ORDINARY COUNCIL MEETING

26 October 2021

Attachment Booklet – October 2021

ATTACHMENT: CC01

Accounts for Payment – September 2021

Attachment 1
Accounts for Payment – September 2021

Shire of Irwin

List of Accounts paid September 2021 for presentation to the Council Meeting 26 October 2021

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT27821	02/09/2021	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-885.00
EFT27822	02/09/2021	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-75.00
EFT27823	03/09/2021	AMY CHADBOURNE	COMMUNICATIONS/MEDIA CONSULTANCY	-2,025.00
EFT27824	03/09/2021	ATOM	WORKSHOP SUPPLIES - CHAINS AND HOOKS	-296.28
EFT27825	03/09/2021	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	BROADCASTING/RETRANSMISSION LICENCE RENEWAL	-225.00
EFT27826	03/09/2021	FLOW CONSULTING ENGINEERS	INSPECTION AND TESTING OF LIGHT POLE FOOTING ON MORETON TCE	-2,420.00
EFT27827	03/09/2021	BENARA NURSERIES	TREES FOR MORETON TCE	-842.60
EFT27828	03/09/2021	BLACKWOODS	RED BUNTING FOR TRANSFER STATION	-28.25
EFT27829	03/09/2021	CANINE CONTROL	CONTRACT RANGER SERVICES	-12,500.00
EFT27830	03/09/2021	CORE BUSINESS AUSTRALIA	PROGRESS PAYMENT - SOFTWARE CONFIGURATION - WHS MONITOR	-5,500.00
EFT27831	03/09/2021	TOLL	FREIGHT CHARGES	-948.76
EFT27832	03/09/2021	CIVIC WORKFORCE MANAGEMENT	HR SUPPORT AND ADVICE	-3,270.31
EFT27833	03/09/2021	DC TWO PTY LTD	VOIP PHONE CHARGES	-1,709.55
EFT27834	03/09/2021	DONGARA BODY BUILDERS	MODIFY AND FIT LIGHT POLE BRACKETS AND SPIGOTS INCLUDING EXTRA BASE FOR MORETON TCE PROJECT AND SERVICING OF HEAVY PLANT AND TRAILERS	-7,969.00
EFT27835	03/09/2021	DONGARA DRILLING & ELECTRICAL	REPLACE OUTSIDE LIGHT AT MEMORIAL PARK TOILETS	-191.25
EFT27836	03/09/2021	TYREPOWER DONGARA	TUBE FOR MOWER	-52.00
EFT27837	03/09/2021	DONGARA LOCAL RAG	ADVERTISING AND VISITOR CENTRE STOCK	-376.00
EFT27838	03/09/2021	DONGARA POLICE LEGACY GOLF DAY	SUNDRY DONATION - POLICE LEGACY DAY 2021	-500.00
EFT27839	03/09/2021	FUELFIX PTY LTD	INSPECT AND REPAIR FUEL BOWSER AT DEPOT	-220.00
EFT27840	03/09/2021	GERALDTON MOWER & REPAIR	STIHL BRUSHCUTTER HEADS	-240.00
EFT27841	03/09/2021	GERALDTON BRICK PTY LTD	SUPPLY & DELIVERY OF BRICK PAVERS FOR MORETON TERRACE PROJECT	-159,381.20
EFT27842	03/09/2021	ALL DECOR	SUPPLY AND INSTALL FLOORING IN UNIT 3 AND 5 THE VILLAGE	-5,950.00
EFT27843	03/09/2021	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES	-2,407.53
EFT27844	03/09/2021	GHD PTY LTD	WESTPAC BANK RAMP DESIGN FOR MORETON TERRACE UPGRADE	-4,264.70
EFT27845	03/09/2021	GLASS CO WA	SECURITY MAINTENANCE REPAIRS AT VILLAGE	-680.11
EFT27846	03/09/2021	GERALDTON LIMESTONE RETAINING WALLS	SITE WORKS INCLUDING DRAINAGE INSTALLATION ON MORETON TERRACE AND REMOVAL OF ENTRY STATEMENTS	-14,350.60
EFT27847	03/09/2021	GNC	DRAINAGE COMPONENTS FOR MOREON TCE PROJECT	-2,626.80
EFT27848	03/09/2021	GLOBAL SPILL & SAFETY	SAFETY AND INFORMATION SIGNS FOR TRANSFER STATION	-313.89
EFT27849	03/09/2021	H.I. LIGHTING (WA)	SUPPLY OF LIGHTS FOR MORETON TERRACE UPGRADE	-134,101.00
EFT27850	03/09/2021	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA	NAMS+ SUBSCRIPTION FEE 2021/22	-1,636.25
EFT27851	03/09/2021	LAND INSIGHTS	FINAL PAYMENT - COASTAL MANAGEMENT PLAN ADOPTION	-7,370.00
EFT27852	03/09/2021	MARKS WATERTRUCK	WATER TRUCK HIRE FOR WORKS ON TABLETOP ROAD	-907.50
EFT27853	03/09/2021	MCDONALD WHOLESALERS	REC CENTRE KIOSK AND CLEANING SUPPLIES	-813.10
EFT27854	03/09/2021	MEDELECT BIOMEDICAL SERVICES	SERVICING OF GAS AND MEDICAL SYSTEM AT MEDICAL CENTRE	-1,361.25
EFT27855	03/09/2021	MID COAST CIVIL	LOWER MANHOLE LID ON MORETON TCE	-2,420.00
EFT27856	03/09/2021	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT GRANNIES BEACH WATER MAIN AND TOWN PARK ABLUTION	-747.85
EFT27857	03/09/2021	ONSHORE CABINETS AND FURNITURE	REPAIRS TO KITCHEN DRAWS IN UNIT 6 THE VILLAGE	-545.00
EFT27858	03/09/2021	OFFICE NATIONAL	STATIONERY CONSUMABLES	-649.83
EFT27859	03/09/2021	POSITION PARTNERS PTY LTD	SURVEY POLE TIP	-28.60
EFT27860	03/09/2021	SOILS AINT SOILS PTY LTD	MULCH MORETON TCE PROJECT	-4,653.00
EFT27861	03/09/2021	SUN CITY PRINT AND DESIGN	PLANT PRESTART BOOKS	-341.10
EFT27862	03/09/2021	TERRA FORM CONTRACTING	VEGETATION CLEARING ON MT HORNER ROAD AND FRANCISCO ROAD	-8,250.00
EFT27863	03/09/2021	TYREPOWER LIMITED	SUPPLY AND FIT TYRES ON HOLDEN COLORADO AND GROUNDMASTER MOWER	-1,043.32
EFT27864	03/09/2021	SYNERGY	ELECTRICITY CHARGES	-20,255.18
EFT27865	03/09/2021	WESTRAC EQUIPMENT	PARTS FOR CAT GRADER	-808.83
EFT27866	03/09/2021	WINC AUSTRALIA PTY LTD	PRINTER CHARGES -DEPOT	-225.23
EFT27867	08/09/2021	GARY JAMES RENWICK	REFUND	-1,138.00
EFT27868	13/09/2021	GLASS'S INFORMATION SERVICES PTY LTD	GLASS'S ANNUAL SUBSCRIPTION 2021/22	-3,488.10
EFT27869	16/09/2021	ZIG ZAG GYMNASTICS PTY LTD	ZIGZAG GYMNASTICS COMP ENTRY FEES	-875.00
EFT27870	17/09/2021	DFES DIRECT BRIGADE ALARM MONITORING	FIRE ALARM SYSTEM ANNUAL MONITORING FEE - REC CENTRE	-1,881.00
EFT27871	17/09/2021	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT ON MORETON TCE	-2,165.52
EFT27872	17/09/2021	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-637.25
EFT27873	17/09/2021	BOS CIVIL PTY LTD	PROGRESS CLAIM - MORETON TERRACE PROJECT	-106,867.75
EFT27874	17/09/2021	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-1,424.57
EFT27875	17/09/2021	BOB WADDELL CONSULTANT	ASSISTANCE WITH MONTHLY FINANCIAL STATEMENTS	-858.00
EFT27876	17/09/2021	CANINE CONTROL	CONTRACT RANGER SERVICES	-3,500.00
EFT27877	17/09/2021	CAN'T CREATE	DEPOSIT VIDEOGRAPHY & PHOTOGRAPHY FOR FORESHORE SPRINT	-500.00
EFT27878	17/09/2021	CLEANAWAY DANIELS PTY LTD	CLINICAL WASTE COLLECTION - DONGARA MEDICAL CENTRE	-706.36
EFT27879	17/09/2021	DONGARA FREIGHT	FREIGHT CHARGES	-152.75
EFT27880	17/09/2021	DONGARA HANDYMAN SERVICE/NOACK	REPLACE INTERNAL DOOR AT COMMUNITY RESOURCE CENTRE	-266.20
EFT27881	17/09/2021	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDEN, BUILDING & ROAD MAINTENANCE SUPPLIES	-3,175.37
EFT27882	17/09/2021	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT 2 KENNEDY HEIGHTS, REC CENTRE AND COUNCIL CHAMBERS	-351.12
EFT27883	17/09/2021	DONGARA HARDWARE	WATER FOR REC CENTRE	-58.00
EFT27884	17/09/2021	TYREPOWER DONGARA	BATTERIES FOR NISSAN PRIME MOVER AND PUNCTURE REPAIRS ON TOYOTA PRADO AND JOHN DEERE TRACTOR	-852.50
EFT27885	17/09/2021	EJ DIESEL	SERVICE OF FORD RANGER	-1,025.46
EFT27886	17/09/2021	EJAN COMMUNICATIONS	REPAIR TWO WAY RADIO	-132.00

Shire of Irwin

List of Accounts paid September 2021 for presentation to the Council Meeting 26 October 2021

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT27887	17/09/2021	EVA LEALIIFANO	REFUND	-80.00
EFT27888	17/09/2021	FENCE IT WA	HIRE OF 2 LIGHT TOWERS FOR MORETON TERRACE PROJECT	-3,900.01
EFT27889	17/09/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY - QUARTER 1 2021/22	-74,677.71
EFT27890	17/09/2021	FIRST HEALTH SERVICES	PRACTICE MANAGEMENT SERVICES - DONGARA MEDICAL CENTRE	-12,833.33
EFT27891	17/09/2021	DONGARA TOWN BUSHFIRE BRIGADE	CEO03-08/2021 BUSHFIRE BRIGADE DONATION	-2,000.00
EFT27892	17/09/2021	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL	-22,937.90
EFT27893	17/09/2021	REFUEL AUSTRALIA	FUEL CARD PURCHASES AND TRUCK WASH	-2,558.91
EFT27894	17/09/2021	GLASS CO WA	INSTALL ROLLER BLINDS AT ADMIN RECEPTION AREA AND SECURITY MAINTENANCE REPAIRS AT THE VILLAGE	-920.01
EFT27895	17/09/2021	GRILLEX	CONTOUR BBQ FOR COMMON AREA AT HENRY ROAD	-8,387.50
EFT27896	17/09/2021	IRWIN BUSH FIRE BRIGADE	CEO03-08/2021 BUSHFIRE BRIGADE DONATION	-2,000.00
EFT27897	17/09/2021	JOSH BYRNE & ASSOCIATES	AMENDMENTS TO FORESHORE MASTERPLAN AND PROGRESS CLAIM ON WALK TRAILS AND ENTRY STATEMENT LANDSCAPING DESIGN	-14,042.25
EFT27898	17/09/2021	LOCALISE PTY LTD	PROGRESS PAYMENT - STRATEGIC COMMUNITY PLAN	-22,015.58
EFT27899	17/09/2021	MARKETFORCE PTY LTD	ADVERTISING	-681.08
EFT27900	17/09/2021	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-404.27
EFT27901	17/09/2021	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT HARBOUR MASTER TOILETS, REC CENTRE AND CHARITIES	-2,134.25
EFT27902	17/09/2021	NORDIC BUILDERS	PROGRESS PAYMENT - HENRY ROAD UNITS 7-12	-132,467.63
EFT27903	17/09/2021	MP ROGERS & ASSOCIATES PTY LTD	BOAT RAMP - UPDATE DRAWINGS & QUANTITY ESTIMATES INCLUDING CONSTRUCTION COST ESTIMATE	-2,854.50
EFT27904	17/09/2021	SEASIDE SIGNS	NEW CONTAINERS FOR CHANGE SIGN AT TRANSFER STATION	-264.00
EFT27905	17/09/2021	SOUTHERN SPORTS	BADMINTON SHUTTLECOCKS FOR REC CENTRE	-172.19
EFT27906	17/09/2021	CLEANAWAY CO PTY LTD	RESIDENTIAL, COMMERCIAL AND STREET 240LT AND FRONT LIFT COLLECTION INCLUDING TRANSFER STATION	-25,167.60
EFT27907	17/09/2021	T-QUIP	SERVICE, PARTS AND REPAIRS TO HAKO SWEEPER	-8,872.45
EFT27908	17/09/2021	SYNERGY	ELECTRICITY CHARGES	-1,906.97
EFT27909	17/09/2021	YOUNG MOTORS PTY LTD	SERVICE OF HOLDEN COLORADO AND HOLDEN TRAILBLAZER	-1,199.77
EFT27910	22/09/2021	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-885.00
EFT27911	22/09/2021	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-80.00
32077	17/09/2021	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-5,186.00
DD21225.1	28/09/2021	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-80.00
DD21227.1	30/09/2021	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,176.41
DD21201.1	06/09/2021	WA TREASURY CORPORATION	LOAN 97 - GOLF CLUB TORO MOWER	-4,288.11
DD21205.1	07/09/2021	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
SOL 09/21	16/09/2021	SHINE TECH SOLAR	SOLAR REPAYMENT SEPTEMBER 2021	-1,947.66
CR 010921	01/09/2021	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING CATERING, PARKING FEES, ADVERTISING FOR CSO AND RANGER, MATERIALS FOR SPRINT INCLUDING WRISTBANDS, DONATION BUCKETS AND STAND AND HOLDERS AND REC CENTRE EXPENSES	-3,229.98
DD21194.1	01/09/2021	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM FUNDING REPAYMENT - FIRST AND SECOND INSTALMENT	-100,953.86
DD21229.1	30/09/2021	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM FUNDING REPAYMENT - THIRD INSTALMENT	-33,567.95
DD21216.1	14/09/2021	ANZ SMART CHOICE SUPER	SUPERANNUATION	-243.20
DD21216.2	14/09/2021	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-143.69
DD21216.3	14/09/2021	ASGARD SUPERANNUATION	SUPERANNUATION	-416.75
DD21216.4	14/09/2021	AUSTRALIAN SUPER	SUPERANNUATION	-1,072.13
DD21216.5	14/09/2021	AWARE SUPER PTY LTD	SUPERANNUATION	-12,417.15
DD21216.6	14/09/2021	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-145.18
DD21216.7	14/09/2021	HOSTPLUS	SUPERANNUATION	-478.51
DD21216.8	14/09/2021	MLC SUPER FUND	SUPERANNUATION	-1,415.51
DD21216.9	14/09/2021	THE M & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-92.50
DD21220.1	29/09/2021	ANZ SMART CHOICE SUPER	SUPERANNUATION	-243.20
DD21220.2	29/09/2021	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-123.53
DD21220.3	29/09/2021	ASGARD SUPERANNUATION	SUPERANNUATION	-409.24
DD21220.4	29/09/2021	AUSTRALIAN SUPER	SUPERANNUATION	-1,071.25
DD21220.5	29/09/2021	AWARE SUPER PTY LTD	SUPERANNUATION	-12,527.18
DD21220.6	29/09/2021	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-143.69
DD21220.7	29/09/2021	HOSTPLUS	SUPERANNUATION	-619.28
DD21220.8	29/09/2021	MLC SUPER FUND	SUPERANNUATION	-1,431.38
DD21220.9	29/09/2021	THE M & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-124.92
DD21216.10	14/09/2021	REST SUPERANNUATION	SUPERANNUATION	-398.08
DD21220.10	29/09/2021	REST SUPERANNUATION	SUPERANNUATION	-419.03
				-1,095,996.45

Sundry Creditors as at 30/09/2021 **965.00**

The Payments included in the above list of Accounts Paid, have been authorised by the Chief Executive Officer under delegation from Council.

12/10/21
DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 020821

S.Ivers Credit Card Expenses

Dongara Bakery	Catering	$ 66.70
Dongara Bakery	Catering	$ 50.00
City of Perth	Parking	$ 12.22
Town of Cambridge	Parking	$ 5.80
Spotify	Rec Centre Gym Music	$ 11.99
Town of Cambridge	Parking	$ 5.80
CPP Convention Centre	Parking	$ 23.22
Seek	Advertising - Ranger	$ 1,644.50
NAB	Card Fee	$ 9.00
		$ 1,829.23

D.Chandler Credit Card Expenses

AAC ID Solutions	Wristbands for Foreshore Sprint Entry	$ 334.53
eBay	Donation Buckets for Foreshore Sprint Entry	$ 102.00
Seek	Advertising - CSO	$ 220.00
Shop Fittings Store	Stands & Holders for Foreshore Sprint Entry	$ 735.22
NAB	Card Fee	$ 9.00
		$ 1,400.75

TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT	$ 3,229.98

ATTACHMENT: CC02

Monthly Financial Statements for the Period Ended 30 September 2021

Attachment 1
Monthly Financial Statements for the Period Ended 30 September 2021

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 30 September 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Key Terms and Descriptions - Nature or Type Descriptions		2
Statement of Financial Activity by Nature or Type		3
Note 1	Adjusted Net Current Assets	4
Note 3	Receivables	5
Note 5	Payables	6
Note 8	Capital Acquisitions	7
Note 15	Explanation of Material Variances	10

NATURE OR TYPE DESCRIPTIONS

REVENUE

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

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

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

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

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

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

EXPENSES

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

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

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

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

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

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2021

BY NATURE OR TYPE

	Note	Annual Budget	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	808,457	808,457	808,457	**808,457**	0	0%		
Revenue from operating activities									
Rates	6	5,645,606	5,645,606	5,638,854	**5,643,835**	4,981	0%	▲	
Operating Grants, Subsidies and Contributions	12	791,224	791,224	371,486	**103,407**	(268,079)	(72%)	▼	S
Fees and Charges		2,063,150	2,063,150	1,045,804	**1,078,256**	32,452	3%	▲	
Service Charges		0	0	0	**0**	0			
Interest Earnings		45,478	45,478	9,480	**7,855**	(1,625)	(17%)	▼	
Other Revenue		191,000	191,000	37,486	**58,119**	20,633	55%	▲	S
Profit on Disposal of Assets	7	100,000	100,000	0	**0**	0			
Gain FV Valuation of Assets		0	0	0	**0**	0			
		8,836,458	**8,836,458**	**7,103,110**	**6,891,472**				
Expenditure from operating activities									
Employee Costs		(2,947,371)	(2,947,371)	(697,619)	**(756,262)**	(58,643)	(8%)	▼	
Materials and Contracts		(2,953,769)	(2,953,769)	(708,069)	**(488,199)**	219,870	31%	▲	S
Utility Charges		(356,800)	(356,800)	(78,126)	**(27,576)**	50,550	65%	▲	S
Depreciation on Non-Current Assets		(4,373,611)	(4,373,611)	(1,093,371)	**(1,135,201)**	(41,830)	(4%)	▼	
Interest Expenses		(228,839)	(228,839)	(36,497)	**(12,660)**	23,838	65%	▲	S
Insurance Expenses		(210,188)	(210,188)	(83,435)	**0**	83,435	100%	▲	S
Other Expenditure		(206,416)	(206,416)	(38,467)	**(29,671)**	8,796	23%	▲	
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(11,276,994)	**(11,276,994)**	**(2,735,584)**	**(2,449,568)**				
Operating activities excluded from budget									
Add back Depreciation		4,373,611	4,373,611	1,093,371	**1,135,201**	41,830	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	(100,000)	(100,000)	0	**0**	0			
Movement in Leave Reserve (Added Back)		190,418	190,418	102	**125**	23	22%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
Amount attributable to operating activities		**2,023,493**	**2,023,493**	**5,460,999**	**5,577,230**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	3,396,931	3,396,931	0	**0**	0			
Proceeds from Disposal of Assets	7	1,631,184	1,631,184	7,500	**0**	(7,500)	(100%)	▼	
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(1,693,981)	(1,693,981)	(418,329)	**(351,157)**	67,172	16%	▲	S
Plant and Equipment	8	(924,300)	(924,300)	(77,000)	**(76,960)**	40	0%	▲	
Furniture and Equipment	8	(114,000)	(114,000)	0	**0**	0			
Infrastructure Assets - Roads	8	(2,777,844)	(2,777,844)	(604,719)	**(832,368)**	(227,649)	(38%)	▼	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(2,418,771)	(2,418,771)	(1,482)	**(1,308)**	174	12%	▲	
Amount attributable to investing activities		**(2,900,781)**	**(2,900,781)**	**(1,094,030)**	**(1,261,792)**				
Financing Activities									
Proceeds from New Debentures		674,000	674,000	0	**0**	0			
Repayment of Debentures	9	(427,905)	(427,905)	(33,553)	**(32,801)**	752	2%	▲	
Repayment of Lease Financing	9	(20,474)	(20,474)	(5,112)	**(5,121)**	(9)	(0%)	▼	
Advances to Community Groups		0	0	0	**0**	0			
Proceeds from Advances		0	0	0	**0**	0			
Self-Supporting Loan Principal	9	41,513	41,513	4,153	**4,127**	(26)	(1%)	▼	
Transfer to Restricted Cash - Other		(150,000)	(150,000)	0	**0**	0			
Transfer from Restricted Cash - Other		160,081	160,081	0	**0**	0			
Transfer from Reserves	10	290,345	290,345	0	**0**	0			
Transfer to Reserves	10	(295,000)	(295,000)	(1,248)	**(1,493)**	(245)	(20%)	▼	
Amount attributable to financing activities		**272,560**	**272,560**	**(35,760)**	**(35,289)**				
Closing Funding Surplus (Deficit)	1	**203,730**	**203,730**	**5,139,666**	**5,088,606**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2021/22 year is $10,000 and 10%.

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

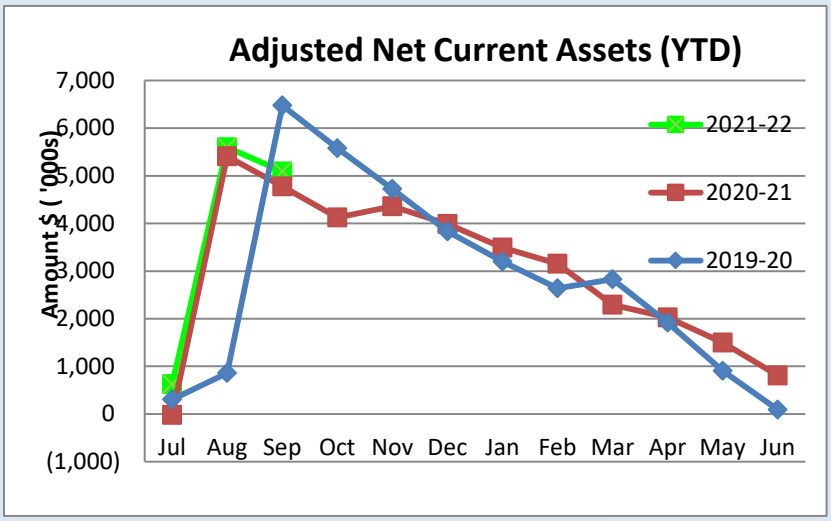
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 30/09/2020	Year to Date Actual 30/09/2021
		$	$	$
Current Assets				
Cash Unrestricted	2	2,960,321	4,630,929	2,393,552
Cash Restricted - Reserves	2	1,480,544	1,294,556	1,482,037
Cash Restricted - General	2	362,875	362,875	362,875
Cash Restricted - Bonds & Deposits	2	210,591	198,279	216,116
Receivables - Rates	3	387,388	1,765,962	4,225,576
Receivables - Other	3	653,926	285,636	589,854
Inventories	4	28,018	18,521	28,018
		6,083,662	8,556,758	9,298,027
Less: Current Liabilities				
Payables	5	(1,273,170)	(311,083)	(180,664)
Contract Liabilities	11	(1,333,371)	(1,537,939)	(1,357,325)
Financial Liabilities	5	(140,508)	(140,508)	(140,508)
Bonds & Deposits	14	(210,591)	(198,279)	(216,116)
Loan and Lease Liability	9	(448,379)	(325,850)	(410,457)
Provisions	11	(415,874)	(416,446)	(415,874)
		(3,821,893)	(2,930,104)	(2,720,944)
Less: Cash Reserves	10	(1,480,544)	(1,294,556)	(1,482,037)
Add Back: Component of Leave Liability not Required to be funded		123,748	123,355	123,873
Add Back: Loan and Lease Liability		448,379	325,850	410,457
Less : Loan Receivable - clubs/institutions		(41,513)	(4,075)	(37,386)
Less : Restricted Cash General	15	(503,383)	0	(503,383)
Net Current Funding Position		**808,457**	**4,777,228**	**5,088,606**

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD Surplus(Deficit)
$5.09 M

Last Year YTD Surplus(Deficit)
$4.78 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

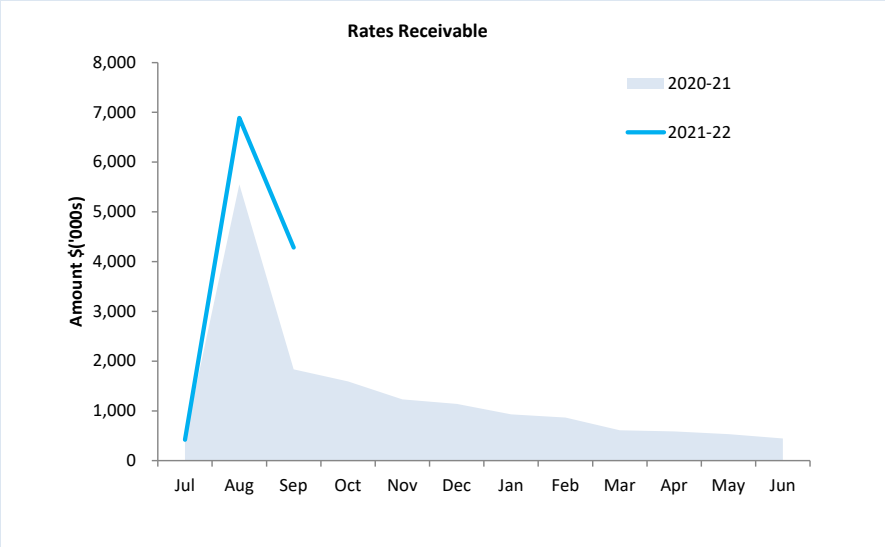
Receivables - Rates & Rubbish	30 June 2021	30 Sep 21
	$	$
Opening Arrears Previous Years	472,740	444,976
Levied this year	6,130,640	6,420,311
Less Collections to date	(6,158,404)	(2,582,123)
Equals Current Outstanding	444,976	4,283,164
Net Rates Collectable	**444,976**	**4,283,164**
% Collected	93.26%	37.61%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	17,501	1,069	207	32,585	51,362
Percentage	34%	2%	0%	63%	
Balance per Trial Balance					
Sundry Debtors					51,362
Receivables - Other					538,498
Total Receivables General Outstanding					**589,860**

Amounts shown above include GST (where applicable)

KEY INFORMATION

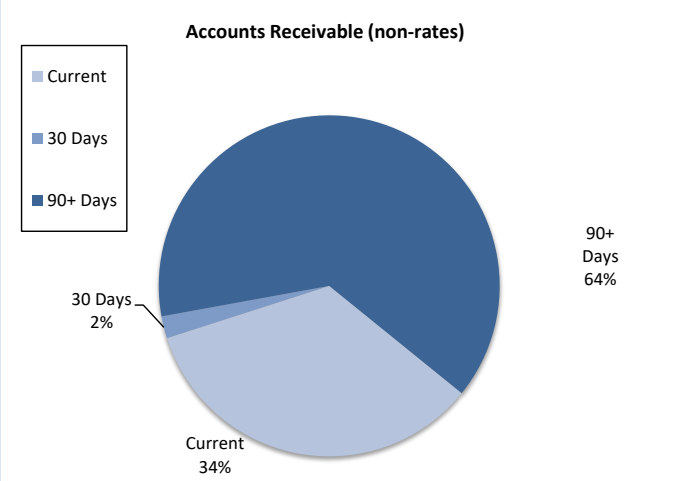
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
38%	$4,283,164

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
$589,860

Over 30 Days
66%

Over 90 Days
63%

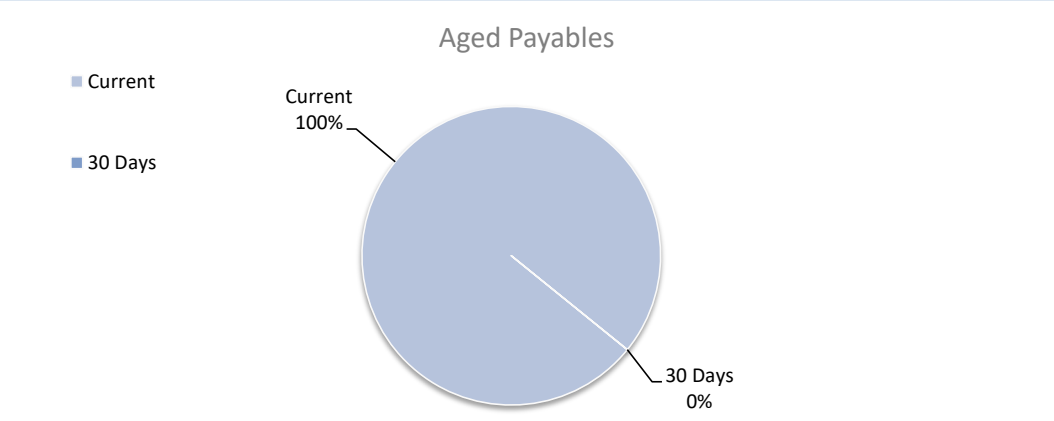
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	965	0	0	0	965
Percentage	100%	0%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					965
Other creditors					134,128
Accrued salaries and wages					0
ATO liabilities					45,572
Financial liabilities (Developer Contributions)					140,508
Other accruals/payables					0
Total Payables General Outstanding					**321,172**

Amounts shown above include GST (where applicable)

KEY INFORMATION

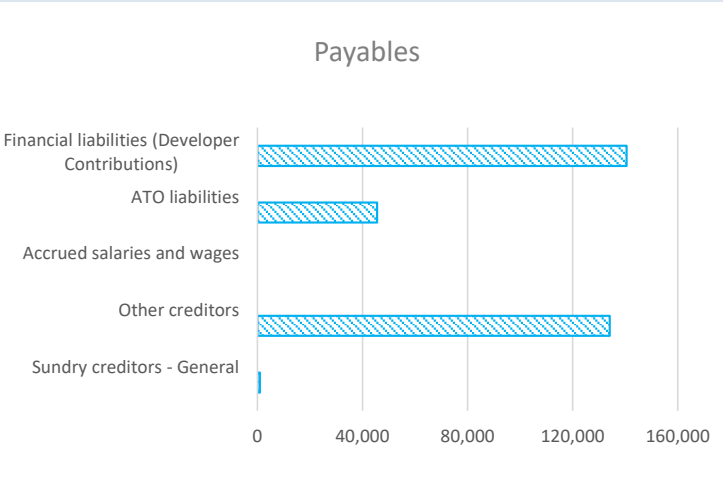
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

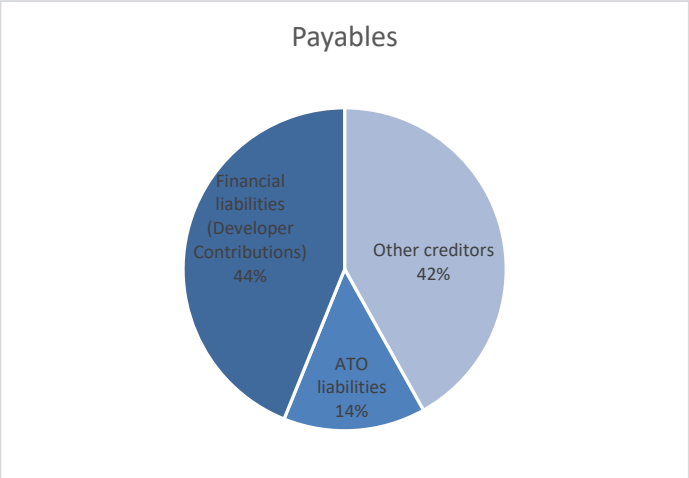


Creditors Due
$321,172

Over 30 Days
0%

Over 90 Days
0%





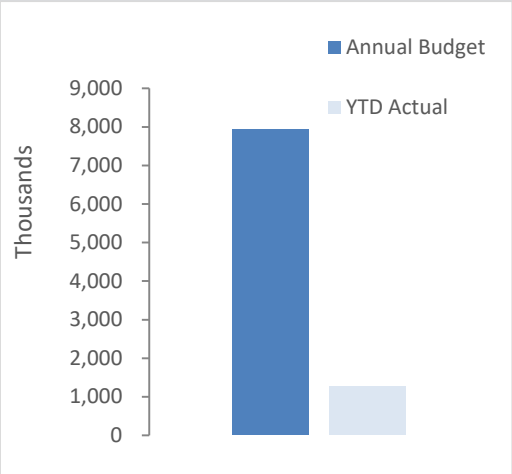
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	1,693,981	418,329	1,693,981	**351,157**	(67,172)
Plant and Equipment	924,300	77,000	924,300	**76,960**	(40)
Furniture and Equipment	114,000	0	114,000	**0**	0
Infrastructure Assets - Roads	2,777,844	604,719	2,777,844	**832,368**	227,649
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	2,418,771	1,482	2,418,771	**1,308**	(174)
Capital Expenditure Totals	7,928,896	1,101,530	7,928,896	**1,261,792**	160,262
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	3,396,931	0	3,396,931	**0**	0
Borrowings	674,000	0	674,000	**0**	0
Other (Disposals & C/Fwd)	1,631,184	7,500	1,631,184	**0**	(7,500)
Council contribution - Cash Backed Reserves					
Various Reserves		0	290,345	**0**	0
Council contribution - operations		**1,094,030**	**1,936,436**	**1,261,792**	167,762
Capital Funding Total		**1,101,530**	**7,928,896**	**1,261,792**	**160,262**

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
	$7.93 M	**$1.26 M**	**16%**

Capital Grant	Annual Budget	YTD Actual	% Received
	$3.4 M	**$. M**	**0%**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

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

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Buildings								
	Housing								
0.21	AGED APPROPRIATE HOUSING - STAGE 2	2574	1311	CJ18	(1,647,481)	(1,647,481)	(411,705)	(351,157)	60,548
0.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(26,500)	(26,500)	(6,624)	0	6,624
	Total - Housing				**(1,673,981)**	**(1,673,981)**	**(418,329)**	**(351,157)**	**67,172**
	Community Amenities								
0.00	TRANSFER STATION RETAINING WALL	1944	1311	CJ67	(20,000)	(20,000)	0	0	0
	Total - Community Amenities				**(20,000)**	**(20,000)**	**0**	**0**	**0**
0.21	**Total - Buildings**				**(1,693,981)**	**(1,693,981)**	**(418,329)**	**(351,157)**	**67,172**
	Plant & Equipment								
	Other Law, Order & Public Safety								
0.00	COMMUNITY RANGER VEHICLE - REG 502IR	0884	1312	V502	(35,000)	(35,000)	0	0	0
	Total - Other Law, Order & Public Safety				**(35,000)**	**(35,000)**	**0**	**0**	**0**
	Recreation & Culture								
0.00	PARKS & GARDENS - TRACTOR MOWER - REG IR420	2844	1312	V420	(48,800)	(48,800)	0	0	0
1.00	NEW TRUCK - PARKS & GARDENS	2844	1312	V852	(77,000)	(77,000)	(77,000)	(76,960)	40
	Total - Recreation & Culture				**(125,800)**	**(125,800)**	**(77,000)**	**(76,960)**	**40**
	Transport								
0.00	PRIME-MOVER	3534	1312	V850	(309,000)	(309,000)	0	0	0
0.00	SIDE TIPPING SEMI TRAILER	3534	1312	V851	(221,000)	(221,000)	0	0	
0.00	GRADER MOUNTED RUBBER TYRE ROLLER	3534	1312	V853	(60,000)	(60,000)	0	0	
0.00	BACK UP GENERATOR - DEPOT	3534	1312	V854	(15,000)	(15,000)	0	0	
0.00	DROP DECK TRAILER MODIFY HYDRAULICS	3534	1312	V855	(8,000)	(8,000)	0	0	
0.00	MOSQUITO FOGGER	3534	1312	V856	(5,500)	(5,500)	0	0	
	Total - Transport				**(618,500)**	**(618,500)**	**0**	**0**	**0**
	Other Property & Services								
0.00	CEO VEHICLE - REG 510IR	0554	1312	V510	(61,000)	(61,000)	0	0	0
0.00	HOLDEN TRAILBLAZER WAGON	0554	1312	V527	(34,000)	(34,000)	0	0	0
0.00	SURVEY VEHICLE	0554	1312	V528	(35,000)	(35,000)	0	0	0
0.00	DEPOT POOL VEHICLE	0554	1312	V529	(15,000)	(15,000)	0	0	0
	Total - Other Property & Services				**(145,000)**	**(145,000)**	**0**	**0**	**0**
0.08	**Total - Plant & Equipment**				**(924,300)**	**(924,300)**	**(77,000)**	**(76,960)**	**40**
	Furniture & Equipment								
	Recreation & Culture								
0.00	GYM EQUIPMENT	2824	1314	CJ90	(50,000)	(50,000)	0	0	0
	Total - Recreation & Culture				**(50,000)**	**(50,000)**	**0**	**0**	**0**
	Other Property & Services								
0.00	IT - HARDWARE SERVER UPGRADE	0264	1314	CJ33	(50,000)	(50,000)	0	0	0
0.00	OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(14,000)	(14,000)	0	0	0
	Total - Other Property & Services				**(64,000)**	**(64,000)**	**0**	**0**	**0**
0.00	**Total - Furniture & Equipment**				**(114,000)**	**(114,000)**	**0**	**0**	**0**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

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

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

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Roads								
	Housing								
0.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(44,700)	(44,700)	(11,175)	0	11,175
	Total - Housing				**(44,700)**	**(44,700)**	**(11,175)**	**0**	**11,175**
	Transport								
0.00	RURAL ROAD RESHEETING	6614	1317	CJ97	(270,000)	(270,000)	(67,494)	0	67,494
0.00	R2R - FANE ROAD	6644	1317	CJ75	(64,000)	(64,000)	(9,594)	0	9,594
0.00	R2R - PIGGERY LANE	6644	1317	CJ76	(129,540)	(129,540)	(19,425)	0	19,425
0.00	R2R - BELAURA PLACE	6644	1317	CJ77	(21,259)	(21,259)	(3,183)	0	3,183
0.47	MORETON TERRACE	6664	1317	CJ22	(244,496)	(244,496)	(36,672)	(115,378)	(78,706)
0.00	TABLETOP ROAD - SEAL - RRG	6674	1317	CJ78	(126,388)	(126,388)	(31,596)	0	31,596
0.00	ALLANOOKA SPRINGS ROAD - SEAL - RRG	6674	1317	CJ79	(115,715)	(115,715)	(28,926)	0	28,926
1.00	CASUARINAS ROAD - RRG	6674	1317	CJ72	0	0	0	(2,420)	(2,420)
0.33	BURMA ROAD - RRG	6674	1317	CJ74	(127,550)	(127,550)	(19,128)	(41,507)	(22,379)
0.00	RRG GRANT - ALLANOOKA SPRINGS RD 2021/22	6674	1317	CJ98	(215,501)	(215,501)	(53,868)	0	53,868
0.00	RRG GRANT - CASUARINA RD 2021/22	6674	1317	CJ99	(253,000)	(253,000)	(63,243)	0	63,243
0.00	RRG GRANT - BOOKARA EAST RD 2021/22	6674	1317	CJ100	(42,695)	(42,695)	(10,665)	0	10,665
0.83	MORETON TERRACE	6684	1317	CJ88	(813,000)	(813,000)	(203,250)	(673,055)	(469,805)
0.00	BLENHEIM ROAD	6694	1317	CJ24	(310,000)	(310,000)	(46,500)	0	46,500
	Total - Transport				**(2,733,144)**	**(2,733,144)**	**(593,544)**	**(832,368)**	**(238,824)**
0.30	**Total - Roads**				**(2,777,844)**	**(2,777,844)**	**(604,719)**	**(832,368)**	**(227,649)**
	Infrastructure - Other								
	Community Amenities								
0.00	CEMETERY REVITALISATION	2644	1318	CJ03	(103,797)	(103,797)	0	0	0
	Total - Community Amenities				**(103,797)**	**(103,797)**	**0**	**0**	**0**
	Recreation And Culture								
1.00	SURF BEACH STABILISATION	8054	1318	CJ87	0	0	0	(10)	(10)
0.00	GOLF CLUB ENTRY/CARPARK	8054	1318	CJ91	(10,000)	(10,000)	0	0	0
0.00	CRICKET PITCH	8054	1318	CJ92	(8,000)	(8,000)	0	0	0
0.00	COUNCIL PROJECTS	8054	1318	PJ01	(2,071,052)	(2,071,052)	0	0	0
0.00	SHADE SAILS - PARKS	2864	1318	1429	(24,000)	(24,000)	0	0	0
1.00	SKATE PARK - PUMP TRACK	2864	1318	CJ37	0	0	0	(47)	(47)
	Total - Recreation And Culture				**(2,113,052)**	**(2,113,052)**	**0**	**(57)**	**(57)**
	Transport								
0.04	RURAL SIGNS	6794	1318	CJ10	(30,422)	(30,422)	(1,482)	(1,250)	232
0.00	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(70,000)	(70,000)	0	0	0
0.00	DEPOT WASHDOWN BAY	6794	1318	CJ95	(86,500)	(86,500)	0	0	0
	Total - Transport				**(186,922)**	**(186,922)**	**(1,482)**	**(1,250)**	**232**
	Economic Services								
0.00	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(15,000)	(15,000)	0	0	0
	Total - Economic Services				**(15,000)**	**(15,000)**	**0**	**0**	**0**
0.00	**Total - Infrastructure - Other**				**(2,418,771)**	**(2,418,771)**	**(1,482)**	**(1,308)**	**174**
0.16	**Grand Total**				**(7,928,896)**	**(7,928,896)**	**(1,101,530)**	**(1,261,792)**	**(160,262)**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2021/22 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Operating Grants, Subsidies and Contributions	(268,079)	(72%)	▼	S	Timing	Grant funds to be received after audits
Other Revenue	20,633	55%	▲	S	Timing	Income received earlier than budgeted
Expenditure from operating activities						
Materials and Contracts	219,870	31%	▲	S	Timing	Timing of budget ahead of actual invoices
Utility Charges	50,550	65%	▲	S	Timing	Timing of budget ahead of actual invoices.
Interest Expenses	23,838	65%	▲	S	Timing	Timing of budget ahead of actual invoices.
Insurance Expenses	83,435	100%	▲	S	Timing	Timing of Instalments
Investing Activities						
Land and Buildings	67,172	16%	▲	S	Timing	Timing of SIHI construction works
Infrastructure Assets - Roads	(227,649)	(38%)	▼	S	Timing	Timing of construction works

ATTACHMENT: CEO02

Code of Conduct Review

Attachment 1

Code of Conduct for Council Members, Committee Members & Candidates

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

DRAFT

Shire of Irwin

Code of Conduct for Council Members, Committee Members and Candidates

October 2021

innovation
accountability
integrity
respect

Document Control

Document No.	Date Originated	Previous Version	
	27 July 2021		
Revision No.	Date Reviewed	Adopted by Council - Date	Adopted by Council – Minute Ref
Rev1	12 October 2021		

Amendments

Details of amendments	Reviewed/Amended Date	Record No.	Council Minute Ref.
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Table of Contents

Division 1 – Preliminary provisions **3**

1. Citation *3*

2. Terms used *3*

Division 2 – General principles **3**

3. Overview of Division *3*

4. Personal integrity *3*

5. Relationships with others *4*

6. Accountability *4*

Division 3 – Behaviour **4**

7. Overview of Division *4*

8. Personal integrity *4*

9. Relationship with others *5*

10. Council or committee meetings *5*

11. Complaint about alleged breach *5*

12. Dealing with complaint *6*

13. Dismissal of complaint *7*

14. Withdrawal of complaint *7*

15. Other provisions about complaints *7*

Division 4 – Rules of conduct **7**

16. Overview of Division *7*

17. Misuse of local government resources *7*

18. Securing personal advantage or disadvantaging others *8*

19. Prohibition against involvement in administration *8*

20. Relationship with local government employees *8*

21. Disclosure of information *9*

22. Disclosure of interests *9*

23. Compliance with plan requirement *10*

Shire of Irwin Code of Conduct for Council Members, Committee Members and Candidates

Code of Conduct Purpose:

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

Division 1 – Preliminary provisions

1. Citation

This is the *Shire of Irwin* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the Local Government Act 1995;

candidate means a candidate for election as a council member;

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

publish includes to publish on a social media platform.

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

Division 2 – General principles

3. Overview of Division

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

4. Personal integrity

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

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

(a) act in accordance with the trust placed in council members and committee members; and

(b) participate in decision making in an honest, fair, impartial and timely manner; and

(c) actively seek out and engage in training and development opportunities to improve the performance of their role; and

(d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationships with others

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

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district

Division 3 – Behaviour

7. Overview of Division

This Division sets out —

(a) requirements relating to the behaviour of council members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

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

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and

(b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

(a) must not bully or harass another person in any way; and

(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and

(c) must not use offensive or derogatory language when referring to another person; and

(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and

(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

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

(a) must not act in an abusive or threatening manner towards another person; and

(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

(c) must not repeatedly disrupt the meeting; and

(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and

(e) must comply with any direction given by the person presiding at the meeting; and

(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

(1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.

(2) A complaint must be made —

(a) in writing in the form approved by the local government; and

(b) to a person authorised under subclause (3); and

(c) within 1 month after the occurrence of the alleged breach.

(3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints[1].

12. Dealing with complaint

(1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

(a) take no further action; or

(b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

(a) engage in mediation;

(b) undertake counselling;

(c) undertake training;

(d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

(a) its finding and the reasons for its finding; and

(b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

1

[1] Council decision 130221, 23 February 2021 Ordinary Council Meeting: delegated authority to the CEO to appoint persons as additional Complaints Officers for the purposes cl 11(3).

13. Dismissal of complaint

(1) The local government must dismiss a complaint if it is satisfied that —

(a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

(b) either —

(i) the behaviour was dealt with by the person presiding at the meeting; or

(ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

(2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

(1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.

(2) The withdrawal of a complaint must be —

(a) in writing; and

(b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

(1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.

(2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 – Rules of conduct

16. Overview of Division

(1) This Division sets out rules of conduct for council members and candidates.

(2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

(1) In this clause —

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

resources of a local government includes —

(a) local government property; and

(b) services provided, or paid for, by a local government.

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

18. Securing personal advantage or disadvantaging others

(1) A council member must not make improper use of their office —

(a) to gain, directly or indirectly, an advantage for the council member or any other person; or

(b) to cause detriment to the local government or any other person.

(2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

(1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.

(2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

(a) employed by a local government under section 5.36(1) of the Act; or

(b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

(a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or

(b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or

(c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

(a) make a statement that a local government employee is incompetent or dishonest; or

(b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code Compilation Act 1913* Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

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

document includes a part of a document;

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

(2) A council member must not disclose information that the council member —

(a) derived from a confidential document; or

(b) acquired at a closed meeting other than information derived from a non confidential document.

(3) Subclause (2) does not prevent a council member from disclosing information —

(a) at a closed meeting; or

(b) to the extent specified by the council and subject to such other conditions as the council determines; or

(c) that is already in the public domain; or

(d) to an officer of the Department; or

(e) to the Minister; or

(f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

22. Disclosure of interests

(1) In this clause —

interest —

(a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and

(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting; or

(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or

(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

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

ATTACHMENT: CEO04

Adoption of CEO Standards

Attachment 1
CEO Standards

Shire of Irwin

Standards for CEO Recruitment, Performance and Termination

Table of Contents

Division 1 — Preliminary provisions **3**

1. Citation *3*

2. Terms used *3*

Division 2 — Standards for recruitment of CEOs **3**

3. Overview of Division *3*

4. Application of Division *3*

5. Determination of selection criteria and approval of job description form *4*

6. Advertising requirements *4*

7. Job description form to be made available by local government *4*

8. Establishment of selection panel for employment of CEO *4*

9. Recommendation by selection panel *5*

10. Application of cl. 5 where new process carried out *6*

11. Offer of employment in position of CEO *6*

12. Variations to proposed terms of contract of employment *6*

13. Recruitment to be undertaken on expiry of certain CEO contracts *6*

14. Confidentiality of information *7*

Division 3 — Standards for review of performance of CEOs **7**

15. Overview of Division *7*

16. Performance review process to be agreed between local government and CEO *7*

17. Carrying out a performance review *8*

18. Endorsement of performance review by local government *8*

19. CEO to be notified of results of performance review *8*

Division 4 — Standards for termination of employment of CEOs **8**

20. Overview of Division *8*

21. General principles applying to any termination *8*

22. Additional principles applying to termination for performance related reasons *9*

23. Decision to terminate *9*

24. Notice of termination of employment *9*

Policy Purpose:

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

Division 1 — Preliminary provisions

1. Citation

These are the *Shire of Irwin* Standards for CEO Recruitment, Performance and Termination.

2. Terms used

(1) In these standards —

Act means the Local Government Act 1995;

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

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

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

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

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

local government means the *Shire of Irwin*;

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

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

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

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

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

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

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

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

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

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or

(b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

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

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

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

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

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

(1) In this clause —

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

(2) This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

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

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

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

(1) The local government and the CEO must agree on —

(a) the process by which the CEO's performance will be reviewed; and

(b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

(2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

(1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

(2) The local government must —

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

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

19. CEO to be notified of results of performance review

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

(a) the results of the review; and

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

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

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

21. General principles applying to any termination

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

(2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —

(a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and

(b) notifying the CEO of any allegations against the CEO; and

(c) giving the CEO a reasonable opportunity to respond to the allegations; and

(d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance related reasons

(1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.

(2) The local government must not terminate the CEO's employment unless the local government has —

(a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and

(b) informed the CEO of the performance issues; and

(c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and

(d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.

(3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

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

24. Notice of termination of employment

(1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

(2) The notice must set out the local government's reasons for terminating the employment of the CEO.

ATTACHMENT: ID01

Delegated and Authorised Actions for September 2021 - Development

Attachment 1
Table of Delegated Actions for September 2021

Records of exercise of delegated powers or duties

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	9 Sep 2021	Granted	Building Permit - Outbuilding	Aussie Sheds	Lot 38 River Gum Way, Springfield
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	6 Sep 2021	Granted	Building Permit - Garage, Carport and Patio Alterations and Additions	Tunbridge Construction & Maintenance Pty Ltd	Lot 49 (#38) Point Leander Drive, Port Denison
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	10 Sep 2021	Granted	Building Permit - Lean to	Starstate Investments Pty Ltd	Lot 55 (#34) Bailey Street, Dongara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	10 Sep 2021	Granted	Building Permit - Amendment to Dwelling	Red Ink Homes Pty Ltd	Lot 684 (#74) Ocean Drive, Port Denison
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	13 Sep 2021	Granted	Building Permit - Outbuildings	Conway WA Pty Ltd	8 Mitchell Heights, Dongara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	14 Sep 2021	Granted	Building Permit - Carport	Shoreline Outdoor World	8 Philbey Road, Dongara
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	21 Sep 2021	Granted	Building Permit - Outbuilding	S Hahn	Lot 229 (#6) Tyford Road, Dongara

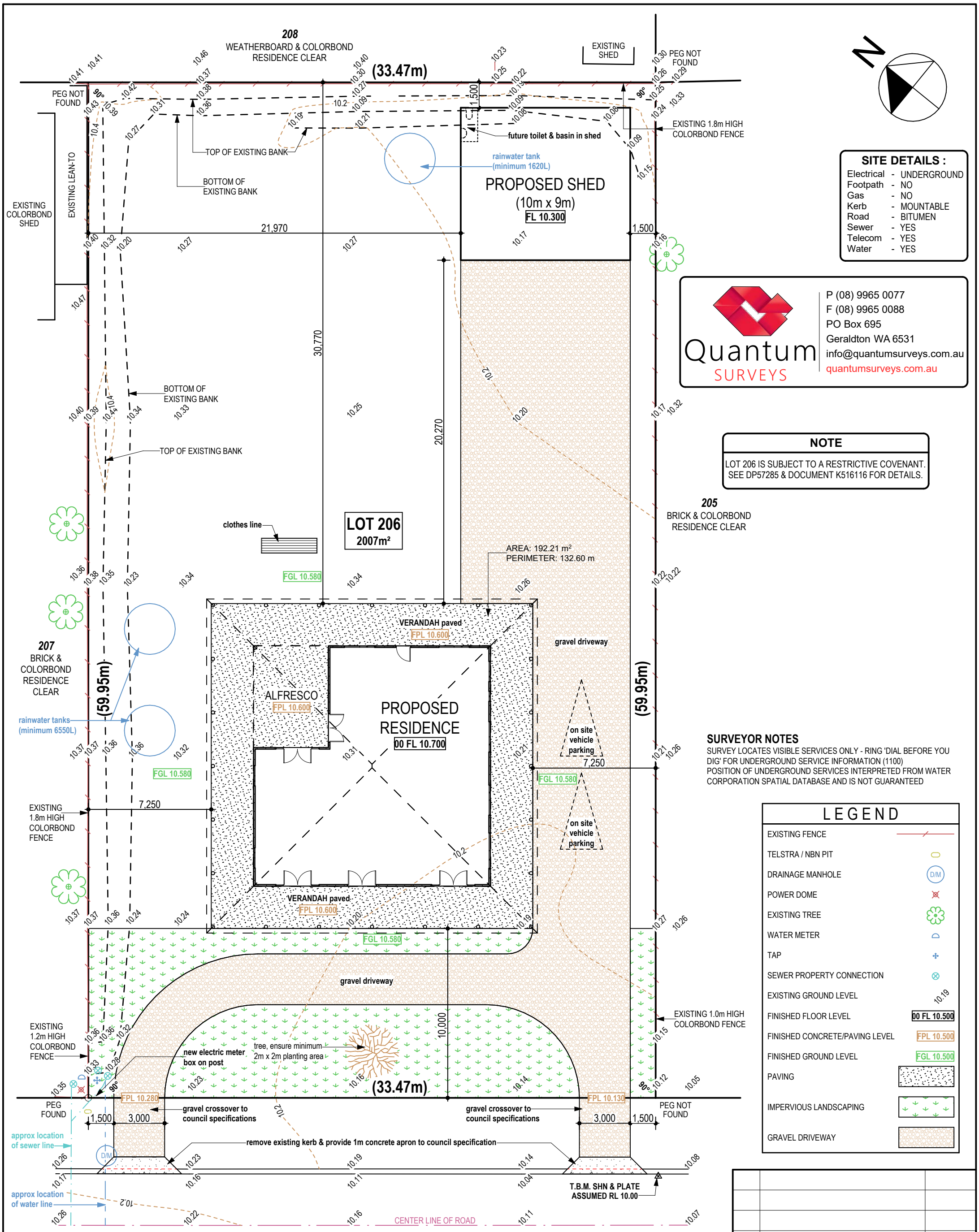
Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	17 Sep 2021	Granted	Building Permit - Outbuilding	P Manners	Lot 2 (#31) Hampton Street, Port Denison
EMP200	Grant a Building Permit	CEO to Employees	Manager Development	30 Sep 2021	Granted	Building Permit - Swimming Pool and Barrier	G & S Spencer	Lot 18 (#165) Melaleuca Road, Bookara
EMP201	Demolition Permits	CEO to Employees	Manager Development	9 Sep 2021	Granted	Demolition Permit - Dwelling	Bandana Earthmoving Pty Ltd	Lot 9 (#30211) Brand Highway, Dongara
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	8 Sep 2021	Granted	Development Approval - Outbuildings	P Pendlebury	Lot 110 (#43) Moore Road, Dongara
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	9 Sep 2021	Granted	Development Approval - Telecommunications Tower	Urbanista Town Planning Pty Ltd	Lot 6110 & 4 Brand Highway, Arrowsmith
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	21 Sep 2021	Granted	Development Approval - Dwelling	T Parker	Lot 398 (#38) Pearse Road, Port Denison
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	22 Sep 2021	Granted	Development Approval - Roofed Structure	F Burton	Lot 1671 (#214) Pettit Lane, Bonniefield

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP904	Local Planning Scheme No.5	CEO to Employees	Manager Development	29 Sep 2021	Granted	Development Approval - Dwelling	Modular WA	Lot 229 (#6) Tyford Road, Dongara

ATTACHMENT: ID02

Proposed Outbuilding at Lot 206 (#3) Cardwell Gardens, Dongara

Attachment 1
Development Applicaiton Plans



SITE DETAILS :

Electrical	- UNDERGROUND
Footpath	- NO
Gas	- NO
Kerb	- MOUNTABLE
Road	- BITUMEN
Sewer	- YES
Telecom	- YES
Water	- YES

Quantum SURVEYS
P (08) 9965 0077
F (08) 9965 0088
PO Box 695
Geraldton WA 6531
info@quantumsurveys.com.au
quantumsurveys.com.au

NOTE

LOT 206 IS SUBJECT TO A RESTRICTIVE COVENANT. SEE DP57285 & DOCUMENT K516116 FOR DETAILS.

SURVEYOR NOTES

SURVEY LOCATES VISIBLE SERVICES ONLY - RING 'DIAL BEFORE YOU DIG' FOR UNDERGROUND SERVICE INFORMATION (1100)
POSITION OF UNDERGROUND SERVICES INTERPRETED FROM WATER CORPORATION SPATIAL DATABASE AND IS NOT GUARANTEED

LEGEND

EXISTING FENCE	
TELSTRA / NBN PIT	
DRAINAGE MANHOLE	D/M
POWER DOME	
EXISTING TREE	
WATER METER	
TAP	
SEWER PROPERTY CONNECTION	
EXISTING GROUND LEVEL	10.19
FINISHED FLOOR LEVEL	00 FL 10.500
FINISHED CONCRETE/PAVING LEVEL	FPL 10.500
FINISHED GROUND LEVEL	FGL 10.500
PAVING	
IMPERVIOUS LANDSCAPING	
GRAVEL DRIVEWAY	

PROPOSED SITE PLAN SCALE 1:200

CARDWELL GARDENS

		14/5/21
	Description	Date

Project
PROPOSED RESIDENCE AT LOT 206 STREET NO 3 CARDWELL GARDENS, DONGARA.

Client

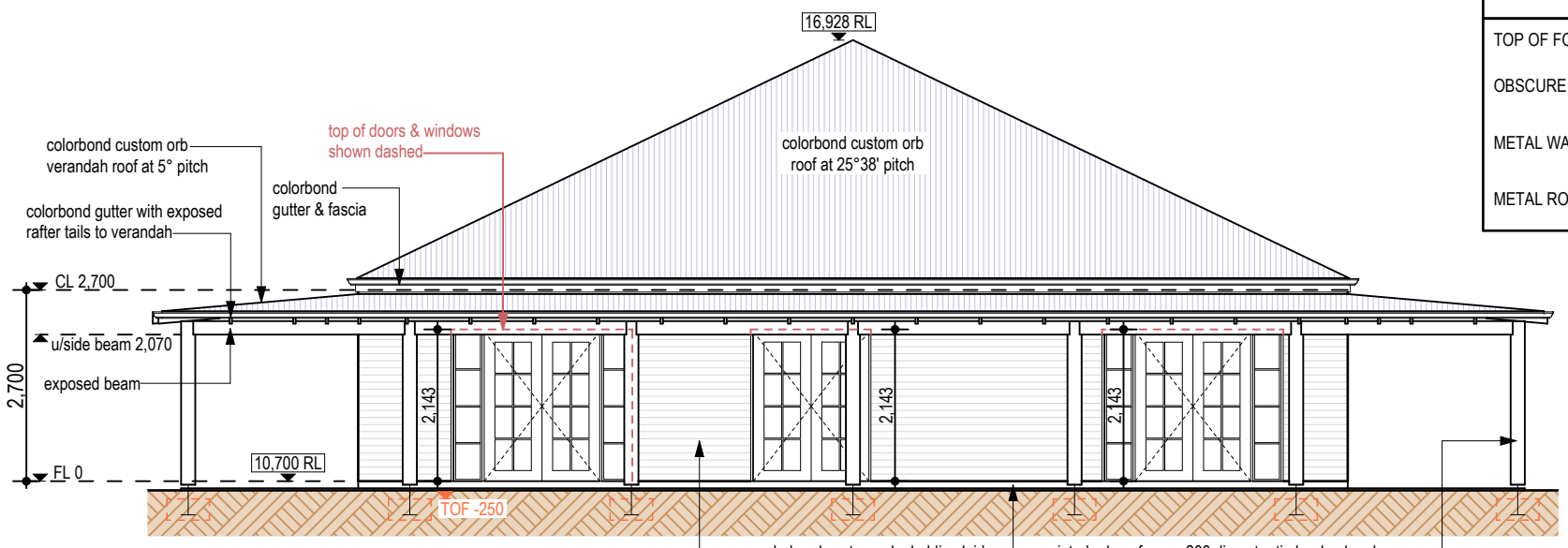
Drawing title
PROPOSED SITE PLAN

TEAKLE & LALOR
building design and drafting consultants
Address: G1/219 Foreshore Drive, Geraldton.
Phone: (08) 9964 1882
Email: tl@teakleandlalor.com.au
Website: www.teakleandlalor.com.au

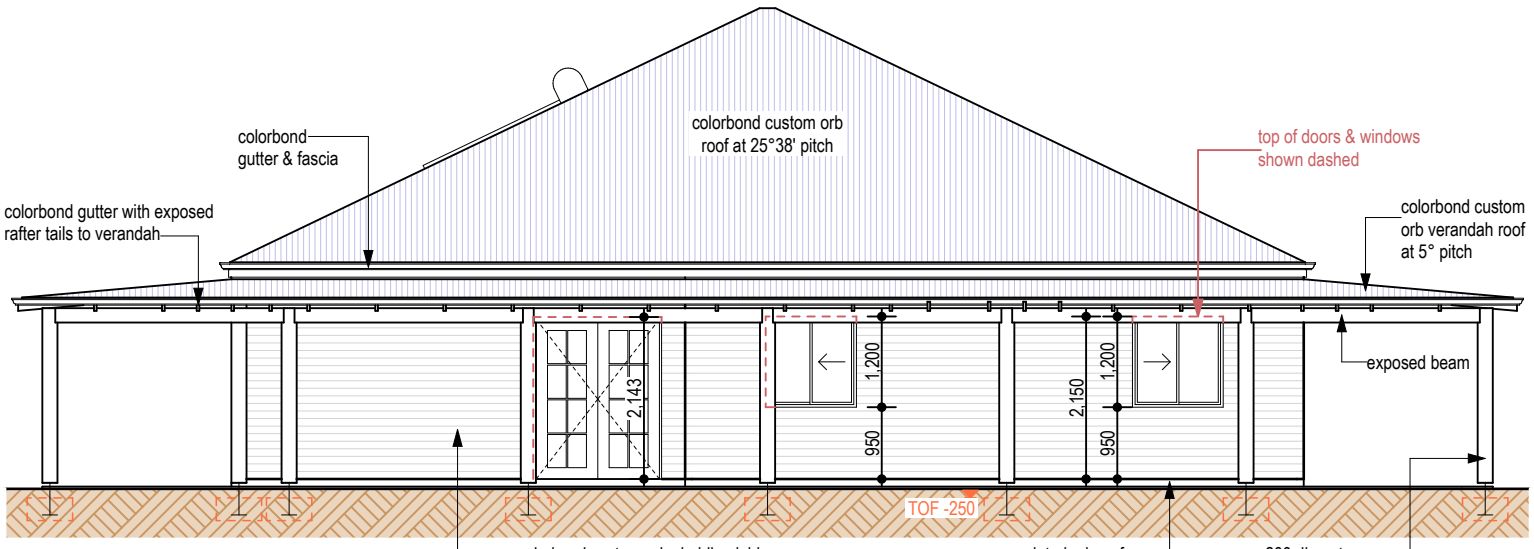
Job number	Scale 1:200	
Drawn by	Sheet number.	Revision
Sheet size A3	3 OF 14	2

LEGEND

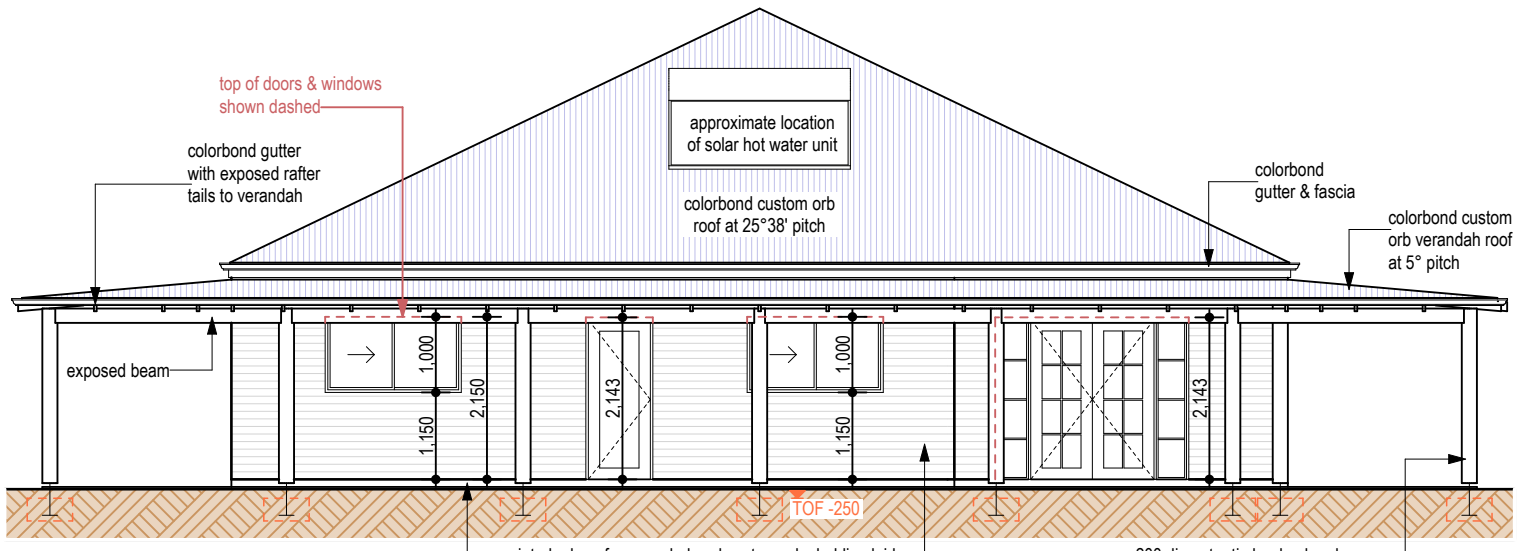
TOP OF FOOTING HEIGHT	TOF -250
OBSCURE GLASS	
METAL WALL CLADDING	
METAL ROOF SHEETING	



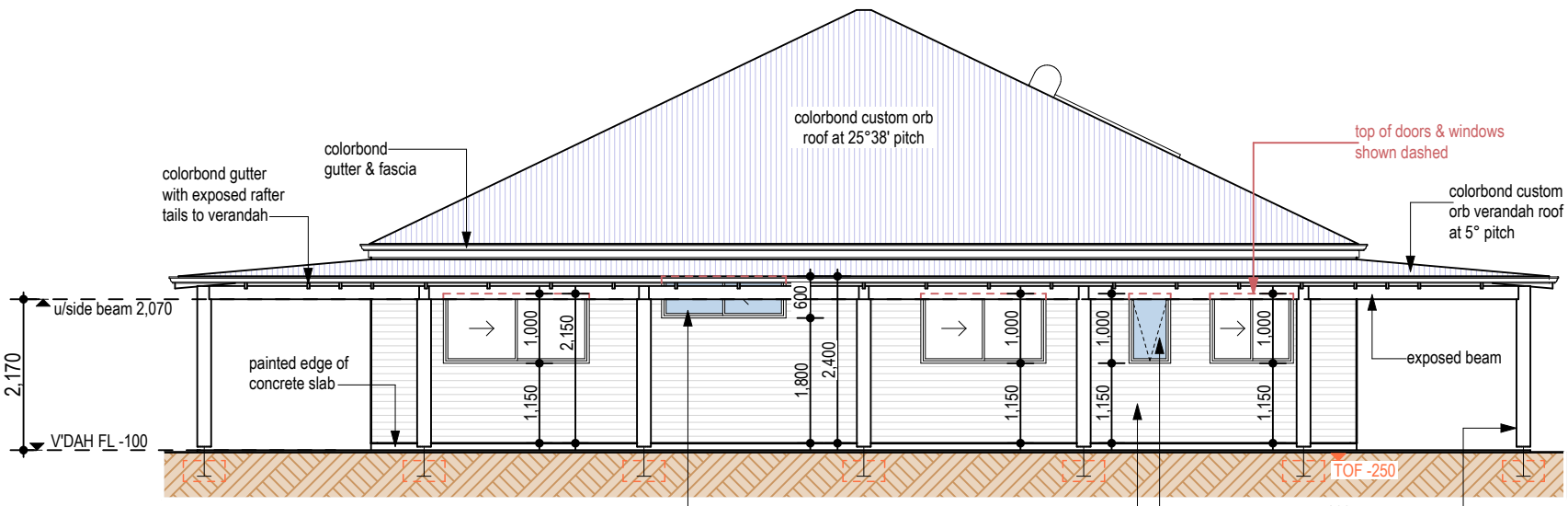
ELEVATION 1 SCALE 1:100



ELEVATION 2 SCALE 1:100



ELEVATION 3 SCALE 1:100



ELEVATION 4 SCALE 1:100

Rev	Description	Date

Project
PROPOSED RESIDENCE AT LOT 206 STREET NO 3 CARDWELL GARDENS, DONGARA.

Client

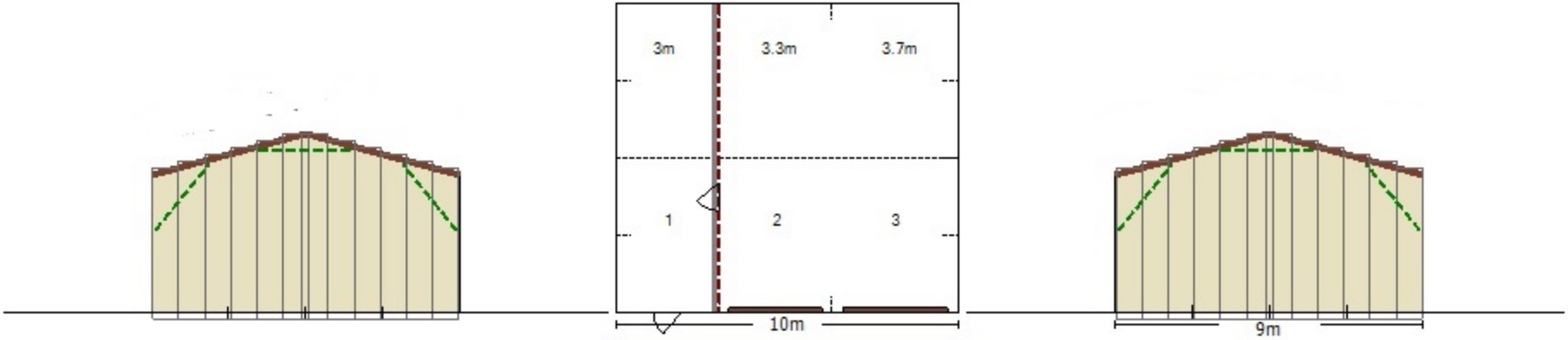
Drawing title
ELEVATIONS

TEAKLE & LALOR
building design and drafting consultants
Address: G1/219 Foreshore Drive, Geraldton.
Phone: (08) 9964 1882
Email: tl@teakleandlalor.com.au
Website: www.teakleandlalor.com.au

Job number	Scale 1:100	
Drawn by	Sheet number. 9 OF 14	Revision 2
Sheet size A3		

Building For:

Lot 206 No 3 Cardwell Gardens Dongara
Job Number:
Produced by:
Nusteel Patios and Sheds
Phone: 08 96531888



Left End

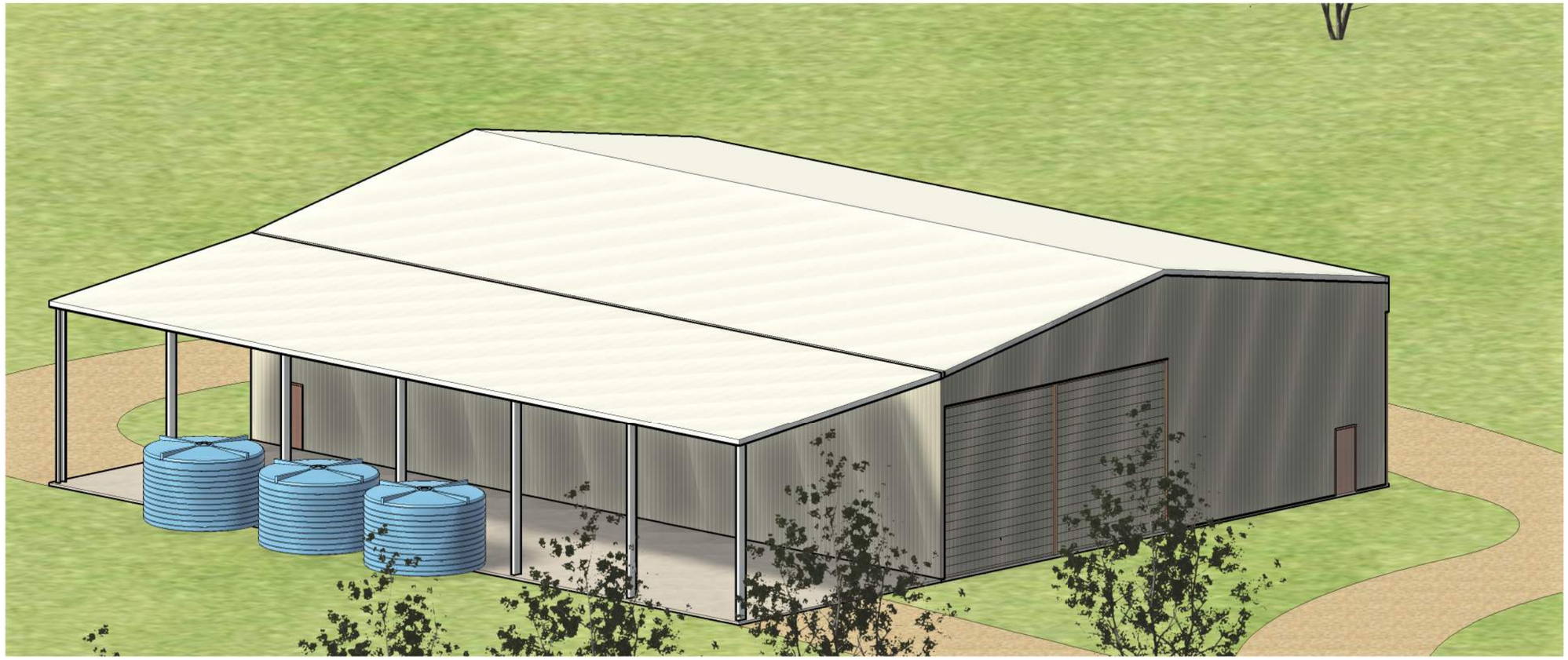
Right End

Side

ATTACHMENT: ID03

Proposed Outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield

Attachment 1
Development Applicaiton Plans



1 PROPOSAL VIEW

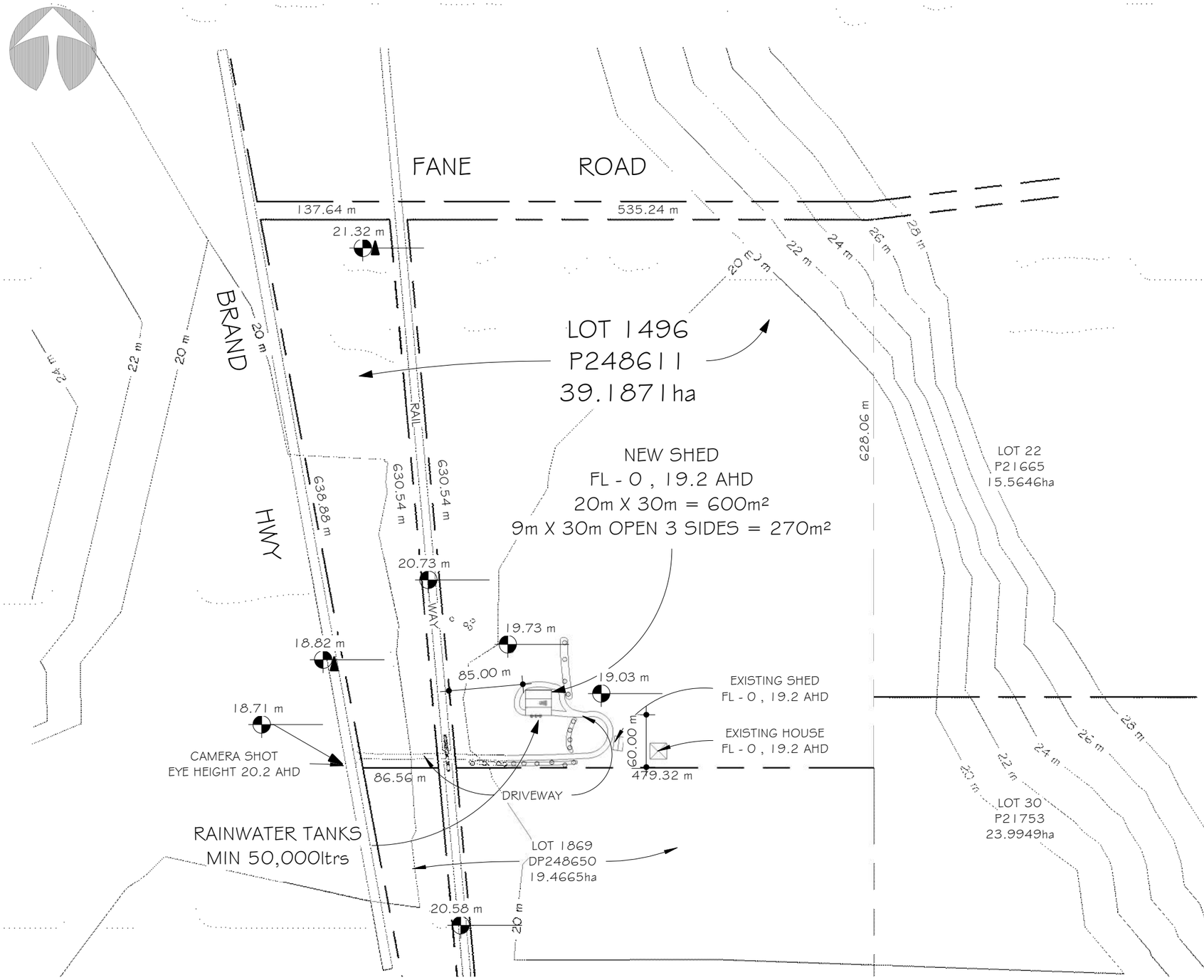
Rev	Date	Revisions
5		
4		
3		
2		
1		

PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A301 PROPOSAL 23/8/2021



1 Site
1 : 5000

PETER GOODE
Eco Building & Design
GERALDTON W.A.

Rev	Date	Revisions
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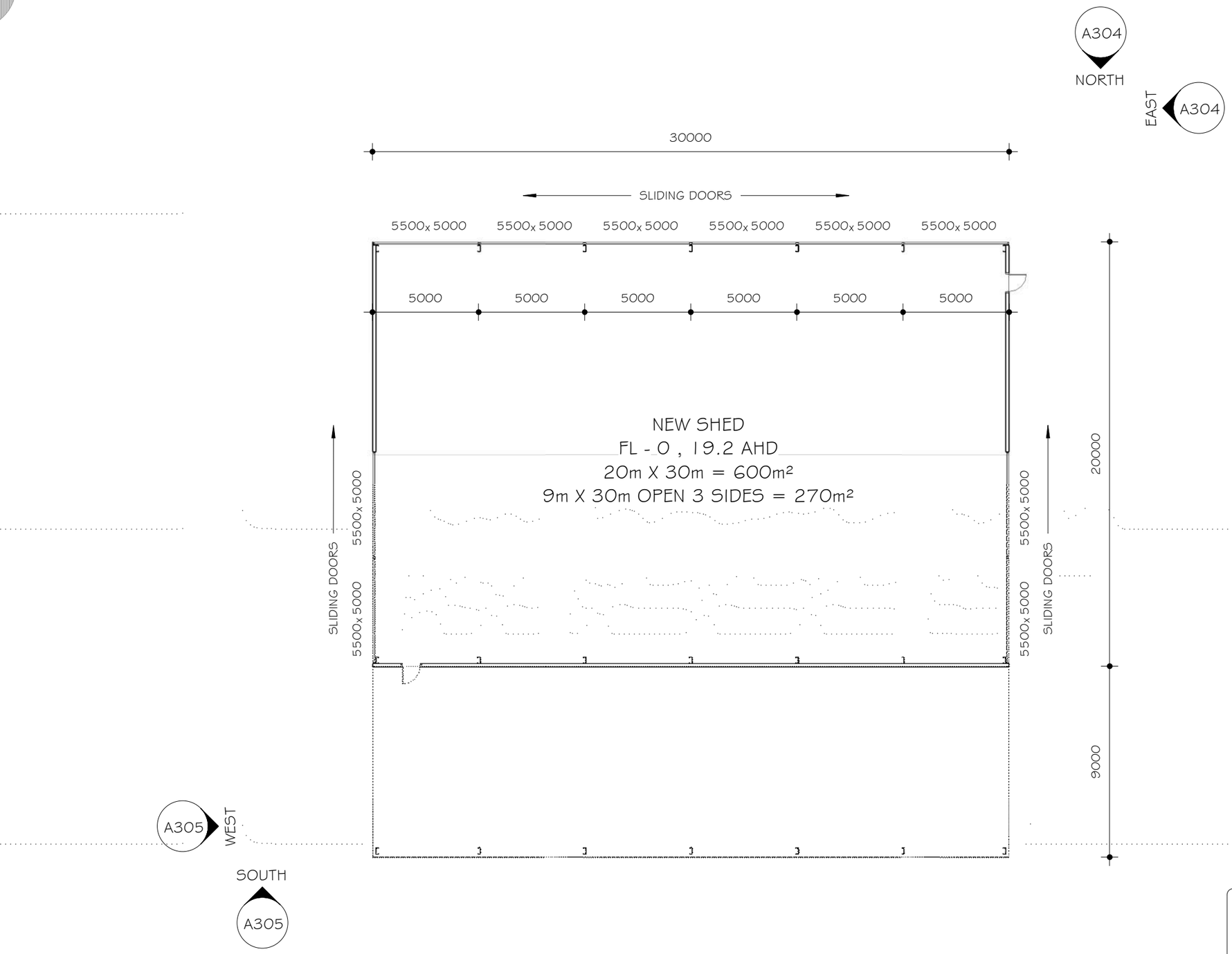
CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A302 SITE PLAN 23/8/2021



1 FFL
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Rev	Date	Revisions
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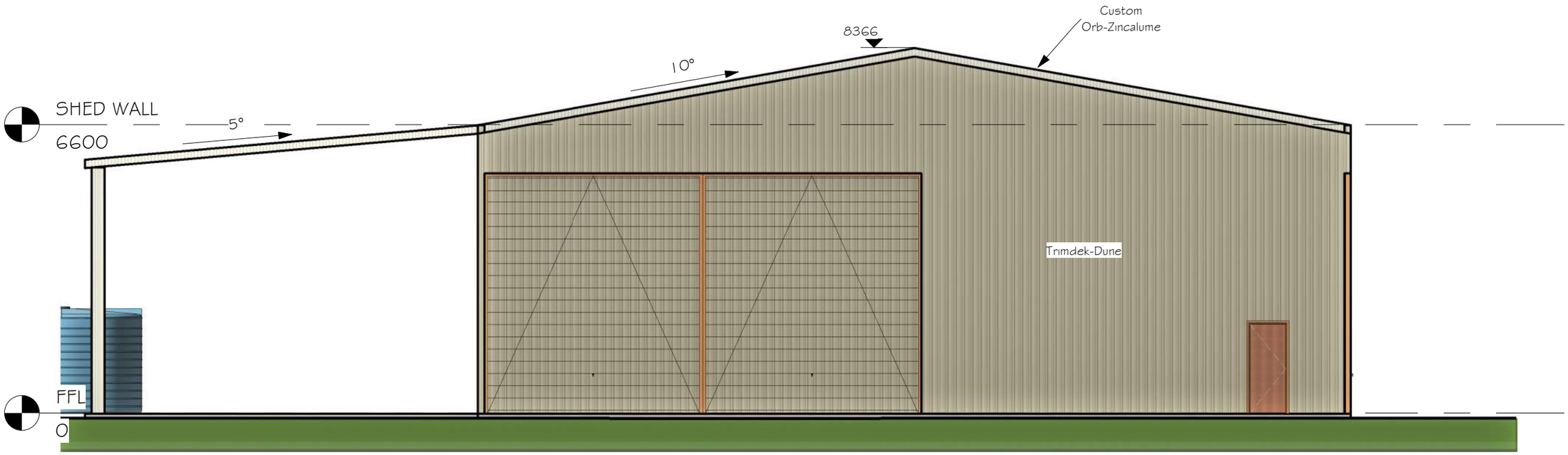
PETER GOODE
Eco Building & Design
GERALDTON W.A.

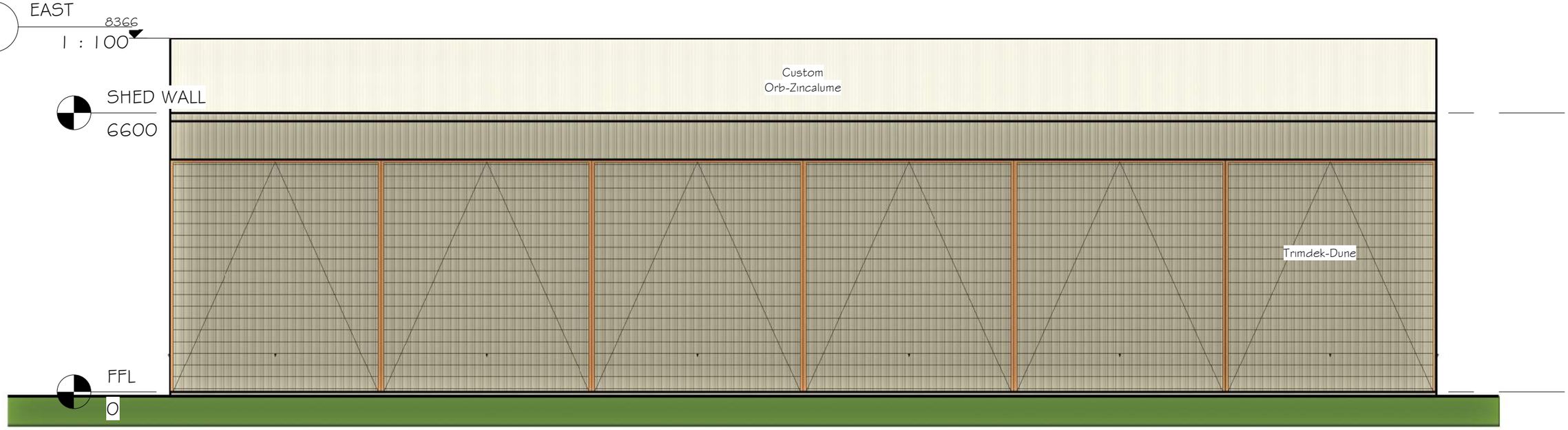
CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A303 FLOOR PLAN 23/8/2021



1 EAST
1 : 100



2 NORTH
1 : 100

PETER GOODE
Eco Building & Design
GERALDTON W.A.

Rev	Date	Revisions
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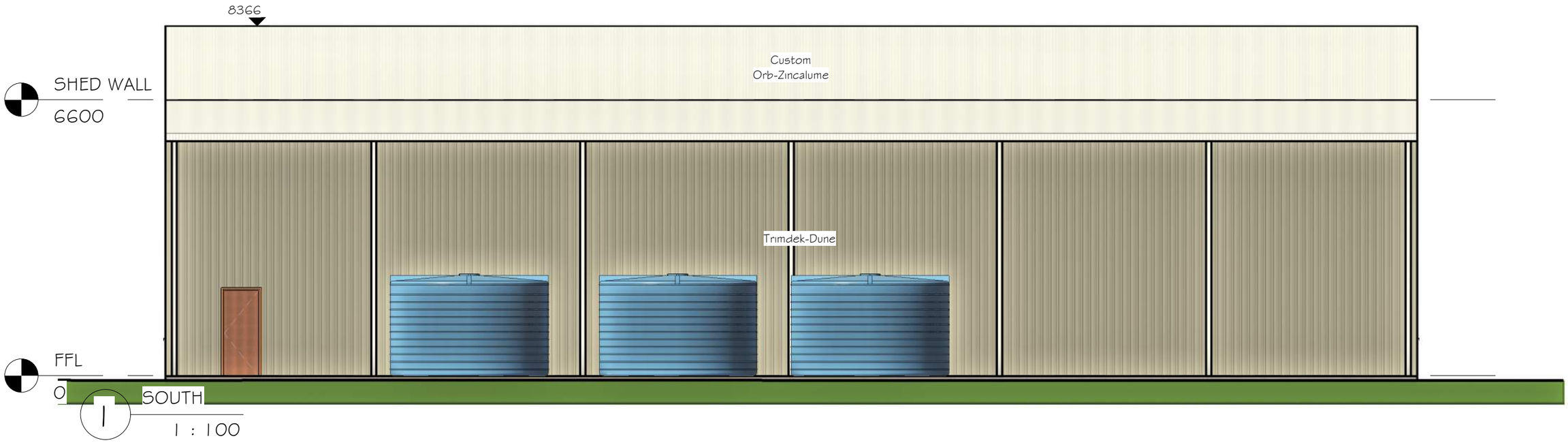
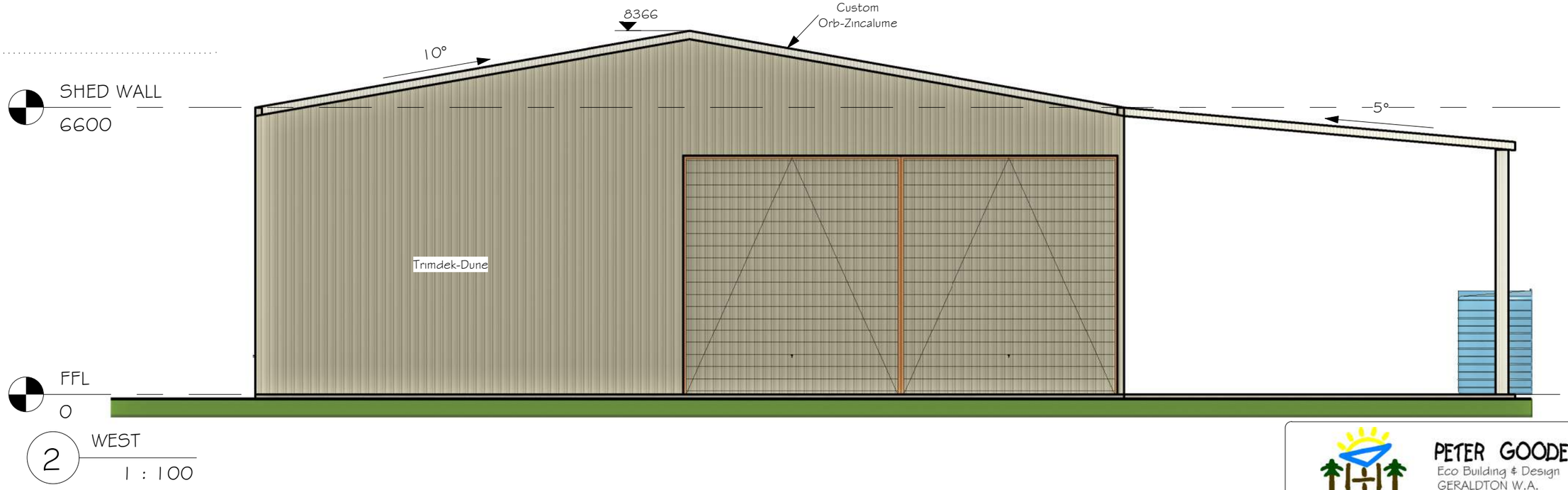
CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A304 ELEVATIONS 23/8/2021





PETER GOODE
Eco Building & Design
GERALDTON W.A.

Rev	Date	Revisions
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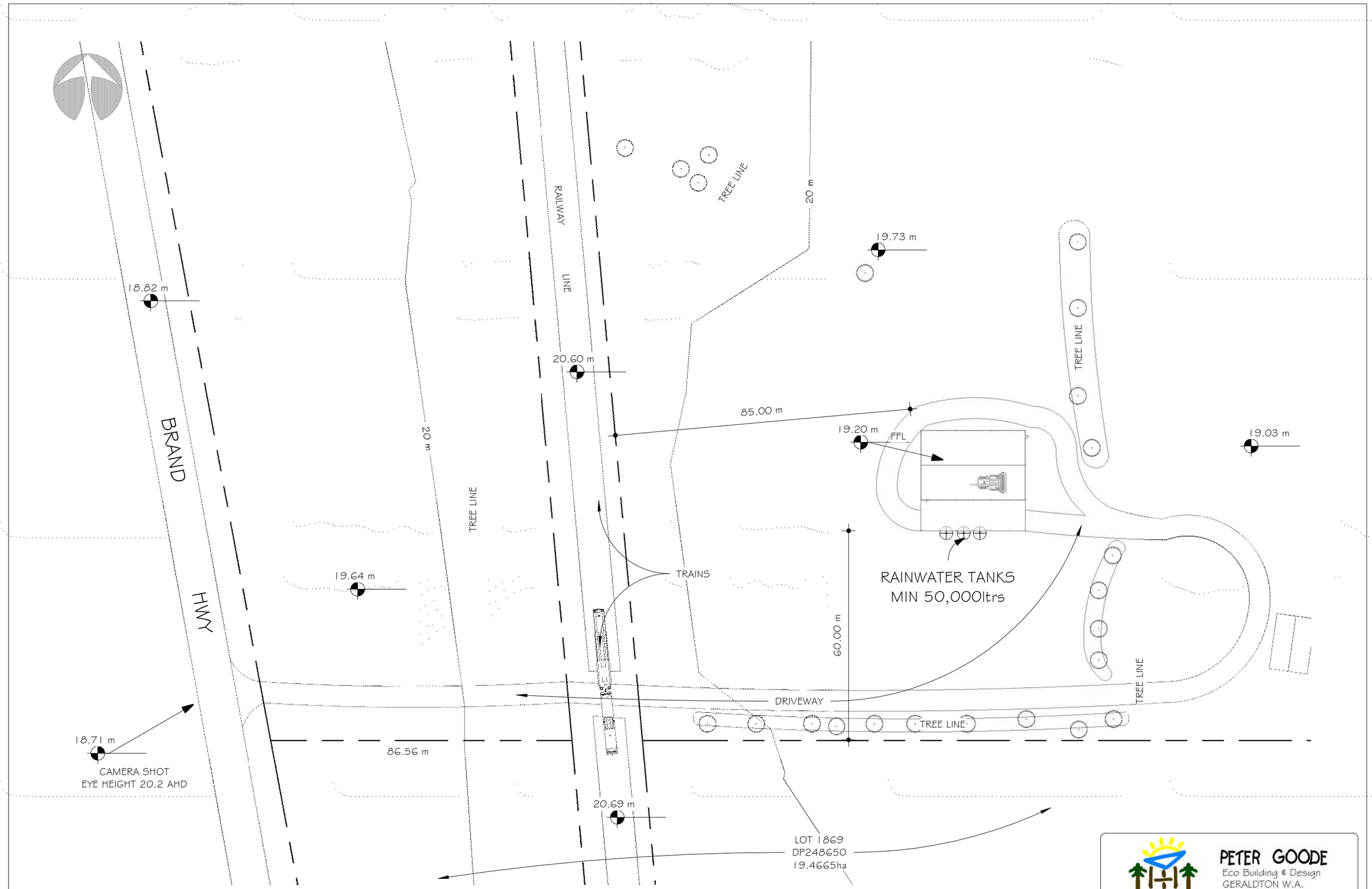
CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A305 ELEVATIONS 23/8/2021



1 LOCATION PLAN
1 : 1000

Rev	Date	Revisions
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PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A306 LOCATION PLAN 23/8/2021

1 3D View 1

PETER GOODE
Eco Building & Design
GERALDTON W.A.

Rev	Date	Revisions
5		
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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A307 CAMERA SHOTS 23/8/2021

1 LOCATION PLAN
1 : 1000

Rev	Date	Revisions
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1		

PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A306 LOCATION PLAN 23/8/2021

ATTACHMENT: 13.2.1

Community Assistance Scheme & Events Committee (CASE) Meeting
30 August 2021

Attachment 1
Minutes of the Community Assistance Scheme & Events Committee Meeting held 30 August 2021

Attachment 2
CASE Terms of Reference

Attachment 3
Template CASE Application Form

Shire of Irwin Community Assistance Scheme & Events (CASE) Committee Meeting

held in the Council Chambers

Monday 30 August 2021 at 3.30pm

Minutes

It should be noted that recommendations made by this Committee are not final and will be subject to adoption at a future meeting of Council.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson welcomed the committee and opened the meeting at 3.40pm.
Quorum 50 percent attendance required to proceed.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Members

Cr H M Wells	Shire of Irwin
Cr G S Eva	Shire of Irwin
Ms J Finlay	Community
Ms A Heitman	Community

Staff

Ms F Boksmati	Community Development Officer
Mrs D K Chandler	A/Manager Corporate & Community

Apologies

Ms A Heitman	Community
Ms J Finlay	Community
Mrs D K Chandler	A/Manager Corporate & Community

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Community Assistance Scheme & Events Committee Meeting held 20 April 2021

A copy of the minutes of the Community Assistance Scheme & Events Committee Meeting held 20 April 2021 has been provided to all Committee Members under separate cover.

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1. Funding approved to carry over into 2021/22 financial year

4.1.1 Irwin Districts Historical Society – Dongara Port Denison Heritage Trail Booklets $4,970 approved with the acquittal due by 30 November 21

4.1.2 Midwest Autumn Craft Roundup – Top up to $5000 as the event was postponed to September 21 due to Cyclone Seroja, with the Acquittal due 31 October 21

5. NEW BUSINESS ITEMS

5.1. CASE 2021/22 Round 1

Proposal to open one CASE Funding round for each financial year to allow adequate time for application processing, the project/event to take place and completion of funding acquittals. Rounds will be open 1 September to 31 March, with acquittals due by 30 June of the current financial year. The round will remain open until CASE Funding is depleted for the current financial year

Applications received for projects/event outside of this period will be reviewed on an ad-hoc basis and carried over to the following financial year if the funding application is approved.

COMMITTEE RECOMMENDATION TO COUNCIL:	
MOVED: Cr Eva	**SECONDED: Cr Wells**
That Council approves the Community Assistance Scheme be opened for one round, being 1 September to 31 March each financial year, until available CASE Funding is depleted.	
VOTING DETAILS:	**Carried 2/0**

5.2. CAS Application and Guidelines

The selection criteria within the Community Assistance Scheme Application and Guidelines Form have been updated to request that applications for services, projects and events applied for under the CASE Funding, consider or create accessibility opportunities to engage all members of the community. Appropriate weighting has been applied. Examples of how consideration for accessibility can be made, have been provided within the application.

5.3. Updated Terms of Reference for Community Members

Item 11 Frequency of meetings has been updated to capture changes made to meeting frequency and CASE funding rounds being available 1 September to 31 March, with acquittals due by 30 June of the current financial year.

Committee has endorsed receiving applications and recommendations via email (flying reviews/minutes) to hasten application processing, rather than restrict to reviewing applications only twice per year.

COMMITTEE RECOMMENDATION TO COUNCIL:	
MOVED: Cr Eva	**SECONDED: Cr Wells**
That Council approves the updated Community Assistance Scheme and Events Committee's Terms of Reference for community members.	
VOTING DETAILS:	**Carried 2/0**

5.4. Thungarra Fairy Garden

CDO has confirmed that the Dongara Pottery Club receiving a letter indication that the ongoing maintenance and removal of the installations associated with the Thungarra Fairy Garden project must be made at any time, at the request of the Shire.
CDO will investigate and arrange for clean-up of the remaining project installations as required.

1. GENERAL BUSINESS

1.1. CAS Timeframes

CASE Committee Meeting – 30 August 2021
CASE recommendations submitted for council review – by 27 October 21
Council meeting – 27 October 2021
Notification sent to any successful applicants – by 15 November 21

2. SETTING OF FUTURE MEETING DATES

Monday 8 November 2021 TBC

3. CLOSURE

There being no further business, the Chairperson declared the meeting closed at 4.10 pm.

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Community Assistance Scheme and
Events Committee

Terms of Reference for community members

innovation
accountability
integrity
respect

Document Control

Document No.	Date created	Author
	19/07/2021	Kirstyn Haug

Revision No.	Date Reviewed	Brief description of amendment	Responsible Officer	Authorising Officer	Next review date
0	20/08/2021	Update to meeting frequency	F Boksmati	D Chandler	22/23

Compliance

Terms of Reference manuals throughout the Shire of Irwin need to be compliant with the Register of Delegations and Authorisations, corresponding Acts, Regulations and Procedures.

All Council Members, Committee Members and employees of the Shire of Irwin shall observe the highest standards of ethics and integrity in all activities and act in an honest and professional manner that supports the standing of the Shire of Irwin.

It is essential that you are familiar with the process and all related documentation. Please ensure you are reviewing the latest version of all legislation, policies and procedures as they may be subject to change.

Table of Contents

1 Terms used ... 3
2 Introduction ... 3
3 Legislation and other Documentation to reference to; ... 3
4 Purpose ... 3
5 Objectives ... 3
6 Functions & Responsibilities of the Committee ... 3
7 Tenure of the Committee ... 4
8 Operation ... 4
9 Membership ... 4
9.1 Selection Criteria of Community Committee Members ... 5
10 Meetings ... 5
11 Frequency of meetings ... 5
12 Code of Conduct and Other Council Policies ... 5
13 Disclosure of Interest ... 6
13.1 Financial Interest ... 6
13.2 Disclosure of Interest ... 6
14 Personal Benefit ... 6
14.1 Use of Confidential Information ... 6
14.2 Intellectual Property ... 7
14.3 Improper or Undue Influence ... 7
15 Conduct of Council Members, Committee Members and Staff ... 7
15.1 Personal behaviour ... 7
15.2 Honesty and Integrity ... 7
15.3 Performance of Duties ... 7
15.4 Compliance with Lawful Orders ... 7
15.5 Administrative and Management Practices ... 8
15.6 Corporate Obligations ... 8
16 Dealing with Council Property ... 8
16.1 Use of Local Government Resources ... 8
16.2 Travelling and Sustenance Expenses ... 9
16.3 Access to Information ... 9
17 Insurance ... 9

1 Terms used

Example Term – add any terms used that will assist interpretation of this document.

2 Introduction

The following Terms of Reference have been prepared in accordance with the Local Government Act 1995 (Act), the Local Government (Administration) Regulations 1996 and the Shire of Irwin Standing Orders Local Law 2000.

These Terms of Reference apply to the Community Assistance Scheme and Events Committee established by Council under Section 5.8 of the Act. The Advisory Committee will provide recommendations to Council in regards to its purpose and primary functions.

3 Legislation and other Documentation to reference to;

- Local Government Act 1995
- Meeting Procedures Local Law 2016
- Shire of Irwin Code of Conduct for Council Members, Committee Members and Candidates

4 Purpose

The purpose of the Community Assistance Scheme and Events Committee is to administer, assist and evaluate the distribution of the Community Assistance Scheme funding within budgetary guidelines approved annually by Council. The Committee will assess applications received against the selection criteria before being submitted to Council for deliberation.
The Committee will strive to stimulate and encourage projects and/or events that meet the needs of the community and offer the best opportunity to provide social and economic benefits and the potential to market Dongara and Port Denison outside the Shire.

5 Objectives

- Provide advice and direction (when required) to Council on matters relating to the Community Assistance Scheme Program;
- Ensure that the Community Assistance Scheme Program meets the needs of the Irwin Community;
- Promotes projects that make a positive contribution to the quality of life within the Shire of Irwin; and
- Ensure access and equity in the Community Assistance Scheme Program and an even distribution of funds throughout the Irwin Community.
- Provide advice and direction (when required) to Council on all event proposals; and
- Ensure that Events within the Shire of Irwin provide measurable benefits.

6 Functions & Responsibilities of the Committee

The Community Assistance Scheme and Events Committee has been established to accomplish the following functions:

- To assess the Community Assistance Scheme Applications in accordance with the adopted guidelines together with the internal assessment and information provided;
- Prepare an Agenda Report to Council for the allocation of funds from the Community Assistance Scheme budget allocation on the completion of each funding round;
- Annually review the Community Assistance Scheme Guidelines and Application forms;

- Provide advice and direction (when required) to Council and ensure applicants receiving the funding provide measurable benefits to the Irwin Community; and
- Review the acquittal forms received from grant recipients to ensure that funds were used in the way specified in the original application.
- Provide advice when required regarding Councils major events;
- Ensure events meet the requirements of the Shire of Irwin *Events Application Form*; and
- Evaluate events at their completion and make recommendations to Council if required.

7 Tenure of the Committee

The tenure of Committee members will be in accordance with Section 5.11 of the Local Government Act (1995).

Membership of the committee continues until;

- The person no longer holds office by virtue of which the person became a member;
- The person resigns from membership of the committee;
- The committee is disbanded; or

The next ordinary elections day, whichever happens first.

8 Operation

Committees shall operate as a committee of Council and shall be bound by the requirements of the Local Government Act (1995) and associated Regulations.

Committee members shall elect a Chairperson from amongst themselves in accordance with Section 5.12 (1) and (2) of the Local Government Act (1995).

The quorum for a meeting of the Committee will be at least 50% of the number of offices (whether vacant or not) of member, of the Committee, in accordance with Section 5.19 of the Local Government Act (1995).

All Committee members will have voting rights in accordance with Section 5.21 (1) of the Local Government Act (1995). If the votes of the members present at a Committee meeting are equally divided, the person presiding may cast a second vote, in accordance with Section 5.21 (3) of the Local Government Act (1995).

A review of these Terms of Reference will be undertaken, following the appointment of new Committee members.

Each meeting of the Committee shall be properly recorded by the taking of minutes. A copy of the agenda and minutes from each Committee meeting are to be retained on an appropriate Council file as part of the Council's corporate records.

The minutes of each meeting are sent as recommendations from this Committee to the following Ordinary Council Meeting

9 Membership

The Community Assistance Scheme Committee will consist of up to three members and that membership can be in accordance with Section 5.9 of The Local Government Act 1995:

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

(a) council members only; or
(b) council members and employees; or
(c) council members, employees and other persons; or
(d) council members and other persons; or
(e) employees and other persons; or
(f) other persons only.
.

9.1 Selection Criteria of Community Committee Members

- Demonstrate commitment to community action/involvement;
- Demonstrate knowledge of and commitment to community events;
- A broad representation of the Irwin community will be sought

A Chair will be elected by a majority vote of committee members.

The Chair:

- Chairs all regular and special meetings of the Committee;
- Ensures the preparation of agenda and meeting minutes (may be delegated to another committee member);
- Any item referred to the Committee for consideration will be referred through the Chair; and
- The Chair will maintain a cohesive Committee through communication and coordination.

10 Meetings

Meetings will be conducted in accordance with these Terms of Reference and with Section 5.8 of the Local Government Act (1995).

In so far as the Local Government Act (1995), Section 5.25 (1), the Council's Code of Conduct as applicable to the Committee and these Terms of Reference do not specify a procedure to be observed in relation to the conduct of a meeting of the Committee, then the Committee may determine its own procedure.

Meetings of the Committee are not open to the public, except if the Committee has been given a delegation of authority or power to act by Council, or if the Committee has previously agreed to invite members of the public to its meetings.

A Committee shall keep detailed minutes of all business transacted at its meetings in accordance with Clause 13 (b) of the Regulations.

Where the minutes from a Committee meeting include recommendations that require a Council decision, a Committee recommendation is taken to the Ordinary Council Meeting.

11 Frequency of meetings

The Community Assistance Scheme and Events Committee shall meet to review all applications including the Terms of Reference, no less than twice per financial year and on an as required basis.

One round is to be opened commencing **31 August** with acquittals due by 30 June of the current financial year.

12 Code of Conduct and Other Council Policies

- Employee Code of Conduct
- Council, Committee Member, and Candidate Code of Conduct

13 Disclosure of Interest

13.1 Financial Interest

Council Members, Committee Members and delegated employees will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

13.2 Disclosure of Interest

Definition :
In accordance with Clause 22 of the –Local Government (Model Code of Conduct) Regulations 2021

interest — means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest;
and
(b) includes an interest arising from kinship, friendship or membership of an association.

(2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —

(a) in a written notice given to the CEO before the meeting; or
(b) at the meeting immediately before the matter is discussed.

(3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.

(4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —

(a) that they had an interest in the matter; or
(b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.

(5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —

(a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting;
and
(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting;
or
(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
(7) The nature of the interest must be recorded in the minutes of the meeting

14 Personal Benefit

14.1 Use of Confidential Information

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

14.2 Intellectual Property

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

14.3 Improper or Undue Influence

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

15 Conduct of Council Members, Committee Members and Staff

15.1 Personal behaviour

(a) Council Members, Committee Members and staff will:

(i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
(ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
(iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;
(iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
(v) always act in accordance with their obligation of fidelity to the Local Government.

(b) Council Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

15.2 Honesty and Integrity

Council Members, Committee Members and staff will:

(a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

(b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.

(c) be frank and honest in their official dealing with each other.

15.3 Performance of Duties

(a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

(b) Council Members and Committee Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Council Members and Committee Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

15.4 Compliance with Lawful Orders

(a) Council Members, Committee Members and staff will comply with any lawful order given by any

person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

(b) Council Members, Committee Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

15.5 Administrative and Management Practices

Council Members, Committee Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

15.6 Corporate Obligations

(a) Standard of Dress

Council Members, Committee Members and staff are expected to comply with neat and responsible dress standards at all times. Accordingly :

(i) Council Members and Committee Members will dress in a manner appropriate to their position, in particular when attending meetings or representing the Local Government in an official capacity.

(ii) Management reserves the right to adopt policies relating to corporate dress and to raise the issue of dress with individual staff.

(b) Communication and Public Relations

(i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Council Members should acknowledge that:
- as a member of the Council there is respect for the decision-making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential.
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

(iii) Committee Members accept and acknowledge it is their responsibility to observe any direction the Local Government may adopt in terms of advancing and promoting the objectives of the Committee to which they have been appointed.

16 Dealing with Council Property

16.1 Use of Local Government Resources

Council Members and staff will:

(a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;

(b) use the Local Government resources entrusted to them effectively and economically in the course of their duties; and

(c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

16.2 Travelling and Sustenance Expenses

Council Members, Committee Members and staff will only claim or accept travelling and sustenance expenses arising out of travel-related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provisions of the Local Government Act.

16.3 Access to Information

(a) Staff will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities.

(b) Council Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

17 Insurance

Community committee members are covered by the Shire of Irwin's Voluntary Workers Insurance policy when complying with the policy conditions. The insurance only applies whilst engaging in work authorised by the subcommittee including direct travel to and from such voluntary work. Notification is required immediately to the Chair for any potential claim.

Attachment 3

Shire of Irwin

Community Assistance Scheme (CAS)

innovation
accountability
integrity
respect

SHIRE OF IRWIN

1 Contents

2 Community Assistance Scheme 3

3 What is the Community Assistance Scheme? 3

3.1 Restrictions on Funding 3

3.2 Eligibility – Who Can Apply? 4

3.3 Ineligible for Funding 4

3.4 How to Apply 4

4 Assessment Criteria 4

4.1 Selection Criteria 5

4.2 Successful applicants 5

4.3 Evaluation and Acquittal 6

4.4 Financial Report 6

4.5 Grant Evaluation 6

4.6 Unspent Funds 6

4.7 Unsuccessful Applicants 7

4.8 Acknowledging the Shire's support 7

5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME 9

5.1 Applicant Details 9

5.2 Incorporated Sponsor Details (If Applicable) 9

5.3 Project Details 10

5.4 Project Details 11

6 Appendix A Sample Budget 15

7 Appendix B Budget 16

8 Declaration 17

9 Checklist 17

2 Community Assistance Scheme

Applications for the financial year:	2021/22
Applications closing date:	30 June 2022
Value:	**Up to $5,000**
Submit applications to: *(by email, post or in person)*	**Chief Executive Officer** **Email:** reception@irwin.wa.gov.au **Post:** PMB 21, Dongara WA 6525 **In person:** 11-13 Waldeck Street, Dongara WA 6525
Further information requests to:	**Farah Boksmati** Community Development Officer Ph: 9927 0000 Email: fboksmati@irwin.wa.gov.au

3 What is the Community Assistance Scheme?

Council allocates funds each financial year to the Financial Assistance Policy. The allocated funding is then distributed between four funding categories in the following way:

- ***80%*** *is allocated to the* ***Community Assistance Scheme*** *and*
- ***20%*** *is allocated to the* ***Assistance for Resident Elite Athletes, Waiver of Fees*** *and* ***Sundry Donations*** *combined.*

The Community Assistance Scheme (CAS) provides financial assistance up to $5,000 to support community events or projects within the Shire of Irwin. CAS grants are generally open in two rounds each year with the schedule being advertised on the Shire of Irwin website. CAS application forms outlining details of the project or events accompanied with a detailed budget and supporting documentation should be submitted to the Shire of Irwin Community Development Officer. Applicants will be acknowledged within 10 business days of submitting the application.

Community Assistance Scheme applications will be considered for projects or events that:

- Are open for attendance by the local community.
- Encourage participation by a community organisation.
- Encourage volunteer participation.
- Enhance community spirit and quality of life within the Shire of Irwin; and
- Promote the development of social, economic, recreational, sporting, art or cultural projects.

Enable accessibility and social inclusion for people with vulnerabilities or disability

3.1 Restrictions on Funding

Community Assistance Scheme funding is available to a maximum value of $5,000 per application.

Each organisation is eligible to submit one application per round, provided the total cumulative value of successful applications does not exceed $5,000.

For example*, in one financial year the same organisation might successfully apply for:*

1 x $5,000 Community Assistance Scheme funding or
2 x $2,500 Community Assistance Scheme funding

Applicants who have been successful in the first round of the Community Assistance Scheme may be

given less priority in the following round dependent on demand and available funds.
The total amount of Community Assistance Scheme funding provided to an organisation is deducted from the maximum $5,000 financial assistance available to each eligible organisation.

A maximum of $5,000 may be sought through the Community Assistance Scheme (CAS) or a combination of Waiver of Fees, Sundry Donation and Community Assistance Scheme funding.

***For example**, in one financial year the same organisation might successfully apply for:*

$500 Sundry Donation, $900 Waiver of Fees and $3600 CAS equalling $5,000 or
$1000 Sundry Donation and $4000 CAS equalling $5000.

The community organisation is encouraged to have made application to source additional funding for the project or event.

3.2 Eligibility – Who Can Apply?

To be eligible for funding the applicant must be a not-for-profit, incorporated, community organisation or has been sponsored by an incorporated organisation.

3.3 Ineligible for Funding

Funding will not be provided to or be considered for:

- Individual persons.
- Commercial organisations or businesses.
- Funding to undertake commercial activities or
- Funding to assist with organisational operating costs; or
- Projects on behalf of political organisations or political events.

3.4 How to Apply

Step 1 Speak with the Shire of Irwin Community Development Officer about your idea. This is to confirm your eligibility for funding, and to learn more about scheduled information sessions that can assist with grant writing.

Step 2 Complete the application form in full. Include a detailed budget for the entire program/project/event, a current audited financial statement or the latest treasurer's report covering the previous 12 months and the name and contact details of two referees. Two formal quotes with preference given to local and regional suppliers to be attached (if applicable) for goods and/or services purchased.

Step 3 Submit your completed application prior to the advertised closing date.

Please ensure your application is complete as the committee is unable to assess incomplete applications.

Please Note: Projects should not have commenced before the current round's opening date

4 Assessment Criteria

Applications are assessed against the selection criteria by the Shire of Irwin CAS Committee. Recommendations by the CAS Committee will be submitted to Council for consideration.

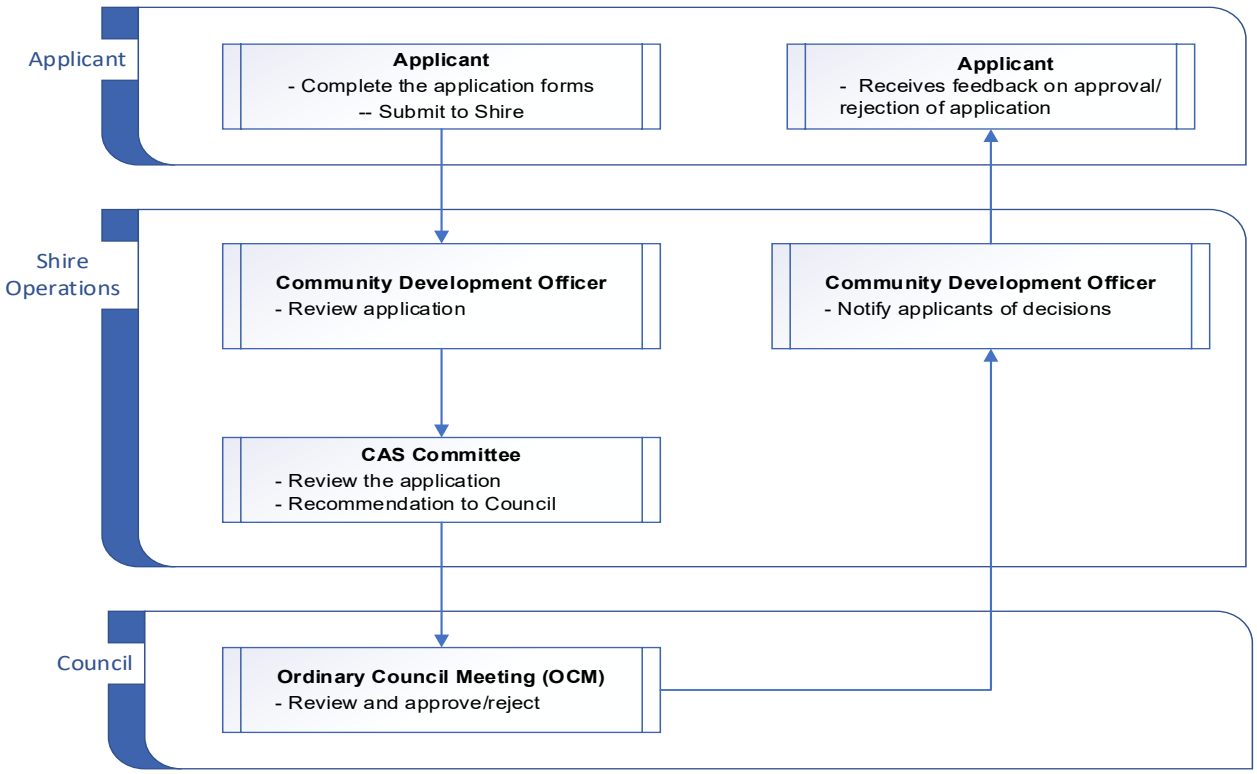
4.1 Selection Criteria

Each application will be assessed and weighted against the following criteria.

Selection Criteria	***Weighting %***
The capacity of the applicant to successfully complete the project	15
Ability to achieve tangible outcomes for the benefit of the Shire of Irwin community	20
A balanced, realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation	20
Levels of volunteer participation and wider community participation	25
Effort for cooperative and partnership arrangements with others	10
Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community	5
Evidence of consultations with relevant others in and out of Shire of Irwin	5

4.2 Successful applicants

All applications will be reviewed by the Community Assistance Scheme Committee in accordance with the selection criteria. Recommendations from the committee will be considered by Council. Community Assistance Scheme funding will only be available until all allocated funding has been expended.



Applicants who wish to host an event or festival are required to complete an **Events Application** in addition to any funding applications that are submitted. The Events Application has been designed to assist Council, sporting and community groups in the running of public events within the Shire of Irwin and to protect the health, safety and welfare of those who may be affected by the event. It also outlines the responsibility of the event organiser to ensure he or she is aware of and complies with all relevant legislation.

4.3 Evaluation and Acquittal

Groups or organisations receiving grants from the Community Assistance Scheme must submit an acquittal and evaluation of the outcomes of the grant on the prescribed forms provided by 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever occurs first. Information to be provided will include:

4.4 Financial Report

- A statement of actual and budgeted expenditure in relation to the grant.
- Copies of supporting documentation such as receipts, invoices, accounts and financial statement.
- Signed annual audited report; and
- Receipts for the full amount of funding received.

4.5 Grant Evaluation

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

- Demonstrated achievement of outcomes identified.
- The level of public awareness of their activity of project.
- Involvement of volunteers.
- Public presentation (attendance level).
- Opportunities for people with disabilities to participate in the community project, activity, program or service
- Acknowledgement of the contribution of the Shire of Irwin.

Tangible evidence to support your acquittal may be submitted such as photos, press clippings, copies of flyers, etc.

Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from receiving further grants through the Community Assistance Scheme.

Funds will be made available on a recoup basis, once the Council is satisfied the outcomes have been met. Should the applicant require the funds prior to the completion of the event they may apply to the Manager Corporate and Community for consideration. The funds shall only be paid over to the organisation once Council has received an official Tax Invoice.

The Shire of Irwin is under no obligation to check bank details (if supplied) prior to the transferral of any funds to the organisation.

4.6 Unspent Funds

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first.

4.7 Unsuccessful Applicants

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. For feedback on your grant application, please contact the Community Development Officer at the Shire of Irwin.

4.8 Acknowledging the Shire's support

Successful applicants are to acknowledge the Shire of Irwin in all advertising and on any material relating to the activity or event for which the funding has been provided.

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5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME

5.1 Applicant Details

Official Name of Organisation:	
Street Address:	
Postal Address:	
E-mail:	

Is the organisation GST registered? Yes ☐ No ☐

Is the organisation incorporated? Yes ☐ No ☐

Number of Paid Staff:	
Number of Volunteers:	
Contact Person:	
Position Title:	
Phone Number (s):	
E-mail:	

5.2 Incorporated Sponsor Details (If Applicable)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Irwin Community Assistance Scheme? Yes ☐ No ☐

If *No*, please provide details of previous application/funding:

Briefly outline the nature of your organisation and its primary purpose.

5.3 Project Details

Project Name:	
Project Start Date:	
Finish Date:	
Funds Requested from Council:	
Project Details:	

5.4 Project Details

What is the main purpose of your project?

Please describe how your event/activity meets the ***selection criteria***?
(Please include how the project will benefit the community)

How did your organisation identify this need?

Main location of activities for this event/activity?
(Please outline the activities involved in your Project)

Describe the target group for your project, and how they will benefit from the project.

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement date:		Completion date:	

In line with the Shire of Irwin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. Ie Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

List who will be involved (Including any partnering organisations)

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

List any additional grants that you have applied for/or will apply for in relation to this Project.

How will you measure the success of your project?

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

How will Council be recognised for its contribution to this project?

6 Appendix A Sample Budget

Sample Budget – Grant

PROJECT TITLE :				***Dongara Beach Access and Rehabilitation Project***		
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
Volunteer labour	50hrs@ $15p/h	$750.00	*$68.18*	**Applicant Contribution**	**Cash**	$1000.00
Materials	Treated Pine	$2,000.00	*$181.81*		**In kind/ Volunteer Workers**	$750.00
	Bolts 250@ 60c ea	$150.00	*$13.64*			
Plants	500 @ $1 ea	$500.00	*$45.45*			
Equipment Hire Charges	Bobcat 5hrs @ $150 p/h	$750.00	*$68.18*			
	Hand tools 10hrs @ $15p/h	$150.00	*$13.64*			
	Brush Cutter 5hrs @ $45 p/h	$225.00	*$20.45*	**Grants and Sponsorship**	Lotterywest	$1,000.00
	Mini Van 2 days	$250.00	*$22.73*		Local Service Clubs	$1,500.00
	Interpretive signs	$1,000.00	*$90.90*		**Community Assistance Scheme Fund**	$1,500.00
	Brochures	$250.00	*$22.73*	**Donated Materials**	Seedlings	$275.00
	Advertising	$100.00	*$0.91*		Mulch	$200.00
	Opening Launch	$200.00	*$1.81*		Refreshments	$100.00
				Other Income		
Total Expenses		**$6,325.00**	**$550.43**	**Total Income**		**$6,325.00**

SAMPLE

7 Appendix B Budget

Budget – Grant

PROJECT TITLE :						
EXPENSES				INCOME		
Item	Cost / Description	Amount inc gst	GST	Type	Description	Amount
				Applicant Contribution	Cash	
					In kind / Volunteer Workers	
				Grants and Sponsorship		
					Community Assistance Scheme Fund	
				Donated Materials		
				Other Income		
Total Expenses		0	0	Total Income		

8 Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Irwin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Irwin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements.

Name:			
Organisation Name:			
Position:			
Signature:		Date:	

9 Checklist

Please attach the relevant documents

- ☐ A copy of your organisation's latest financial statement (if available please send audited copy)
- ☐ A copy of your Certificate of Incorporation
- ☐ A copy of your current Public Liability Insurance Certificate
- ☐ Copies of all relevant quotes as verification to costing's
- ☐ An endorsed letter from the sponsoring organisation