

Shire of Lake Grace

Ordinary Council Meeting



NOTICE PAPER

To the President and Councillors

In accordance with the provisions of Section 5.5 of the Local Government Act 1995, you are hereby notified that an Ordinary Meeting of Council has been convened:

Date: Wednesday 20 May 2020

At: Council Chambers
1 Bishop Street, Lake Grace, WA

Commencing: 1.30 pm

To discuss the items of business in the agenda as set out on the following pages.

A handwritten signature in black ink, appearing to read 'Alan George'.

Alan George
Acting Chief Executive Officer

15 May 2020
Date

Shire of Lake Grace

Ordinary Council Meeting

Agenda

20 May 2020

Meeting Commencing at 1.30 pm

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for license, any statement or limitation or approval made by a member or officer of the Shire of Lake Grace during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Lake Grace. The Shire of Lake Grace warns that anyone who has an application lodged with the Shire of Lake Grace must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application and any conditions attaching to the decision made by the Shire of Lake Grace in respect of the application.



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SHIRE OF LAKE GRACE

Agenda for the Ordinary Meeting of Council to be held at Council Chambers, 1 Bishop Street, Lake Grace, WA on Wednesday 20 May 2020.

1.0 DECLARATION OF OPENING ANNOUNCEMENT OF VISITORS

The Shire President opened the meeting at __ pm.

2.0 DISCLAIMER READING

A recording of the disclaimer is to be played aloud.

No responsibility whatsoever is implied or accepted by the Shire of Lake Grace for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff. The Shire of Lake Grace disclaims any liability for any loss whatsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's and or legal entity's own risk.

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3.0 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**3.1 PRESENT**

Cr JF De Landgraft	Shire President
Cr P Stoffberg	Deputy Shire President
Cr LW Armstrong	
Cr R Chappell	
Cr DS Clarke	
Cr M Stanton	
Cr RA Lloyd	
Cr AD Marshall	
Cr HL Steicke	

In Attendance

Mr A George	Acting Chief Executive Officer
Mr C Elefsen	Manager Infrastructure Services
Mr Kevin Wilson	Manager Corporate Services

Observers/Visitors**3.2 APOLOGIES****3.3 LEAVE OF ABSENCE PREVIOUSLY GRANTED**

Nil

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.0 PUBLIC QUESTION TIME

Nil

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 PRESENTATION – LAKE GRACE COMMUNITY GARDEN GROUP



Lake Grace Community Garden

Our Vision



Strengthen community ties and develop a sense of community and belonging



Sustainability



Promote good mental & physical health



Build and share knowledge between community members of all ages and walks of life.



Improving overall health & habits through education

What we want to achieve



A sustainable centre able to fund its own activities and improvements



Intergenerational teaching and learning



A community hub that will welcome all



An outlet for those that are not interested in organised sport

How we will achieve this

Develop a community driven working group to establish the project

Develop active partnerships with community groups and organisations

Charge a yearly fee to be able to use the garden with the understanding that users will provide various inputs, in return they will be able to reap the rewards of their labour

Provide excess to the Grow Free cart

Funding



Annual Subscription

Grants



- CBH
- IGA Community Benefits
- Act Belong Commit
- Australia Post
- Department of Local Government & Communities
- Lotterywest
- Bendigo Bank/Bankwest
- Department of Veterans' Affairs



Selling of Excess Produce or Products



An Annual Community Event

Public Events



Host a Garden talk and invite the public to join



Have a Garden Feast using food produced in the garden



Collaborate with the Playgroup, School and Seniors to host workshops

Why at the Op Shop?

The area is fenced

- To fence an area of similar size the cost would be in the vicinity of \$30,000

There are toilet facilities Water and power are connected

- It is important that users are able to have facilities in close proximity, especially the elderly and young
- To connect power and water would be another substantial cost where monies could be better spent elsewhere

Community garden values tie in well with Op Shop themes

- We are looking to an ethos of sustainability, recycling and reuse, these values complement the Op Shop

Limited vegetation

- No tree removal would be necessary
- Limited vegetation cover that would need clearing

The area is secluded from passing traffic yet accessible to community users

- Our focus is on our own community members rather than passing trade and tourism
- The site is connected to the town footpath network

Existing slab and flat surface

- Suitable to build a storage shed or greenhouse
- Minimal earthworks would be required

What we are asking from Council?



Council to consider continuing the current lease held by the CWA for the foreseeable future



Shire staff to notify us of any grant funding available that may be suitable to our needs



Just your support in this community driven venture



Thank you for
your time

6.2 PRESENTATION – LAKE GRACE ALL AGES COMMUNITY PLAYGROUND GROUP

Lake Grace Playground Concept



Glenn Mars – Recreation Consultant | glenn.mars@playgroundcentre.com | 0422 421 449 | 1800 092 897

May 2020 Lake Grace Playground Concept



Thank you for the opportunity to submit a presentation

The following Playground Equipment focuses on providing maximum play value while looking innovative and exciting. Designed to embrace all ages and abilities with all inclusive options. Developed to meet universal needs for play, learning and wellbeing.

The Equipment Chosen will keep the area modern while providing all the important play value and engagement the local community deserve. Colour options available to ensure that this playspace is visually appealing for all ages and fits in with the environment.

We have provided the following concept based on your brief. We have kept the individual pricing and presentation straight forward to allow you to mix and match items to suit your budget, we would be pleased to discuss your final design and budget requirement with you.

Kind Regards,
Glenn Mars

Site Plan Supplied



Landgate 1

Overall site dimensions 110x 80m approx

Musical Instrument



Eco Bongos

Bongos Drums Musical Instrument
Musical bongo drums made from aluminium to suit almost any environment. Powder-coated standard in bright colours (or can be coloured to your choice)
Available in timber, aluminium or wobbly wood post options
Safety, Quality and Usability:



Musical Instrument



Eco Chimes

Play-Chimes Musical Instrument – Standard Model
Musical Play Chimes with backboard, aluminium chimes and a pair of beaters.
Standard Model has a bright coloured iodised aluminium chimes
Powder-coated standard in bright colours (or can be coloured to your choice)
Available in timber, aluminium or wobbly wood post options
Safety, Quality and Usability:



Musical Instrument Eco Rain Wheel



Rain Wheel
A spinning, moving rain sounding wheel!!! A perfect "Inclusive" product for your playspace.
600mm diameter wheel with stainless steel main bearings.
Powder-coated standard in bright colours (or can be coloured to your choice)
Available in timber, aluminium or wobbly wood post options
Safety, Quality and Usability:



Musical Instrument

Bable drum small

Babel Drum Musical Instrument

Our Babel Drum has been carefully tuned to replicate the sweet sound of steel pans! The Babel Drum is very easy to play. Played with the hands, preferably by striking with the fingertips, the notes produce perfect musical tones typically associated with a tropical setting.

We recommend playing using the pads of your fingers, however you can also play with fingertips or the side of the thumb or a mix of all 3. A quick tap onto the smooth surface of the drum & pulling away quickly like you've touched something hot produces a beautiful melodic tone - do not leave the finger on the drum.

The strike should be fast & soft at the same time & the hand should be open & loose. Where you strike of course makes a lot of difference too, with the larger tongues producing lower notes & smaller ones the higher notes. A wide range of tones can be created through experimenting & developing different playing techniques.

Fabricated from stainless steel & on a stainless steel post.

Small drum - C Major (6-notes)



Musical Instrument Tembos Pentonic



Tembos Musical Instrument

A type of aerophone (instrument sounded by air) - the Tembo is a plosive aerophone. Both intriguing & addictive, our interactive Tembos allow you to make surprisingly funky music simply by striking them with the durable rubber paddles!

The 6 stainless steel tubes generate a different tone with varying volumes depending on how hard you hit them - their audible strength is staggering!

A stylish support structure holds the stainless steel tubes in a vertical orientation with the tallest standing over 2.5m in height, creating a truly visual & audibly stunning experience. Supplied with a pair of tethered paddles.



Musical Instrument Duo Zylophone



Duo Musical Instrument

The Duo is a distinctive instrument with an ergonomic curved design. Accessible from both sides, this instrument can be enjoyed by up to four players. The curvaceous design of the Duo is not just about looking stylish. The wave makes it easier for individuals with limited range of movement or players in wheelchairs, to reach all of the notes. Each player is slightly offset from each other. Playing the Duo is effortless and so come & make some great music! The left and right-hand side are mirrored and scale spans two octaves.

The 'Duo' is available in 6 options :

Jumeau Duo - Aluminium notes (bright, clear tone)

Gemima Duo - GRP Fibreglass notes (fast & punchy sound)

Kasinda Duo - Hardwood Timber notes (strong, deep resonant sound)

Cupla Duo - clever mix of half Aluminium & half GRP Fibreglass notes

Besso Duo - clever mix of half GRP Fibreglass & half Hardwood Timber notes

KembarDuo - clever mix of half Hardwood Timber & half GRP Fibreglass notes

Supplied with two pairs of small tethered beaters.



Musical Instrument Soprano pentatonic chimes



Mirror Chimes Musical Instrument
The Mirror Chimes are highly polished Aluminium Anodised notes that give a unique sound whilst reflecting the surrounding environment.
The chimes are mounted using our universal wall-mounting brackets.
Supplied with a pair of small tethered beaters.



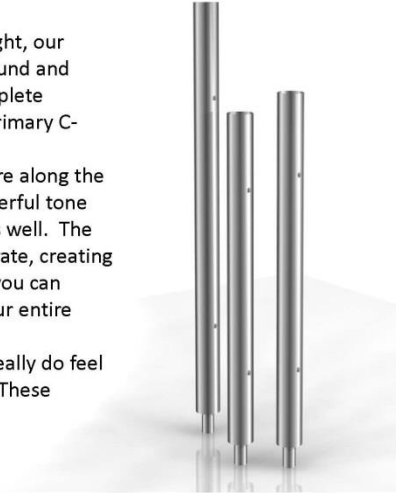
Musical Instrument Emperor chimes set of 3

Emperor Chimes Musical Instrument

With the largest standing 2.5m in height, our Emperor Chimes really are large in sound and size! As a full set of 6 the offer a complete octave. A standard set of 3 offers a primary C-major chord.

Striking the chime just about anywhere along the tube produces a deep, resonant, powerful tone that you not only hear, but can feel as well. The harder you strike, the more it will vibrate, creating a louder sound with such resonance you can actually feel the vibration through your entire body.

It is an amazing experience and you really do feel like you have been bathed in sound! These chimes are played with your hands.



Swing

Flying Saucer – Timba Frame with 1200mm Basket, Jungle Rope and 2 conventional Seats



Flying Saucer – Triple Frame with 1200mm Basket, Duo Rope & 2 Standard Seats
What a combo! Unique to Playground Centre!

The Flying Saucer is all the rage. Great for family fun and 1-5 children can use it at once.

All inclusive and all ages! On this extra-large 1200mm diameter basket you can lie down or stand up, your choice!

The Duo Rope is a rope swing for two! It swings with normal swinging motion. 160mm plaited rope with vandal resistant wire system.

Swing alongside with 2 standard swings on the same frame. Attractive top bar curves for strength. Top bar set at 2.2m above surface level.



Wobbly Hardwood Seesaw –or 4-seater



Wobbly Hardwood Seesaw –
or 4-seater
Take your turn on the beam
see-saw for never-ending
rocking fun. Fun for 2 or 4
users depending on which
option you choose! (2 seater
shown)
Safety Surface area size:
3700mm x 7000mm



4.15M Space Shuttle Spinner

4.15M Space Shuttle Spinner
20.01.150

The Space Shuttle Spinner is a 4m high tower which will give you a greater adrenalin rush. Includes 2 seats on horizontal net, adding an extra level of play & a handwheel so you can rotate yourself while sitting on the upper level ... harder than it looks though! Also excellent for inclusive play - kids can sit or lie in the basket.

Safety, Quality and Usability:
Compliant with NZ and
Australian Safety Standards
200mm HDG Central Mast
Hercules Rope Construction



Inclusive Carousel

All inclusive 2m diameter Carousel. Ideal for wheelchairs with seating for carers, mums with pushchairs/buggys or just heaps of kids! Good, old fashioned fun! Standard model - Hot Dip Galvanised & colour powdercoated frame, with aluminium checkerplate base (no colour) and grey or black seat.

Colour Powdercoating available as optional extra for checkerplate base. Different seat colour options also available.



Sandplay 227 AU Hardwood



Sand Play Module 227

A combined traditional junior play module & sandplay station for a wide range of ages & abilities, packed with play value and suitable for 10+ users at a time. Activities incorporate:

- Sand Sieve Swing/Seesaw
- Rotating Sandlift with pulley, chain & membrane bucket
- Side Sandlift with pulley, chain & membrane bucket
- Sand Silo
- Sand Scoop
- Abacus
- 1m Rotational-moulded Plastic Crawl Tunnel with portholes
- Tic Tac Toe



Talk Tubes

Why not install a Talk Tube beside your path or walkway? Great for inclusive play as mum & dad, or those with limited ability or in wheelchairs can join in the fun. Available as Hot Dip Galvanised or Colour Powdercoated. Your choice of timber or steel/aluminium pole. Customised options available



SC381 1500 Double Embankment Slide



SC381 1500 Double Embankment Slide
A dynamic embankment slide in our 1500 Double model - race your friends to the bottom! Available with or without Canopy.
Other models also available - 1200 Double, or a range of Single models.



Wobbly Wood Junior Rocker



Wobbly Wood Junior Rocker
The Junior Rocker is a popular
springy seesaw for the under 5's -
two kids can have fun together!
Safety, Quality, Durability &
Usability
Compliant with NZ, Australian &
European Safety Standards
Handcrafted from hardwood timber



Inclusive Spinning Bucket



Inclusive Spinning
Bucket
A large 600mm
diameter bucket
spinner for all ages &
all abilities - spin to
your hearts
content! Great for
inclusive play with its
clever & extra-safe
design including:
Higher back for
backrest
Handgrips on the sides
Lower at the front to
make getting out
easier
Safety Surface area
required: 3700mm
diameter



Tunnel through mound



Tunnel through mound
The 'Tunnel thru mound' is one of our most popular activities! Tunnels made to your specific length ... create your mound over the top for a 'roly-poly' hill! Excellent for inclusive play. Available straight, curved ... manufactured from rotational moulded plastic, with steel supports ready to concrete into the ground. Our most popular models have a 500mm or 1m section, with 2 exit sections.



Steel Double Traveller - traditional flying fox

Steel Double Traveller
The Traveller is a traditional flying fox with a seat for all ages. Standard lengths are 25m, 30m, 45m, 50m, Custom lengths and different pole finishes available. Also available in Single Model
Safety, Quality and Usability:
Certified to NZ & Australian Safety Standards
Conditional 25 Year Warranty
Heavy Duty Spring Dampening System
C-Lever Trolley Brake System
Stainless Steel Trolley,



6.85M Black Forrest Tower with Tree Hut and Slide

6.85M Black Forrest Tower

Amazing Black Forest Tower packed with assorted play activities - total of 6.85m high! Topped off with A Tree hut on top of the tower an icon and immediate attraction for kids of all ages

Activities include: 6m height Tube slide
Tree Hut with a customisable cladding to suit your theme.

Central vertical climbing chimney up to the top

1000mm diameter Honeycomb Birds Nest

Basket with ladders & rockwall

Chunky rope Bridge with ladders

Net Tunnel with scramble net

Suspended circular Climbing Chimney

Various ladders & scramble nets & ropes

..

Safety, Quality and Usability:

Compliant with NZ, Australian &

European Safety Standards

Hercules Rope Construction

Douglas fir timber posts with HDG steel

post shoes or HDG steel poles

Robust Construction



6.85M Black Forrest Tower Views of Activities



Fitness Exercise Equipment options

Staying active is more important than ever for all ages! Keep the community healthy with our range of individual fitness stations. They're an ideal addition to urban areas, parks and playgrounds, and encourage outdoor exercise that's appropriate for the entire family. Choose a selection of stations and create a unique fitness area that allows users to complete resistance training, strengthening exercises and stretches. Duo-stations offer a mix of fun and fitness providing ease of access, they are the gateway to enjoying the outdoors, and most importantly give the community fun way to stay fit! Duo stations are designed to enhance every fitness regime by providing a range of exercise options to give a full body workout! Shoulders, arms, core and legs-work every muscle with our user friendly equipment.



Water Play Feature

Water Play – Water pump Balance, Flap and Draw Gates

The Water Gates offer various ways to dam up the water or let it flow again. The water gates are either concreted directly into the water channels or fixed into concreted installation frames.

Winder water pump is constructed from Stainless Steel. An attractive, clear design and is particularly economical with water without reducing the children's fun when pumping. The pump is connected directly to the water supply.





Warranty

Products from Playground Centre will promote many years of fun and excitement

25 Year Warranty

On the structural integrity of

- Hot Dip Galvanised Steel Poles
- Aluminium Poles
- Stainless Steel Hardware
- H5 Tanalised Timber Poles

10 Year Warranty

On the structural integrity of part or parts of

- Timber
- Steel
- Rotational-moulded plastic
- Engineered Plastic Sheets

5 Year Warranty

- Against colour fading of powdercoating, including Red
- Springs
- Hercules rope & connections

2 Year Warranty

- Moving parts
- Electronic components

Period Of Warranty

Our warranties apply from date of invoice to the original customer and the period varies according to the product group. Please see above.

Our warranties cover parts of equipment found to have undergone structural failure due to defective materials.

We will repair or replace the defective part at Playground Centre's discretion, and the defect is not due to:

- (i) vandalism, negligence, abuse, accidents, lack of maintenance or improper installation;
- (ii) products tampered with, modified or repaired by anyone when not previously approved by Playground Centre;
- (iii) Fair wear and tear;
- (iv) Harsh or corrosive elements where preventative procedures as set out in our Maintenance Instructions – pages (1), (2) and (3) have not been adhered to – see Resources on website.

Maintenance

All warranties are conditional on owners maintaining their investment by adhering to our Maintenance & Inspection Manual – see resources on website – to extend life of products.

Design

Due to our commitment to continual improvement, we reserve the right to improve or alter designs in this catalogue.

Safety Areas

Requirements for safety areas could vary to different countries and are subject to final design approval.

For us, it's about bringing together the pieces to deliver the perfect combination for you.



For everyone

Pure fun + targeted personal benefits for every age.
Designed to embrace all abilities and meet universal needs for play, learning and well-being.
Made for NZ climate so tough enough for 'play' around the world.

Fresh & best

Leading trends translated into innovative, unique and creative solutions.
Global partnerships and international presence to source from and deliver the best and widest selection.

Life, skills & safety

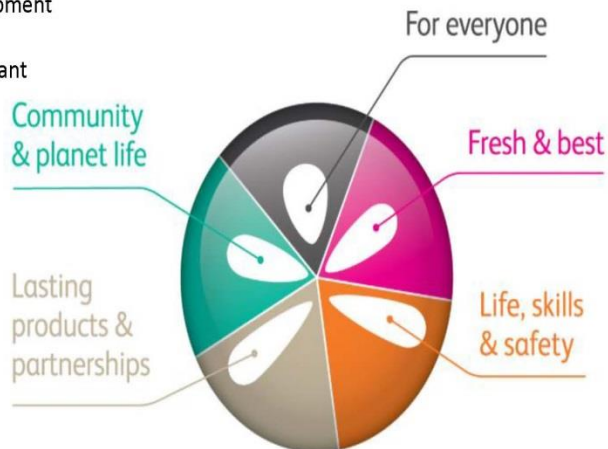
Beyond fun for fun's sake: target specific physical benefits, development and social skills.
Strong and age-appropriate products that meet or exceed all relevant safety standards.

Lasting products & partnerships

Real, enduring client relationships through exceptional service.
Expertise, efficiency and track record you can rely on.
Exceptional safety, quality, strength and durability.

Community & planet life

Genuine, proven commitment to customers, end-users and communities.
Inclusive approach to ensure equality and accessibility.
Environmental and sustainable practices and outlook.



AGL	•Agility - Is the ability to move and change direction and position of the body quickly and effectively while under control.
BAL	•Balance - Evenly distributing one's weight to remain upright and steady.
COORD	•Co-ordination - The organisation of different body parts so they can work effectively together.
FMS	•Fine Motor Skills - Skills required to manipulate and gain control over materials and tools including grasping, manipulating and hand-eye co-ordination.
FLEX	•Flexibility - The capacity of a joint or muscle to move through its full range of motion. Good flexibility is an important part of the overall fitness profile and is also important for injury prevention.
GMS	•Gross Motor Skills - The ability to control large body muscles including the arms, legs, hands, feet, head, neck and torso - for walking, running, sitting, crawling, climbing, balancing, jumping, catching, throwing and striking. These skills foster a lifelong ability to participate in physical activity including sport and recreation.
ICP	•Imaginative or Creative Play - A style of playing where a child uses his/her imagination during play time. It allows a child to explore his/her own identity, make decisions and create their own rules, control behaviour and practice the act of creation which helps develop sense-of-self and boosts confidence. During creative "let's pretend" playtime, a child experiences new thoughts and feelings and begins to learn how to respond.
LOCO	•Move in any and every direction
SD	•Social Development - The ability to interact and work with others, and the acquisition of skills for effective relationships (ie sharing, waiting a turn, working as a team).
TW	•Team Work - The process of working collaboratively with a group of people in order to achieve a goal.

7.0 NOTATIONS OF INTEREST

Nil

7.1 DECLARATIONS OF FINANCIAL INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60A

7.2 DECLARATIONS OF FINANCIAL PROXIMITY INTEREST – LOCAL GOVERNMENT ACT 1995 SECTION 5.60B

7.3 DECLARATIONS OF IMPARTIALITY INTEREST – ADMINISTRATION REGULATIONS 1996 SECTION 34C

8.0 APPLICATIONS FOR LEAVE OF ABSENCE

9.0 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

10.0 CONFIRMATION OF MINUTES

10.1 ORDINARY MEETING – 15 APRIL 2020

Recommendation

That the Minutes of the Ordinary Council Meeting held on 15 April 2020 be confirmed as a true and accurate record.

10.2 SPECIAL MEETING

Nil

10.3 ANNUAL MEETING OF ELECTORS

Nil

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12.0 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY DECISION OF COUNCIL

Nil

13.0 REPORTS OF COMMITTEES

14.0 REPORTS OF OFFICERS**14.1 INFRASTRUCTURE SERVICES****14.2 PLANNING**

Nil

14.3 HEALTH AND BUILDING

Nil

14.4 ADMINISTRATION**14.4.1 NATIONAL REDRESS SCHEME – PARTICIPATION OF WA LOCAL GOVERNMENTS**

Applicant:	Internal Report
File No.	0802
Attachments:	Local Government Information Paper (December 2019)
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	20 April 2020
Senior Officer:	 Mr Alan George Acting Chief Executive Officer

Summary

This item is for the Shire of Lake Grace to:

- Note the background information and the WA Government's decision in relation to the National Redress Scheme;
- Note the key considerations and administrative arrangements for the Shire of Lake Grace to participate in the National Redress Scheme;
- Formally endorse the Shire of Lake Grace's participation as part of the WA Government's declaration in the National Redress Scheme; and
- Grant authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is part of the Western Australian Government implementing reforms from the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse.

The establishment of a National Redress Scheme was a key recommendation of the Royal Commission to recognise the harm suffered by survivors of institutional child sexual abuse. DLGSC consulted with WA local governments throughout 2019 and early 2020 focusing on raising awareness of the Scheme and identifying how participation of the sector may be best approached.

Background

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) was established in 2013 to investigate failures of public and private institutions to protect children from sexual abuse. The Royal Commission released three reports throughout the inquiry:

- Working with Children Checks (August 2015);
- Redress and Civil Litigation (September 2015); and
- Criminal Justice (August 2017).

The Royal Commission's Final Report (15 December 2017) incorporated findings and recommendations of the three previous reports and contained a total of 409 recommendations, of which 310 are applicable to the Western Australian Government and the broader WA community.

The implications of the Royal Commission's recommendations are twofold: the first is accountability for historical breaches in the duty of care that occurred before 1 July 2018 within any institution; the second is future-facing, ensuring better child safe approaches are implemented holistically moving forward.

The scope of this report addresses only the historical element of institutional child sexual abuse through the National Redress Scheme.

All levels of Australian society (including the WA local government sector and the Shire of Lake Grace) will be required to consider leading practice approaches to child safeguarding separately in the future.

National Redress Scheme

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single National Redress Scheme (the Scheme) to recognise the harm suffered by survivors of institutional child sexual abuse.

The Scheme acknowledges that children were sexually abused, recognises the suffering endured, holds institutions accountable and helps those who have been abused access counselling, psychological services, an apology and a redress payment.

The Scheme commenced on 1 July 2018, will run for 10 years and offers eligible applicants three elements of Redress:

- A direct personal response (apology) from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

All State and Territory Governments and many major non-government organisations and church groups have joined the Scheme.

The WA Parliament has passed the legislation for the Government and WA based non-government organisations to participate in the National Redress Scheme.

The Western Australian Government (the State) started participating in the Scheme from 1 January 2019.

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), local governments may be considered a State Government institution.¹

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's participation declaration. This was to allow consultation to occur with the sector about the Scheme, and for fuller consideration of how the WA local government sector could best participate.

Comment

Following extensive consultation, the State Government (December 2019):

- Noted the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Noted the options for WA local government participation in the Scheme;
- Agreed to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agrees to the Department of Local Government, Sport and Cultural Industries (DLGSC) leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

The following will be covered for local governments participating in the Scheme as a State Government institution and part of the State's declaration:

¹ Section 111(1)(b).

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping in accordance with the *State Records Act 2000*); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below for further explanation).

State Government financial support for local government participation in the Scheme, as set out, will ensure that Redress is available to as many WA survivors of institutional child sexual abuse as possible.

Individual local governments participating in the Scheme as a State Government institution, with the State will be responsible for:

- Providing the State with the necessary (facilities and services) information to participate in the Scheme;
- Resources and costs associated with gathering their own (internal) information and providing that information (Request for Information) to the State (if they receive a Redress application); and
- Costs associated with the delivery of a DPR (apology), if requested (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). The State's decision includes that all requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice, on every occasion.

The WALGA State Council meeting of 4 March 2020:

1. Acknowledged the State Government's decision to include the participation of Local Governments in the National Redress Scheme as part of the State's declaration;
2. Endorsed the negotiation of a Memorandum of Understanding and Template Service Agreement with the State Government, and
3. Endorsed by Flying Minute the Memorandum of Understanding prior to execution, in order to uphold requirements to respond within legislative timeframes.

The State and WALGA will sign a Memorandum of Understanding to reflect the principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration.

State agencies (led by DLGSC), WALGA and Local Government Professionals WA will support all local governments to prepare to participate in the Scheme from 1 July 2020 (or earlier, subject to completing the necessary arrangements).

The State's decision allows for the WA Government's Scheme participation declaration to be amended including local governments and this report seeks endorsement of the Shire of Lake Grace's participation in the Scheme.

As an independent entity and for absolute clarity, it is essential that the Shire of Lake Grace formally indicates via a decision of Council, the intention to be considered a State Government institution (for the purposes on the National Redress Scheme) and be included in the WA Government's amended participation declaration.

The Shire of Lake Grace will not be included in the State's amended declaration, unless it formally decides to be included.

The financial and administrative coverage offered by the State will only be afforded to WA local governments that join the Scheme as a State Government institution, as part of the State's amended declaration.

The option also exists for the Shire of Lake Grace to formally decide not to participate in the Scheme (either individually or as part of the State's declaration).

Should the Shire of Lake Grace formally decide (via a resolution of Council) **not** to participate with the State or in the Scheme altogether, considerations for the Shire of Lake Grace include:

- Divergence from the Commonwealth, State, WALGA and the broader local government sector's position on the Scheme (noting the Commonwealth's preparedness to name-and-shame non-participating organisations).
- Potential reputational damage at a State, sector and community level.
- Complete removal of the State's coverage of costs and administrative support, with the Shire of Lake Grace having full responsibility and liability for any potential claim.
- Acknowledgement that the only remaining method of redress for a victim and survivor would be through civil litigation, with no upper limit, posing a significant financial risk to the Shire of Lake Grace.

Considerations for the Shire of Lake Grace

Detailed below is a list of considerations for the Shire of Lake Grace to participate in the Scheme:

1. Executing a Service Agreement

All Royal Commission information is confidential, and it is not known if the Shire of Lake Grace will receive a Redress application. A Service Agreement will only be executed if the Shire of Lake Grace receives a Redress application.

The Shire of Lake Grace needs to give authority to an appropriate position / officer to execute a service agreement with the State, if a Redress application is received. Timeframes for responding to a Request for Information are 3 weeks for priority applications and 7 weeks for non-priority applications. A priority application timeframe (3 weeks) will be outside most Council meeting cycles and therefore, it is necessary to provide the authorisation to execute an agreement in advance.

2. *Reporting to Council if / when an application is received*

Council will receive a confidential report, notifying when a Redress application has been received. All information in the report will be de-identified but will make Council aware that an application has been received.

3. *Application Processing / Staffing and Confidentiality*

Administratively, the Shire of Lake Grace will determine:

- Which position(s) will be responsible for receiving applications and responding to Requests for Information;
- Support mechanisms for staff members processing Requests for Information.

The appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements

4. *Record Keeping*

The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a '*disposal freeze*' initiated under the *State Records Act 2000* (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse. The Shire of Lake Grace's record keeping practices as a result, have been modified to ensure the secure protection and retention of relevant records. These records (or part thereof) may be required to be provided to the State's Redress Coordination Unit in relation to a Redress application.

The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in *The Act*.

5. *Redress Decisions*

The Shire of Lake Grace should note that decisions regarding Redress applicant eligibility and the responsible institution(s), are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State Government and the

Shire of Lake Grace do not have any influence on the decision made and there is no right of appeal.

Legal Implications

The Shire of Lake Grace in agreeing to join the Scheme is required to adhere to legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

Authorisation of an appropriately appointed person to execute a service agreement with the State, if a Redress application is received, will be in accordance with s.9.49A(4) of the *Local Government Act 1995*.

Policy Implications

Nil

Consultation

The State, through the Department of Local Government, Sport and Cultural Industries (DLGSC), consulted with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments via:

- Webinars to local governments, predominately in regional and remote areas;
- Presentations at 12 WALGA Zone and Local Government Professional WA meetings;
- Responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that local governments were most commonly concerned about the:

- potential cost of Redress payments;
- availability of historical information;

- capacity of local governments to provide a Direct Personal Response (apology) if requested by Redress recipients;
- process and obligations relating to maintaining confidentiality if Redress applications are received, particularly in small local governments;
- lack of insurance coverage of Redress payments by LGIS, meaning local governments would need to self-fund participation and Redress payments.

LGIS published and distributed an update (April 2019) regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

The WALGA State Council meeting on 3 July 2019 recommended that:

1. WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.
2. WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.

DLGSC representatives presented at a WALGA hosted webinar on 18 February 2020 and presented at all WALGA Zone meetings in late February 2020.

The State's decision, in particular to cover the costs / payments to the survivor, has taken into account the feedback provided by local governments during the consultation detailed above.

Financial Implications

The State's decision will cover the following financial costs for local governments:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination or requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response (DPR – Apology) to the survivor if requested (on a fee for service basis with costs to be covered by the individual local government – see below).

The only financial cost the local government may incur will be the payment of the DPR's, which is on an '*as requested*' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All

requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

The State's decision also mitigates a significant financial risk to the local government in terms of waiving rights to future claims. Accepting an offer of redress has the effect of releasing the responsible participating organisation and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person, who receives redress through the Scheme, agrees to not bring or continue any civil claims against the responsible participating organisation in relation to any abuse within the scope of the Scheme.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2028

Social Objective A valued, Healthy and inclusive community and life-style

Outcome 2.1 An engaged, supportive and inclusive community

2.1.1 Community Services and Infrastructure meeting the needs of the district

Outcome 2.2 A healthy and safe community

2.2.2 Provide and advocate for medical and health services

Recommendation/Resolution

That Council:

- 1) Notes the consultation undertaken and information provided by the Department of Local Government, Sport and Cultural Industries regarding the National Redress Scheme and the participation of WA local governments;
- 2) Notes that the Shire of Lake Grace will not be included in the WA Government's amended participation declaration (and afforded the associated financial and administrative coverage), unless the Shire of Lake Grace makes a specific and formal decision to be included;
- 3) Endorses the participation of the Shire of Lake Grace in the National Redress Scheme as a State Government institution and be included as part of the State Government's declaration;
- 4) Grants authority to the Shire of Lake Grace to execute a service agreement with the State, if a Redress application is received;
- 5) Notes that a confidential report will be provided if a Redress application is received by the Shire of Lake Grace;

Voting Requirements

Simple majority required.



National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Attachment 14.4.1

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) is the state record holder for Redress and will keep copies of all documentation and RFI responses. Local Governments will be required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements of the *State Records Act 2000*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

Please contact:

Gordon MacMile
Director Strategic Coordination and Delivery
Email: gordon.macmile@dlgsc.wa.gov.au

Department of Local Government, Sport and Cultural Industries
246 Vincent Street, LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone: (08) 9492 9700
Website: www.dlgc.wa.gov.au

APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	- No responsibility for local governments. - The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	- ACT has no municipalities, and the ACT Government is responsible for local government functions. - ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	- In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. - The NSW Office for Local Government is leading communications with local councils about this decision. - NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	- The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. - NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	- Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. - The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	- Local governments are not currently included in the SA Government's declaration - The SA Government is still considering its approach to local governments.
Tasmania	- Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. - A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	- The Victorian Government's declaration includes local governments. - The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

14.4.2 BULLYING & HARASSMENT POLICY AND GRIEVANCE HANDLING POLICY & PROCEDURE

Applicant:	Internal Report
File No.	
Attachments	1. Bullying & Harassment Policy 2. Grievance Handling Policy & Procedure
Author:	 Mr Alan George Acting Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	11 May 2020
Senior Officer:	 Mr Alan George Acting Chief Executive Officer

Summary

For Council to consider the adoption of:

1. The Shire of Lake Grace Bullying and Harassment Policy, and
2. The Shire of Lake Grace Grievance Handling Policy and Procedure

Background

As a result of recommendations made over the past few months, it has become necessary to update certain Shire of Lake Grace policies.

Comment

The Shire of Lake Grace currently has an outdated and inadequate policy regarding Bullying and Harassment in the workplace.

A Bullying and Harassment Policy has been prepared based on best practice with reference to:

- Occupational Safety and Health Act, 1984, revised 2005
- Occupational Safety and Health Regulations, 1996, revised 2005
- Fair Work Act 2009 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)
- City of Albany

In conjunction with the Bullying and Harassment Policy, a Grievance Handling Policy and Procedure has been prepared.

Each policy clearly sets out the processes to follow should an employee have a grievance.

- There are references in the policies to “Grievance Officer” and “OSH representatives”. At present, the Shire has neither as the current OSH procedures require some work to update and complete. It is proposed that over the next few months, meetings will be convened with the outside staff to elect two OSH representatives and a grievance officer, should they request one that is not senior management. This process will also be carried out with the administration staff. In the meantime, the senior executive staff will be the point of contact for grievances.
- Reference made in the two policies to “Lake Grace disciplinary proceedings” refers to clauses 4.1, 4.2 and 4.3 of the Fitness for Work Policy being policy number 4.11 of the Shire of Lake Grace Policy Manual.

Legal Implications

The Shire of Lake Grace is bound by numerous acts as listed above.

Policy Implications

- The existing policies have been updated to reflect current expectations and legal requirements.
- The Shire of Lake Grace Occupational Safety and Health Policy require a major overhaul.

Consultation

- Various government regulation and acts
- McLeods Barristers and Solicitors
- City of Albany
-

Financial Implications

- A complete review of the Shire Occupational Safety and Health Policy is required and an indicative cost will be included in the 2020/2021 budget.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.1 A strategically focused, unified Council functioning efficiently.

4.1.1 Provide informed leadership on behalf of the community

4.1.3 Provide strategic leadership and governance

Outcome 4.2 An efficient and effective organisation

4.2.1 Provide a positive and safe workplace

Recommendation

That Council adopts the following policies and procedure:

1. Bullying and Harassment Policy
2. Grievance Handling Policy and Procedure

Voting Requirements

Simple majority required.

Shire of Lake Grace

Policy Manual

POLICY **Bullying and Harassment Policy****PURPOSE**

The Shire of Lake Grace is committed to meeting its obligation to provide a working environment free from harassment and bullying. The scope of this policy extends beyond Shire of Lake Grace premises, for example, applying during employee events such as parties or employee attendance at conferences.

The Shire of Lake Grace recognises it has a legal and ethical responsibility to ensure that employees are not subject to inappropriate behaviour that will not only affect their performance but also their health and wellbeing.

All employees have a responsibility to challenge bullying, harassment or unfair treatment of any kind that they witness and to bring it to the attention of relevant supervisor / managers or senior executive ensuring that this type of behaviour will not be tolerated.

This policy applies to all of the Shire of Lake Grace employees, contractors, volunteers, apprentices / trainees and work experience students at all Shire of Lake Grace worksites, with breaches of this policy treated as misconduct or serious misconduct where deemed appropriate.

OBJECTIVES

All Shire of Lake Grace employees are responsible for ensuring that breaches of this policy do not occur.

All staff are entitled to:

- recruitment and selection decisions based on merit and not affected by irrelevant personal characteristics;
- work free from discrimination, bullying and harassment; and
- the right to raise issues or to make an enquiry or complaint in a reasonable and respectful manner without being victimised.
- All staff must:
- follow the standards of behaviour outlined in this policy and the Shire of Lake Grace's Code of Conduct;
- avoid gossip and respect the confidentiality of complaint resolution procedures; and
- treat everyone with dignity, courtesy and respect.

GUIDELINES

Managers and supervisors have a leadership role and must also:

- model appropriate standards of behaviour;
- take steps to educate and make staff aware of their obligations under this policy and the law;
- intervene quickly and appropriately when they become aware of inappropriate behaviour;
- act fairly to resolve issues and enforce workplace behavioural standards, making sure all relevant parties are heard;
- help staff resolve complaints informally;
- refer formal complaints about breaches of this policy to Human Resources;

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- and
- ensure staff who raise an issue or make a complaint are not victimised.

What is bullying at work?

Bullying can take many forms, including unwelcome jokes, teasing, nicknames, emails, pictures, text messages, social isolation or unfair work practices. Bullying behaviour can be obvious or covert and may involve, for example, any of the following types of behaviour:

- Aggressive or intimidating conduct
- Belittling or humiliating comments
- Spreading malicious rumours
- Teasing, practical jokes or 'initiation ceremonies'
- Exclusion from work-related events
- Unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- Displaying offensive material
- Pressure to behave in an inappropriate manner.

However, in order for it to be defined as bullying the behaviour is usually repeated and unreasonable, inappropriate, offensive or degrading and could be reasonably regarded as creating a risk to health and safety to individuals at the workplace.

What is unlawful harassment?

Unlawful harassment occurs when a person, or a group of people, is intimidated, insulted or humiliated because of one or more characteristics. Unlawful harassment can arise as the result of a single incident as well as repeated incidents.

Just because someone does not object to inappropriate behaviour in the workplace at the time, does not mean that they are consenting to the behaviour.

Harassment can occur through behaviour such as:

- telling jokes about particular racial groups;
- sending explicit or sexually suggestive emails or texts;
- displaying offensive or pornographic websites or screen savers;
- making derogatory comments or taunts about someone's race or religion, gender or sexual orientation;
- asking intrusive questions or statements about someone's personal life;
- creating a hostile working environment, for example, where the display of pornographic materials or crude conversations, innuendo or offensive jokes are part of the accepted culture.

Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is any unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written. It can include:

- comments about a person's private life or the way they look;
- sexually suggestive behaviour, such as leering or staring;
- brushing up against someone, touching, fondling or hugging;
- sexually suggestive comments or jokes;
- displaying offensive screen savers, photos, calendars or objects;
- repeated unwanted requests to go out;
- insults or taunts of a sexual nature;
- sending sexually explicit emails or text messages;
- behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment in the workplace can occur at work, at work-related events, between people sharing the same workplace, or between colleagues outside of work. All staff and volunteers have the same rights and responsibilities in relation to sexual harassment.

A single incident is enough to constitute sexual harassment, it doesn't have to be repeated. All incidents of sexual harassment, no matter how large or small or who is involved, require employers and managers to respond quickly and appropriately. The Shire of Lake Grace recognises that comments and behaviour that do not offend one person can offend another.

What is not bullying or harassment

A single incident of unreasonable behaviour does not constitute bullying.

An isolated incident of inappropriate or unreasonable behaviour may be an affront to dignity at work but as a one off incident is not considered to be bullying. However as part of providing a workplace that is free from behaviours that pose a risk of injury or harm to employees, these type of incidents should not be ignored and may breach other Shire policies.

'Reasonable management practices' are not classed as bullying and can include (but are not limited to):

- a. a direction to carry out reasonable duties and instructions;
- b. a direction to comply with Shire rules, protocols, policies and procedures;
- c. setting reasonable goals, standards and deadlines;
- d. providing reasonable comments and advice (including relevant negative comments or feedback) on the work performance of an individual or group;
- e. rostering and allocating reasonable working hours;
- f. performance managing employees in accordance with the Shire's policies and procedures;
- g. providing informal and formal feedback about behaviour and conduct in a reasonable way; or
- h. implementing organisational change or restructuring.

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The following conduct does not constitute unlawful harassment:

- i. a person receives reasonable comment and advice (including relevant negative comments or feedback) from managers and supervisors on the work performance of an individual or group;
- j. a person is not offered a job because, notwithstanding that reasonable adjustments have been made, they cannot meet the inherent requirements of the job;
- k. another applicant was preferred in a recruitment and selection or promotion process where they have better demonstrated the skills and experience to meet the required criteria of the job;
- l. the Shire implements specific equal employment opportunity or 'affirmative action' strategies, plans or programs designed to ensure genuine equal opportunities in the workplace, particularly in relation to groups that have been disadvantaged in the past.

Breach of policy

A breach of this policy may have the following actions, but are not limited to:

1. Disciplinary action up to and including termination of employment;
2. The complainant receiving an oral or written apology from the respondent with a commitment to cease the behaviour;
3. The parties being required to participate in some form of counselling, mediation or conciliation;
4. The respondent undertaking training in relation to their behaviour; and
5. Drawing up a management plan to document agreed or proposed actions by the parties.

Vexatious claims and claims made without reasonable cause

Employees should not raise allegations which are vexatious or without reasonable cause. Any allegations which are later shown to be vexatious or made without reasonable cause will be dealt with according to the Shire of Lake Grace disciplinary proceedings.

'Without reasonable cause' means that a claim is made without there being any real reason, basis in fact(s) or purpose.

Vexatious means that:

- the main purpose of a claim is to harass, annoy or embarrass the other party; or
- there is another purpose for the grievance other than the settlement of the issues arising in the claim (or response).

Making a Complaint

As far as possible, employees should attempt to resolve issues informally by one of the following means:

- Directly approaching the person (either on their own or with another person as a support person) they believe is responsible for the bullying /harassment and;
- Telling them which behaviour they consider unreasonable and unacceptable; and

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- Asking them to stop; and
- Keeping a written record of this action.

If a worker believes they have experienced or witnessed behaviour in breach of this policy and an attempt to informally resolve the matter fails or is not appropriate they can make a complaint in any of the following ways:

- To their manager / supervisor or, if their manager / supervisor is the person whose behaviour is concerning them, the next person of seniority in their area;
- To a Grievance Officer / OSH Representative; or
- A member of the executive team

Whether or not the matter has been raised formally and whether or not the allegations have been raised verbally or in writing, managers / supervisors are responsible for addressing workplace bullying. If a manager / supervisor receives a complaint or otherwise becomes aware of workplace bullying, they should take action to attempt to resolve the matter.

Where a manager / supervisor is unsure whether the alleged behaviour may constitute bullying, they should contact the executive management team.

The matter will be thoroughly investigated and a report of the facts made in complete confidence. All complaints will be treated seriously and confidentially with the appropriate support and action taken to resolve the offending behaviour.

Please refer to the Grievance Handling Policy & Procedure regarding lodging a formal complaint and to understand the process and how it will be dealt with.

Confidentiality and Victimisation

The parties to a bullying / harassment complaint are required to maintain confidentiality in relation to the concern or complaint. The parties must not disclose, by any form of communication, either the fact or the substance of the allegations or issues to anyone other than a support person or a qualified counsellor or other professionals bound by confidentiality.

The victimisation of people making complaints is unlawful and will not be tolerated. A person must not victimise or otherwise subject another person to detrimental action as a consequence of that person raising, providing information about, or otherwise being involved in the resolution of a complaint under Shire's policies and procedures.

Any breach of either the confidentiality or non-victimisation requirements will be treated seriously by the Shire of Lake Grace, and may result in disciplinary action. Any such breach will be referred for investigation and dealt with according to the Shire of Lake Grace disciplinary proceedings.

Further Support

For more information please contact:

For policy queries, support or training please your manager / supervisor;
For policy queries please contact a Grievance Officer / OSH Representative;
For personal support please consider the Employee Assistance Program (EAP).

Associated Documents

- Occupational Safety & Health Policy
- Grievance Handling Policy & Procedure
- Equal Employment Opportunity and Discrimination Policy
- Employee Code of Conduct
- Council Policy: Code of Conduct (Council Member's, Committee Members, Staff and Volunteers)

References:

- Occupational Safety and Health Act, 1984, revised 2005
- Occupational Safety and Health Regulations, 1996, revised 2005
- Fair Work Act 2009 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)

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Document Development Officer:		Document Owner:	
Supervisor/Manager		Manager Corporate Services	
Document Control			
File Number - Document Type:			
Synergy Reference Number:			
Meta Data: Key Search Terms	Bullying and Harassment Policy		
Status of Document:			
Document file details:	Location of Document: Intranet		
Quality Assurance:	Manager Corporate Services, Executive Management Team		
Distribution:	Internal Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Executive Assistant	Council adoption Reference:	07 May 2020
1.1		Amendment. Grammatical errors and formatting only.	
1.2	Manager Corporate Services	Reviewed in consultation with Senior Executive team - Appended with document control and revision history and policy objective.	
2.0	Acting Chief Executive Officer	Reviewed and updated.	

POLICY GRIEVANCE HANDLING POLICY AND PROCEDURE

PURPOSE	The Shire of Lake Grace promotes good relations amongst workers and between workers and management. It is acknowledged that the enjoyment people experience in their job is reflected in how well they work and how well they relate to work colleagues and customers. The Shire of Lake Grace also acknowledges that problems can arise at work that may sometimes cause workers to feel aggrieved. This policy aims to ensure that complaints and grievances are handled and resolved in an appropriate, fair, transparent and timely manner, and in accordance with the principles of natural justice. This policy applies to behaviour that occurs in the workplace including work outside normal work hours and at work related events such as conferences, training events and social functions like after hours drinks, Christmas parties and at any other place where a worker is a representative of the Shire of Lake Grace.
OBJECTIVES	All workers have the right to work in a safe working environment and to be treated with dignity and respect; To ensure that issues raised are dealt with promptly and justly; To ensure fairness and consistency in the treatment of workers.
GUIDELINES	This policy applies to all workers at all Shire of Lake Grace worksites, with breaches of this policy treated as misconduct or serious misconduct where deemed appropriate. What constitutes a 'worker' within the business? • Employee • Contractor • Subcontractor • Outworker • Apprentice • Trainee • Student gaining work experience • Volunteer <u>What is a grievance?</u> A workplace grievance / complaint means a problem, concern, issue or incident raised by a worker. Examples may include but are not limited to: interpersonal conflicts between workers, the physical work environment or perceived unfairness in the workplace.

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Please refer to the Grievance procedure at the bottom of this policy which gives advice about what to do if a worker has a grievance and what will happen if a formal complaint is made.

Responsibilities

All Shire of Lake Grace workers are responsible for ensuring that breaches of this policy do not occur.

All staff must:

- Be aware of this policy;
- Ensure their behaviour in the workplace complies with this policy;
- If an employee has any questions in relation to this policy, then they can ask their supervisor / manager / senior executive;
- Respect the confidentiality of any complaint made and avoid gossip in relation to any possible inappropriate conduct.

Additional responsibilities of managers and supervisors:

Managers and supervisors have a leadership role and must also:

- Investigate a complaint or refer it to senior executive in accordance with this policy;
- Not allow, permit, assist or tolerate inappropriate actions occurring or continuing by their action or inaction;
- Not victimise a person for making a complaint;
- Ensure that confidentiality is maintained in relation to complaints including stopping gossip when they are aware of it.

PROCEDURE Informal Stage

Address the issue directly

If the worker feels comfortable doing so, she / he should attempt to resolve the issue by discussing it confidentially with the other person (the respondent) as soon as practicable after it arises. If assistance is required, please contact the supervisor / manager / senior executive.

The worker can tell them that their behaviour, decision, actions, etc was unfair, offensive, discriminatory etc., and why they believe this to be so. This person may have been totally unaware of the effect of their behaviour or decision. By bringing this to their attention, they are given a chance to address the situation.

This may not be appropriate in some cases, particularly if the complainant feels uncomfortable speaking to this person.

Raise the matter with supervisor / manager / senior executive

Workers can settle most grievances informally with their supervisor or manager as many problems can be raised and settled during the course of everyday working relationships. This also allows for problems to be settled quickly, however workers can raise issues with a senior executive

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if the issue is related to their Supervisor or Manager.

An informal meeting is designed to be an initial attempt to resolve the matter quickly between the member of staff and their supervisor / manager without embarking on the formal stages.

A supervisor / manager will initially investigate the complaint and determine whether a more formal investigation is required. If the line manager is the subject of the complaint, or cannot be objective in an investigation, the matter must be referred to a senior executive.

Supervisors / Managers should keep a written record of the discussions and provide the worker with a note of the outcome of the informal stage (this can be done via email or file note).

If no resolution is achieved from the informal meeting, the worker(s) may choose to initiate the formal procedure. Each complaint will be dealt with in a timely and effective manner given all circumstances.

Mediation

Mediation is voluntary and will only take place with agreement of both parties to support resolution. It is accepted that if used correctly, mediation can create an environment in which the individuals involved can jointly discuss the issues and find a mutually agreeable solution. Alternatively mediation can be held at the same time but with individuals in separate rooms.

The aim of mediation in this context is for an independent person to explore the issues with the two parties and seek to find a mutually acceptable way of resolving the matter. A desirable outcome may be an agreement and if necessary an action plan, which will set the standards of conduct required for a more harmonious working relationship in the future.

The overriding aim of workplace mediation is to restore and maintain the employment relationship wherever possible. This means the focus is on working together to go forward, not determining who was right or wrong in the past.

Formal Stage

A formal investigation is appropriate where an informal resolution was not successful or the worker wishes to lodge a formal grievance. This can be because one or more of the factors exist:

- Where the complainant wants the matter to be dealt with formally.
- The matter is of a serious nature with significant ongoing consequences.
- The behaviours are repeated over an extended period of time.
- The impact on the complainant is significant psychologically and/or physically.
- The working relationship has broken down.

Attachment 14.4.2

If somebody decides to go ahead and make a formal complaint, it will be taken seriously and investigated in an impartial manner. This may mean that the person that made the complaint, the person complained about, and any witnesses will be interviewed. Again, confidentiality will be assured and no decision will be made until the investigation is complete.

If somebody comes forward with a complaint, they will not be treated unfairly or victimised as a result. If a complaint is made against a worker, that worker will not be prejudged. They will have an opportunity to tell their side of the story.

Steps

- A formal grievance should be put in writing and reported to the workers supervisor / manager, grievance officer or senior executive (refer to Appendix 1 Grievance Form which can, but doesn't need to, be used to do this). The written complaint should contain a description of the incident(s) / behaviour in question, the time and date of the incident(s) etc., the names of any witnesses, and any supporting evidence such as emails, photographs, texts etc.
- The Manager Corporate Services will decide who to allocate the investigation to. It may be a grievance officer, member of executive, or external independent investigator.
- The person against whom the allegations are made will be provided with a letter of allegations that will be investigated.
- All parties will be informed in writing of the outcomes of any investigative process.

Investigation Process

An investigation must have commenced within 10 business days of the written complaint been given to management. The time frames outlined can be varied either by agreement between the parties, at the Senior Executive's discretion for operational requirements or a justifiable reason for the delay can be substantiated; e.g. illness or leave, and all parties involved to be informed.

Typical steps in an investigation include:

- All parties involved will be invited to an interview. Workers are entitled to invite a support person to join them in an interview. Support people are there to observe and support, not to participate in the interview. They must also not be a witness to either party.
- The investigator interviews the complainant.
- The investigator interviews any witnesses identified and makes a written statement of all witnesses.
- The investigator checks the accuracy of the statements with the relevant witnesses and a final statement is completed within 5 business days of the draft statement being provided to the complainant/witness.
- The investigator interviews the respondent which will include outlining the grievance process, the principles that apply to the process and the procedure that will be followed.
- The investigator makes a written statement based on the interview

Attachment 14.4.2

with the respondent and any relevant witnesses and checks the accuracy of the statements with the relevant witnesses and a final statement is completed within 5 business days of the draft statement being provided to the respondent/witness.

- The Investigator provides a written report which contains all the relevant evidence and states whether the allegations are substantiated or not.
- The Shire of Lake Grace will make a decision and both parties will be notified of the outcome.

If the complaint is substantiated, the appropriate disciplinary action may be taken.

If the complaint is unsubstantiated, the worker will be given an explanation as to why that finding was made. If the complaint is found to have been completely fabricated, appropriate disciplinary action may be taken against the complainant.

Temporary Transfers or Suspension

During the investigation either person may request alternate working arrangements, the Shire of Lake Grace will endeavour to accommodate the request. When an individual's grievance is of harassment or bullying nature, it may be appropriate to ensure that while the matter is under investigation, the complainant is not subjected to any further alleged harassment or bullying. One way to support the complainant is in one party being temporarily moved to a different business unit. Good practice suggests that it is not appropriate to move the complainant and therefore it is usual to move the alleged harasser / bully temporarily. The necessity to move one party to a complaint will depend upon the severity of the allegations that have been made.

The grievance should be handled confidentiality so that no one, other than the parties involved and line management, are aware that a complaint has been made and the subsequent reason for the temporary move.

In instances where the alleged behaviour is considered serious or poses a threat to a worker, the Shire of Lake Grace may suspend one or both parties from normal working duties. Suspension is a holding action and does not imply guilt. The employee(s) will continue to receive full pay whilst suspended.

Disciplinary Action

A worker who engages in any conduct that constitutes discrimination, harassment, bullying, victimisation or breach of confidentiality, will be subject to disciplinary action, which can include instant dismissal. If the investigation reveals that the complaint is valid a number of actions may be taken depending on the nature of the complaint. The outcome may include but is not limited to:

Attachment 14.4.2

- Apology
- Counselling
- Training
- Warning – verbal or written
- Dismissal

If the investigation is inconclusive, i.e. the complaint cannot be proved due to lack of evidence; the Shire of Lake Grace may nevertheless take a number of actions. These may include training of all employees and monitoring behaviour of all employees.

Any manager who is made aware of any behaviour that could be discrimination, harassment, bullying, victimisation or breach of confidentiality and who does not deal with the conduct appropriately or report the conduct to senior executive can also be subject to appropriate disciplinary action.

Confidentiality and Victimisation

The parties to a grievance / complaint are required to maintain confidentiality in relation to the concern or complaint. The parties must not disclose, by any form of communication, either the fact or the substance of the allegations or issues to anyone other than a support person or a qualified counsellor.

The victimisation of people making complaints is unlawful and will not be tolerated. A person must not victimise or otherwise subject another person to detrimental action as a consequence of that person rising, providing information about or otherwise being involved in the resolution of a complaint under the Shire of Lake Grace's policies and procedures.

Any breach of either the confidentiality or non-victimisation requirements will be treated seriously by the Shire, and may result in disciplinary action. Any such breach will be dealt with according to the Shire of Lake Grace disciplinary proceedings.

Vexatious claims and claims made without reasonable cause

Workers should not raise allegations which are vexatious or without reasonable cause. Any allegations which are later shown to be vexatious or made without reasonable cause will be dealt with according to the Shire of Lake Grace's disciplinary proceedings.

'Without reasonable cause' means that a claim is made without there being any real reason, basis in fact(s) or purpose.

Vexatious means that:

- the main purpose of a claim is to harass, annoy or embarrass the other party; or
- there is another purpose for the grievance other than the settlement of the issues arising in the claim (or response).

Employee Assistance Program (EAP)

Employees may wish to receive impartial advice, support and guidance by utilising the Employee Assistance Programme (EAP). Details of which can be found on the intranet, the monthly staff newsletter or by contacting the Manager Corporate Services.

EAP is also valuable for individuals against whom an allegation of harassment is being made. They may be unaware of, or insensitive to, the impact of their actions and counselling can help.

Further Support

For more information please contact:

- For policy queries, support or training please contact the Manager Corporate Services;
- For policy queries please contact a grievance officer / OSH Representative;
- For personal support please consider the Employee Assistance Program (EAP);
- At any time the complainant may make a complaint to the Equal Opportunity Commission (ph:1800 198 149) The Australian Human Rights Commission (ph:1300 656 419) or bring a claim before Fair Work Australia (ph: 1300 799 675).

Associated Documents

- Occupational Safety & Health Policy
- Bullying and Harassment Policy
- Equal Employment Opportunity and Discrimination Policy
- Employee Code of Conduct
- Council Policy: Code of Conduct (Council Member's, Committee Members, Staff and Volunteers)

References:

- Fair Work Act 2009
- WA Equal Employment Opportunity Act (1984)
- Local Government Act 1995 which is also complimented by guidelines and handbooks, produce by the Department of Local Government (WA).
- State Records Act 2000 (WA)
- Privacy Act 1988 (C'th)
- Freedom of information Act 1992 (WA)
- Equal Employment Opportunity Act 1984
- Public Interest Disclosure Act (2003)
- Occupational Health and Safety Act 1984 (WA) revised 2005
- Occupational Safety and Health Regulations, 1996, revised 2005
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Australian Human Rights Commission Act 1986 (Cth)

Appendix 1 - Grievance Form

Name of Employee		Synergy Number (HR)	
Position Title		Supervisor / Manager	
Contact Number		Supervisor / Manager Title	
Work Location		Date	

Checklist for lodging a complaint

If you have decided to lodge a grievance / complaint you need to:

- Put it in writing to a Grievance Officer.
- Make sure that ALL details are a true and correct interpretation of the events.
- Attach any relevant documentation.

If you require any assistance, or if you have any queries relating to this form, please contact a Grievance Officer.

After receiving your claim:

- The Grievance Officer will invite you to an investigation interview;
- The claim and any relevant information from those involved in the process will be investigated;
- A report will determine if the course of action was either:
 - Substantiated; or,
 - Unsubstantiated.
- You will then be told the outcome of the investigation.

Confidentiality Clause:

Any information that is disclosed in the course of any dealing with this claim is highly confidential. You understand and agree that no part of this claim is to be discussed with any other person, except a counsellor or support person whether they be involved in the investigation or not.

Complainant Signature: _____ Date: _____

Summary of your grievance:

Please give a brief outline of your complaint, we need to know:

- What is the nature of your grievance;
- What is the process/outcome/communication/policy in which you believe to be unjust;
- Who was involved in this process, and how was their approach inappropriate;
- How do you believe this could have been handled more appropriately;
- Why do you feel that the outcome was unfair, and what do you think would have been a fair outcome.

You may also choose to attach photocopies of any documents that you think might help us investigate your complaint.

Attachment 14.4.2

Document Approval			
Document Development Officer:		Document Owner:	
Supervisor/Manager		Manager Corporate Services	
Document Control			
File Number - Document Type:			
Synergy Reference Number:			
Meta Data: Key Search Terms	Grievance Handling Policy and Procedure Grievance, Morale, Issues, Conflict, Resolution		
Status of Document:	Reviewed, Approved.		
Document file details:	Location of Document: Intranet		
Quality Assurance:	Manager Corporate Services, Executive Management Team		
Distribution:	Internal Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Executive Assistant	Council adoption Reference:	07 May 2020
1.1		Amendment. Grammatical errors and formatting only.	
1.2	Manager Corporate Services	Reviewed in consultation with Senior Executive team - Appended with document control and revision history and policy objective.	
2.0	Acting Chief Executive Officer	Reviewed and updated.	

14.4.3 REVIEW OF POLICY 3.7 – PURCHASING

Applicant:	Internal Report
File No.	0050
Attachments:	Policy 3.7 - Purchasing
Author:	 Mr Jason Lip Technical Officer
Disclosure of Interest:	Nil
Date of Report:	12 May 2020
Senior Officer:	 Mr Alan George Acting Chief Executive Officer

Summary

For Council to update the Shire's Purchasing Policy to be consistent with Western Australian State Legislation, streamline the procurement process for Shire officers, and make amendments to include the Manager Corporate Services position into the policy.

Background

As part of the State Government's response to the COVID-19 pandemic, a review of related legislature concerning local governments was undertaken to ease day-to-day operations and essential functions that would otherwise be too cumbersome or difficult to follow whilst also adhering to advice from the Department of Health to protect both the public and local government staff.

Amendments made from this response are mainly to grant additional powers to local governments during a declared State of Emergency, however, there are also amendments that are technically not related being in a State of Emergency but would still be in effect after the cessation of the declaration. The change to the tendering threshold is one such change that must be reflected in the Shire's Policy Manual as soon as possible. These regulations were published on 9 April 2020 and adopted on 10 April 2020.

While putting Policy 3.7 – Purchasing under review, there are a few changes that could be made to streamline the procurement process of smaller items which consume a large amount of time relative to the value of the item.

Comment

The amendment to the regulations on when tenders have to be publicly invited was proposed to be raised from \$150,000 to \$250,000 in Gazette 2020/54 dated 9 April 2020 ([link](#)), and was put in force the following day per its commencement clause. However, the regulation instructing

local governments to actually implement a purchasing policy consistent with the \$250,000 threshold was only amended in Gazette 2020/70 ([link](#)) on 8 May 2020, put into force the following day.

Therefore, to become compliant with regulations, it is necessary to update the Shire's Purchasing Policy in regards to purchasing thresholds. It is recommended to increase the upper bracket of the purchasing thresholds from \$150,000 to \$250,000 without altering its quotation requirements (instead of creating a new bracket with new quotation requirements).

There are also additional provisions for procurement to bypass a formal tender process while under a State of Emergency, however, they are already covered by our Purchasing Policy under clause 5.7 Tendering Exemptions, quoted *"any of the other exclusions under Regulation 11 of the Regulations apply"*.

The other change to the Purchasing Policy to be recommended is to remove the purchasing threshold bracket from \$1,000 - \$4,999 and increase the threshold bracket of \$0 - \$999 to \$0 - \$4,999 whilst retaining its quotation requirements.

The main motivation behind this is the current \$1,000 - \$4,999 bracket is still low enough that suppliers coming from outside the shire would be moderately disadvantaged due to travel distance and labour costs making up a fairly large amount of their quote. The disadvantage would only widen if the job is over multiple days accruing accommodation or further roundtrip travel costs.

The Purchasing Policy as it is now is quite rigid in its requirements, which clashes with the scarcity of suppliers based locally. As it stands, Shire of Lake Grace officers are forced to agitate suppliers based outside the shire by requesting a quote yet never awarding them jobs because the local supplier is consistently 20% cheaper for similar work quality. Legislation only requires the existence of a purchasing policy that defines form of quotation, minimum number of verbal or written quotations, and the recordkeeping process. It does not specify a discrete minimum number of quotes. Council can theoretically set the purchasing policy to require no quotes up to \$250,000 without breaking regulations. Therefore, this proposed change would have no bearing on regulatory requirements.

This change will also greatly speed up the procurement process of minor goods and services (of which there is a great quantity), while reinforcing productive and considerate behaviour during the procurement process.

For reference, the Shire of Wagin's Purchasing Policy does not require any quotes up to a value of \$2,000, and two verbal quotes between \$2,001 and \$9,999. The Shire of Dumbleyung's Purchasing Policy does not require any quotes up to a value of \$1,500, and only a single quote for purchases between \$1,500 and \$5,000. Further away, the Shire of Murray requires one quote for purchases up to \$5,000 with the clause that a local supplier must be asked, if possible.

Changes recommended are as follows, with red strikethrough denoting removal and green denoting additions.

Purchase Value Threshold (excluding GST)	Purchasing Requirement
	1.
Up to \$999 \$4,999	Direct purchase from suppliers not requiring any written quotations, although as best practice, one verbal quote should be obtained in most instances, and evidence of quote provided at requisition stage. <u>A quote from a local supplier must be retrieved if possible.</u>
\$1,000 to \$4,999	Direct purchase from suppliers requiring only two verbal quotations, and evidence of quotes provided at requisition stage.
\$5,000 to \$19,999	<u>Two</u> (2) written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.
\$19,999 – \$149,999 <u>\$20,000 to \$250,000</u>	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with pre-determined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.
Over \$150,000 \$250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. 2. Note: The WALGA Preferred Supply Program does qualify for compliance under the <i>Local Government (Functions and General) Regulations 1996</i> .

A final addition to the Purchasing Policy will be the addition of the Manager Corporate Services as a Purchasing Officer with a limit of \$50,000 in line with other management positions.

Legal Implications

Local Government Act 1995

2.7. Role of council

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

Local Government (Functions and General) Regulations 1996

11A. Purchasing policies for local governments

- (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.

11. When tenders have to be publicly invite

- (1A) In this regulation –

state of emergency declaration has the meaning given in the *Emergency Management Act 2005* section 3.
- (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.

Policy Implications

Shire of Lake Grace – Policy Manual

Policy 3.7 Purchasing Policy

Consultation

Internal: Alan George, Acting Chief Executive
 Craig Elefsen, Manager Infrastructure Services
 Jason Lip, Technical Officer

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership demonstrating fair and equitable community values

Outcomes 4.2 An efficient and effective organisation

4.2.1 Maintain accountability and financial responsibility through effective planning

4.2.2 Comply with statutory and legislative requirements

4.2.3 Provide a positive and safe workplace

Recommendation

That Council adopts the following amendments to Policy 3.7 Purchasing:

1. In Clause 5.2 Policy, change all mentions of \$150,000 to \$250,000;
2. In Clause 5.5 Purchasing Officers, include the Manager Corporate Services as a purchasing officer with a limit of \$50,000 by replacing the current table with the following table –

Officer	Purchase Order Value
Chief Executive Officer	Unlimited (within adopted budget and guidelines)
Deputy Chief Executive Officer	\$50,000
Manager Infrastructure Services	\$50,000
Manager Corporate Services	\$50,000
Marketing & Engagement Coordinator	\$5,000

3. In Clause 5.6 Purchasing Thresholds, replace the \$150,000 figure with \$250,000 in the sentence “A tender or tender-exempt purchase process is to be used where there is some uncertainty about whether the consideration will exceed the \$150,000 threshold”;
4. In Clause 5.6 Purchasing Thresholds, replace the Purchasing Requirement table with the following table –

Purchase Value Threshold (excluding GST)	Purchasing Requirement
Up to \$4,999	Direct purchase from suppliers not requiring any written quotations, although as best practice, one verbal quote should be obtained in most instances, and evidence of quote provided at requisition stage. A quote from a local supplier must be retrieved if possible.
\$5,000 to \$19,999	Two (2) written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.
\$20,000 to \$250,000	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with pre-determined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.
Over \$250,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Note: The WALGA Preferred Supply Program does qualify for compliance under the <i>Local Government (Functions and General) Regulations 1996</i> .

5. In Clause 5.8 Inviting Tenders Under the Tender Threshold, change the \$150,000 figure to \$250,000;
6. In Clause 5.9 Sole Source of Supply, append “Manager Corporate Services” to the list of positions in the sentence “Once determined, the justification must be endorsed by the Chief Executive Officer / Deputy Chief Executive Officer / Manager Infrastructure Services...”.

Voting Requirements

Simple majority required.

Attachment 14.4.3

POLICY 3.7	Purchasing Policy
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POLICY	The Purchasing Policy as per Attachment 3.7 on the following pages is adopted as Council Policy.
OBJECTIVES	To provide compliance with the Local Government Act 1995 and the Local Government (Functions and General) Regulations, 1996 (as amended). To provide clear guidelines to the Council and its officers for purchasing goods and services where the value of goods will be equal to or less than \$150,000 excluding GST. To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas. To establish Council's support for local business.
GUIDELINES	Local Government Act 1995 – s3.57 (as amended). Local Government (Functions and General) Regulations 1996 (as amended).
HISTORY	The Local Government (Functions and General) Amendment Regulations 2007 increased the tender threshold to \$100,000 and require local governments to have a purchasing policy for amounts equal to or less than the new \$100,000 threshold. Adopted Motion 10376 March 2007. Motion 10602 April 2008 – amended by deletion of the administrative process for the calling of tenders which are regulated. Motion 10951 24 February 2010 – amended to streamline requirements for written quotations where value is minimal and availability limited, and incorporate local price preferencing. Motion 11479 25 July 2012 – amended with regard to accessing preferred suppliers and officers able to purchase on the Shire's behalf. Amended 24 June 2015 Motion 12059. Amended 22 June 2016 Motion 12312. Amended 20 February 2019 Motion 12915 Amended 17 April 2019 Motion 12976
REVIEW	Deputy Chief Executive Officer

ATTACHMENT 3.7 - SHIRE OF LAKE GRACE PURCHASING POLICY

1 POLICY

The Shire of Lake Grace (the Shire) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”) Procurement processes and practices to be complied with are defined within this Policy and the Shire’s prescribed procurement procedures.

2 OBJECTIVES

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Shire;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and,
- are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

3 ETHICS & INTEGRITY

3.1 Code of Conduct

All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

3.2 Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and,
- any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Attachment 14.4.3

Shire of Lake Grace

Policy Manual

4 VALUE FOR MONEY**4.1 Policy**

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

4.2 Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.;
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and,
- providing opportunities for businesses within the Shire boundaries to be given the opportunity to quote for providing goods and services wherever possible.

5 PURCHASING REQUIREMENTS**5.1 Legislative / Regulatory Requirements**

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

5.2 Policy

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.6 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 0 of this Policy is not deemed to be suitable.

5.3 Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);

Attachment 14.4.3

2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply; and,
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

5.4 Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

5.5 Purchasing Officers – Financial Limits

All orders with the exception of petty cash outlays require the issue of a Purchase Order.

All officers are permitted to obtain verbal or written quotations for goods and services for the Shire, however the following officers are permitted to issue purchase orders on behalf of the Shire of Lake Grace within the financial limits specified:

Officer	Purchase Order Value
Chief Executive Officer	Unlimited (within adopted budget and guidelines)
Deputy Chief Executive Officer	\$50,000
Manager Infrastructure Services	\$50,000
Marketing & Engagement Coordinator	\$5,000

5.6 Purchasing Thresholds

The Chief Executive Officer (CEO) may approve of a variation in the process related to the prescribed purchase thresholds in circumstances where the CEO considers that:

- An emergency exists; or
- The specific purchasing process has been undertaken within the previous six months and no tender was accepted or contract was entered into; or
- Only one supplier is known to exist as a result of the specialised nature of the intended purchase; or
- Delays caused by undertaking the required process might create a significant financial penalty for the Shire.

The CEO will confirm by email any variation, and attach that email to the quote record.

A tender or tender-exempt purchase process is to be used where there is some uncertainty about whether the consideration will exceed the \$150,000 threshold.

Tender-exempt purchases are required to use a formal quote process.

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Attachment 14.4.3

Purchase Value Threshold (excluding GST)	Purchasing Requirement
Up to \$999	Direct purchase from suppliers not requiring any written quotations, although as best practice, one verbal quote should be obtained in most instances, and evidence of quote provided at requisition stage.
\$1,000 to \$4,999	Direct purchase from suppliers requiring only two verbal quotations, and evidence of quotes provided at requisition stage.
\$5,000 to \$19,999	2 written quotations to be obtained and documented by responsible officer, and evidence of quotes provided at requisition stage.
\$19,999 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations), with pre-determined written assessment criteria in addition to price, and formal quote process. Evidence of quotes to be provided at requisition stage. Obtain at least three (3) written quotations from suppliers with written specifications.
Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. Note: The WALGA Preferred Supply Program does qualify for compliance under the <i>Local Government (Functions and General) Regulations 1996</i> .

Note: All or any quotations may be obtained from:

- an existing panel of pre-qualified suppliers administered by the Shire, or
- a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or
- from the open market

5.7 Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement;
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

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5.8 Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

5.9 Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer / Deputy Chief Executive Officer / Manager Infrastructure Services, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

5.10 Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

5.11 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

6 RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;

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- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

7 SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY

The Shire is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of Corporate Social Responsibility (CSR). Where appropriate, the Shire shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Shire's sustainability objectives.

8 BUY LOCAL POLICY

As much as practicable, the Shire must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

Local Price Preference

When officers seek quotations or purchase goods or services, quotes must be obtained from businesses (if in existence) that could provide the good or service required that are located within the Shire of Lake Grace. When the provision of goods or services is not being sought by tender the following preference will be provided to local suppliers whose business is based within the Shire of Lake Grace and the product quality is comparable:

- 5% for any purchase up to \$20,000.00; and
- 2% for any purchase between \$20,001.00 and \$100,000.

9 PURCHASING FROM DISABILITY ENTERPRISES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

10 PURCHASING FROM ABORIGINAL BUSINESSES

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money. Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation

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of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

11 PANELS OF PRE-QUALIFIED SUPPLIERS

11.1 Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

11.2 Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

11.3 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire/Town/City intends to:

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- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.4; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 11.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

11.4 Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be made through eQuotes, or any other electronic quotation facility.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

11.5 Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;

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- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire.

14.4.4 BUDGET CONSIDERATIONS

Applicant:	Internal Report
File No.	Nil
Attachments:	COVID-19 Financial Hardship Policy Template
Author:	 Mr Alan George ACTING CHIEF EXECUTIVE OFFICER
Disclosure of Interest:	Nil
Date of Report:	14 May 2020
Senior Officer:	 Mr Alan George ACTING CHIEF EXECUTIVE OFFICER

Summary

Recent amendments to the Local Government Act permits the Minister for Local Government to make Ministerial Orders to modify or suspend specified provisions of the Act or associated Regulations while a state of emergency is in force.

Background

The COVID-19 crisis has resulted in many changes to the way that local governments have been expected to respond, some of these relates to the charging of interest on overdue rates.

The Ministerial Order issued on 8 May 2020 relating to overdue rates and charging of interest is as follows:

- Residential and small business ratepayers who are suffering financial hardship due to the COVID-19 pandemic will not be charged interest on overdue rates in 2020/2021.
- The maximum interest rate payable by all ratepayers has also been reduced, from a maximum of 11% to a maximum of 8%. This new limit aligns with the Australian Tax Office penalty for overdue payments;
- Interest on instalments remains at 5.5% if a Local Government has a Hardship Policy, and to a maximum of 3% if a Local Government does not have a hardship policy.
- If adopting a minimum rate or rate in the dollar no higher than that imposed in 2019/20, and then there is no need to advertise differential rates. The only requirement is to place a notice on your website.

The Shire of Lake Grace does not currently have a hardship policy other than a specific hardship policy relating to water services relating to the sewerage scheme. WALGA has prepared a template for the COVID-19 Hardship Policy for shires to use.

Comment

At present, ratepayers seeking to make repayment arrangements due to financial hardship are taken on the merit of their individual circumstances. The adoption of the COVID-19 Financial Hardship Policy will formalise the process during the time in which the state of emergency is in force.

The reduction in interest based on last year's amounts and the new interest rates are;

			Projected			
			amount to			
	19/20		be charged	Proposed New	Projection	Impact of
Charge	Actual	Rate %	interest	interest	of Interest	Reduced Interest
Instalment Interest	13,941	5.50%	253,479	3.00%	7,604	6,337
Penalty interest	16,061	11.00%	146,012	8.00%	11,681	4,380
	30,002					10,717

Other items as recommended by the Minister of Local Government to be considered are:

- Zero % increase on rates charged for GRV
- Freezing of fees and charges
- Freeze on rent/lease payments from shire leased premises
- Also to be considered by Council;

should the zero increase in rates apply to UV given the price of fuel, grain outlook and the minimal impact on farming operations (zero % increase last year).

Legal Implications

Local Government Act 2005

Policy Implications

The introduction of the COVID-19 Hardship Policy to be in place during which time the state of emergency is in force.

Consultation

External WALGA

Financial Implications

The freeze on rate increases and the reduction of penalty interest charges will have an impact on the Shire budget for 2020/21.

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017-2027

Leadership Objective – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.1 A strategically focused, unified Council functioning efficiently.

4.1.1 Provide informed leadership on behalf of the community

4.1.2 Provide strategic leadership and governance

Outcome 4.2 An efficient and effective organisation

4.2.1 Maintain financial accountability through effective planning

4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council:

- Considers the adoption of a Covid-19 Financial Hardship Policy
- Considers the effect of the freezing of rates, fees and charges upon the 2020/2021 annual budget.

Voting Requirements

Simple majority required.

Template COVID-19 Financial Hardship Policy



WALGA Note: WALGA provides this template policy as a **guide** for Local Governments. This template policy provides suggested wording only and Local Governments should review this policy content and consider, develop and implement policy suitable to their operational requirements.

Remember: Policy implementation is given effect through appropriate induction, ongoing training and operational procedures that evidence Council Members and Employees have been made aware of and are accountable for their obligations and responsibilities.

Policy Objective

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the <<Shire/ Town / City of XXX>> recognises that these challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

Policy Scope

This policy applies to:

1. Outstanding rates and service charges as at the date of adoption of this policy; and
2. Rates and service charges levied for the 2020/21 financial year.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

Policy Statement

1 Payment difficulties, hardship and vulnerability¹

Payment difficulties, or short term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The <<Shire/ Town / City of XXX>> recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

¹ Adapted from the Ombudsman Western Australia publication, **Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:**
<http://www.ombudsman.wa.gov.au/>

Template – COVID-19 Financial Hardship Policy



2 Anticipated Financial Hardship due to COVID19

We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer will be responsible for informing the <<Shire/ Town / City of XXX>> of any change in circumstance that jeopardises the agreed payment schedule.

WALGA Note:

A [Ministerial Order Gazetted on 8 May 2020](#) in accordance with Part 10 of the *Local Government Act 1995*, prohibits application of interest or penalty charges on an excluded person's rate and service charge debts in the 2020/21 financial year or until the Order is revoked or expires.

Clause 5 (below) has therefore been updated to align the template policy with the Ministerial Order so that the template policy is appropriate for Local Governments that have not yet adopted a Financial Hardship Policy and wish to do so based upon this template.

Template – COVID-19 Financial Hardship Policy



5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria will not attract interest or penalty charges on rates / service charge debt in 2020/21, subject to the period of time that the Local Government (COVID-19 Response) Ministerial Order 2020 remains effective (SL 2020/67 – Gazetted 8 May 2020).

In the case of severe financial hardship, the <<Shire / Town / City>> may consider writing off interest applicable to the Emergency Services Levy and / or interest previously accrued on rates and service charge debts.

6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

7 Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.

Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

8 Review

We will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

9 Communication and Confidentiality

We will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

Attachment 14.4.4

Template – COVID-19 Financial Hardship Policy



We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]			Owner Business Unit:	[insert Unit Title]		
Reviewer:	[insert Position Title]			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996						
Other:							
Organisational:							
Document Management:							
Risk Rating:	[low / med / high]	Review Frequency:	[annual / biennial / triennial]	Next Due:	[20###]	Records Ref:	[CP#####]
Version #	Decision Reference:		Synopsis:				
1.	[decision date / TRIM Ref]		[brief description of the adoption / changes approved]				
2.							

14.5 FINANCE**14.5.1 ACCOUNTS FOR PAYMENT – APRIL 2020**

Applicant:	Internal Report
File No.	0277
Attachments:	List of Accounts Payable
Author:	 Victoria Gracheva Finance Officer
Disclosure of Interest:	Nil
Date of Report:	11 May 2020
Senior Officer:	 Alan George Acting Chief Executive Officer

Summary

For Council to ratify expenditures incurred for the month of April 2020.

Background

List of payments for the month of April 2020 through the Municipal and Trust accounts are attached.

Comment

In accordance with the requirements of the Local Government Act 1995, a list of creditors is to be completed for each month showing:

- (a) The payee's name
- (b) The amount of the payment
- (c) Sufficient information to identify the transaction
- (d) The date of payment

The attached list meets the requirements of the Financial Management Regulations.

Legal Implications

Local Government (Financial Management) Regulations 1996 – Reg 12
Local Government (Financial Management) Regulations 1996 – Reg 13

Policy Implications

Policy 3.6 - Authorised Use of Credit Card/Fuel Cards
Policy 3.7 - Purchasing Policy

Consultation

Nil

Financial Implications

The list of creditors paid for the month of April 2020 from the Municipal and Trust Account Total \$1,090,390.27.

Strategic Implications*Shire of Lake Grace Strategic Community Plan 2017-2027*

Leadership – Strong governance and leadership, demonstrating fair and equitable community values.

Outcomes 4.2 An efficient and effective organisation

4.2.1 Maintain accountability and financial responsibility through effective planning

4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council ratify the list of payments totalling \$1,090,390.27 as presented for the month of April 2020 incorporating:

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1525	\$51.00
Electronic Funds Transfers	EFT20815 – EFT20897	\$1,028,545.54
Municipal Account	36849 - 36855	\$34,448.29
Direct Debits	DD8966.1 - DD8999.7	\$27,345.44
	TOTAL	1,090,390.27

Voting Requirements

Simple majority required.

Shire of Lake Grace

CERTIFICATE OF EXPENDITURE April 2020



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Trust Account	1525	\$51.00
Electronic Funds Transfers	EFT20815 – EFT20897	\$1,028,545.54
Municipal Account	36849 - 36855	\$34,448.29
Direct Debits	DD8966.1 - DD8999.7	\$27,345.44
	TOTAL	1,090,390.27

To the Municipal and Trust Accounts, totalling \$1,090,390.27 which were submitted to each member of the Council on 20 May 2020, have been checked and fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costing's and the amounts shown are due for payment.

Alan George
ACTING CHIEF EXECUTIVE OFFICER

Attachment 14.5.1

Chq/EFT	Date	Description	Inv Amt	Payment Amt
1525	14/04/2020	Francois Van Den Berg		-\$51.00
	30/03/2020	Standpipe Bond Refund Card #1894258	\$51.00	
		TOTAL TRUST FUND		-\$51.00

MUNICIPAL FUND

Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20815	14/04/2020	McLeods - Trust Account		-
	08/04/2020	Purchase of Lot 12 on Deposited Plan 57312 and Lot 101 on Deposited Plan 27172	\$376,210.50	\$376,210.50
EFT20816	15/04/2020	ABA Security		-\$155.86
	01/04/2020	LG Medical Centre monitoring April-June 2020	\$155.86	
EFT20817	15/04/2020	AFGRI Equipment Australia		-\$30.00
	02/04/2020	Filter bags for Vacuum Cleaner - Shire Office	\$30.00	
EFT20818	15/04/2020	AIT Specialist Pty Ltd		-\$1,224.03
	29/01/2020	Review of records & determination - Fuel Tax Credits: Road Transport & Off Road period of 1/12/15 to 31/12/19	\$1,224.03	
EFT20819	15/04/2020	AMPAC Debt Recovery		-\$240.65
	26/03/2020	Rates Recovery	\$154.22	
	26/03/2020	Debt collection - Air Time Installations	\$86.43	
EFT20820	15/04/2020	Airflow Maintenance Specialists		-\$1,800.00
	01/04/2020	LG Sports Pavilion: Interior & Exterior Rangehoods, Filters, Extraction Fans, Extraction Vents cleaned	\$900.00	
	01/04/2020	NGT Indoor Rec. Centre: Interior & Exterior Rangehoods, Filters, Extraction Fans, Extraction Vents cleaned	\$900.00	
EFT20821	15/04/2020	Albany Irrigation & Drilling		-\$821.26
	27/03/2020	Newdegate Rec Grounds: Sprinklers and retic. parts.	\$821.26	
EFT20822	15/04/2020	Anna Scheepers		-\$400.00
	28/03/2020	Cleaning of Varley Hall 2 hours per week. Contract.	\$200.00	
	14/04/2020	Cleaning of Varley Hall 2 hours per week. Contract.	\$200.00	
EFT20823	15/04/2020	Australia Post		-\$259.66
	03/04/2020	Postage & Freight Mar 2020	\$259.66	
EFT20824	15/04/2020	BOC Gases Australia Limited		-\$12.38
	29/03/2020	Container Service: LG Pool	\$12.38	
EFT20825	15/04/2020	Bradley Ryan Kennedy		-\$4,944.50
	06/04/2020	Clearing NGT Sports Dam catchment of vegetation - grader hire	\$4,944.50	
EFT20826	15/04/2020	CCL Hardware		-\$1,196.86
	03/03/2020	Rural Road Maintenance: rapid set cement	\$179.34	
	04/03/2020	LG Visitor Centre & Depot: Hose Brass	\$40.50	
	05/03/2020	Footpath Renewal: Steel Allgal, Gal Post Cap, Spray Primer Heavy Duty, Anchor Bond.	\$192.35	
	16/03/2020	LK Hall: Copper Tube, Ball Valve	\$82.64	
	16/03/2020	NGT Recreation Centre: Broad knife DIY Plastic. Depot Tools & Misc. Items: Paslode Gas Cells. LK Public Hall: bolts. 6 Blackbutt Way: Handle	\$459.71	
	27/03/2020	6 Blackbutt Way (Doctor): Handle Button. LK Hall: Lockwood Symmetry Ent Set Vicinity & Foam Expanding.	\$209.92	
	27/03/2020	Varley Hall: Lane BADIA	\$32.40	

Attachment 14.5.1

EFT20827	15/04/2020	Cr Allan Douglas Marshall		-\$545.09
	31/03/2020	Councillor's Meeting Fees, Travel & IT Allowance	\$545.09	
EFT20828	15/04/2020	Cr Debrah Clarke		-\$500.00
	31/03/2020	Councillor's Meeting Fees & IT Allowance	\$500.00	

MUNICIPAL FUND

Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20829	15/04/2020	Cr Helen Louise Steicke		-\$500.00
	31/03/2020	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20830	15/04/2020	Cr Jeanette Frances de Landgraft		-\$2,468.88
	31/03/2020	President's Meeting Fees & IT Allowance	\$2,468.88	
EFT20831	15/04/2020	Cr Jeanette Frances de Landgraft (Travel)		-\$515.92
	31/03/2020	President's Travel Fees	\$515.92	
EFT20832	15/04/2020	Cr Leonard William Armstrong		-\$500.00
	31/03/2020	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20833	15/04/2020	Cr Murray George Stanton		-\$500.00
	31/03/2020	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20834	15/04/2020	Cr Rosalind Alice Lloyd		-\$752.79
	31/03/2020	Councillor's Meeting Fees, Travel & IT Allowance	\$752.79	
EFT20835	15/04/2020	ROSS CHAPPELL		-\$500.00
	31/03/2020	Councillor's Meeting Fees & IT Allowance	\$500.00	
EFT20836	15/04/2020	Cr Salomon Petrus Stoffberg		-\$918.00
	31/03/2020	Deputy President's Meeting Fees & IT Allowances	\$918.00	
EFT20837	15/04/2020	Daves Tree Service		-\$6,182.00
	31/03/2020	Tree lopping away from Western Power lines.	\$6,182.00	
EFT20838	15/04/2020	Davmin Holdings Pty Ltd		-\$8,008.00
	03/04/2020	Plant hire for clearing Newdegate sports catchment	\$8,008.00	
EFT20839	15/04/2020	Discus On Demand Unit Trust		-\$627.00
	13/03/2020	Local promotion: A3 maps for NGT, Lake King and Varley	\$627.00	
EFT20840	15/04/2020	Gas It Pipe Contracting		-\$2,420.00
	02/04/2020	Provision of generic Annual Road Traffic Management Plans & Guidance Schemes for road works	\$2,420.00	
EFT20841	15/04/2020	Great Southern Fuel Supplies		-\$12,415.64
	31/03/2020	Fuel Card Purchase Mar 20	\$2,119.64	
	02/04/2020	DIESEL for Depot Fuel Tank	\$10,296.00	
EFT20842	15/04/2020	Hyden Sheds and Garages		-\$2,460.90
	14/04/2020	Shade deposit - Shade Shelter - LG Jumping Pillow	\$2,460.90	
EFT20843	15/04/2020	IT Vision		-\$2,558.19
	31/03/2020	Mar 2020 - Provision of Rates Services	\$2,558.19	
EFT20844	15/04/2020	LOGO Appointments		-\$7,648.62
	27/03/2020	Permanent placement of Executive Assistant	\$5,274.38	
	31/03/2020	Executive Assistant relief 23-27/03/20	\$2,374.24	
EFT20845	15/04/2020	Lake Grace Community Resource Centre		-\$13.50
	31/03/2020	Re-advertisement - Development Services Admin Officer	\$13.50	
EFT20846	15/04/2020	Lake Grace District High School		-\$1,013.65
	02/04/2020	50% annual Amlib Maintenance Service for LG Community library	\$1,013.65	
EFT20847	15/04/2020	Lake Grace Plaza		-\$58.98
	23/03/2020	Lake Grace Visitor Centre: Hand Sanitiser	\$9.98	
	31/03/2020	Newspapers Subscription	\$49.00	
EFT20848	15/04/2020	Lake Grace Smash Repairs		-\$300.00

Attachment 14.5.1

	31/03/2020	Ford Ranger Ute - MIS: Excess on insurance claim.	\$300.00	
EFT20849	15/04/2020	Lake Grace Transport		-\$1,125.85
	01/04/2020	3-4/03/20 Freight: GP cement & cold mix bags	\$1,125.85	
EFT20850	15/04/2020	Lake King Agencies		-\$306.00
	24/03/2020	Lake King Public Toilets Cleaning Products	\$299.00	
	07/04/2020	Lake King Public Toilets: soap	\$7.00	
<u>MUNICIPAL FUND</u>				
Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20851	15/04/2020	Lisa O'Neill		-\$48.00
	24/03/2020	Refund - LG Village Hall Hire 30/03/20 classes cancelled	\$48.00	
EFT20852	15/04/2020	Mandy Wynne		-\$2,226.40
	31/03/2020	Financial Contractor Services - March 20	\$2,226.40	
EFT20853	15/04/2020	Market Creations		-\$2,422.75
	31/03/2020	Setup, Install and Migration of Services from old server to new: labour & travel	\$2,422.75	
EFT20854	15/04/2020	Marketforce Productions		-\$3,755.49
	03/03/2020	Early Settlement Discount	-\$31.24	
	03/03/2020	Early Settlement Discount	-\$10.96	
	26/03/2020	Wagin Woolarama 2020 Review in The Farmers Weekly - strip ad March Issue	\$660.00	
	26/03/2020	Ripe Magazine - Farm Weekly: Strip ad - March edition	\$649.00	
	26/03/2020	Re-Advertisement for Development Servicer Administration Officer - Mar 20	\$531.37	
	26/03/2020	Advertisement for Corporate Services Manager - Mar 20	\$663.09	
	26/03/2020	Advert - Main Street Revitalisation Project (Stubbs Street)	\$556.18	
	26/03/2020	Advert for RFT 01 and RFT02 - CEO's House and 2 Staff Houses	\$738.05	
EFT20855	15/04/2020	McPest Pest Control		-\$1,155.00
	09/03/2020	Inspect and treat termites at NGT Recreation Centre - Under parquetry (stadium area).	\$770.00	
	14/04/2020	NGT Rec Centre: Apply dust treatment to termite activity	\$385.00	
EFT20856	15/04/2020	Message Media		-\$1,128.22
	31/03/2020	SMS Service	\$1,128.22	
EFT20857	15/04/2020	Moore Stephens		-\$5,060.00
	26/03/2020	Statement of Financial Activity Jan & Feb 2020	\$5,060.00	
EFT20858	15/04/2020	Neu-Tech Auto Electrics		-\$49.50
	20/03/2020	Fix Brake Light Issue on Mack Truck LG255	\$49.50	
EFT20859	15/04/2020	Newdegate Field Day Committee		-\$105.00
	08/04/2020	NGT Field Day VIP Luncheon Event 4/09/19: Crs Chappell, Clarke, De Landgraff, Hunt, Lloyd, Marshall & CEO	\$105.00	
EFT20860	15/04/2020	Newdegate Newsagency & PO		-\$8.95
	27/03/2020	Postage on inter-library books for Mar 2020	\$8.95	
EFT20861	15/04/2020	Newdegate Stock & Trading		-\$626.19
	05/03/2020	NGT Hustler Slasher: diesel	\$72.50	
	20/03/2020	NGT Rec & Parks & Gardens: seasol & wetter.	\$391.60	
	20/03/2020	Diesel for Newdegate fogger	\$69.66	
	31/03/2020	Premium unleaded for Newdegate fogger & Diesel for Newdegate oval ride-on mowers	\$92.43	
EFT20862	15/04/2020	Nutrien Ag Solutions Limited		-\$908.60
	17/03/2020	Roundup Ultramax	\$908.60	

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EFT20863	15/04/2020	OTOC Australia		-\$5,000.00
	31/03/2020	Retention Bond - 6169 PA18 OE808 Proposed temporary workers accommodation Lake King to ensure the buildings are completed to an acceptable standard.	\$5,000.00	
EFT20864	15/04/2020	Oborne Concrete (WA) Pty Ltd		-\$32,010.00
	14/04/2020	Supply & lay 233m footpath across LG Recreation Precinct	\$32,010.00	
EFT20865	15/04/2020	Officeworks		-\$134.07
	25/03/2020	Various Stationary Items	\$134.07	

MUNICIPAL FUND

Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20866	15/04/2020	Outback TV		-\$1,168.53
	31/03/2020	Repair light in ladies toilet at NGT Rec Centre	\$149.93	
	31/03/2020	NGT Rec Ctr - Replace lights and backup lights in basketball area	\$1,018.60	
EFT20867	15/04/2020	Pennant House		-\$533.50
	24/03/2020	2 x Shire of Lake Grace Flags	\$533.50	
EFT20868	15/04/2020	Peter Hudson's Tyre & Mechanical Services Pty Ltd		-\$138.66
	14/04/2020	2 Mack Truck Road Maintenance: Air joiners	\$138.66	
EFT20869	15/04/2020	Quick Corporate Australia		-\$231.00
	25/03/2020	DL Window Face Shire Envelopes	\$231.00	
EFT20870	15/04/2020	S & L Trevenen		-\$92,436.85
	26/03/2020	Gravel Resheet O'Neill Road SLK 0.00 - 2.60	\$92,436.85	
EFT20871	15/04/2020	SJ & CM Pelham		-\$1,200.00
	23/03/2020	Spraying lovegrass on Mallee Hill Road	\$400.00	
	23/03/2020	Spraying lovegrass on North Lake Grace-Karlgarin Road	\$800.00	
EFT20872	15/04/2020	Sand 'N' Salt		-\$3,400.91
	13/03/2020	Protective Clothing/Uniform	\$735.99	
	13/03/2020	Protective Clothing/Uniform	\$579.00	
	13/03/2020	Protective Clothing/Uniform	\$337.00	
	13/03/2020	Protective Clothing/Uniform	\$544.98	
	13/03/2020	Protective Clothing/Uniform	\$699.00	
	13/03/2020	Protective Clothing/Uniform	\$250.98	
	13/03/2020	Protective Clothing/Uniform	\$253.96	
EFT20873	15/04/2020	St John Ambulance Western Australia		-\$640.00
	21/03/2020	First Aid Training - Finance Officer	\$160.00	
	21/03/2020	First Aid Training - Customer Services Officer	\$160.00	
	21/03/2020	First Aid Training - Administration Support Officer	\$160.00	
	21/03/2020	First Aid Training - Visitor Centre Officer	\$160.00	
EFT20874	15/04/2020	Synergy Electricity Generation and Retail Corp		-\$8,659.39
	09/04/2020	118869830 Park Lot 186U Pump Hetherington Way, LK	\$83.29	
	09/04/2020	321515470 Staff housing U2 10 Gumtree Dr LG	\$77.63	
	09/04/2020	156576110 NGT Oval Lot 149 Waddell St NGT	\$944.72	
	09/04/2020	455735630 LK Golf Pavilion Lot 161 Hyden-Lake King Rd	\$448.26	
	09/04/2020	076250900 LK TV Transmitter Lot 158 Church Ave LK	\$172.59	
	09/04/2020	867084910 LK Hall Loc 20321 Ravensthorpe Rd LK	\$613.40	
	09/04/2020	624795400 Emergency Services Lot215 The Crossing LK	\$199.42	
	09/04/2020	546144710 LK Recreation Grnd Loc 20321 U Pump Ravensthorpe Rd LK	\$164.96	
	09/04/2020	968110430 Town Clock Stubbs St LG	\$114.10	

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	09/04/2020	893222990 LG Swimming Pool Lot 75 Stubbs St LG	\$1,929.80	
	09/04/2020	336652990 Street Lighting LG 67.2%	\$2,553.30	
	09/04/2020	336652990 Street Lighting NGT 23.1%	\$877.70	
	09/04/2020	336652990 Street Lighting LK 5.9%	\$224.17	
	09/04/2020	336652990 Street Lighting Vrl 3.8%	\$144.38	
	09/04/2020	510645320 Dunn Rock Community Dam 4383 Mallee Rd Magenta (Lot 3019 U A Koornong Rd Ravensthorpe)	\$111.67	
EFT20875	15/04/2020	Toll Transport		-\$54.29
	22/03/2020	Freight 17-18/03/20	\$37.73	
	05/04/2020	Freight 31/03/20	\$16.56	
EFT20876	15/04/2020	Varley Ag Solutions		-\$260.26
	18/03/2020	Varley Public Toilets & Hall Cleaning Materials	\$260.26	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20877	15/04/2020	WA Contract Ranger Services		-\$935.00
	25/03/2020	Contract Ranger Services 24/02/20-10/03/20	\$935.00	
EFT20878	15/04/2020	Warren Blackwood Waste		-\$10,727.56
	04/04/2020	Residential & Street Bins Pick Ups	\$4,757.00	
	04/04/2020	Recycling Pickup	\$5,970.56	
EFT20879	15/04/2020	Wazzas Complete Sheep Management		-\$8,662.50
	27/03/2020	Contract - NGT Town Maintenance & Gardening 24/02/20-27/03/20	\$8,662.50	
EFT20880	15/04/2020	Winc Australia		-\$100.98
	23/03/2020	Public Toilets - Sanitiser.	\$100.98	
EFT20881	22/04/2020	CJD Equipment Pty Ltd		-
	15/04/2020	Purchase of new 2019 Volvo L90F Wheel Loader - 1HAK120 - Front-end Loader Tool Carrier. Trade-In of 2007 Volvo L90F Loader - LG.126 - Front-end Loader	\$236,500.00	\$236,500.00
EFT20882	24/04/2020	Ausrecord		-\$27.72
	06/04/2020	Top tab alphabet labels	\$27.72	
EFT20883	24/04/2020	Burgess Rawson		-\$333.08
	16/04/2020	Reimbursement Of Water Bill Property Lease W5410/L2699-3 Ngt Public Toilets.	\$333.08	
EFT20884	24/04/2020	Caffe Arjo		-\$220.50
	15/04/2020	Lunch & Afternoon Tea during the OCM15/04/20	\$220.50	
EFT20885	24/04/2020	Department of Primary Industries and Regional Development		-\$247.91
	16/04/2020	Recoups - NGT Research Facility - water a/c 6/2-7/4/20	\$247.91	
EFT20886	24/04/2020	Deputy Commissioner Of Taxation		-\$58,136.85
	28/01/2020	BAS Credit	-\$4.15	
	31/03/2020	BAS Mar 2020	\$58,141.00	
EFT20887	24/04/2020	Lake Grace Roadhouse		-\$110.00
	26/03/2020	Accommodation for Market Creations 26/03/20 to install the server and test - Shire of Lake Grace office	\$110.00	
EFT20888	24/04/2020	Landgate		-\$10,933.60
	16/04/2020	Rural UV General Revaluation 2019/2020	\$10,933.60	
EFT20889	24/04/2020	Market Creations		-\$1,705.00
	31/03/2020	IT Support Mar 20	\$1,705.00	
EFT20890	24/04/2020	Nambec Nominees		-\$1,650.00

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	23/03/2020	Paving repairs around Lake Grace Visitors Centre	\$1,650.00	
EFT20891	24/04/2020	Office of the Auditor General		-\$34,320.00
	06/12/2019	Fee for the attest audit of the Shire of Lake Grace for the year ended 30 June 2019	\$34,320.00	
EFT20892	24/04/2020	Rentokil Initial Pty Ltd		-\$252.08
	20/02/2020	Lake Grace Medical Centre: Installation cost & Disposal Service for 1 Sanitary unit	\$252.08	
EFT20893	24/04/2020	S & L Trevenen		-\$17,523.00
	16/03/2020	Lake King Maintenance Grading 15/2/20-15/3/20	\$14,608.00	
	22/04/2020	LK Playground upgrade - hire of: float for backhoe, Tip truck, bobcat, mini excavator combined hire, combined labour.	\$2,915.00	
EFT20894	24/04/2020	Sand 'N' Salt		-\$1,886.96
	13/03/2020	Protective Clothing/Uniform	\$564.00	
	13/03/2020	Protective Clothing/Uniform	\$702.98	
	13/03/2020	Protective Clothing/Uniform	\$619.98	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
EFT20895	24/04/2020	Shire of Corrigin		-\$23,608.63
	13/04/2020	Contract Roe Regional EHO Services Jan-Mar 2020	\$23,608.63	
EFT20896	24/04/2020	W.A. Tyre Recovery		-\$3,307.90
	15/04/2020	Removing tyres from the Lake King tip	\$3,307.90	
EFT20897	24/04/2020	WE & MA Mclean & Son		-\$13,860.00
	25/02/2020	Earthmoving costs at Magenta Fire 42 hrs of loader hire 7-9/12/19.	\$13,860.00	
		TOTAL EFT		<u>\$1,028,545.54</u>
36849	15/04/2020	Bond Administrator		-\$960.00
	03/04/2020	Housing & Pet Bond - Shane Markham, 6 Banksia Place Lake Grace WA 6353	\$960.00	
36850	15/04/2020	Telstra Corporation Limited		-\$426.60
	04/04/2020	0407225086-Sewerage-Fail Safe	\$0.84	
	04/04/2020	0407384735-Sewerage-Fail Safe	\$0.42	
	04/04/2020	0418621708-CEO Mobile	\$39.82	
	04/04/2020	0417914083-Speed Trailer	\$5.50	
	04/04/2020	0418326588-LG Pool Manager	\$0.11	
	04/04/2020	0428711190-Newdegate Fire Truck	\$0.11	
	04/04/2020	0429571975-Sewerage	\$20.75	
	04/04/2020	0436668242-CESM Mobile	\$117.40	
	04/04/2020	0448089092-MIS Mobile	\$156.66	
	04/04/2020	0475898471-Councillors WI-FI	\$40.00	
	04/04/2020	0476806205-Councillors Air Card	\$44.99	
36851	15/04/2020	Water Corporation		-\$13,962.62
	06/04/2020	Standpipe #1 North Lake Grace	\$4,130.42	
	06/04/2020	Kulin-Lake Grace Rd Katanning - Sale Yard	\$71.03	
	06/04/2020	Standpipe #2 Mallee Hill Rd	\$725.75	
	06/04/2020	Standpipe #8 Jarring South Rd	\$572.53	
	07/04/2020	Standpipe #5 Newdegate North	\$149.22	
	07/04/2020	Standpipe #4 Biddy-Camm/Mission Rd	\$543.96	

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	08/04/2020	Lot 60 Collier St NGT - Hainsworth Building	\$68.44	
	08/04/2020	Dillon St Newdegate Lot 149 (29080) - Public Toilets	\$62.33	
	08/04/2020	Lot 196 Res 42416 - NGT Fire Station 28 May St	\$45.73	
	08/04/2020	Standpipe #11 Newman Rd	\$972.47	
	08/04/2020	Standpipe #6 Burngup Sth Rd	\$2,803.35	
	08/04/2020	Standpipe #9 Biddy/Rodger Rd	\$1,294.50	
	09/04/2020	Maley St NGT - Newdegate Skate Park	\$316.83	
	09/04/2020	Lot Res 20321 - Lake King Hall	\$415.52	
	09/04/2020	Hetherington Wy Lot 186-Fountain LK	\$67.52	
	09/04/2020	Lot 3120 Res 42011-Varley Cemetery	\$15.58	
	09/04/2020	Lot 1166 Res 27638 - Standpipe #12 Varley Town	\$849.22	
	09/04/2020	Lot 1166 res 27683-Golf Course Varley	\$272.69	
	09/04/2020	Lot 7-8 - Varley Public Hall	\$62.33	
	09/04/2020	Lot 22 Seward Av Vrl (south)-Public Toilets	\$98.69	
	09/04/2020	LK Lot 214 Res 46461-Fire Station (4 the Crossing)	\$47.94	
	09/04/2020	Park at 15 Maley St NGT	\$376.57	
36852	24/04/2020	Pivotel Satellite Pty Limited		-\$93.00
	15/04/2020	15 Mar - 14 Apr Isolated Worker Solution	\$93.00	
36853	24/04/2020	Synergy Electricity Generation and Retail Corp		-\$77.30
	21/04/2020	345177570 Staff Housing 8 Wattle Dr LG	\$77.30	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
36854	24/04/2020	Telstra Corporation Limited		-\$1,990.60
	12/04/2020	Landline Charges Depot - 9865 1067	\$34.95	
	12/04/2020	Lake Grace Pool - 9865 1144	\$34.95	
	12/04/2020	Lake Grace Library - 9865 1185	\$93.61	
	12/04/2020	Lake Grace Medical Centre - 9865 1208	\$120.02	
	12/04/2020	Lake Grace Medical Centre - 9865 1388	\$44.58	
	12/04/2020	Depot - 9865 1493	\$34.95	
	12/04/2020	AIM - 9865 1646	\$35.25	
	12/04/2020	Lake Grace Airstrip - 9865 1656	\$34.95	
	12/04/2020	338 Memorial Drive - 9865 1978	\$77.75	
	12/04/2020	Depot - 9865 1985	\$34.95	
	12/04/2020	Depot - 9865 1986	\$34.95	
	12/04/2020	Licensing Telecentre - 9865 2032	\$34.95	
	12/04/2020	338 Memorial Drive - 9865 2101	\$34.95	
	12/04/2020	Lake Grace Visitor Centre - 9865 2140	\$43.49	
	12/04/2020	Lake Grace Visitor Centre Fax - 9865 2141	\$34.95	
	12/04/2020	Licensing Office - 9865 2275	\$34.95	
	12/04/2020	Newdegate Medical Centre - 9871 1105	\$43.42	
	12/04/2020	Newdegate Medical Centre - 9871 1341	\$36.00	
	12/04/2020	Newdegate Medical Centre - 9871 1528	\$61.02	
	12/04/2020	Lake King Library - 9874 4147	\$35.40	
	12/04/2020	Lake King Fire Station - 9874 4196	\$34.95	
	12/04/2020	Lake King Fire Station Fax - 9874 4201	\$34.95	
	12/04/2020	Lake King Library Internet - 9874 4234	\$34.95	
	12/04/2020	0427651127- TO Mobile - GST incl \$65	\$65.00	
	12/04/2020	0427651127- TO Mobile - No GST \$79.00	\$79.00	
	12/04/2020	0455915715-IPad for OSH - GST incl \$11	\$11.00	
	12/04/2020	0455915715-IPad for OSH - No GST \$42.00	\$42.00	

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	12/04/2020	Lake Grace Medical Centre Fax - 9865 1362	\$52.65	
	12/04/2020	Fire Ban Hotline - 9487 7191	\$6.00	
	12/04/2020	Administration Office - 9880 2500	\$411.27	
	12/04/2020	Lake Grace Medical Centre Internet - N9502816R	\$59.99	
	12/04/2020	Newdegate Medical Centre Internet - N9502816R	\$50.00	
	12/04/2020	Newdegate Fire Station - 9781 1228	\$34.95	
	12/04/2020	Group Plan Discount	-\$91.10	
	12/04/2020	Rounding	-\$0.05	
	20/04/2020	Satellite phones BFB Satellite phone-Lake King BFB	\$45.00	
	20/04/2020	Satellite phone - Newdegate BFB	\$45.00	
	20/04/2020	Satellite phone - Varley BFB	\$45.00	
	20/04/2020	Satellite phone - stored at the Lake King Fire Shed.	\$45.00	
	20/04/2020	Satellite phone - stored at the Lake King Fire Shed.	\$45.00	
36855	24/04/2020	Water Corporation		-\$16,938.17
	14/04/2020	Absolon St LG Lot 252 Res 28516 - Shire Depot	\$36.36	
	14/04/2020	Garden at Stubbs St Lake Grace Lot 91	\$7.79	
	14/04/2020	Standpipe #13 at Boulton St Lake Grace	\$1,603.54	
	14/04/2020	Garden at Maley St NGT Lot Median Strip	\$36.36	
	14/04/2020	Hall at 23 May St NGT Lot 195 Res 19136	\$658.56	
	14/04/2020	Standpipe at Maley St Newdegate Lot 198 Res 17616	\$4,255.08	
	14/04/2020	54A Bennett St LG Lot 340-Staff Housing	\$89.74	
	14/04/2020	54B Bennett St LG Lot 340-Staff Housing	\$75.12	
	14/04/2020	65B Bennett St LG Lot 184-Staff Housing	\$75.12	

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Chq/EFT	Date	Description	Inv Amt	Payment Amt
	15/04/2020	LG Railway Station 33 Stubbs St (Public Toilets)	\$355.79	
	15/04/2020	Garden Lot 362 Res 46768, 29 Stubbs St LG	\$451.88	
	15/04/2020	Garden at Stubbs St Lake Grace Lot Median Strip	\$31.16	
	15/04/2020	Lot 361 Res 46768 (Station Master)-19 Stubbs St Visitor Centre	\$136.55	
	15/04/2020	Boulton St Lake Grace Lot 9000 - Standpipe - Truck Wash-down Bay	\$395.94	
	15/04/2020	RSL Hall Stubbs St LG Lot 4 Res 17442	\$166.21	
	15/04/2020	37 Bennett St LG Lot 22 - Old Doctor's Surgery	\$397.34	
	15/04/2020	Lot 23-24 Res 20856 - LG Hall 33 Bennett St	\$103.88	
	15/04/2020	LG Lot 28 Res 22641 - Mens Shed 25 Bennett St	\$94.18	
	15/04/2020	Lot 124 Bennett St LG - Lakes Village Hall	\$5.19	
	15/04/2020	36 Bennett St LG Lot 42-Staff Housing	\$274.19	
	15/04/2020	33 Absolon St LG Lot 56L-Demolished Feb18	\$44.06	
	15/04/2020	23 Absolon St LG Lot 61-Staff Housing	\$76.95	
	15/04/2020	LG Lot 233-234 Res 27864 - Kindergarten 1 Griffiths St	\$137.64	
	15/04/2020	Admin Office at Stubbs St LG Lot 75	\$64.93	
	15/04/2020	Bishop St Lot 75 - LG Swimming Pool	\$3,492.97	
	15/04/2020	Bishop St LG Lot 75, Sporting Grounds	\$179.19	
	15/04/2020	3 Clark Av LG Lot 241 - Staff Housing	\$209.57	
	15/04/2020	Park at Stubbs St Lake Grace Lot 503	\$5.19	
	15/04/2020	6 Banksia Pl Lake Grace Lot 75 - Staff Housing	\$165.76	
	15/04/2020	5 Banksia Pl LG Lot 80 - Staff Housing	\$91.56	
	15/04/2020	8 Wattle Dr LG Lot 30 - Staff Housing	\$67.81	
	15/04/2020	10A Gumtree Dr LG Lot 60 - Staff Housing	\$44.06	

Attachment 14.5.1

15/04/2020	10B Gumtree Drive Lake Grace - Staff Housing	\$53.20	
15/04/2020	Park at 75 Stubbs St LG Lot 75	\$38.96	
15/04/2020	Stubbs St LG - Median Strip Garden	\$25.97	
15/04/2020	Unit 1-7/2 Bennett St LG Lot 500-Lakes Village Gardens	\$815.56	
15/04/2020	14 Blackbutt Dr LG-Shire Housing	\$44.06	
15/04/2020	6 Blackbutt Dr LG Lot 201-Staff housing	\$688.92	
15/04/2020	Lot 338 Res 45958 - LG Medical Centre 11 Memorial Drive	\$249.31	
20/04/2020	65A Bennett St LG Lot 184-Staff Housing	\$1,192.52	
	TOTAL CHEQUES		-\$34,448.29

DD8966.1	01/04/2020	WALGSP Plan		-\$8,956.29
	01/04/2020	Superannuation contributions	\$8,136.54	
	01/04/2020	Payroll deductions	\$412.05	
	01/04/2020	Payroll deductions	\$407.70	
DD8966.2	01/04/2020	REST Superannuation		-\$607.83
	01/04/2020	Payroll deductions	\$111.52	
	01/04/2020	Superannuation contributions	\$496.31	
DD8966.3	01/04/2020	AMP Superannuation Savings Trust		-\$433.53
	01/04/2020	Payroll deductions	\$111.16	
	01/04/2020	Superannuation contributions	\$322.37	
DD8966.4	01/04/2020	Australian Super Administration		-\$645.18
	01/04/2020	Payroll deductions	\$165.43	
	01/04/2020	Superannuation contributions	\$479.75	
DD8966.5	01/04/2020	Panorama Super		-\$78.17
	01/04/2020	Superannuation contributions	\$78.17	

MUNICIPAL FUND

Chq/EFT	Date	Description	Inv Amt	Payment Amt
DD8966.6	01/04/2020	Prime Super		-\$78.17
	01/04/2020	Superannuation contributions	\$78.17	
DD8966.7	01/04/2020	Hostplus		-\$211.50
	01/04/2020	Superannuation contributions	\$211.50	
DD8975.1	01/04/2020	Westnet Pty Ltd		-\$343.85
	01/04/2020	Internet Charges	\$343.85	
DD8986.1	15/04/2020	WALGSP Plan		-\$5,819.80
	15/04/2020	Superannuation contributions	\$5,007.18	
	15/04/2020	Payroll deductions	\$405.59	
	15/04/2020	Payroll deductions	\$407.03	
DD8986.2	15/04/2020	REST Superannuation		-\$493.93
	15/04/2020	Payroll deductions	\$111.52	
	15/04/2020	Superannuation contributions	\$382.41	
DD8986.3	15/04/2020	AMP Superannuation Savings Trust		-\$430.91
	15/04/2020	Payroll deductions	\$110.49	
	15/04/2020	Superannuation contributions	\$320.42	
DD8986.4	15/04/2020	Australian Super Administration		-\$645.18
	15/04/2020	Payroll deductions	\$165.43	
	15/04/2020	Superannuation contributions	\$479.75	
DD8986.5	15/04/2020	Panorama Super		-\$40.43
	15/04/2020	Superannuation contributions	\$40.43	
DD8986.6	15/04/2020	Prime Super		-\$95.35

Attachment 14.5.1

	15/04/2020	Superannuation contributions	\$95.35	
DD8986.7	15/04/2020	Hostplus		-\$211.53
	15/04/2020	Superannuation contributions	\$211.53	
DD8999.1	29/04/2020	WALGSP Plan		-\$6,353.61
	29/04/2020	Superannuation contributions	\$5,540.33	
	29/04/2020	Payroll deductions	\$405.92	
	29/04/2020	Payroll deductions	\$407.36	
DD8999.2	29/04/2020	REST Superannuation		-\$494.23
	29/04/2020	Payroll deductions	\$111.52	
	29/04/2020	Superannuation contributions	\$382.71	
DD8999.3	29/04/2020	AMP Superannuation Savings Trust		-\$432.23
	29/04/2020	Payroll deductions	\$110.83	
	29/04/2020	Superannuation contributions	\$321.40	
DD8999.4	29/04/2020	Australian Super Administration		-\$645.18
	29/04/2020	Payroll deductions	\$165.43	
	29/04/2020	Superannuation contributions	\$479.75	
DD8999.5	29/04/2020	Panorama Super		-\$37.74
	29/04/2020	Superannuation contributions	\$37.74	
DD8999.6	29/04/2020	Prime Super		-\$78.02
	29/04/2020	Superannuation contributions	\$78.02	
DD8999.7	29/04/2020	Hostplus		-\$212.78
	29/04/2020	Superannuation contributions	\$212.78	
		TOTAL DIRECT DEBITS		-\$27,345.44
		TOTAL MUNICIPAL FUND		-\$1,090,339.27
		TOTAL		-\$1,090,390.27

Attachment 14.5.1

Municipal Bank Statement**Summary:**

G/L Account (as at Month End)
1A0011010 Municipal Bank Account MUN

Opening Balance	4,773,326.78
Deposits	\$811,112.21
Payments	-1,090,339.27
Fees	1,728.51
Adjustments	-138,326.88
Closing Balance	4,357,501.35

The Bank Statement balances to the General
Ledger

Statement No 17
Statement Date 30/04/2020

Page 5 of 5

Opening Balance	4,778,255.87
<u>Reconciled Items</u>	
Deposits	810,812.21
Payments	-1,082,708.18
Fees	1,728.51
Adjustments	-138,026.88
Closing Balance	4,370,061.53

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-12,560.18
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-12,560.18
Total - To agree with GL	4,357,501.35

Municipal Account - Reconciliation to 30/04/2020Fees:

Dept of Transport	\$0.00
Bank Fees	\$263.56
LESS: Interest Received	-\$1,992.07
	<u>-\$1,728.51</u>

Adjustments

Rates - Transfer Excess /	
Amalgamation	
Payroll	\$138,026.88
Payroll Rent Deduction	\$300.00
	\$300.00 - Included only in GL Account Adjustments (left part)
	<u>\$138,326.88</u> shown as Payments in the Statement (right part)

Outstanding Payments

Chq 36835	-\$4,229.09
Chq 36853	-\$77.30
Superannuation payment	-\$8,253.79
	<u>-\$12,560.18</u>

ENTERED

By Victoria Gracheva at 2:54 pm, May 01, 2020

APPROVED

By Mandy Wynne at 3:28 pm, May 01, 2020

APPROVED

By Alan George at 3:24 pm, May 01, 2020

Attachment 14.5.1

Trust Bank Statement**Summary:**

G/L Account (as at Month End)
1A0013050 Trust Fund Cash At Bank MUN

Opening Balance	10,761.57
Deposits	\$0.00
Payments	-51.00
Fees	0.00
Adjustments	0.00
Closing Balance	10,710.57

The Bank Statement balances to the General
Ledger

ENTERED*By Victoria Gracheva at 10:08 am, May 01, 2020***APPROVED***By Mandy Wynne at 10:23 am, May 01, 2020***APPROVED***By Alan George at 10:25 am, May 01, 2020*

Statement No 17
Statement Date 30/04/2020

Opening Balance	11,476.57
<u>Reconciled Items</u>	
Deposits	0.00
Payments	-101.00
Fees	0.00
Adjustments	0.00
Closing Balance	11,375.57

<u>Unreconciled Items</u>	
Deposits	0.00
Payments	-665.00
Fees	0.00
Adjustments	0.00
Unreconciled Closing Balance	-665.00
Total - To agree with GL	10,710.57

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Attachment 14.5.1

Shire of Lake Grace



Reserve Bank Statement

Reserve No	Reserve Account Name	Balance
11	Emergency Services Reserve Bank	\$27,143.09
12	Housing Reserve Bank	\$835,231.75
13	Swimming Pool (Lake Grace) Reserve Bank	\$177,042.77
14	Land Development Reserve Bank	\$122,807.87
15	Leave Reserve Bank	\$222,968.67
16	Plant Replacement Reserve Bank	\$1,332,654.96
17	Recreation Reserve Bank	\$18,928.26
18	Works & Services Reserve Bank	\$542,798.92
19	Newdegate Hall Reserve Bank	\$125,179.76
20	Lake Grace TV Reserve Bank	\$35,434.16
21	Newdegate TV Reserve Bank	\$2,349.88
23	Varley Sullage Reserve Bank	\$1,665.18
24	Lake Grace Sport & Rec SARS Reserve	\$125,432.62
29	Lake King Sport & Rec SARS Reserve	\$32,945.20
30	Varley Sport & Rec SARS Reserve	\$30,898.28
31	Lake Grace Sewerage Scheme Reserve Bank	\$1,129,301.36
35	Newdegate Sports Dam Reserve Bank	\$26,746.38
36	Newdegate Stadium Floor Reserve Bank	\$24,132.09
37	Community Water Supply Reserve Bank	\$11,976.79
39	Newdegate Ground Keeping SARS Reserve Bank	\$15,669.12
40	Office Furniture & Equipment Reserve Bank	\$13,306.26
41	Newdegate 100 Year Centenary Reserve Bank	\$37,138.10
42	History Book Reserve Bank	\$5,462.67
43	Essential Medical Services Reserve Bank	\$742,930.87
		\$5,640,145.01

Bank Balance

PROCESS DATE: 30/04/2020

ENTERED

By Victoria Gracheva at 4:06 pm, May 01, 2020

Term Deposit	
Reserve Acc	\$5,640,145.01
	\$5,640,145.01

Variance \$0.00

APPROVED

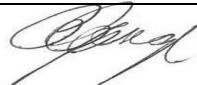
By Alan George at 4:17 pm, May 01, 2020

APPROVED

By Mandy Wynne at 5:31 pm, May 02, 2020

Reserves Fund Statement

14.6 FINANCIAL REPORTS – 30 MARCH 2020

Applicant:	Internal Report
File No.	0275
Attachments:	• Monthly Financial Reports period ending 31 March 2020 • Bank Reconciliations 30 April 2020
Author:	 Mr Alan George Acting Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	05 May 2020
Senior Officer:	 Mr Alan George Acting Chief Executive Officer

Summary

Consideration of the Monthly Financial Reports for the period ending 31 March 2020 and Bank Reconciliations for the month ending 30 April 2020.

Background

The following financial reports to 31 March 2020 are included for your information:

- Monthly Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Note 1 Statement of Financial Activity Information
- Note 2 Cash and Financial Assets
- Note 3 Receivables
- Note 4 Other Assets
- Note 5 Payables
- Note 6 Rate Revenue
- Note 7 Disposal of Assets
- Note 8 Capital Acquisitions
- Note 9 Borrowings
- Note 10 Cash Reserves
- Note 11 Other Liabilities
- Note 12 Operating Grants and Contributions
- Note 13 Non-Operating Grants and Contributions
- Note 14 Trust Fund
- Note 15 Budget Amendments
- Note 16 Variance

The following bank reconciliations to 30 April 2020 are included for your information:

- Municipal Fund
- Trust Fund
- Reserves Fund

Comment

Moore Stephens has compiled the accompanying Local Government special purpose financial statements for the Shire of Lake Grace, which includes the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 March 2020. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

The Shire of Lake Grace is responsible for the information contained in the financial statements and is responsible for maintenance of an appropriate accounting system in accordance with relevant legislation.

Legal Implications

Local Government Act 1995

Section 6.4 Financial report

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

Local Government (Financial Management) Regulations 1996

Regulation 34 Financial activity statement required each month (Act s. 6.4) (1A) in this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.

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

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 - 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values

Outcome 4.2 An efficient and effective organisation

4.2.1 Maintain accountability and financial responsibility through effective planning

4.2.2 Comply with statutory and legislative requirements

Recommendation

That Council in accordance with *Regulation 34* of the *Local Government (Financial Management) Regulations 1996* receives the attached:

1. Statements of Financial activity for the period ended 31 March 2020 and;
2. Municipal, Trust and Reserve Funds bank reconciliations for the period ended 30 April 2020.

Voting Requirements

Simple majority required.

Attachment 14.6

MOORE STEPHENS

Alan George
Acting Chief Executive Officer
Shire of Lake Grace
PO Box 50
LAKE GRACE WA 6353

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000
PO Box 5785
St Georges Terrace, WA 6831

T +61 (0)8 9225 5355
www.moorestephens.com.au

Dear Alan

COMPILATION REPORT TO THE SHIRE OF LAKE GRACE

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Lake Grace, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 March 2020. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF LAKE GRACE

The Shire of Lake Grace are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Lake Grace we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Lake Grace provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Lake Grace. We do not accept responsibility to any other person for the contents of the special purpose financial statements.

Moore Stephens (WA) Pty Ltd

Moore Stephens (WA) Pty Ltd
Chartered Accountants



RUSSELL BARNES
DIRECTOR

29 April 2020

Attachment 14.6

MOORE STEPHENS

Alan George
Acting Chief Executive Officer
Shire of Lake Grace
PO Box 50
LAKE GRACE WA 6353

Level 15 Exchange Tower
2 The Esplanade
Perth, WA 6000
PO Box 5785
St Georges Terrace, WA 6831

T +61 (0)8 9225 5355
www.moorestephens.com.au

Dear Alan

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 MARCH 2020

We advise that we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 March 2020 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated that our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

See attached table for management points.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 15 – Major Variations by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention. Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



RUSSELL BARNES
DIRECTOR

29 April 2020

Attachment 14.6

**Shire of Lake Grace
Management Information Report**

Period Ending
31 March 2020

Topic	Item	First Identified	Explanation	Action Required	Priority
Trust	Cash held in Trust account	June 2019	Cash held in the Trust account has been disclosed in the prior year annual financial statements as municipal cash. The same disclosure has been made within these monthly statements however the cash has not to date been transferred to the municipal account.	We recommend all monies held in the trust bank account which do not relate to trust liabilities be transferred to the municipal account.	High
Operating expenditure	Stock and materials	March 2020	Stock fuels and oils are over allocated by \$1,847.	We recommend reviewing transactions posted to the stock allocated account.	High
Operating expenditure	Allocations	March 2020	The balance of other property and services operating expense is greater than the adopted budget figure. This is a result of the Public Works Overheads being over allocated and Plant Operating costs being under allocated.	Recommend the overhead allocations be reviewed and adjusted where appropriate.	Medium

Approval: _____ RUSSELL BARNES, Director

Page 1

Date of Issue: 29 April 2020

Attachment 14.6

SHIRE OF LAKE GRACE**MONTHLY FINANCIAL REPORT****(Containing the Statement of Financial Activity)****For the period ending 31 March 2020****LOCAL GOVERNMENT ACT 1995****LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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Note 14 Budget Amendments	25
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Attachment 14.6

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MARCH 2020

SUMMARY INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 April 2020

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

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.

SIGNIFICANT ACCOUNTING POLICES

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.

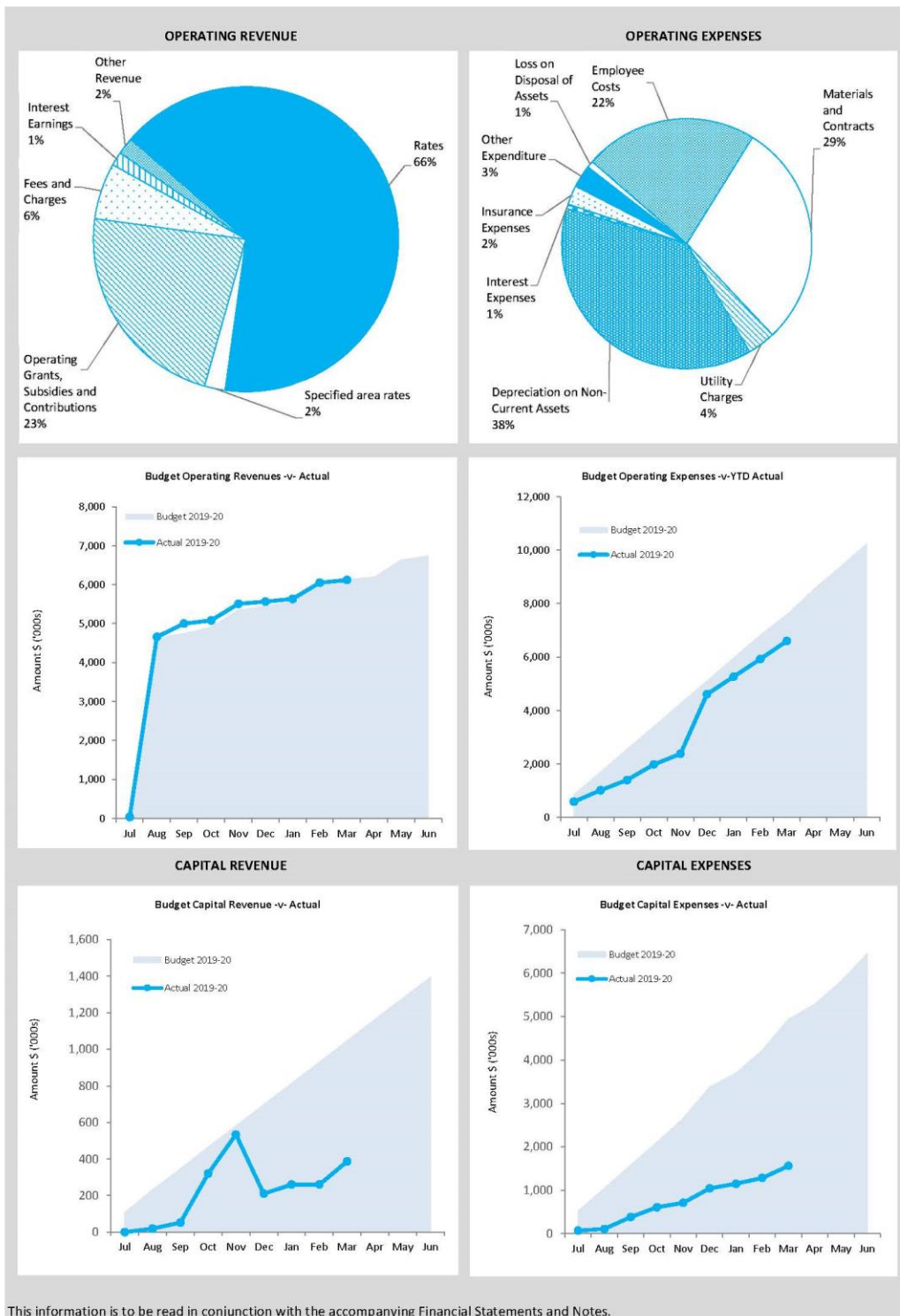
ROUNDING OFF FIGURES

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

Attachment 14.6

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MARCH 2020**

SUMMARY INFORMATION - GRAPHS



Attachment 14.6

KEY TERMS AND DESCRIPTIONS**FOR THE PERIOD ENDED 31 MARCH 2020****STATUTORY REPORTING PROGRAMS**

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

PROGRAM	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific local government services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide bushfire prevention services and animal control services.	Supervision, enforcement of various local laws, fire prevention, emergency services, animal control and other aspects of public safety.
HEALTH To provide for an operational framework for good community health in conjunction with the Health Department of WA.	Health inspection services in relation to food outlets and their control, pest and noise control and waste disposal compliance and the provision of a Doctor, dental and medical surgeries.
EDUCATION AND WELFARE To provide services for the elderly, children and youth.	Maintenance of playgroups and daycare centres. Provision of elderly and youth services.
HOUSING To ensure that adequate housing is available to staff and the community.	Provision and maintenance of staff housing, aged persons units and community accommodation (Joint Venture and LOGCHOP) Units.
COMMUNITY AMENITIES To provide services and infrastructure as required by the community.	Rubbish collection services, operation of refuse disposal sites and the Lake Grace sewerage scheme. Administration of the Local Planning Scheme, maintenance of cemeteries and public conveniences.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help with the social wellbeing of the community.	The provision and maintenance of public halls, sports pavilions, recreation grounds, Lake Grace swimming pool, parks, gardens and playgrounds. The operation of public libraries in conjunction with the Education Department and other cultural and heritage facilities.
TRANSPORT To provide safe, effective and efficient transport infrastructure to the community.	Construction and maintenance of streets, roads, drainage, footpaths and aerodromes. Cleaning of streets, maintenance of street trees, street lighting and works depot. Provision of Department of Transport licensing services.
ECONOMIC SERVICES To help promote the Shire and improve its economic wellbeing.	The regulation and provision of tourism, area promotion, building control, noxious weeds, saleyards and the provision of emergency water supplies.
OTHER PROPERTY AND SERVICES To monitor and control Council's overheads operating accounts.	Private works operation, plant repair and operating costs, engineering operation costs.

Attachment 14.6

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,853,143	3,853,143	3,747,619	(105,524)	(2.74%)	
Revenue from operating activities							
Governance		12,455	9,315	32,245	22,930	246.16%	▲
General purpose funding - general rates	6	4,036,167	4,035,914	4,032,600	(3,314)	(0.08%)	
General purpose funding - other		1,487,067	1,115,268	1,101,407	(13,861)	(1.24%)	
Law, order and public safety		152,553	114,399	80,130	(34,269)	(29.96%)	▼
Health		9,670	7,218	7,781	563	7.80%	
Education and welfare		2,000	1,494	1,995	501	33.53%	
Housing		21,000	15,750	15,314	(436)	(2.77%)	
Community amenities		307,886	301,850	321,764	19,914	6.60%	
Recreation and culture		62,894	47,115	28,490	(18,625)	(39.53%)	▼
Transport		347,181	260,217	331,723	71,506	27.48%	▲
Economic services		206,601	154,890	110,086	(44,804)	(28.93%)	▼
Other property and services		94,000	70,479	64,576	(5,903)	(8.38%)	
		6,739,474	6,133,909	6,128,111	(5,798)		
Expenditure from operating activities							
Governance		(446,523)	(337,254)	(485,040)	(147,786)	(43.82%)	▼
General purpose funding		(161,986)	(121,446)	(102,461)	18,985	15.63%	▲
Law, order and public safety		(347,529)	(260,442)	(263,311)	(2,869)	(1.10%)	
Health		(376,083)	(221,787)	(238,590)	(16,803)	(7.58%)	
Education and welfare		(81,431)	(60,993)	(31,532)	29,461	48.30%	▲
Housing		(207,685)	(155,178)	(141,929)	13,249	8.54%	
Community amenities		(996,865)	(746,991)	(715,878)	31,113	4.17%	
Recreation and culture		(2,526,242)	(1,892,853)	(1,611,679)	281,174	14.85%	▲
Transport		(4,201,905)	(3,112,681)	(2,618,763)	493,918	15.87%	▲
Economic services		(809,874)	(607,023)	(428,387)	178,636	29.43%	▲
Other property and services		(95,381)	(71,388)	30,092	101,480	142.15%	▲
		(10,251,504)	(7,588,036)	(6,607,478)	980,558		▲
Non-cash amounts excluded from operating activities	1(a)	3,494,934	2,585,611	2,458,918	(126,693)	(4.90%)	
Amount attributable to operating activities		(17,096)	1,131,484	1,979,551	848,067		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,404,568	1,083,039	317,121	(765,918)	(70.72%)	▼
Proceeds from disposal of assets	7	110,000	55,000	69,500	14,500	26.36%	
Purchase of property, plant and equipment	8	(6,465,522)	(4,942,023)	(1,560,650)	3,381,373	68.42%	▲
Amount attributable to investing activities		(4,950,954)	(3,803,984)	(1,174,029)	2,629,955		▲
Financing Activities							
Proceeds from new debentures	9	1,100,000	0	0	0	0.00%	
Proceeds from self supporting loans	9	0	0	22,397	22,397	0.00%	▲
Transfer from reserves	10	654,930	0	0	0	0.00%	
Repayment of debentures	9	(244,473)	(169,565)	(169,565)	0	0.00%	
Transfer to reserves	10	(375,000)	(36,027)	(36,027)	0	0.00%	
Amount attributable to financing activities		1,135,457	(205,592)	(183,195)	22,397		▲
Closing funding surplus / (deficit)	1(c)	20,550	975,051	4,369,946			

KEY INFORMATION

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

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

Please refer to the compilation report

Attachment 14.6

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MARCH 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.

GRANT REVENUE

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

Assets that were acquired for consideration that was less than fair value principally to enable the Shire to further its objectives may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significant less than fair value. Such assets are not required to be remeasured at fair value.

Volunteer Services in relation have not been recognised in revenue and expenditure as the fair value of the services cannot be reliably estimated and the services would not have been purchased if they had not been donated.

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.

NATURE OR TYPE DESCRIPTIONS**EXPENSES****INTEREST EARNINGS**

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

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.

Attachment 14.6

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	3,853,143	3,853,143	3,747,619	(105,524)	(2.74%)	
Revenue from operating activities							
Rates	6	4,036,167	4,035,914	4,032,600	(3,314)	(0.08%)	
Specified area rates	6	133,674	133,674	133,674	0	0.00%	
Operating grants, subsidies and contributions	12	1,746,166	1,309,596	1,396,609	87,013	6.64%	
Fees and charges		465,767	386,732	363,795	(22,937)	(5.93%)	
Interest earnings		143,000	107,244	89,118	(18,126)	(16.90%)	▼
Other revenue		214,502	160,749	112,315	(48,434)	(30.13%)	▼
Profit on disposal of assets	7	198	0	0	0	0.00%	
		6,739,474	6,133,909	6,128,111	(5,798)		
Expenditure from operating activities							
Employee costs		(2,556,224)	(1,916,037)	(1,482,612)	433,425	22.62%	▲
Materials and contracts		(3,403,805)	(2,550,177)	(1,926,503)	623,674	24.46%	▲
Utility charges		(318,243)	(238,392)	(239,347)	(955)	(0.40%)	
Depreciation on non-current assets		(3,404,673)	(2,553,399)	(2,506,727)	46,672	1.83%	
Interest expenses		(67,287)	(50,409)	(38,220)	12,189	24.18%	▲
Insurance expenses		(170,699)	(127,746)	(166,153)	(38,407)	(30.07%)	▼
Other expenditure		(240,114)	(119,664)	(189,328)	(69,664)	(58.22%)	▼
Loss on disposal of assets	7	(90,459)	(32,212)	(58,588)	(26,376)	(81.88%)	▼
		(10,251,504)	(7,588,036)	(6,607,478)	980,558		▲
Non-cash amounts excluded from operating activities	1(a)	3,494,934	2,585,611	2,458,918	(126,693)	(4.90%)	
Amount attributable to operating activities		(17,096)	1,131,484	1,979,551	848,067		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,404,568	1,083,039	317,121	(765,918)	(70.72%)	▼
Proceeds from disposal of assets	7	110,000	55,000	69,500	14,500	26.36%	▲
Payments for property, plant and equipment	8	(6,465,522)	(4,942,023)	(1,560,650)	3,381,373	(68.42%)	▲
Amount attributable to investing activities		(4,950,954)	(3,803,984)	(1,174,029)	2,629,955		▲
Financing Activities							
Proceeds from new debentures	9	1,100,000	0	0	0	0.00%	
Proceeds from self-supporting loans	9	0	0	22,397	22,397	0.00%	▲
Transfer from reserves	10	654,930	0	0	0	0.00%	
Repayment of debentures	9	(244,473)	(169,565)	(169,565)	0	0.00%	
Transfer to reserves	10	(375,000)	(36,027)	(36,027)	0	0.00%	
Amount attributable to financing activities		1,135,457	(205,592)	(183,195)	22,397		
Closing funding surplus / (deficit)	1(c)	20,550	975,051	4,369,946			

KEY INFORMATION

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

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

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

Attachment 14.6

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(198)	0	0
Add: Movement in liabilities associated with restricted cash	10	0	0	(106,397)
Add: Loss on asset disposals	7	90,459	32,212	58,588
Add: Depreciation on assets		3,404,673	2,553,399	2,506,727
Total non-cash items excluded from operating activities		3,494,934	2,585,611	2,458,918

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

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

		Last Year Closing 30 June 2019	This Time Last Year 31 March 2019	Year to Date 31 March 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(5,601,761)	(3,982,281)	(5,637,788)
Less: Financial assets at amortised cost - self supporting loans	4	(27,930)	0	(5,533)
Less: Restricted Municipal		(50,073)	(50,072)	(50,072)
Add: Borrowings	9	244,473	51,169	74,909
Add: Provisions - employee		329,272	278,678	222,875
Total adjustments to net current assets		(5,106,019)	(3,702,506)	(5,395,609)

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

Current assets				
Cash and cash equivalents	2	9,484,467	9,337,176	10,472,549
Rates receivables	3	83,139	294,312	221,540
Receivables	3	291,733	160,719	56,734
Other current assets	4	32,515	51,513	3,686
Less: Current liabilities				
Payables	5	(464,471)	(984,767)	(329,865)
Borrowings	9	(244,473)	(51,169)	(74,909)
Contract liabilities	11	0	0	(304,338)
Provisions	11	(329,272)	(268,275)	(279,842)
Less: Total adjustments to net current assets	1(b)	(5,106,019)	(3,702,506)	(5,395,609)
Closing funding surplus / (deficit)		3,747,619	4,837,003	4,369,946

CURRENT AND NON-CURRENT CLASSIFICATION

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

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Bank Account	Cash and cash equivalents	4,773,327	0	4,773,327	0	Bankwest	Variable	Nil
Petty Cash And Floats	Cash and cash equivalents	600	0	600	0	Cash on hand	Nil	Nil
Reserve Accounts	Cash and cash equivalents	0	5,637,788	5,637,788	0	Bankwest	Variable	Nil
Restricted LOGCHOP Housing	Cash and cash equivalents	0	44,669	44,669	0	Bankwest	Variable	Nil
Rural Town Salinity Program	Cash and cash equivalents	0	5,403	5,403	0	Bankwest	Variable	Nil
Trust Fund Cash At Bank	Cash and cash equivalents	0	10,762	10,762	0	Bankwest	0%	Nil
Total		4,773,927	5,698,622	10,472,549	0			
Comprising								
Cash and cash equivalents		4,773,927	5,698,622	10,472,549	0			
		4,773,927	5,698,622	10,472,549	0			

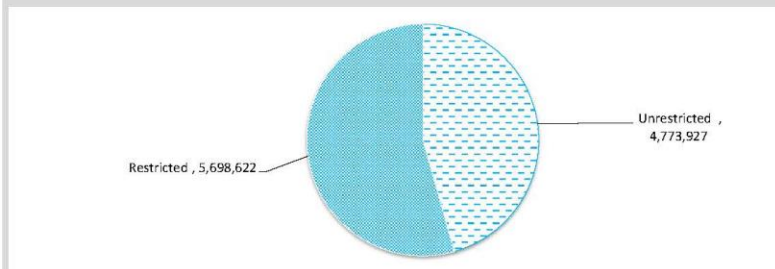
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$10.47 M	\$4.77 M

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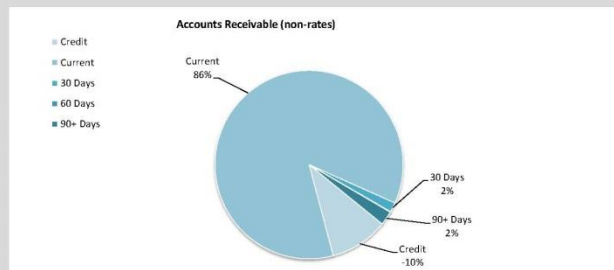
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2019	31 Mar 20
	\$	\$
Opening arrears previous years	70,068	83,139
Levied this year	4,175,836	4,166,274
Less - collections to date	(4,162,765)	(4,027,873)
Equals current outstanding	83,139	221,540
Net rates collectable	83,139	221,540
% Collected	98%	94.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,953)	59,568	1,139	62	1,687	55,503
Percentage	(12.5%)	107.3%	2.1%	0.1%	3%	
Balance per trial balance						55,503
Sundry receivable						1,000
Accrued Income/Prepayments						5,672
ESL Control						(5,441)
Provision For Doubtful Debts						
Total receivables general outstanding						56,734
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Debtors Due
\$56,734
Over 30 Days
5%
Over 90 Days
3%

Please refer to the compilation report

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2019	Asset Increase	Asset Reduction	Closing Balance 31 March 2020
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,930	0	(22,397)	5,533
Inventory				
Stock on hand	4,585	48,860	(55,292)	(1,847)
Total other current assets	32,515			3,686
Amounts shown above include GST (where applicable)				

KEY INFORMATION**Other financial assets at amortised cost**

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

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

Inventory

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

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

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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES

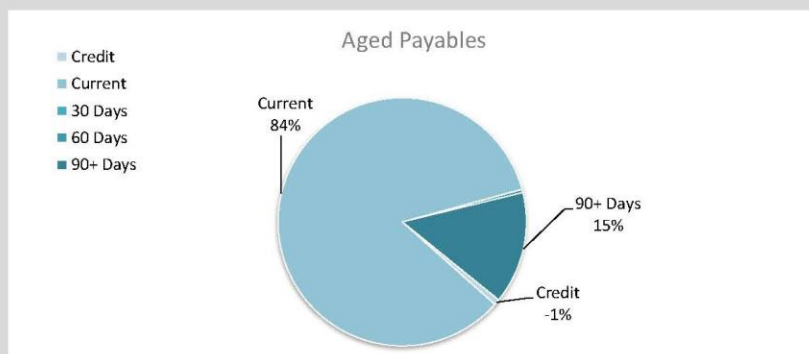
NOTE 5

Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(2,248)	257,893	89	1,224	44,880	301,838
Percentage	-0.7%	85.4%	0%	0.4%	14.9%	
Balance per trial balance						
Sundry creditors						301,838
Sales suspense						46
ESL Levied						14,333
Bonds & deposits - Trust						13,648
Total payables general outstanding						329,865
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



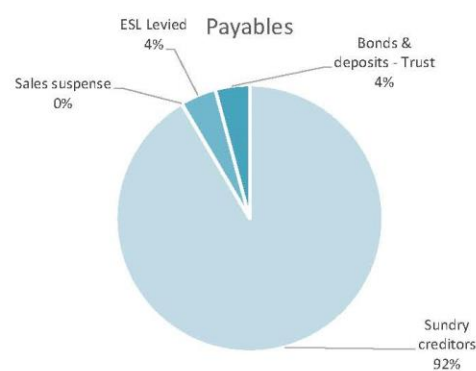
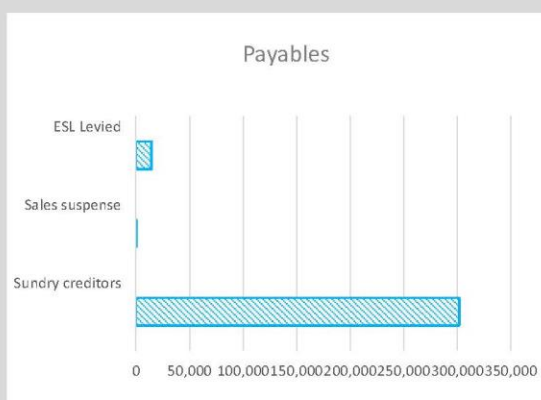
Creditors Due

\$329,865

Over 30 Days

15%

Over 90 Days

14.9%

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
General Rate	0.132463	394	4,614,079	611,090	500	0	611,590	609,820	(1,638)	42	608,224
Unimproved value											
General Rate	0.010945	570	306,167,055	3,306,617	500	0	3,307,117	3,307,220	15	(1,953)	3,305,282
Sub-Total		964	310,781,134	3,917,707	1,000	0	3,918,707	3,917,040	(1,623)	(1,911)	3,913,506
Minimum payment	Minimum \$										
Gross rental value											
General Rate	490	34	35,777	16,660	0	0	16,660	16,660	0	0	16,660
Unimproved value											
General Rate	490	70	794,504	34,300	0	0	34,300	34,300	0	0	34,300
Sub-total		104	830,281	50,960	0	0	50,960	50,960	0	0	50,960
Amount from general rates							3,969,667				3,964,466
Ex-gratia rates							66,500				68,134
Total general rates							4,036,167				4,032,600
Specified area rates	Rate in \$ (cents)										
Sewerage - GRV	0.043076		3,103,204	133,674	0	0	133,674	133,674	0	0	133,674
Total specified area rates			3,103,204	133,674	0	0	133,674	133,674	0	0	133,674
Total							4,169,841				4,166,274

Please refer to the compilation report

SHIRE OF LAKE GRACE | 13

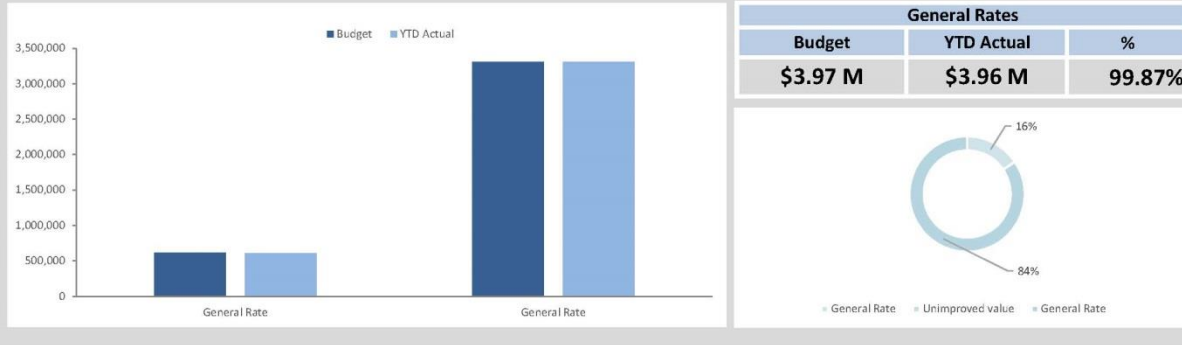
Attachment 14.6

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Please refer to the compilation report

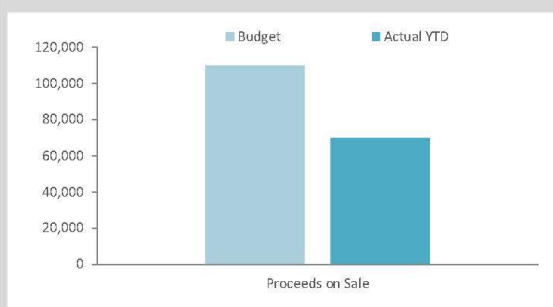
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NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
	CEO - Prado (LG001) (A#1448)	55,383	45,000	0	(10,383)	55,383	48,591	0	(6,792)
	Law, order, public safety								
	LK2000 (LAKE KING FIRE TRUCK)	0	0	0	0	42,381	0	0	(42,381)
	Transport								
	Parks & Gardens Ute (LG1767) (A#135)	9,802	10,000	198	0	0	0	0	0
	MIS Ford Ranger (LG002) (A#127)	31,829	10,000	0	(21,829)	30,324	20,909	0	(9,415)
	P&G Hino T/Truck (LG029) (A#1230)	20,447	10,000	0	(10,447)	0	0	0	0
	Volvo Loader L90F (LG126) (A#1232)	82,800	35,000	0	(47,800)	0	0	0	0
		200,261	110,000	198	(90,459)	128,088	69,500	0	(58,588)

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$110,000	\$69,500	63%

Attachment 14.6

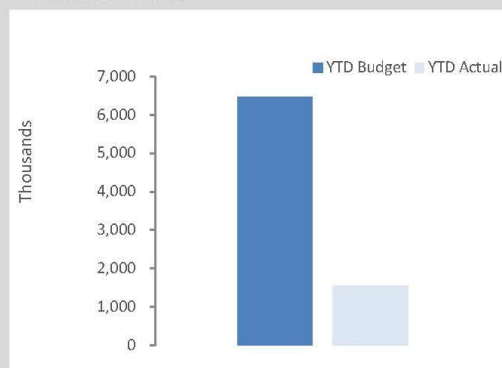
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	1,487,276	1,115,217	91,024	(1,024,193)
Furniture & Equipment	125,019	93,753	82,119	(11,634)
Plant & Equipment	492,000	403,413	115,808	(287,605)
Infrastructure - Roads	2,854,656	2,140,740	565,449	(1,575,291)
Parks, Gardens, Recreation Facilities	518,600	447,930	474,128	26,198
Urban Infrastructure	357,971	268,470	230,828	(37,642)
Land Held For Resale	630,000	472,500	1,294	(471,206)
Capital Expenditure Totals	6,465,522	4,942,023	1,560,650	(3,381,373)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,404,568	1,083,039	317,121	(765,918)
Borrowings	1,100,000	0	0	0
Other (disposals & C/Fwd)	110,000	55,000	69,500	14,500
Cash backed reserves				
Housing reserve	430,000	0	0	0
Lake Grace TV Service reserve	2,672	0	0	0
Newdegate TV reserve	2,363	0	0	0
Lake Grace Sport & Rec SARS reserve	124,579	0	0	0
Lake King Sport & Rec SARS reserve	32,721	0	0	0
Varley Sport & Rec SARS reserve	30,688	0	0	0
Newdegate Sports Dam reserve	26,907	0	0	0
Newdegate Centenary reserve	5,000	0	0	0
Contribution - operations	3,196,024	3,803,984	1,174,029	(2,629,955)
Capital funding total	6,465,522	4,942,023	1,560,650	(3,381,373)

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
	\$6.47 M	\$1.56 M	24%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$1.4 M	\$317,121	23%

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

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

Amended

	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
	E077503 Medical Centres Cap Exp	30,000	22,500	278	(22,222)
	E091960 Staff Housing Non-Specialised.	71,626	53,676	6,014	(47,662)
	E091970 Staff Housing Specialised	38,739	29,016	34,570	5,554
	E092006 Other Housing Cap Exp	7,218	5,400	1,329	(4,071)
	E092120 Lake Grace Independent Living Units Cap Exp	0	0	399	399
	E111007 Public Halls Cap Exp	76,762	57,528	6,030	(51,498)
	E112525 Swimming Pools Cap Exp	120,000	90,000	388	(89,612)
	E113152 Sports Pavilions Cap Exp	73,938	55,422	28,971	(26,451)
	E117042 Heritage Buildings - Capital Works	21,470	16,065	3,767	(12,298)
	E121502 Lake Grace Depot - Cap Exp	15,300	11,475	8,080	(3,395)
	E132500 Shire Visitor Centre Improvements Cap Exp	12,223	9,144	0	(9,144)
	E042549 Council Office Building Cap Exp	0	0	902	902
	E091910 Construct CEO Residence Cap Exp	450,000	337,500	0	(337,500)
	E091911 Construct Staff Housing - Frank Street, Lake Grace Cap	550,000	412,497	0	(412,497)
	E117041 Museums - Capital Works	20,000	14,994	293	(14,701)
	Buildings Total	1,487,276	1,115,217	91,024	(1,024,193)
Furniture & Equipment					
	E042540 Purchase Office Furniture & Fittings Cap Exp	50,000	37,494	30,593	(6,901)
	E042541 Upgrade Council Chambers Furniture Cap Exp	7,000	5,247	2,640	(2,607)
	E042545 Upgrade Computer Software Cap Exp	60,000	45,000	40,786	(4,214)
	E113151 Furniture & Equipment NGT Rec Cap Exp	8,019	6,012	8,100	2,088
	Furniture & Equipment Total	125,019	93,753	82,119	(11,634)
Plant & Equipment					
	E123059 Road Plant Purchases Cap Exp	430,000	356,919	50,576	(306,343)
	E042550 Purchase Admin Vehicles Cap Exp	62,000	46,494	65,233	18,739
	Plant & Equipment Total	492,000	403,413	115,808	(287,605)
Infrastructure - Roads					
	E121200 Roadworks - Capital Renewal Cap Exp	1,965,910	1,474,236	412,436	(1,061,800)
	E121300 Roadworks - Capital Upgrade Cap Exp	733,746	550,260	153,013	(397,247)
	E121314 Town Street Cap Exp	155,000	116,244	0	(116,244)
	Infrastructure - Roads Total	2,854,656	2,140,740	565,449	(1,575,291)
Parks, Gardens, Recreation Facilities					
	E113175 Infrastructure Other - Other Rec & Sport Cap Exp	428,600	357,932	405,991	48,059
	E113183 Sports Oval Dam Upgrade Cap Exp	90,000	89,998	68,137	(21,861)
	Parks, Gardens, Recreation Facilities Total	518,600	447,930	474,128	26,198
Urban Infrastructure					
	E121312 Footpaths - Urban Infr Capital Exp	323,168	242,370	230,828	(11,542)
	E104501 Urban Stormwater Drainage Renewal Cap Exp	34,803	26,100	0	(26,100)
	Urban Infrastructure Total	357,971	268,470	230,828	(37,642)
Land Held For Resale - Non Current					
	E137350 Lake Grace Industrial Land Cap Exp	630,000	472,500	1,294	(471,206)
	Land Held For Resale - Non Current Total	630,000	472,500	1,294	(471,206)
	Grand Total	6,465,522	4,942,023	1,560,650	(3,381,373)

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2019	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
L181 Office Redevelopment	267,415	0	0	15,978	15,978	251,437	251,437	11,961	17,039
Health									
L190 NGT Medical Centre	41,424	0	0	27,232	41,424	14,192	0	1,113	2,599
Housing									
Loan - Housing	0	0	500,000	0	0	0	500,000	0	0
Recreation and culture									
L173 Lake Grace Pool	59,795	0	0	13,705	13,705	46,090	46,090	2,606	3,550
L182 LG Sports Precinct	153,727	0	0	15,294	15,294	138,433	138,433	7,352	10,536
L192 LG Bowling Club	16,113	0	0	10,579	16,113	5,534	0	462	1,095
L193 NGT Bowling Club	16,490	0	0	5,240	5,240	11,250	11,250	508	829
L198 LG Precinct	111,032	0	0	10,029	20,283	101,003	90,749	2,852	5,490
L202 LK Winter Sports	27,920	0	0	4,522	9,096	23,398	18,824	475	763
Transport									
L196 Roadworks & Plant	198,350	0	0	23,187	46,816	175,163	151,534	4,603	8,465
Economic services									
L198 LG Residential Land	141,035	0	0	8,802	13,403	132,233	127,632	5,121	13,309
Loan - Industrial Land	0	0	600,000	0	0	0	600,000	0	0
Other property and services									
L191 Staff Housing	19,190	0	0	12,600	19,190	6,590	0	550	1,304
	1,052,491	0	1,100,000	147,168	216,542	905,323	1,935,949	37,603	64,979
Self supporting loans									
Recreation and culture									
L188 LG Sportsman's	16,113	0	0	10,579	16,113	5,534	0	462	1,095
Economic services									
L201 LG Development	11,818	0	0	11,818	11,818	0	0	155	213
	27,931	0	0	22,397	27,931	5,534	0	617	1,308
Total	1,080,422	0	1,100,000	169,565	244,473	910,857	1,935,949	38,220	66,287

Please refer to the compilation report

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Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

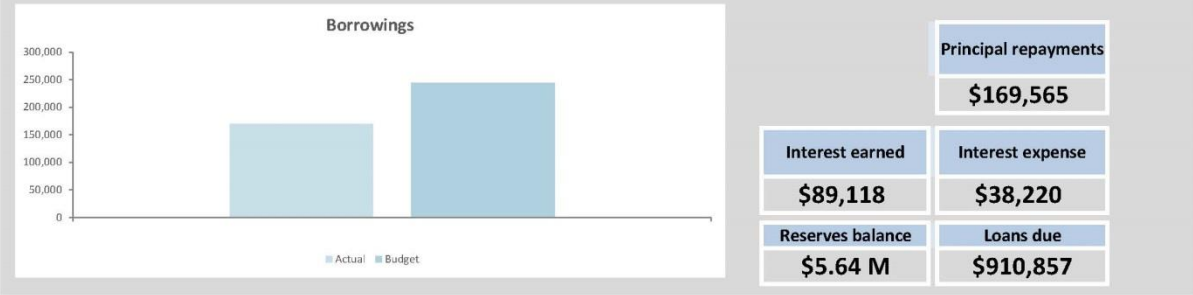
Current borrowings	244,473	74,909
Non-current borrowings	835,949	835,948
	1,080,422	910,857

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

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.



Please refer to the compilation report

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	221,451	0	1,424	2,863	0	0	0	224,314	222,875
Emergency Services reserve	26,958	0	173	349	0	0	0	27,307	27,131
Housing reserve	829,548	0	5,335	10,726	0	(430,000)	0	410,274	834,883
Swimming Pool reserve	175,838	0	1,131	52,275	0	0	0	228,113	176,969
Land Development reserve	121,972	0	784	1,577	0	0	0	123,549	122,756
Plant reserve	1,323,586	0	8,513	17,114	0	0	0	1,340,700	1,332,099
Recreation reserve	18,799	0	121	200,243	0	0	0	219,042	18,920
Works & Services reserve	539,105	0	3,467	56,971	0	0	0	596,076	542,572
Newdegate Hall reserve	124,328	0	800	1,608	0	0	0	125,936	125,128
Lake Grace TV Service reserve	35,193	0	226	455	0	(2,672)	0	32,976	35,419
Newdegate TV reserve	2,334	0	15	29	0	(2,363)	0	0	2,349
Varley Sullage reserve	1,654	0	11	21	0	0	0	1,675	1,665
Lake Grace Sport & Rec SARS reserve	124,579	0	801	0	0	(124,579)	0	0	125,380
Lake King Sport & Rec SARS reserve	32,721	0	210	0	0	(32,721)	0	0	32,931
Varley Sport & Rec SARS reserve	30,688	0	197	0	0	(30,688)	0	0	30,885
Lake Grace Sewerage reserve	1,121,616	0	7,214	14,502	0	0	0	1,136,118	1,128,830
Newdegate Sports Dam reserve	26,564	0	171	343	0	(26,907)	0	0	26,735
Newdegate Stadium Floor reserve	23,968	0	154	310	0	0	0	24,278	24,122
Community Water Supplies reserve	11,895	0	77	154	0	0	0	12,049	11,972
Newdegate Ground Keeping reserve	15,562	0	100	201	0	0	0	15,763	15,662
Office Furniture & Equipment reserve	13,216	0	85	171	0	0	0	13,387	13,301
Newdegate Centenary reserve	36,885	0	237	477	0	(5,000)	0	32,362	37,122
History Book reserve	5,426	0	35	5,070	0	0	0	10,496	5,461
Essential Medical reserve	737,875	0	4,746	9,541	0	0	0	747,416	742,621
	5,601,761	0	36,027	375,000	0	(654,930)	0	5,321,831	5,637,788

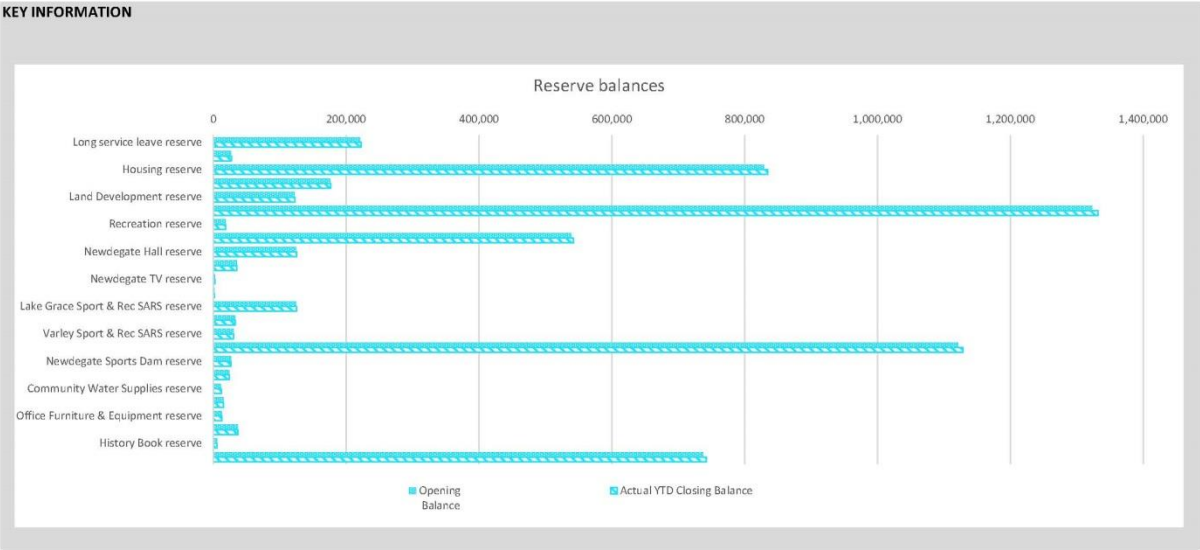
Please refer to the compilation report

SHIRE OF LAKE GRACE | 20

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES



Please refer to the compilation report

Attachment 14.6

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2019	Liability Increase	Liability Reduction	Closing Balance 31 March 2020
Other current liabilities		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- non-operating	13	0	493,431	(189,093)	304,338
Total unspent grants, contributions and reimbursements		0	493,431	(189,093)	304,338
Provisions					
Annual leave		154,310	0	(46,993)	107,317
Long service leave		174,962	25,280	(27,717)	172,525
Total Provisions		329,272	25,280	(74,710)	279,842
Total other current assets		329,272			584,180
Amounts shown above include GST (where applicable)					

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

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2019	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2020	Current Liability 31 Mar 2020	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
Grants Commission - General	0	0	0	0	0	728,975	546,732	547,067
Grants Commission - Road Funds	0	0	0	0	0	598,087	448,566	448,771
Law, order, public safety								
Grant - DFES LGGS Operating	0	0	0	0	0	51,121	38,340	41,493
Education and welfare								
Grant - Seniors Activities	0	0	0	0	0	1,000	747	1,000
Grant - Youth Activities	0	0	0	0	0	1,000	747	995
Transport								
Direct Grant - MRWA	0	0	0	0	0	313,483	235,107	313,483
Contributions - Street Lighting	0	0	0	0	0	8,000	5,994	0
Economic services								
Grant - Tourism & Services Promotion	0	0	0	0	0	36,000	27,000	35,909
Other property and services								
Fuel Tax Rebates	0	0	0	0	0	0	0	3,541
	0	0	0	0	0	1,737,666	1,303,233	1,392,259
Operating contributions								
General purpose funding								
ESL Administration Fee	0	0	0	0	0	4,000	2,997	0
Recreation and culture								
Contributions	0	0	0	0	0	4,000	2,997	4,000
Lake Grace Rec Council Affiliation Fees	0	0	0	0	0	0	0	350
Lake King Pavilion / Oval - Hire Fees	0	0	0	0	0	500	369	0
	0	0	0	0	0	8,500	6,363	4,350
TOTALS	0	0	0	0	0	1,746,166	1,309,596	1,396,609

Please refer to the compilation report

SHIRE OF LAKE GRACE | 23

Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 Jul 2019	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2020	Current Liability 31 Mar 2020	Amended Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Recreation and culture								
Other Rec - Grants & Contributions	0	118,500	(118,500)	0	0	118,500	118,500	118,500
Grants & Contributions - Lake King	0	0	0	0	0	87,715	65,781	122,026
Contributions - Other Culture	0	0	0	0	0	100	72	0
Transport								
Grant - Roads To Recovery	0	237,131	(63,626)	173,505	173,505	823,753	617,814	63,626
Grant - Regional Road Group	0	137,800	(6,967)	130,833	130,833	344,500	258,372	6,967
	0	493,431	(189,093)	304,338	304,338	1,374,568	1,060,539	311,119
Non-operating contributions								
Recreation and culture								
Grants & Contributions - NGT Rec Centre	0	0	0	0	0	30,000	22,500	6,002
	0	0	0	0	0	30,000	22,500	6,002
TOTALS	0	493,431	(189,093)	304,338	304,338	1,404,568	1,083,039	317,121

Please refer to the compilation report

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Attachment 14.6

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020NOTE 14
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus				20,550
E113175	Resurfacing of the Varley Tennis courts	18/09/2019 item 14.6.1	Capital Expenses	0	0	(118,500)	(97,950)
I113452	Other Rec-Grants and Contributions	18/09/2019 item 14.6.1	Capital Revenue	0	118,500	0	20,550
				0	118,500	(118,500)	20,550

Please refer to the compilation report

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Attachment 14.6

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2020**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2019-20 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	22,930	246.16%	▲	
Law, order and public safety	(34,269)	(29.96%)	▼	
Recreation and culture	(18,625)	(39.53%)	▼	
Transport	71,506	27.48%	▲	
Economic services	(44,804)	(28.93%)	▼	
Expenditure from operating activities				
Governance	(147,786)	(43.82%)	▼	
General purpose funding	18,985	15.63%	▲	
Education and welfare	29,461	48.30%	▲	
Recreation and culture	281,174	14.85%	▲	
Transport	493,918	15.87%	▲	
Economic services	178,636	29.43%	▲	
Other property and services	101,480	142.15%	▲	
Investing activities				
Non-operating grants, subsidies and contributions	(765,918)	(70.72%)	▼	
Capital acquisitions	3,381,373	68.42%	▲	
Financing activities				
Self-supporting loan principal	22,397	0.00%	▲	

14.7 COMMUNITY SERVICES

Nil

15.0 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

16.0 INFORMATION BULLETIN**16.1 INFORMATION BULLETIN – MAY 2020**

Applicant:	Internal Report
File No.	Nil
Attachments:	Information Bulletin (Under Separate Cover)
Author:	<i>RRRose</i> Mrs Racelis Rose Executive Assistant
Disclosure of Interest:	Nil
Date of Report:	3 March 2020
Senior Officer:	 Mr Alan George ACTING CHIEF EXECUTIVE OFFICER

Summary

The purpose of the Information Bulletin is to keep Elected Members informed on matters of interest and importance to Council.

Background

The Information Bulletin Reports deal with monthly standing items and other information of a strategic nature relevant to Council.

Note: The Information Bulletin is an internal management document; therefore attachments are not for public information.

Copies of other relevant Councillor information are distributed via email.

Comment

This month's Information Bulletin Report has been emailed to Councillors.

The May 2020 Information Bulletin attachment include:

Reports:

1. Council Status Reports – April 2020
2. Infrastructure Services Report – April 2020
3. Community Services Report – April 2020
4. Monthly Schedules – April 2020
5. Environmental Health Officer Report
6. Lake Grace Visitor Centre Report
7. Lake Grace Library Report and Statistics
8. Lake King Library Report and Statistics
9. Newdegate Library Report and Statistics

Circulars, Media Releases, Newsletters, Letters:

- Prime Minister Economic Stimulus Package in Conservation & Land Management
- Attachment Economic Stimulus Measures Conservation and Land Management
- Letter from SEMC Chair advising changes to SEMC business due to COVID-19
- WA Roadmap for Easing COVID 19 Restriction
- Rundle welcomes funding for Regional AG Shows in Roe
- Financial Assistance Provided to local governments
- Round 3 Regional Economic Development Grants Now Open

Legal Implications

Nil

Policy Implications

Nil

Consultation

Nil

Financial Implications

Nil

Strategic Implications

Shire of Lake Grace Strategic Community Plan 2017 – 2027

Leadership – Strong governance and leadership, demonstrating fair and equitable community values.

Outcome 4.1 A strategically focused, unified Council functioning efficiently

- 4.1.1 Provide informed leadership on behalf of the community
- 4.1.2 Promote and advocate for the community and district
- 4.1.3 Provide strategic leadership and governance

Outcome 4.2 An efficient and effective organisation

- 4.2.1 Maintain accountability and financial responsibility through effective planning
- 4.2.2 Comply with statutory and legislative requirements

Recommendation/Resolution

That Council accepts the Information Bulletin Report.

Voting Requirements

Simple majority required.

17.0 CONFIDENTIAL ITEMS – AS PER LOCAL GOVERNMENT ACT S52.23(2)

17.1 ADMINISTRATION

Recommendation

That Council meet behind closed doors at ____pm to consider the following items in accordance with section 3.7 of the Shire of Lake Grace Standing Orders Local Law 2015, and section 5.23(2)(a) of the Local Government Act 1995.

- 17.1.1 Matters Pertaining to Staff – Result of Investigation 5.5.20
- 17.1.2 Matters Pertaining to Staff – Legal Advice
- 17.1.3 Appointment of Tenders – Chief Executive Officer House (RFT 2020-01)
- 17.1.4 Appointment of Tenders – Two (2) Staff Houses (RFT 2020-02)

This item and any attachments are confidential in accordance with Section 5.23(2) of the Local Government Act 1995 as it contains “a matter affecting an employee or employees”.

18.0 DATE OF NEXT MEETING

18.1 WEDNESDAY 17 JUNE 2020 ORDINARY COUNCIL MEETING

The next Ordinary meeting of Council is scheduled to take place on Wednesday 17 June 2020, commencing at 1.30pm at the Council Chambers, 1 Bishop Street, Lake Grace.

19.0 CLOSURE

There being no further business, the Shire President closed the meeting at ____pm.

20.0 CERTIFICATION