.	2 Qtr.	3 Qtr.	4 Qtr.
Mid August 2015	November 2015	February 2016	May 2016

Note these dates need to be included in 2014/15 Annual Reporting

#### **Other:**

The Shires of Chapman Valley, City of Greater Geraldton (including Mullewa) and Northampton (including Kalbarri) will have their last individual LEMC's in May 2015. Each local government is responsible for their individual reporting for 2014-15.

The new Batavia LEMC will be responsible for reporting commencing 1 July 2015.

#### **Action Required:**

1. Letter – CEMO
2. Business Case to SEMC 4 August 2015 – CEMO
3. Merging LEMA's – CGG
4. Establishing a Batavia LEMC contact list – CGG
5. Funding Opportunities for Risk Project – Entire Working Party



# **Notice of Annual General Meeting**

**and  
Procedural Information  
for Submission of Motions**

**Crown Perth  
Friday, 25 September 2020**

**Deadline for Agenda Items**

**(Close of Business)**

**Friday, 31 July 2020**

# 2020 Local Government Convention

## General Information

### **WALGA Annual General Meeting**

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

### **Cost for attending the Annual General Meeting**

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

### **Submission of Motions**

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

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

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

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

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

### **Criteria for Motions**

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

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

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

Motions will not be included where they are:

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

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrodt, Executive Officer Governance on (08) 9213 2036 or via email [mdegebrodt@walga.asn.au](mailto:mdegebrodt@walga.asn.au).

### Emergency Motions

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



**Mayor Tracey Roberts JP**  
**President**



**Nick Sloan**  
**Chief Executive Officer**

# EMAIL BACK

## Voting Delegate Information 2020 Annual General Meeting



TO: Chief Executive Officer

Registered:

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

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

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

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

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

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

ON COMPLETION PLEASE EMAIL TO: [mdegebrodt@walga.asn.au](mailto:mdegebrodt@walga.asn.au)

Margaret Degebrodt, Executive Officer Governance



24 June 2020

Our Ref: 01-003-02-0003 TL

Dear Chief Executive Officer

**Notice of Annual General Meeting 2020**

The Annual General Meeting for the Western Australian Local Government Association (WALGA) will be held on **Friday, 25 September 2020**.

As you would be profoundly aware, the COVID-19 pandemic has upended much of our way of doing business and created significant uncertainty about our ability to host large scale events such as WALGA's Annual General Meeting. Following the cancellation of the Local Government Convention, the 2020 Annual General Meeting has been delayed to late September to provide as much time as possible for the meeting to be held in-person.

The meeting will be held at *Crown Perth*.

If an in-person event is not able to be held due to social distancing restrictions, the meeting will be conducted virtually.

Notice of the Annual General Meeting is enclosed, together with general information on the meeting, guidelines for the preparation and submission of motions and the Voting Delegates Registration Form.

Key dates are as follows:

- **Friday, 17 July** – Deadline to submit motions proposing amendments to WALGA's constitution
- **Friday, 31 July** – Deadline to submit motions for the AGM Agenda
- **Friday, 28 August** – Registration of voting delegates closes
- **Friday, 25 September** – Annual General Meeting, Crown Towers Perth

For enquiries, please contact Margaret Degebrodt, Executive Officer Governance on 9213 2036 or via email [mdegebrodt@walga.asn.au](mailto:mdegebrodt@walga.asn.au).

Yours sincerely

**Nick Sloan**  
**Chief Executive Officer**

Enclosed: Notice of 2020 AGM including Voting Delegate Form

ONE70, LV1, 170 Railway Parade, West Leederville, WA 6007  
PO Box 1544, West Perth, WA 6872  
T: (08) 9213 2000 F: (08) 9213 2077  
[info@walga.asn.au](mailto:info@walga.asn.au)  
[www.walga.asn.au](http://www.walga.asn.au)