



ORDINARY COUNCIL MEETING

25 August 2020

Attachment Booklet – August 2020

ATTACHMENT: CC01
Accounts for Payment – July 2020

Shire of Irwin

*List of Accounts paid July 2020 for presentation to the
Council Meeting 25 August 2020*

MUNICIPAL/(TRUST) PAYMENTS			
EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
EFT26173	07/07/2020	CONSTRUCTION TRAINING FUND	-363.66
EFT26174	07/07/2020	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	-369.56
EFT26175	07/07/2020	BOB WADDELL CONSULTANT	-2,046.00
EFT26176	07/07/2020	CANINE CONTROL	-6,640.00
EFT26177	07/07/2020	DALLYWATER CONSULTING	-8,270.90
EFT26178	07/07/2020	DONGARA HANDYMAN SERVICE	-2,533.00
EFT26179	07/07/2020	DONGARA BODY BUILDERS	-2,684.00
EFT26180	07/07/2020	FIVEGUMS FAMILY MEDICAL PRACTICE	-12,704.30
EFT26181	07/07/2020	NODE 1 PTY LTD	-179.90
EFT26182	07/07/2020	MARKET CREATIONS	-32,610.82
EFT26183	07/07/2020	RAC BUSINESSWISE	-1,764.00
EFT26184	07/07/2020	TAYLOR JORDON PTY LTD - SHAY TAYLOR	-10,725.00
EFT26185	07/07/2020	SYNERGY	-10,113.15
EFT26186	08/07/2020	IRWIN SHIRE - RATES	-965.00
EFT26187	08/07/2020	SHIRE OF IRWIN - SUNDRY DEBTORS	-55.00
EFT26188	08/07/2020	SHIRE OF IRWIN - LOTTO FUND	-65.00
EFT26189	16/07/2020	ALYKA	-6,875.00
EFT26190	16/07/2020	AUSTRALIA POST	-89.21
EFT26191	16/07/2020	BOC LIMITED	-78.93
EFT26192	16/07/2020	IRWIN RURAL SUPPLIES & STOCKFEEDS	-937.00
EFT26193	16/07/2020	CIVIC WORKFORCE MANAGEMENT	-650.00
EFT26194	16/07/2020	DONGARA HANDYMAN SERVICE	-3,125.00
EFT26195	16/07/2020	JR & A HERSEY	-432.30
EFT26196	16/07/2020	HUCKLEBERRY TANK AND WATER SERVICE	-7,971.00
EFT26197	16/07/2020	INTEGRITY MANAGEMENT SOLUTIONS PTY LTD	-3,850.00
EFT26198	16/07/2020	JODEY EDWARDS	-3,063.70
EFT26199	16/07/2020	KIRKLAND ELECTRICAL SERVICES	-1,729.20
EFT26200	16/07/2020	BRYAN HENDRICK KLEINSMAN	-2,920.50
EFT26201	16/07/2020	KPA ARCHITECTS	-990.00
EFT26202	16/07/2020	MCDONALDS WHOLESALERS	-243.20
EFT26203	16/07/2020	MIDWEST AUDIO AND ELECTRONICS	-99.00
EFT26204	16/07/2020	NORDIC BUILDERS	-226,378.13
EFT26205	16/07/2020	SHRED-X PTY LTD	-267.19
EFT26206	16/07/2020	STEVEN TWEEDIE	-858.00
EFT26207	16/07/2020	SYNERGY	-10,021.15
EFT26208	17/07/2020	AUSTRALIAN TAXATION OFFICE - BAS	-2,271.00
EFT26209	22/07/2020	IRWIN SHIRE - RATES	-965.00
EFT26210	22/07/2020	SHIRE OF IRWIN - SUNDRY DEBTORS	-55.00
EFT26211	22/07/2020	SHIRE OF IRWIN - LOTTO FUND	-65.00
EFT26212	23/07/2020	AAA-ASPHALT SURFACES	-904.35
EFT26213	23/07/2020	AUSSIE NATURAL	-157.50
EFT26214	23/07/2020	ARBOR LOGIC	-2,200.00
EFT26215	23/07/2020	ATOM	-165.44
EFT26216	23/07/2020	BENARA NURSERIES	-6,270.00
EFT26217	23/07/2020	BLUESTEEL ENTERPRISES PTY LTD	-1,953.21
EFT26218	23/07/2020	BRAND MECHANICAL SERVICES	-758.33
EFT26219	23/07/2020	BRIDGESTONE SERVICE CENTRE GERALDTON	-996.00
EFT26220	23/07/2020	BOB WADDELL CONSULTANT	-330.00
EFT26221	23/07/2020	CANINE CONTROL	-2,240.00
EFT26222	23/07/2020	CENTRAL WEST CONCRETE PTY LTD	-27.50
EFT26223	23/07/2020	COMMON GROUND TRAILS	-30,107.00
EFT26224	23/07/2020	CLYDE & CO (LAWYERS)	-1,854.60
EFT26225	23/07/2020	TOLL	-226.88
EFT26226	23/07/2020	DIAL BEFORE YOU DIG	-110.00
EFT26227	23/07/2020	DC TWO PTY LTD	-1,709.55
EFT26228	23/07/2020	DONGARA FREIGHT	-410.85
EFT26229	23/07/2020	DELTA CLEANING SERVICES	-14,211.42
EFT26230	23/07/2020	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	-107.65
EFT26231	23/07/2020	DONGARA HANDYMAN SERVICE	-280.00
EFT26232	23/07/2020	DONGARA BODY BUILDERS	-371.80
EFT26233	23/07/2020	DONGARA BUILDING & TRADE SUPPLIES	-3,237.58

Shire of Irwin

List of Accounts paid July 2020 for presentation to the
Council Meeting 25 August 2020

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
EFT26234	23/07/2020	DONGARA CONCRETE SERVICES	-11,055.00
EFT26235	23/07/2020	DONGARA DRILLING & ELECTRICAL	-3,273.82
		REPLACE FOOTPATH ON BLENHEIM ROAD	
		DIAGNOSE AND REPAIR ISSUES WITH PUMP AT DONGARA OVAL, RETIC	
		SUPPLIES FOR CEMETERY, REMOVE FAULTY LIGHT POLE AT LIONS PARK AND	
		HIRE OF KANGA FOR TRENCH DIGGING AT CEMETERY	
EFT26236	23/07/2020	DONGARA NEWSAGENCY	-80.60
EFT26237	23/07/2020	DONGARA DENISON LOCAL RAG	-111.00
EFT26238	23/07/2020	RIVERBEND FOODWORKS DONGARA	-4.79
EFT26239	23/07/2020	EASY AUTO CARE	-68.75
EFT26240	23/07/2020	EJ DIESEL	-616.00
EFT26241	23/07/2020	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	-315.11
EFT26242	23/07/2020	CITY OF GREATER GERALDTON	-8,059.82
EFT26243	23/07/2020	REFUEL AUSTRALIA	-9,378.45
EFT26244	23/07/2020	GLASS CO WA	-240.42
EFT26245	23/07/2020	THE GOOD GUYS DISCOUNT WAREHOUSES	-154.00
EFT26246	23/07/2020	GUARDIAN PRINT & GRAPHICS	-395.00
EFT26247	23/07/2020	IVEY CONTRACTING	-17,050.00
		EARTHWORKS TO CONSTRUCT CAR PARKS AND PATH AT CEMETERY INCLUDING	
		REMOVING EXCESS MATERIALS	
EFT26248	23/07/2020	JMH GROUP	-117.37
EFT26249	23/07/2020	BRYAN HENDRICK KLEINSMAN	-594.00
EFT26250	23/07/2020	LENANE HOLDINGS PTY LTD	-1,210.00
EFT26251	23/07/2020	NODE 1 PTY LTD	-179.90
EFT26252	23/07/2020	MIDWEST MOWERS & SMALL ENGINES	-749.55
		REPAIRS TO HEDGE TRIMMER AND BRUSH CUTTER, POST HOLE AUGER, WATER	
		PUMP SEAL KITS FOR OPERATIONS AND CHAINS FOR CHAIN SAWS	
EFT26253	23/07/2020	MIDWEST FIRE PROTECTION & SAFETY SERVICES	-176.00
EFT26254	23/07/2020	MINGENEW IRWIN GROUP	-2,200.00
EFT26255	23/07/2020	MIDWEST SOLAR AND WATER	-1,518.36
		SUPPLY AND INSTALL NEW BOILER SYSTEM TO THE DEPOT, UNBLOCK TOILET AT	
		HARBOUR MASTER AND REPAIRS TO LEAKING PIPE AT CHARITIES	
EFT26256	23/07/2020	MIDWEST SOLAR & WATER WA	-3,484.63
		REFIT TWO BORE METERS AT REC CENTRE AND RETREAT, REPAIR WATER MAIN	
		AND RETIC BOX AT REC CENTRE, PLUMBING REPAIRS AT THE VILLAGE AND	
		ANNUAL TESTING AT ALLANOOKA SPRINGS ROAD STANDPIPE	
EFT26257	23/07/2020	OFFICE NATIONAL	-239.12
EFT26258	23/07/2020	PERTH IRRIGATION CENTRE	-982.50
EFT26259	23/07/2020	POSITION PARTNERS PTY LTD	-4,259.20
EFT26260	23/07/2020	REPCO AUTO PARTS	-317.50
EFT26261	23/07/2020	RESIDENTIAL AND RURAL SERVICES	-720.00
EFT26262	23/07/2020	E & MJ ROSHER PTY LTD	-5,538.00
EFT26263	23/07/2020	SEASIDE SIGNS	-1,256.20
		SUPPLY AND INSTALL SHIRE LOGO DECALS FOR PLANT & EQUIPMENT AND	
		WHALE CARCASS SIGNS FOR CLIFF HEAD	
EFT26264	23/07/2020	STEWART & HEATON CLOTHING CO	-206.89
EFT26265	23/07/2020	ST JOHNS AMBULANCE ASSOCIATION	-188.00
EFT26266	23/07/2020	DONGARA IGA	-185.76
EFT26267	23/07/2020	CLEANAWAY CO PTY LTD	-44,210.33
		RESIDENTIAL, COMMERCIAL AND STREET BINS COLLECTION, FRONT LIFT	
		COLLECTION, TRANSFER STATION MTCE AND LANDFILL MTCE	
EFT26268	23/07/2020	VANGUARD PRESS	-82.70
EFT26269	23/07/2020	VISIMAX	-59.60
EFT26270	23/07/2020	PUBLIC TRANSPORT AUTHORITY OF WA	-373.59
EFT26271	23/07/2020	WELL DONE INTERNATIONAL	-811.69
EFT26272	23/07/2020	WESTRAC EQUIPMENT	-1,640.74
EFT26273	23/07/2020	ON HOLD ON LINE	-207.00
EFT26274	23/07/2020	WINC AUSTRALIA PTY LTD	-74.93
EFT26275	30/07/2020	AUSTRALASIAN PERFORMING RIGHT	-350.00
		ASSOCIATION - ONEMUSIC AUSTRALIA	
EFT26276	30/07/2020	BOB WADDELL CONSULTANT	-1,452.00
EFT26277	30/07/2020	CANINE CONTROL	-6,600.00
EFT26278	30/07/2020	CHAMBER OF COMMERCE AND INDUSTRY OF	-2,238.50
		WESTERN AUSTRALIA LIMITED	
EFT26279	30/07/2020	COPYRIGHT AGENCY	-2,053.35
EFT26280	30/07/2020	DONGARA BOBCAT & CONTRACTING SERVICES	-2,774.75
		PROVIDE ACCESS TO SAND PIT TO REMOVE YELLOW SAND FOR CEMETERY,	
		AUGER HOLES FOR BOLLARD INSTALLATION AT CEMETERY DRAINAGE WORKS	
		AT DAWSON AVE SUMP, REMOVE EXPOSED CONCRETE AND PIPE WORK ON	
		SEASPRAY BEACH AND REMOVE SOIL FROM LIQUID WASTE PONDS AT	
		TRANSFER STATION	
EFT26281	30/07/2020	CITY OF GREATER GERALDTON	-12,261.98
EFT26282	30/07/2020	GREENFIELD TECHNICAL SERVICES	-3,520.00
EFT26283	30/07/2020	HOCKEY'S PEST SERVICE	-440.00
EFT26284	30/07/2020	IT VISION AUSTRALIA PTY LTD	-49,628.58
EFT26285	30/07/2020	LINKS MODULAR SOLUTIONS PTY LTD	-2,285.80
EFT26286	30/07/2020	LOCAL GOVERNMENT PROFESSIONALS WA	-2,200.00
EFT26287	30/07/2020	MARKET CREATIONS	-16,770.19
		MANAGED SERVICE AGREEMENT, HOSTING SERVICE AGREEMENT FOR JUNE	
		2020 FOR SHIRE AND MEDICAL CENTRE, VOIP CHARGES AND NBN SET UP AT	
		MEDICAL CENTRE	
EFT26288	30/07/2020	NORTHERN COUNTRY ZONE WALGA	-1,000.00
EFT26289	30/07/2020	SUBTERRANEAN SERVICE LOCATIONS WA	-2,090.00
		IDENTIFY AND POTHOLE SERVICES AT CEMETERY, REC CENTRE & MORETON TCE	

Shire of Irwin

List of Accounts paid July 2020 for presentation to the
Council Meeting 25 August 2020

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
EFT26290	30/07/2020	SYNERGY	ELECTRICITY CHARGES
EFT26291	30/07/2020	BPI PERTH	ASSET PROTECTION SERVICES
31990	08/07/2020	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES
31991	22/07/2020	WATER CORPORATION	VARIOUS WATER CHARGES
31992	23/07/2020	RICHARD ANDREW IRVING	REFUND
31993	27/07/2020	WORKSAFE WESTERN AUSTRALIA	APPLICATION 101 FEE - REGISTRATION OF AN ITEM OF PLANT
31994	29/07/2020	DONGARA COMMUNITY RESOURCE CENTRE	2020/2021 REGISTRATIONS OF VEHICLE & PLANT
31995	29/07/2020	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES
31996	29/07/2020	DONGARA COMMUNITY RESOURCE CENTRE	12 MONTHS REGISTRATION - COMMUNITY BUS
DD20494.1	06/07/2020	TELSTRA AUSTRALIA	VARIOUS TELEPHONE AND DATA CHARGES
DD20508.1	13/07/2020	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING
DD20535.1	27/07/2020	TELSTRA AUSTRALIA	FREE WIFI CHARGES
DD20545.1	30/07/2020	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES
DD20496.1	07/07/2020	WA TREASURY CORPORATION	LOAN NO. 93
DD20504.1	23/07/2020	WA TREASURY CORPORATION	LOAN GUARANTEE FEES
SOL 07/20	16/07/2020	SHINE TECH SOLAR	SOLAR REPAYMENT JULY
DD20442.2	05/07/2020	AUSTRALIAN SUPER	SUPERANNUATION
DD20474.2	06/07/2020	AUSTRALIAN SUPER	SUPERANNUATION
DD20489.1	14/07/2020	AUSTRALIAN SUPER	SUPERANNUATION
DD20489.2	14/07/2020	REST SUPERANNUATION	SUPERANNUATION
DD20489.3	14/07/2020	MLC SUPER FUND	SUPERANNUATION
DD20489.4	14/07/2020	ASGARD SUPERANNUATION	SUPERANNUATION
DD20489.5	14/07/2020	WA SUPER	SUPERANNUATION
DD20489.6	14/07/2020	WESTPAC LIFETIME SUPERANNUATION SERVICE	SUPERANNUATION
DD20489.7	14/07/2020	COLONIAL FIRST STATE FIRST CHOICE SUPER	SUPERANNUATION
DD20489.8	14/07/2020	RUSSELL SUPERSOLUTION MASTER TRUST	SUPERANNUATION
DD20528.1	28/07/2020	AUSTRALIAN SUPER	SUPERANNUATION
DD20528.2	28/07/2020	REST SUPERANNUATION	SUPERANNUATION
DD20528.3	28/07/2020	MLC SUPER FUND	SUPERANNUATION
DD20528.4	28/07/2020	ASGARD SUPERANNUATION	SUPERANNUATION
DD20528.5	28/07/2020	WA SUPER	SUPERANNUATION
DD20528.6	28/07/2020	RUSSELL SUPERSOLUTION MASTER TRUST	SUPERANNUATION
			-788,521.90

Sundry Creditors as at 31/07/2020 63,699.36

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

13/8/20
DATE

Shane Ivers
Chief Executive Officer

ATTACHMENT: CC02

Monthly Financial Statements for the Period Ended 30 July 2020

Attachment 1
Financial Statements to 31 July 2020



MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Items of Significance

The material variance adopted by the Shire of Irwin for the 2019/20 year is \$10,000 and 10%. The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure. A full listing and explanation of all items considered of significant/material variance is disclosed in Note 15.

	% Collected / Completed	Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
Significant Projects					
AGED APPROPRIATE HOUSING - STAGE 2	0%	2,259,327	188,201	5,644	182,558
CARROLL STREET INTERSECTION - RENEWAL	Unbudgeted	0	0	0	0
GRAVEL RESHEETING - BOOKARA ROAD	Unbudgeted	0	0	0	0
GRAVEL RESHEETING - MOUNT HORNER ROAD WEST	Unbudgeted	0	0	0	0
GRAVEL RESHEETING - PIGGERY LANE	Unbudgeted	0	0	9,123	(9,123)
GRAVEL RESHEETING - YARDARINO ROAD	Unbudgeted	0	0	0	0
ALLANOOKA RD SHOULDERS - SAFETY CRITICAL WORKS	Unbudgeted	0	0	0	0
R2R - PIGGERY LANE	0%	129,540	6,476	0	6,476
R2R - BELAURA PLACE	0%	21,259	1,062	0	1,062
R2R - MATSEN ROAD RESHEETING	Unbudgeted	0	0	0	0
MORETON TERRACE DESIGN	0%	450,000	22,500	0	22,500
TABLETOP ROAD - RRG	0%	422,500	21,124	0	21,124
BURMA ROAD - RRG	0%	251,500	12,572	0	12,572
MILO ROAD DESIGN	0%	38,528	1,926	0	1,926
BLenheim ROAD	45%	7,100	355	3,200	(2,845)
PEARSE RD SUMP - RENEWAL	Unbudgeted	0	0	0	0
OCEAN DRIVE - DRAINAGE RENEWAL	Unbudgeted	0	0	0	0
DRAINAGE RENEWAL - GENERAL	Unbudgeted	0	0	0	0
KERBING RENEWAL - GENERAL	Unbudgeted	0	0	0	0
CHURCH STREET FOOTPATH	Unbudgeted	0	0	0	0
GENERAL FOOTPATHS	0%	5,000	250	0	250
RV PARKING AREA	Unbudgeted	0	0	0	0
FORESHORE MASTERPLAN IMPLEMENTATION WORKS	Unbudgeted	0	0	0	0
FORESHORE REHABILITATION WORKS	Unbudgeted	0	0	0	0
SKATE PARK - PUMP TRACK	0%	220,000	44,000	0	44,000
RURAL SIGNS	0%	69,000	3,450	250	3,200
Grants, Subsidies and Contributions					
Operating Grants, Subsidies and Contributions	17%	491,725	82,590	82,590	0
Non-operating Grants, Subsidies and Contributions	0%	3,628,255	252,380	0	(252,380)
	2%	4,119,980	334,970	82,590	(252,380)
Rates Levied	0%	5,394,500	832	0	(832)

% Compares current ytd actuals to annual budget

		Prior Year 31 July 2019	Current Year 31 July 2020
Financial Position			
Adjusted Net Current Assets	-122%	\$ 306,253	-\$ 373,335
Cash and Equivalent - Unrestricted	136%	\$ 989,526	\$ 1,347,398
Cash and Equivalent - Restricted	99%	\$ 1,310,454	\$ 1,293,367
Receivables - Rates	155%	\$ 240,335	\$ 373,432
Receivables - Other	11%	\$ 127,779	\$ 13,764
Payables	64%	\$ 221,878	\$ 142,347

% Compares current ytd actuals to prior year actuals at the same time

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 July 2020
Prepared by: Jenny Goodbourn (Supervisor Finance)
Reviewed by: Shane Ivers (CEO)

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 14.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

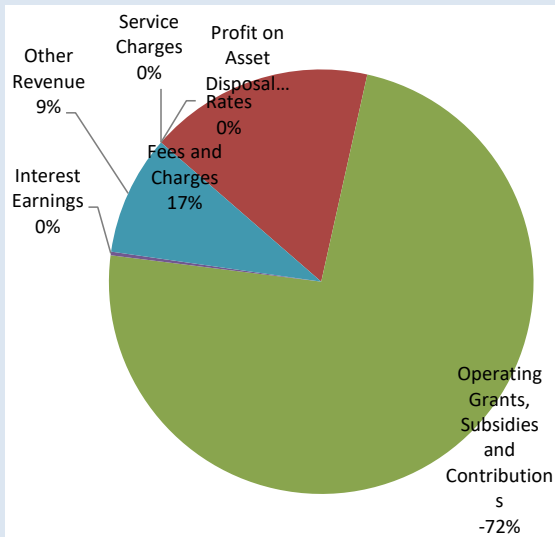
CRITICAL ACCOUNTING ESTIMATES

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

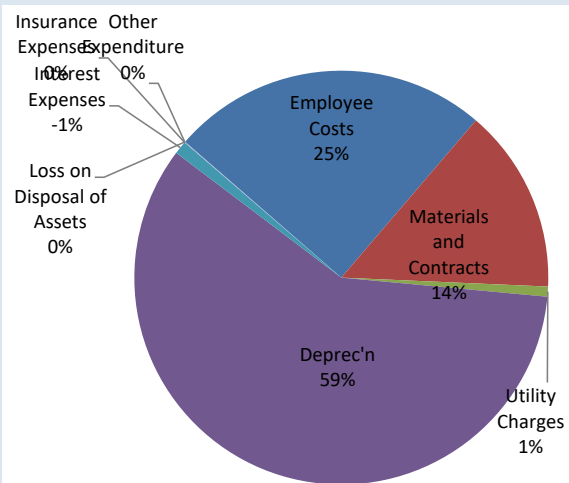
ROUNDING OFF FIGURES

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

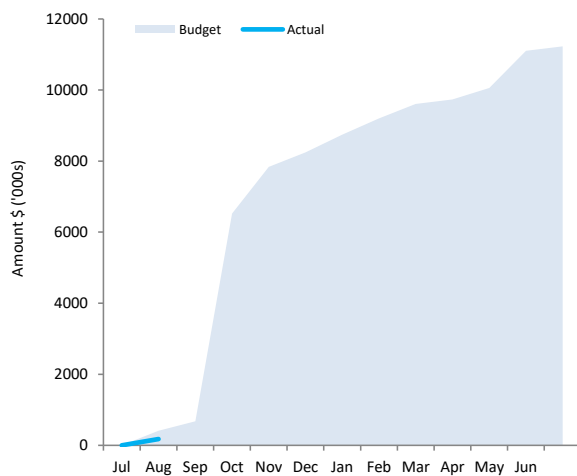
OPERATING REVENUE



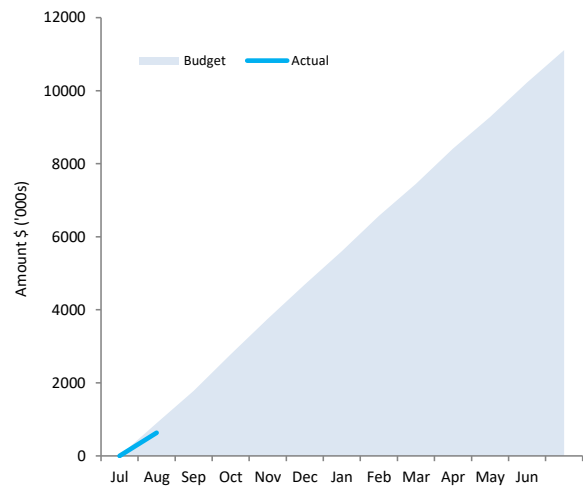
OPERATING EXPENSES



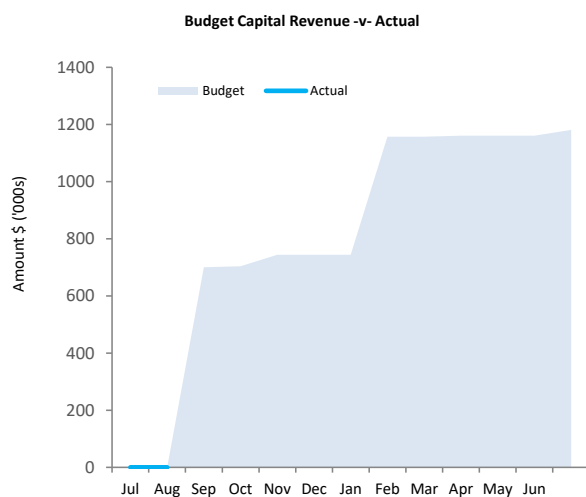
Budget Operating Revenues -v- Actual



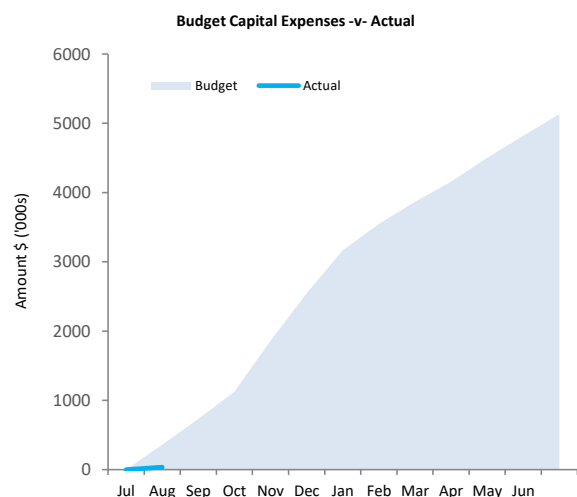
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern a specific council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH To provide an operational framework for environmental and community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE To provide services to the elderly, children and youth.	Maintenance of playgroup centre and senior citizen centre. Provision of youth support services.
HOUSING To provide and maintain elderly residents housing.	Provision and maintenance of elderly residents housing.
COMMUNITY AMENITIES To provide services required by the community.	Rubbish collection services, operation of rubbish transfer site, litter control, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resource which will help the social wellbeing of the community.	Maintenance of public halls, heritage buildings, civic centres, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, television and radio rebroadcasting and other cultural facilities.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES To help promote the Shire and its economic wellbeing.	Tourism and area promotion. Provision of rural services including weed control, vermin control and standpipes. Building control.
OTHER PROPERTY AND SERVICES To monitor and control Shire's overheads operating accounts.	Private works operation, plant repair and operation costs and engineering operation costs.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

STATUTORY REPORTING PROGRAMS

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus(Deficit)	1	(168,015)	(261,754)	(261,754)	(261,754)	0	0%		
Revenue from operating activities									
Governance		0	0	0	0	0			
General Purpose Funding - Rates	6	5,394,500	5,394,500	832	0	(832)	(100%)	▼	
General Purpose Funding - Other		316,641	316,641	4,788	1,760	(3,028)	(63%)	▼	
Law, Order and Public Safety		172,994	172,994	915	971	56	6%	▲	
Health		60,700	60,700	333	16,941	16,608	4988%	▲	S
Education and Welfare		8,550	8,550	545	0	(545)	(100%)	▼	
Housing		353,000	353,000	29,416	24,291	(5,125)	(17%)	▼	
Community Amenities		853,855	853,855	12,580	16,038	3,458	27%	▲	
Recreation and Culture		153,817	153,817	9,676	14,558	4,882	50%	▲	
Transport		85,766	85,766	82,756	82,590	(166)	(0%)	▼	
Economic Services		131,657	131,657	10,595	7,133	(3,462)	(33%)	▼	
Other Property and Services		69,500	69,500	2,290	12,681	10,391	454%	▲	S
		7,600,980	7,600,980	154,726	176,964				
Expenditure from operating activities									
Governance		(558,300)	(558,300)	(35,360)	(28,484)	6,876	19%	▲	
General Purpose Funding		(1,460,715)	(1,460,715)	(120,889)	(41,187)	79,702	66%	▲	S
Law, Order and Public Safety		(471,125)	(471,125)	(40,068)	(34,177)	5,891	15%	▲	
Health		(339,547)	(339,547)	(25,559)	(3,857)	21,702	85%	▲	S
Education and Welfare		(62,370)	(62,370)	(4,766)	(4,366)	400	8%	▲	
Housing		(590,171)	(590,171)	(49,297)	(24,004)	25,293	51%	▲	S
Community Amenities		(1,199,904)	(1,199,904)	(96,537)	(25,302)	71,235	74%	▲	S
Recreation and Culture		(2,555,055)	(2,555,055)	(200,637)	(147,511)	53,126	26%	▲	S
Transport		(3,440,854)	(3,440,854)	(282,038)	(331,026)	(48,988)	(17%)	▼	S
Economic Services		(383,644)	(383,644)	(31,690)	(22,458)	9,232	29%	▲	
Other Property and Services		(48,500)	(48,500)	(14,831)	29,117	43,948	296%	▲	S
		(11,110,185)	(11,110,185)	(901,672)	(633,255)				
Operating activities excluded from budget									
Add back Depreciation		4,358,601	4,358,601	363,207	380,307	17,100	5%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	9,620	9,620	0	0	0			
Movement in Leave Reserve (Added Back)		1,334	1,334	111	58	(53)	(48%)	▼	
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		860,350	860,350	(383,628)	(75,926)				
Investing Activities									
Non-operating Grants, Subsidies and Contributions	13	3,628,255	3,628,255	252,380	0	(252,380)	(100%)	▼	S
Proceeds from Disposal of Assets	7	40,000	40,000	0	0	0			
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(2,329,327)	(2,329,327)	(188,201)	(11,287)	176,914	94%	▲	S
Plant and Equipment	8	(66,000)	(66,000)	(22,960)	0	22,960	100%	▲	S
Furniture and Equipment	8	(26,100)	(26,100)	0	0	0			
Infrastructure Assets - Roads	8	(1,791,127)	(1,791,127)	(87,313)	(12,323)	74,990	86%	▲	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	(495,000)	(495,000)	(47,450)	(915)	46,535	98%	▲	S
Amount attributable to investing activities		(1,039,299)	(1,039,299)	(93,544)	(24,525)				
Financing Activities									
Proceeds from New Debentures	9	1,095,010	1,095,010	0	0	0			
Repayment of Debentures	9	(391,148)	(391,148)	(9,162)	(8,886)	276	3%	▲	
Repayment of Lease Financing	9	(19,929)	(19,929)	(1,659)	(1,640)	19	1%	▲	
Advances to Community Groups		(395,010)	(395,010)	(395,010)	0	395,010	100%	▲	S
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal		25,941	25,941	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		344,595	344,595	0	0	0			
Transfer from Reserves	10	20,000	20,000	0	0	0			
Transfer to Reserves	10	(14,000)	(14,000)	(1,166)	(604)	562	48%	▲	
Amount attributable to financing activities		665,459	665,459	(406,997)	(11,130)				
Closing Funding Surplus(Deficit)	1	318,495	224,756	(1,145,923)	(373,335)				

KEY INFORMATION

▲▼ 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 2020/21 year is \$10,000 and 10%.

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

SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 2020

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 CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

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 31 JULY 2020

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
Opening Funding Surplus (Deficit)	1	(168,015)	(261,754)	(261,754)	(261,754)	0	0%		
Revenue from operating activities									
Rates	6	5,394,500	5,394,500	832	0	(832)	(100%)	▼	
Operating Grants, Subsidies and Contributions	12	491,725	491,725	82,590	82,590	0	0%		
Fees and Charges		1,391,062	1,391,062	54,284	60,890	6,606	12%	▲	
Service Charges		0	0	0	0	0			
Interest Earnings		53,167	53,167	4,081	985	(3,096)	(76%)	▼	
Other Revenue		269,350	269,350	12,939	32,499	19,560	151%	▲	S
Profit on Disposal of Assets	7	1,176	1,176	0	0	0			
Gain FV Valuation of Assets		0	0	0	0	0			
		7,600,980	7,600,980	154,726	176,964				
Expenditure from operating activities									
Employee Costs		(2,403,645)	(2,403,645)	(190,973)	(160,837)	30,136	16%	▲	S
Materials and Contracts		(2,541,343)	(2,541,343)	(206,308)	(93,246)	113,062	55%	▲	S
Utility Charges		(346,700)	(346,700)	(13,897)	(5,070)	8,827	64%	▲	
Depreciation on Non-Current Assets		(4,358,601)	(4,358,601)	(363,207)	(380,307)	(17,100)	(5%)	▼	
Interest Expenses		(222,963)	(222,963)	(12,837)	6,618	19,455	152%	▲	S
Insurance Expenses		(188,849)	(188,849)	(37,748)	0	37,748	100%	▲	S
Other Expenditure		(1,037,288)	(1,037,288)	(76,702)	(414)	76,288	99%	▲	S
Loss on Disposal of Assets	7	(10,796)	(10,796)	0	0	0			
Loss FV Valuation of Assets		0	0	0	0	0			
		(11,110,185)	(11,110,185)	(901,672)	(633,255)				
Operating activities excluded from budget									
Add back Depreciation		4,358,601	4,358,601	363,207	380,307	17,100	5%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	9,620	9,620	0	0	0			
Movement in Leave Reserve (Added Back)		1,334	1,334	111	58	(53)	(48%)	▼	
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		860,350	860,350	(383,628)	(75,926)				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	3,628,255	3,628,255	252,380	0	(252,380)	(100%)	▼	S
Proceeds from Disposal of Assets	7	40,000	40,000	0	0	0			
Land Held for Resale	8	0	0	0	0	0			
Land and Buildings	8	(2,329,327)	(2,329,327)	(188,201)	(11,287)	176,914	94%	▲	S
Plant and Equipment	8	(66,000)	(66,000)	(22,960)	0	22,960	100%	▲	S
Furniture and Equipment	8	(26,100)	(26,100)	0	0	0			
Infrastructure Assets - Roads	8	(1,791,127)	(1,791,127)	(87,313)	(12,323)	74,990	86%	▲	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	(495,000)	(495,000)	(47,450)	(915)	46,535	98%	▲	S
Amount attributable to investing activities		(1,039,299)	(1,039,299)	(93,544)	(24,525)				
Financing Activities									
Proceeds from New Debentures		1,095,010	1,095,010	0	0	0			
Repayment of Debentures	9	(391,148)	(391,148)	(9,162)	(8,886)	276	3%	▲	
Repayment of Lease Financing	9	(19,929)	(19,929)	(1,659)	(1,640)	19	1%	▲	
Advances to Community Groups		(395,010)	(395,010)	(395,010)	0	395,010	100%	▲	S
Proceeds from Advances		0	0	0	0	0			
Self-Supporting Loan Principal	9	25,941	25,941	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0	0			
Transfer from Restricted Cash - Other		344,595	344,595	0	0	0			
Transfer from Reserves	10	20,000	20,000	0	0	0			
Transfer to Reserves	10	(14,000)	(14,000)	(1,166)	(604)	562	48%	▲	
Amount attributable to financing activities		665,459	665,459	(406,997)	(11,130)				
Closing Funding Surplus (Deficit)	1	318,495	224,756	(1,145,923)	(373,335)				

▲ ▼ 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 2020/21 year is \$10,000 and 10%.

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

ADJUSTED NET CURRENT ASSETS

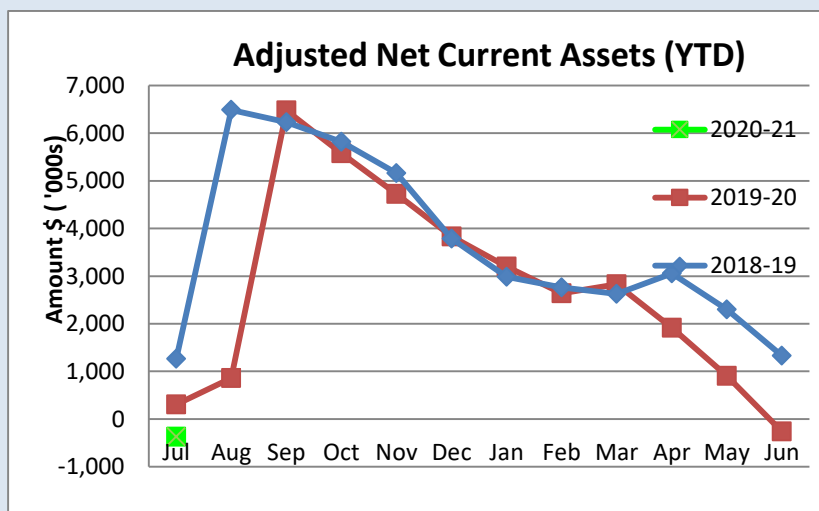
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2020	This Time Last Year 31/07/2019	Year to Date Actual 31/07/2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	1,651,177	989,526	1,347,398
Cash Restricted - Reserves	2	1,292,763	1,310,454	1,293,367
Cash Restricted - General	2	362,875	376,298	362,875
Cash Restricted - Bonds & Deposits	2	198,687	202,000	198,727
Receivables - Rates	3	402,045	240,335	373,432
Receivables - Other	3	178,344	127,779	13,764
Contract Assets	4	0	0	0
Inventories	4	20,118	20,118	20,118
		4,106,010	3,266,510	3,609,681
Less: Current Liabilities				
Payables	5	(802,615)	(221,878)	(142,347)
Contract Liabilities	11	(1,417,566)	(991,515)	(1,692,500)
Bonds & Deposits	14	(198,687)	(202,000)	(198,727)
Loan and Lease Liability	9	(69,799)	(282,980)	(59,273)
Provisions	11	(416,446)	(348,465)	(416,446)
		(2,905,113)	(2,046,838)	(2,509,293)
Less: Cash Reserves	10	(1,292,763)	(1,310,454)	(1,293,367)
Add Back: Component of Leave Liability not Required to be funded		123,184	121,943	123,242
Add Back: Loan and Lease Liability		69,799	282,980	59,273
Less : Loan Receivable - clubs/institutions	4	4	(7,889)	4
Less : Restricted Cash General	15	(362,875)	0	(362,875)
Net Current Funding Position		(261,754)	306,253	(373,335)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

Last Year YTD

Surplus(Deficit)

\$.31 M

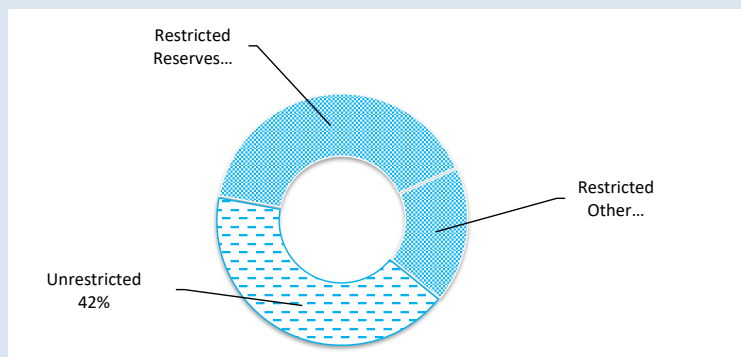
	Unrestricted	Restricted Reserves	Restricted Muni	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
CASH ADVANCES	2,050			2,050	Cash on Hand	Nil	On Hand
At Call Deposits							
CASH AT BANK MUNI A/C	1,345,348			1,345,348	NAB	0.25%	At Call
RESERVE FUND BANK A/C		1,293,367		1,293,367	NAB	0.25%	At Call
RESTRICTED ASSETS BANK			362,875	362,875	NAB	0.25%	At Call
BONDS AND DEPOSITS HELD BANK (OLD TRUST FUND BANK)			198,727	198,727	NAB	0.25%	At Call
Term Deposits							
Nil							
Total	1,347,398	1,293,367	561,602	3,202,367			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$3.2 M	\$1.29 M

SHIRE OF IRWIN

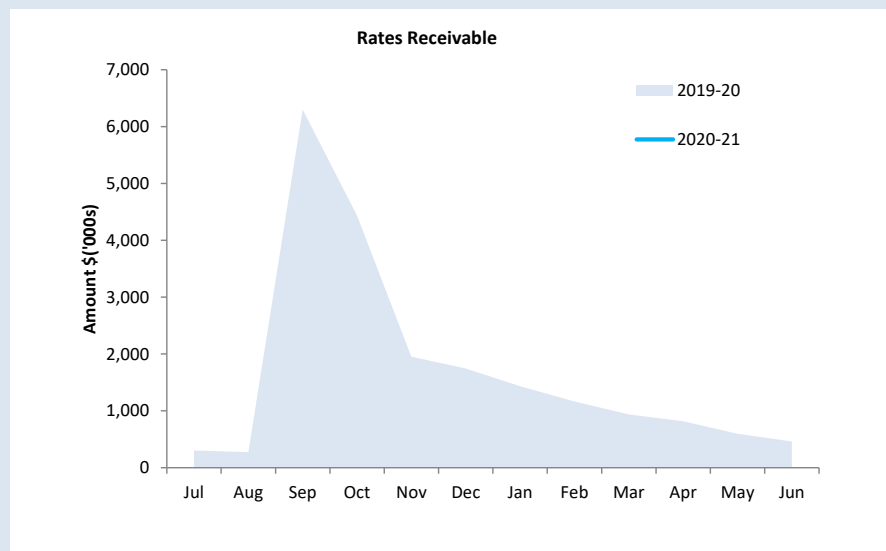
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES NOTE 3 RECEIVABLES

Receivables - Rates & Rubbish	30 June 2020	31 Jul 20
	\$	\$
Opening Arrears Previous Years	343,137	462,322
Levied this year	6,085,751	0
Less Collections to date	(5,966,566)	(28,613)
Equals Current Outstanding	462,322	433,709
Net Rates Collectable	462,322	433,709
% Collected	92.81%	6.19%

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.

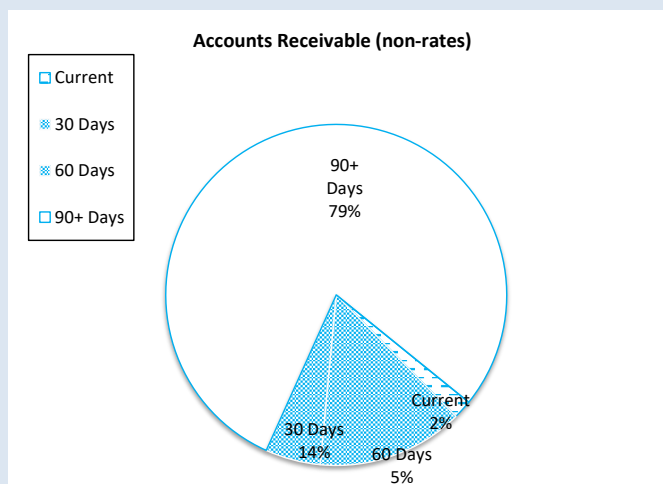


Collected	Rates Due
6%	\$433,709

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	660	5,174	1,948	29,446	37,228
Percentage	2%	14%	5%	79%	
Balance per Trial Balance					
Sundry Debtors					37,228
Receivables - Other					(23,464)
Total Receivables General Outstanding					13,764
Amounts shown above include GST (where applicable)					

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$13,764
Over 30 Days
98%
Over 90 Days
79%

	Opening Balance 1 Jul 2020	Asset Increase	Asset Reduction	Closing Balance 31 Jul 2020
Other Current Assets	\$	\$	\$	\$
Other Financial Assets at Amortised Cost				
Financial assets at amortised cost - self supporting loans	20,634	0	0	20,634
Inventory				
Fuel, Visitor and Rec Centres stock on hand	20,118	0	0	20,118
Accrued income and prepayments				
Accrued income and prepayments	15,302	0	(15,302)	0
Contract assets				
Contract assets	0	0	0	0
Total Other Current assets				40,752
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Borrowing costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

CONTRACT ASSETS

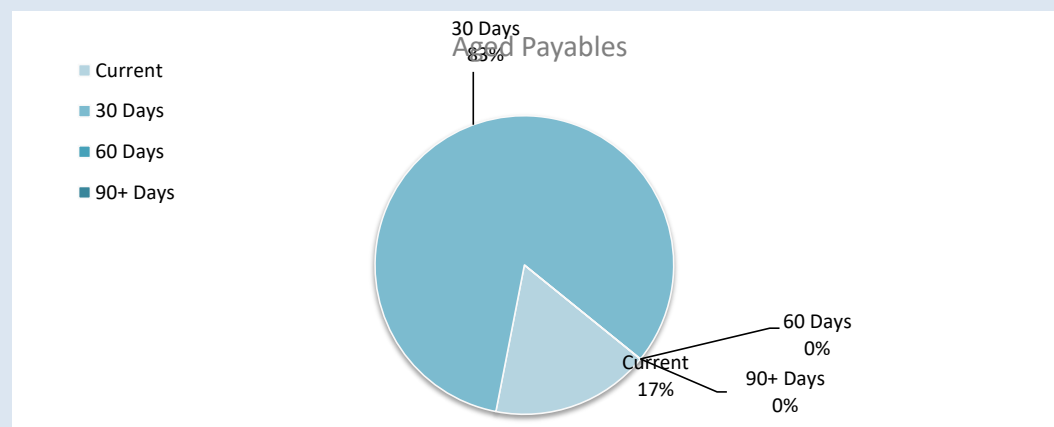
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Payables (Sundry Creditors) - General	10,970	52,730	0	0	63,699
Percentage	17.2%	82.8%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					(63,699)
Other creditors					167,086
ATO liabilities					38,960
Other accruals/payables					0
Total Payables General Outstanding					142,347

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

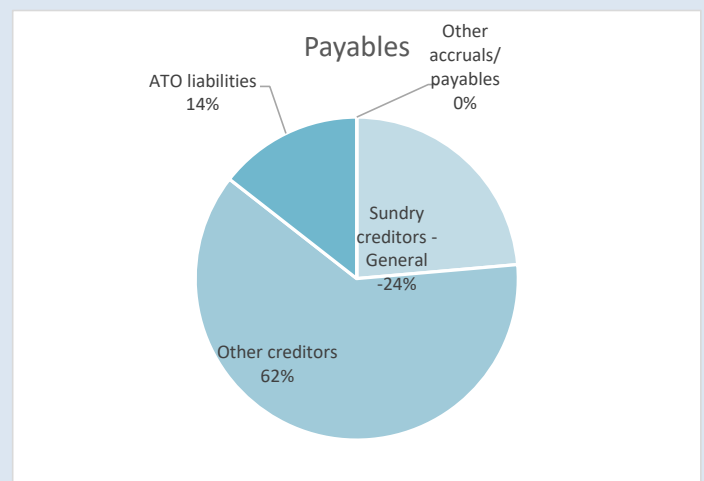
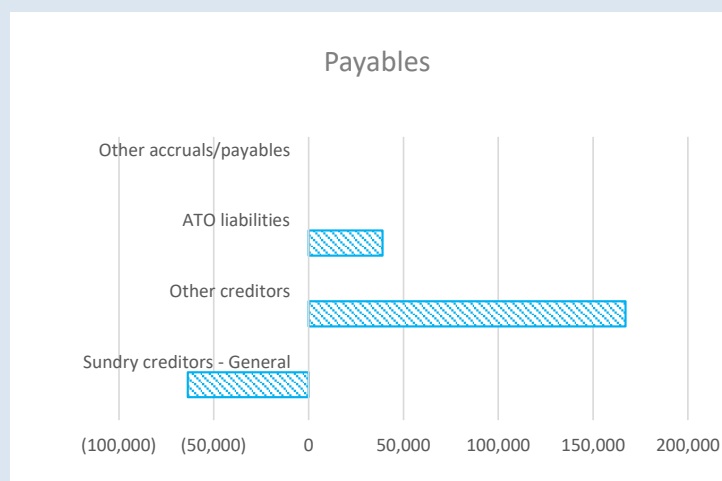
\$142,347

Over 30 Days

83%

Over 90 Days

0%



SHIRE OF IRWIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES

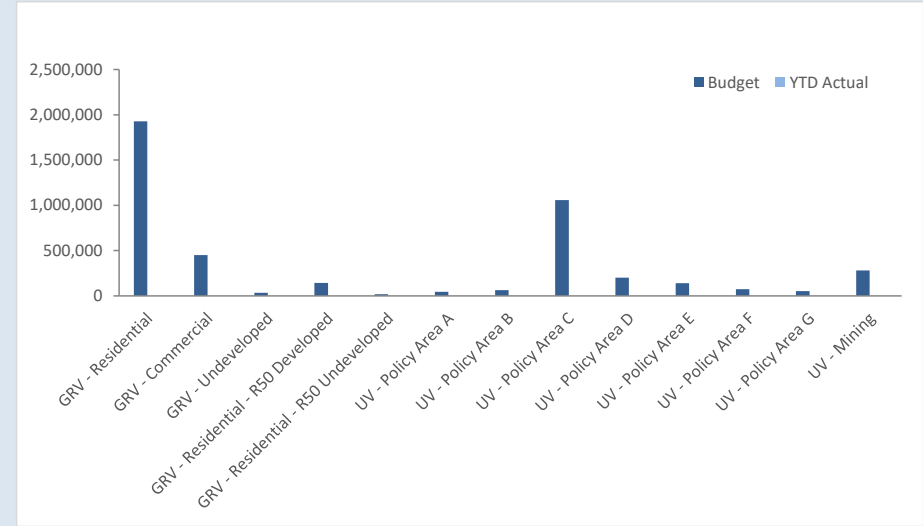
NOTE 6

RATE REVENUE

RATE TYPE	Amended Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
	\$			\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.111808	1,334	17,151,409	1,917,663	5,000	5,000	1,927,663	0.00	0	0	0
GRV - Commercial	0.111808	122	4,037,910	451,470	0	0	451,470	0.00	0	0	0
GRV - Undeveloped	0.111808	20	311,776	34,859	0	0	34,859	0.00	0	0	0
GRV - Residential - R50 Develop	0.111808	75	1,286,620	143,854	0	0	143,854	0.00	0	0	0
GRV - Residential - R50 Undevelop	0.111808	12	166,050	18,566	0	0	18,566	0.00	0	0	0
UV - Policy Area A	0.014193	5	3,160,000	44,850	0	0	44,850	0.00	0	0	0
UV - Policy Area B	0.014193	13	4,451,902	63,186	0	0	63,186	0.00	0	0	0
UV - Policy Area C	0.014193	132	74,477,529	1,057,060	0	0	1,057,060	0.00	0	0	0
UV - Policy Area D	0.014193	109	14,172,852	201,155	0	0	201,155	0.00	0	0	0
UV - Policy Area E	0.014193	40	9,917,800	140,763	0	0	140,763	0.00	0	0	0
UV - Policy Area F	0.014193	24	5,209,350	73,936	0	0	73,936	0.00	0	0	0
UV - Policy Area G	0.014193	27	3,704,751	52,582	0	0	52,582	0.00	0	0	0
UV - Mining	0.189882	27	1,480,782	281,174	0	0	281,174	0.00	0	0	0
UV - Mining Developed	0.189882	9	887,524	168,525	0	0	168,525	0.00	0	0	0
Sub-Totals		1,949	140,416,255	4,649,643	5,000	5,000	4,659,643	0	0	0	0
Minimum Payment											
	\$										
GRV - Residential	1,021	98	760,027	100,058	0	0	100,058	0	0	0	0
GRV - Commercial	1,021	65	295,666	66,365	0	0	66,365	0	0	0	0
GRV - Undeveloped	1,021	457	1,310,417	466,597	0	0	466,597	0	0	0	0
GRV - Residential - R50 Develop	1,021	7	58,658	7,147	0	0	7,147	0	0	0	0
GRV - Residential - R50 Undevelop	1,021	14	73,830	14,294	0	0	14,294	0	0	0	0
UV - Policy Area A	1,021	4	185,500	4,084	0	0	4,084	0	0	0	0
UV - Policy Area B	1,021	4	146,998	4,084	0	0	4,084	0	0	0	0
UV - Policy Area C	1,021	27	1,274,271	27,567	0	0	27,567	0	0	0	0
UV - Policy Area D	1,021	11	595,198	11,231	0	0	11,231	0	0	0	0
UV - Policy Area E	1,021	0	0	0	0	0	0	0	0	0	0
UV - Policy Area F	1,021	11	598,500	11,231	0	0	11,231	0	0	0	0
UV - Policy Area G	1,021	1	66,499	1,021	0	0	1,021	0	0	0	0
UV - Mining	1,021	18	46,545	18,378	0	0	18,378	0	0	0	0
UV - Mining Developed	1,021	0	0	0	0	0	0	0	0	0	0
Sub-Totals		717	5,412,109	732,057	0	0	732,057	0	0	0	0
		2,666	145,828,364	5,381,700	5,000	5,000	5,391,700	0	0	0	0
Discounts							0				0
Concession							0				0
Amount from General Rates							5,391,700				0
Ex-Gratia Rates							2,800				0
Movement in Excess Rates							0				0
Specified Area Rates							0				0
Total Rates							5,394,500				0

KEY INFORMATION

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



General Rates		
Budget	YTD Actual	%
\$5.39 M	\$. M	0%

SHIRE OF IRWIN

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 31 JULY 2020

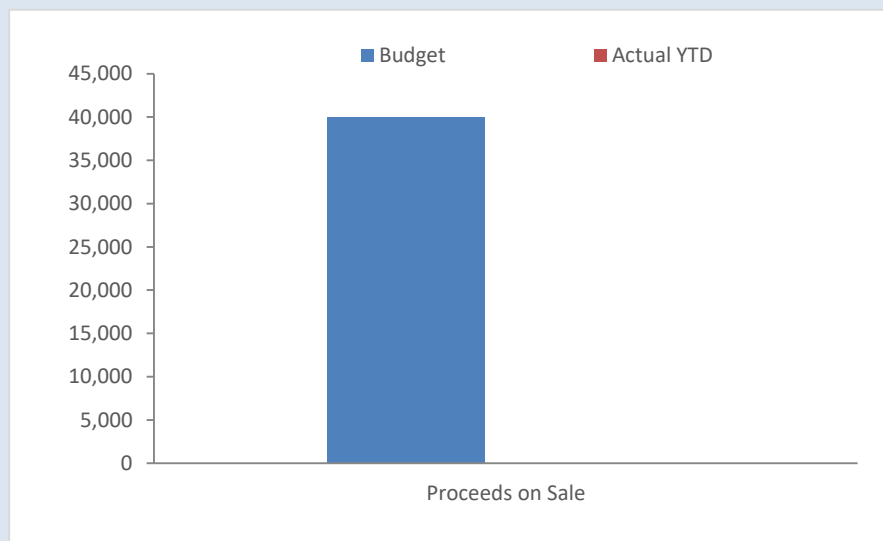
OPERATING ACTIVITIES

NOTE 7

DISPOSAL OF ASSETS

Asset Number	Asset Description	Amended Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and Equipment								
634	John Deere Tractor Mower Ir420	15,796	5,000		(10,796)	0	0		
2758	Skid Steer Loader 226D	33,824	35,000	1,176.08		0	0		
		49,620	40,000	1,176	(10,796)	0	0	0	0

KEY INFORMATION

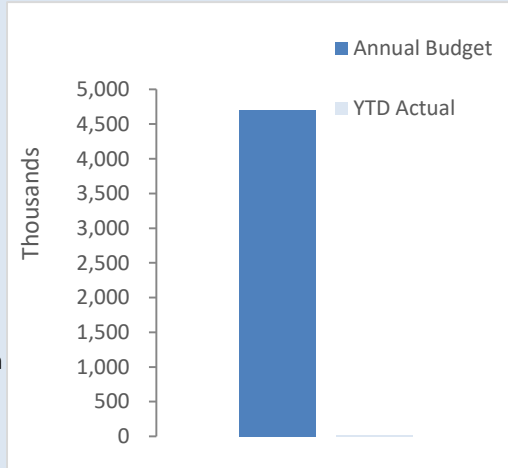


Proceeds on Sale		
Budget	YTD Actual	%
\$40,000	\$0	0%

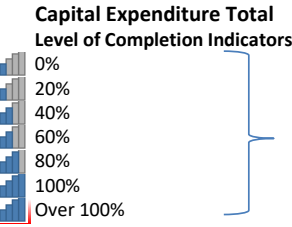
Capital Acquisitions	Adopted	Amended		YTD Actual Total	YTD Budget Variance
	Annual Budget	YTD Budget	Annual Budget		
	\$	\$	\$	\$	\$
Land Held for Resale	0	0	0	0	0
Land and Buildings	2,329,327	188,201	2,329,327	11,287	-176,914
Plant and Equipment	66,000	22,960	66,000	0	-22,960
Furniture and Equipment	26,100	0	26,100	0	0
Infrastructure Assets - Roads	1,791,127	87,313	1,791,127	12,323	-74,990
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	495,000	47,450	495,000	915	-46,535
Capital Expenditure Totals	4,707,554	345,924	4,707,554	24,525	-321,399
Capital acquisitions funded by:					
	\$	\$	\$	\$	\$
Capital Grants and Contributions	3,628,255	252,380	3,628,255	0	-252,380
Borrowings	1,095,010	0	1,095,010	0	0
Other (Disposals & C/Fwd)	40,000	0	40,000	0	0
Council contribution - Cash Backed Reserves					
Various Reserves		0	20,000	0	0
Council contribution - operations		93,544	-75,711	24,525	-69,019
Capital Funding Total		345,924	4,707,554	24,525	-321,399

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.

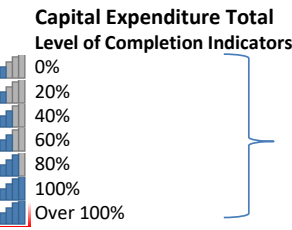
KEY INFORMATION

Acquisitions	Annual Budget	YTD Actual	% Spent
	\$4.71 M	\$0.02 M	1%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$3.63 M	\$0 M	0%



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

% of Completion		Level of completion indicator, please see table at the top of this note for further detail.			Adopted		Amended		Total YTD	Variance (Under)/Over
		Assets	Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget		
						\$	\$	\$	\$	\$
Buildings										
Other Health										
Total - Other Health						0	0	0	0	0
Housing										
1.00		AGED APPROPRIATE HOUSING - STAGE 1	2574	1311	1626	0	0	0	(5,644)	(5,644)
0.00		AGED APPROPRIATE HOUSING - STAGE 2	2574	1311	CJ18	(2,259,327)	(2,259,327)	(188,201)	(5,644)	182,558
Total - Housing						(2,259,327)	(2,259,327)	(188,201)	(11,287)	176,914
Community Amenities										
0.00		CONTAINER DEPOSIT SCHEME	1944	1311	CJ70	(20,000)	(20,000)	0	0	0
Total - Community Amenities						(20,000)	(20,000)	0	0	0
Recreation And Culture										
0.00		IRWIN REC CENTRE BUILDING - RENEWAL	2834	1311	CJ05	(25,000)	(25,000)	0	0	0
0.00		REC JETTY	2834	1311	CJ908	(25,000)	(25,000)	0	0	0
Total - Recreation And Culture						(50,000)	(50,000)	0	0	0
0.00		Total - Buildings				(2,329,327)	(2,329,327)	(188,201)	(11,287)	176,914
Plant & Equipment										
Recreation & Culture										
0.00		PARKS & GARDENS - TRACTOR MOWER - REG IR420	2844	1312	V420	(35,000)	(35,000)	0	0	0
Total - Recreation & Culture						(35,000)	(35,000)	0	0	0
Transport										
0.00		SIDE TIPPER	3534	1312	CJ52	(5,000)	(5,000)	(5,000)	0	5,000
0.00		NISSAN UD PRME MOVER 540IR	3534	1312	V526	(14,000)	(14,000)	(14,000)	0	14,000
Total - Transport						(19,000)	(19,000)	(19,000)	0	19,000
Other Property & Services										
0.00		BULK FUEL STORAGE TANK & SYSTEM	5300	1312	CJ44	(12,000)	(12,000)	(3,960)	0	3,960
Total - Other Property & Services						(12,000)	(12,000)	(3,960)	0	3,960
0.00		Total - Plant & Equipment				(66,000)	(66,000)	(22,960)	0	22,960
Furniture & Equipment										
Recreation & Culture										
0.00		BASKETBALL SCOREBOARD	2824	1314	CJ81	(15,000)	(15,000)	0	0	0
Total - Recreation & Culture						(15,000)	(15,000)	0	0	0
Other Property & Services										
0.00		IT - HARDWARE	0264	1314	CJ33	(11,100)	(11,100)	0	0	0
Total - Other Property & Services						(11,100)	(11,100)	0	0	0
0.00		Total - Furniture & Equipment				(26,100)	(26,100)	0	0	0
Roads										
Housing										
0.00		THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(44,700)	(44,700)	0	0	0
Total - Housing						(44,700)	(44,700)	0	0	0
Transport										
1.00		GRAVEL RESHEETING - PIGGERY LANE	6614	1317	CJ61	0	0	0	(9,123)	(9,123)
0.00		R2R - FANE ROAD	6644	1317	CJ75	(64,000)	(64,000)	(3,199)	0	3,199
0.00		R2R - PIGGERY LANE	6644	1317	CJ76	(129,540)	(129,540)	(6,476)	0	6,476
0.00		R2R - BELAURA PLACE	6644	1317	CJ77	(21,259)	(21,259)	(1,062)	0	1,062
0.00		MORETON TERRACE DESIGN	6664	1317	CJ22	(450,000)	(450,000)	(22,500)	0	22,500
0.00		CASUARINAS ROAD - RRG	6674	1317	CJ72	(357,000)	(357,000)	(17,849)	0	17,849
0.00		TABLETOP ROAD - RRG	6674	1317	CJ73	(422,500)	(422,500)	(21,124)	0	21,124
0.00		BURMA ROAD - RRG	6674	1317	CJ74	(251,500)	(251,500)	(12,572)	0	12,572
0.00		MILO ROAD DESIGN	6674	1317	CJ23	(38,528)	(38,528)	(1,926)	0	1,926
0.45		BLenheim ROAD	6694	1317	CJ24	(7,100)	(7,100)	(355)	(3,200)	(2,845)
0.00		GENERAL FOOTPATHS	6784	1317	CJ26	(5,000)	(5,000)	(250)	0	250
Total - Transport						(1,746,427)	(1,746,427)	(87,313)	(12,323)	74,990
0.01		Total - Roads				(1,791,127)	(1,791,127)	(87,313)	(12,323)	74,990
Infrastructure - Other										
Community Amenities										
0.01		CEMETERY REVITALISATION	2644	1318	CJ03	(130,000)	(130,000)	0	(665)	(665)
Total - Community Amenities						(130,000)	(130,000)	0	(665)	(665)
Recreation And Culture										
0.00		REHABILITAION FORMER FISHERMANS HALL AREA	8054	1318	CJ80	(55,000)	(55,000)	0	0	0
0.00		SKATE PARK - PUMP TRACK	2864	1318	CJ37	(220,000)	(220,000)	(44,000)	0	44,000



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

% of Completion		Level of completion indicator, please see table at the top of this note for further detail.					Adopted		Amended	
Assets		Account Number	Balance Sheet Category	Job Number	Annual Budget	Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over	
					\$	\$	\$	\$	\$	
0.00	<div><div></div><div></div><div></div></div>	TREE PLANTING	2864	1318	CJ49	(21,000)	(21,000)	0	0	0
Total - Recreation And Culture						(296,000)	(296,000)	(44,000)	0	44,000
Transport										
0.00	<div><div></div><div></div><div></div></div>	RURAL SIGNS	6794	1318	CJ10	(69,000)	(69,000)	(3,450)	(250)	3,200
Total - Transport						(69,000)	(69,000)	(3,450)	(250)	3,200
0.00	<div><div></div><div></div><div></div></div>	Total - Infrastructure - Other				(495,000)	(495,000)	(47,450)	(915)	46,535
0.01	<div><div></div><div></div><div></div></div>	Grand Total				(4,707,554)	(4,707,554)	(345,924)	(24,525)	321,399

(a) Information on Loan Debenture Borrowings

Particulars/Purpose	01 Jul 2020	New Loans			Principal Repayments			Principal Outstanding			Interest & Guarantee Fee Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Health													
Loan 99 - Medical Centre	1,450,000	0	0	0	0	58,961	58,961	1,450,000	1,391,039	1,391,039	-4,822	32,786	32,786
Other Housing													
Loan 100- Sihi CompletionMedical Centre	0	0	700,000	700,000	0	31,621	31,621	0	668,379	668,379	0	7,385	7,385
Recreation and Culture													
Loan 93 - Recreation Centre	2,105,156	0	0	0	8,886	109,992	109,992	2,096,270	1,995,164	1,995,164	2,368	152,737	152,737
Loan 96 - Tennis Courts Resurfacing	79,897	0	0	0	0	39,478	39,478	79,897	40,419	40,419	-52	2,311	2,311
Transport													
Loan 98 - Plant	791,096	0	0	0	0	125,155	125,155	791,096	665,941	665,941	-4,072	21,631	21,631
	4,426,149	0	700,000	700,000	8,886	365,207	365,207	4,417,263	4,760,942	4,760,942	(6,577)	216,849	216,849
Self supporting loans													
Recreation and Culture													
Loan 97 - Golf Club	20,638	0	0	0	0	8,098	8,098	20,638	12,540	12,540	-172	629	629
Loan 101 - Golf Club	0	0	40,000	40,000	0	1,807	1,807	0	38,193	38,193	0	422	422
Loan 102 - Denison Bowling Club	0	0	355,010	355,010	0	16,037	16,037	0	338,973	338,973	0	3,745	3,745
	20,638	0	395,010	395,010	0	25,941	25,941	20,638	389,707	389,707	(172)	4,796	4,796
Total	4,446,787	0	1,095,010	1,095,010	8,886	391,148	391,148	4,437,901	5,150,649	5,150,649	(6,749)	221,646	221,646
Current loan borrowings	69,795							60,909					
Non-current loan borrowings	4,376,991							4,376,991					
	4,446,787							4,437,901					

All debenture repayments were financed by general purpose revenue except the Self Supporting Loan.

(b) Information on Financing

Particulars/Purpose	01 Jul 2020	New Financing			Lease Financing Principal Repayments			Lease Financing Principal Outstanding			Lease Financing Interest Repayments		
		Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget	Actual	Amended Budget	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture													
Solar Panels (67.941%)	39,336	0	0	0	1,114	13,540	13,540	38,222	25,796	25,796	89	895	895
Other Property and Services													
Solar Panels (32.059%)	18,561	0	0	0	526	6,389	6,389	18,035	12,172	12,172	42	422	422
	57,897	0	0	0	1,640	19,929	19,929	56,257	37,968	37,968	130	1,317	1,317
Total	57,897	0	0	0	1,640	19,929	19,929	56,257	37,968	37,968	130	1,317	1,317
Current financing borrowings	19,399							-1,636					
Non-current financing borrowings	38,498							57,893					
	57,897							56,256					

SHIRE OF IRWIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

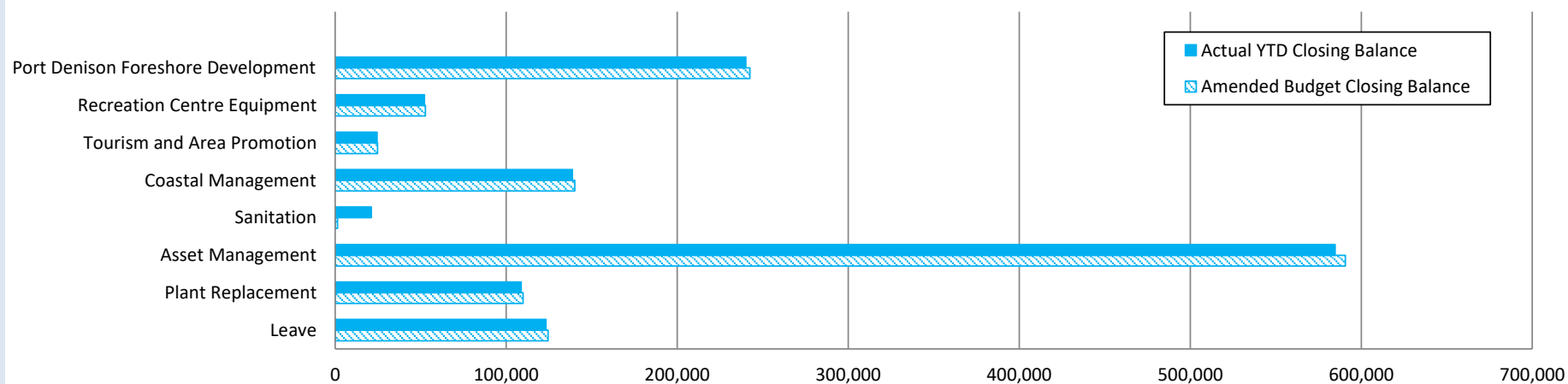
OPERATING ACTIVITIES
NOTE 10
CASH BACKED RESEVES

Cash Backed Reserve

Reserve Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave	123,184	1,334	58	0	0	0	0	124,518	123,242
Plant Replacement	108,736	1,178	51	0	0	0	0	109,914	108,787
Asset Management	584,401	6,329	273	0	0	0	0	590,730	584,674
Sanitation	21,161	229	10	0	0	(20,000)	0	1,390	21,170
Coastal Management	138,669	1,502	65	0	0	0	0	140,171	138,734
Tourism and Area Promotion	24,469	265	11	0	0	0	0	24,734	24,480
Recreation Centre Equipment	52,183	565	24	0	0	0	0	52,748	52,207
Port Denison Foreshore Development	239,960	2,598	112	0	0	0	0	242,558	240,072
	1,292,763	14,000	604	0	0	(20,000)	0	1,286,763	1,293,367

KEY INFORMATION

Note 9 - Year To Date Reserve Balance to End of Year Estimate



SHIRE OF IRWIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other Current Liabilities	Note	Opening Balance 1 Jul 2020	Liability Increase	Liability Reduction	Closing Balance 31 Jul 2020
		\$	\$	\$	\$
Contract Liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	85,372	0	0	85,372
- non-operating	13	1,191,686	274,934	0	1,466,620
Total unspent grants, contributions and reimbursements		1,277,058	274,934	0	1,551,992
Developer contributions	15	140,508	0	0	140,508
Provisions					
Annual leave		211,873	0	0	211,873
Long service leave		204,573	0	0	204,573
Total Provisions		416,446	0	0	416,446
Total Other Current Liabilities					2,108,946
Amounts shown above include GST (where applicable)					

KEY INFORMATION

PROVISIONS

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

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

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

SHIRE OF IRWIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Operating Grant, Subsidies and Contributions Liability					Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2020	Current Liability 31 Jul 2020	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Operating Grants and Subsidies									
General purpose funding									
Grants Commission - Roads (WALGGC)	0	0	0	0	0	155,310	155,310	0	0
Grants Commission - General (WALGGC)	0	0	0	0	0	103,831	103,831	0	0
Law, order, public safety								0	
DFES Grant - Operating Bush Fire Brigade	15,583	0	0	15,583	15,583	47,994	47,994	0	0
DFES Bushfire Risk Management Project	23,923	0	0	23,923	23,923	0	0	0	0
Seniors Week Grant (Council on the Ageing)	0	0	0	0	0	2,000	2,000	0	0
Community amenities						0	0	0	0
Local Planning Scheme Review	22,283	0	0	22,283	22,283	0	0	0	0
Springfield Structure Plan Grant	9,392	0	0	9,392	9,392	0	0	0	0
Recreation and culture						0	0	0	0
Dept Land & Development Coastal Nodes	1,500	0	0	1,500	1,500	0	0	0	0
Coastal Management	6,600	0	0	6,600	6,600	0	0	0	0
State Library - General Excellence Award Grant	5,000	0	0	5,000	5,000	0	0	0	0
Transport						0	0	0	0
Direct Grant (MRWA)	0	0	0	0	0	82,590	82,590	82,590	82,590
	84,281	0	0	84,281	84,281	391,725	391,725	82,590	82,590
Operating Contributions									
Law, order, public safety									
DFES - Community Emergency Services Manager	0	0	0	0	0	100,000	100,000	0	0
Dongara Pop-up Shop - Sustainable Environment Commit	1,091	0	0	1,091	1,091	0	0	0	0
	1,091	0	0	1,091	1,091	100,000	100,000	0	0
TOTALS	85,372	0	0	85,372	85,372	491,725	491,725	82,590	82,590

SHIRE OF IRWIN

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

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent Non Operating Grants, Subsidies and Contributions Liability					Non Operating Grants, Subsidies and Contributions Revenue			
	Liability 1 Jul 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2020	Current Liability 31 Jul 2020	Adopted Budget Revenue	Amended Annual Budget	Amended YTD Budget	YTD Actual Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-Operating Grants and Subsidies									
Housing									
SIHI Ageing in Place (WA Country Health Service)	1,078,741	0	0	1,078,741	1,078,741	1,559,327	1,559,327	0	0
Recreation and culture									
Skate Park - Pump Track (Lotterywest)	0	0	0	0	0	250,000	250,000	0	0
Coastal Reserve Works	15,463	0	0	15,463	15,463	0	0	0	0
Transport									
RTR Grant - Casuarinas Rd (CJ72)	0	0	0	0	0	119,000	119,000	0	0
RTR Grant - Tabletop Rd (CJ73)	0	0	0	0	0	140,833	140,833	0	0
RTR Grant - Burma Rd (CJ74)	0	0	0	0	0	83,833	83,833	0	0
RTR Grant - Fane Rd (CJ75)	0	0	0	0	0	64,000	64,000	0	0
RTR Grant - Piggery Lane (CJ76)	0	0	0	0	0	129,540	129,540	0	0
RTR Grant - Bileaura Rd (CJ77)	0	0	0	0	0	21,259	21,259	0	0
RRG Grant - Moreton Terrace (CJ22)	73,204	0	0	73,204	73,204	300,000	300,000	75,000	0
RRG Grant - Milo Road Design (CJ23)	2,595	0	0	2,595	2,595	22,195	22,195	5,548	0
RRG Grant - Casuarinas RD (CJ72)	0	95,200	0	95,200	95,200	238,000	238,000	59,500	0
RRG Grant - Tabletop Rd (CJ73)	0	112,667	0	112,667	112,667	281,667	281,667	70,416	0
RRG Grant - Burma RD (CJ74)	0	67,067	0	67,067	67,067	167,667	167,667	41,916	0
Roadwise Funds	6,776	0	0	6,776	6,776	0	0	0	0
Bridge Grant	14,907	0	0	14,907	14,907	0	0	0	0
LRCIP Grant - Cemetery Revaitalisation	0	0	0	0	0	130,000	130,000	0	0
LRCIP Grant - Rehabilitate Former Fisherman's Hall	0	0	0	0	0	51,934	51,934	0	0
LRCIP Grant - Rural Signage	0	0	0	0	0	69,000	69,000	0	0
	1,191,686	274,934	0	1,466,620	1,466,620	3,628,255	3,628,255	252,380	0
Total Non-operating grants, subsidies and contributions	1,191,686	274,934	0	1,466,620	1,466,620	3,628,255	3,628,255	252,380	0

SHIRE OF IRWIN

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

NOTE 14

BONDS & DEPOSITS AND TRUST FUNDS

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

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

Description	Opening Balance 01 Jul 2020	Amount Received	Amount Paid	Closing Balance 31 Jul 2020
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Nomination Deposits	0.00	0.00	0.00	0.00
DDHS Rock Esteidford Funds	0.00	0.00	0.00	0.00
Aged Persons Units - Bonds	18,689.76	40.00	0.00	18,729.76
Youth Advisory Council	17,014.33	0.00	0.00	17,014.33
Kerbing Deposits	23,900.00	0.00	0.00	23,900.00
Dongara Childrens Centre	0.00	0.00	0.00	0.00
Old Mill Restoration	0.00	0.00	0.00	0.00
Water Main Contributions	0.00	0.00	0.00	0.00
Performance Bonds	75,832.52	0.00	0.00	75,832.52
Key Bonds & Various	2,070.00	0.00	0.00	2,070.00
Safer WA Committee	340.52	0.00	0.00	340.52
Other Grant Funds	6,643.50	0.00	0.00	6,643.50
Various Bonds	2,654.05	0.00	0.00	2,654.05
Basketball Club Funds	0.00	0.00	0.00	0.00
Shire Of Irwin - LEMC	4,887.30	0.00	0.00	4,887.30
BROC Funds	0.00	0.00	0.00	0.00
Dongara Community Festival	0.00	0.00	0.00	0.00
Toddler Time - Rec Centre	702.97	0.00	0.00	702.97
Contributions To Roads_P.O.S.	45,912.11	0.00	0.00	45,912.11
Transport	0.00	0.00	0.00	0.00
Dongara Public Cemetery	0.00	0.00	0.00	0.00
Non Shire - Internal Activity	40.00	0.00	0.00	40.00
Interest Earned On Trust Items	0.00	0.00	0.00	0.00
Sub-Total	198,687.06	40.00	0.00	198,727.06
Trust Funds				
Nil				
Sub-Total	0.00	0.00	0.00	0.00
	198,687.06	40.00	0.00	198,727.06

KEY INFORMATION

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 2020/21 year is \$10,000 and 10%.

Reporting Program	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%				
Health	16,608	4988%	▲	\$	Permanent	Income relating to prior year
Other Property and Services	10,391	454%	▲	\$	Timing	Workers Compensation received sooner than budgeted.
Expenditure from operating activities						
General Purpose Funding	79,702	66%	▲	\$	Timing	COVID provision not yet utilised
Health	21,702	85%	▲	\$	Timing	Costs under budget - timing of expenditure
Housing	25,293	51%	▲	\$	Timing	Timing of expenditure
Community Amenities	71,235	74%	▲	\$	Timing	July refuse collection invoices not yet received.
Recreation and Culture	53,126	26%	▲	\$	Timing	Timing of expenditure
Transport	(48,988)	(17%)	▼	\$	Timing	Road maintenance higher than budgeted YTD off set by capital works being under YTD budget
Other Property and Services	43,948	296%	▲	\$	Timing	PWO and plant recovery rates to be checked
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(252,380)	(100%)	▼	\$	Timing	Road grants received but cannot be recognised until road construction jobs completed
Land and Buildings	176,914	94%	▲	\$	Timing	Timing of SIGI construction works - budget spread monthly - works staged.
Plant and Equipment	22,960	100%	▲	\$	Timing	Timing of plant purchases
Infrastructure Assets - Roads	74,990	86%	▲	\$	Timing	Timing of construction works
Infrastructure Assets - Other	46,535	98%	▲	\$	Timing	Timing of constructions works - pump track
Financing Activities						
Advances to Community Groups	395,010	100%	▲	\$	Timing	Loan funds not yet required.
Reporting Nature or Type	Var. \$	Var. %	Var. ▲▼	Significant Var. \$	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Other Revenue	19,560	151%	▲	\$	Timing	Reimbursements higher than budgeted.
Expenditure from operating activities						
Employee Costs	30,136	16%	▲	\$	Timing	Employee costs running below budget
Materials and Contracts	113,062	55%	▲	\$	Timing	Running below budget - timing of projects
Interest Expenses	19,455	152%	▲	\$	Timing	Year end accruals still to correct
Insurance Expenses	37,748	100%	▲	\$	Timing	1st insurance instalment not received in July - 2 received in August to catch up

ATTACHMENT: CEO01

Codes of Conduct Review

Attachment 1
Council Member Code of Conduct

Attachment 2
Committee Member Code of Conduct

Attachment 3
Employee Code of Conduct

Attachment 4
Council Policy E11 Code of Conduct



Shire of Irwin

Council Member Code of Conduct

August 2020

Document Control

Document No.	Date Originated	Previous Version	
DRAFT_Rev0	4 August 2020		
Revision No.	Date Reviewed	Adopted by Council - Date	Adopted by Council – Minute Ref
Rev0			

Amendments

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

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1 Preliminary

1.1 Title

This is the *Shire of Irwin Council Member Code of Conduct – August 2020*.

1.2 Commencement

This Code comes into operation on 26 August 2020.

1.3 Definitions

In this Code, unless the contrary intention appears:

“Act” means *Local Government Act 1995*;

“CEO” means the chief executive officer of the Shire;

“Shire” means Shire of Irwin;

“Code” means the Shire of Irwin Council Member Code of Conduct;

“Committee” means a committee established by Council under the Act;

“Complaints Officer” means the person who is the complaints officer under section 5.120 of the Act;

“Council” means the elected body that consists of the Shire President, Deputy Shire President and Councillors;

“Member” means a Member of Council;

“Minor Breach” has the meaning given in section 5.105(1) of the Act;

“Rules of Conduct Regulations” means *Local Government (Rules of Conduct) Regulations 2007*.

1.4 Application

1) This Code applies to Council Members.

2) This Code does not apply to any employee of the Shire or to any member of a Committee who is not a Council Member.

1.5 Requirements for this Code

This Code is adopted by Council in accordance with the requirements of section 5.103 of the Act.

1.6 Previous Code

This Code replaces the Code of Conduct adopted by Council on 15 December 2015.

2 Roles

2.1 Role of Council Member

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life. The Role of Council Members as set out in section 2.10 of the *Local Government Act 1995* follows:

"A Councillor —

- a) Represents the interests of electors, ratepayers and residents of the district;*
- b) provides leadership and guidance to the community in the district;*
- c) facilitates communication between the community and the council;*
- d) participates in the local government's decision-making processes at council and committee meetings; and*
- e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

2.2 Role of staff

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

The CEO's functions are to —

- a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- b) ensure that advice and information is available to the council so that informed decisions can be made;*
- c) cause council decisions to be implemented;*
- d) manage the day to day operations of the local government;*

- e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- f) *speak on behalf of the local government if the mayor or president agrees;*
- g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

2.3 Role of Council

The Role of the Council is in accordance with section 2.7 of the *Local Government Act 1995*:

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

3 Obligations of Members

3.1 General Principles

It is a requirement of this Code that Members observe the general principles referred to in Regulation 3(1) of the Rules of Conduct Regulations.

Regulation 3(1) of the Rules of Conduct Regulations provides as follows:

General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should –

- a) *act with reasonable care and diligence; and*
- b) *act with honesty and integrity; and*
- c) *act lawfully; and*
- d) *avoid damage to the reputation of the local government; and*
- e) *be open and accountable to the public; and*
- f) *base decisions on relevant and factually correct information; and*
- g) *treat others with respect and fairness; and*
- h) *not be impaired by mind affecting substances.*

3.2 Conflict and Disclosure of Interest

Council Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfillment of their professional duties.

Please refer to Division 6 – Disclosure of financial interests and gifts of the [Local Government Act 1995](#).

Please refer to Regulation 11 of the [Rules of Conduct Regulations](#).

3.3 Land dealings

A Member must inform the CEO in writing of an intention to undertake a land dealing within the region or which may otherwise be in conflict with the Shire's functions (other than the purchase of the Member's principal place of residence).

3.4 Personal behaviour

A Member must:

- a) act, and be seen to act, properly and in accordance with the requirements of the law, Council policies, resolutions and the terms of this Code;
- b) perform their duties impartially and in the best interests of the Shire;
- c) act in good faith and fidelity in the interests of the Shire and the community; and
- d) 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 the Member's role, which may cause any reasonable person unwarranted offence or embarrassment.

3.5 Honesty and integrity

A Member must:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards; and
- b) bring any dishonesty or possible dishonesty on the part of a Member to the attention of the CEO or the Shire President.

3.6 Performance of role

A Member must:

- a) exercise reasonable care and diligence in the performance of his or her role; and
- b) be consistent in his or her decision making but must treat all matters on individual merits, in an honest and fair manner.

3.7 Compliance with lawful orders and policies

A Member must:

- a) comply with any lawful order given by any person having authority to make or give the order, with any doubts as to the propriety of the order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the CEO.
- b) give effect to the lawful policies of the Shire, whether or not the Member agrees with or approves of them.

3.8 Administrative and management practices

A Member must ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.9 Communication and public relations

As a representative of the community, a Member must be not only responsive to community views but must adequately communicate the attitudes and decisions of Council. In doing so, a Member must acknowledge that:

- a) as a Member of Council there is respect for the decision making processes of Council which are based on a decision of the majority of Council;
- b) information of a confidential nature must not be communicated until it is no longer treated as confidential;
- c) information relating to decisions of Council on approvals, permits and so on must only be communicated in an official capacity by a designated officer of Council; and
- d) information concerning adopted policies, procedures and decisions of the council is conveyed accurately.

3.10 Relationships between Members and employees

To be effective, a Member must work as part of the Shire's team which includes Council, the CEO and employees. That teamwork will only occur if Members and employees have a mutual respect and co-operate with each other to achieve the Shire's corporate goals and implement the Shire's strategies. To achieve that position a Member must:

- a) accept that their role is a leadership, not a management or administrative one;
- b) acknowledge that they have no capacity to individually direct employees to carry out particular functions; and
- c) refrain from publicly criticising employees in a way that casts aspersions on their professional competence and credibility.

Please also refer to Regulations 9 and 10 of the [Rules of Conduct Regulations](#).

3.11 Appointments

As part of their representative role, a Member is often asked to represent Council on external organisations. It is important that a Member:

- a) clearly understands the basis of their appointment; and
- b) provides regular reports on the activities of the external organisation.

3.12 Use of the Shire's resources

A Member must:

- a) be scrupulously honest in their use of the Shire's resources and must not misuse them or knowingly permit their misuse; and
- b) not use the Shire's resources (including the services of the Shire's employees) for private purposes, unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

3.13 Dealing with proponents

1) The provisions of this clause are in addition to, and do not derogate, from the other provisions of this Code.

2) In this clause:

“Proponent” means a proponent of a Proposal and includes a person who represents the interests of a Proponent;

“Proposal” means:

- a) a proposed subdivision of land;
- b) a proposed development of land;
- c) a proposal involving the exercise of discretion under a planning scheme or under a planning policy or structure plan adopted under a planning scheme;
- d) a proposed change to a planning scheme including a proposed change to the zoning of land; or
- e) a proposed change to a planning policy or structure plan adopted under a planning scheme.

3) This clause 2.12 applies where a Proposal is, or is likely, to be considered by Council.

4) A Member must:

- a) not make any statements or express any views to a Proponent or a person interested in a Proposal which purports to be on behalf of Council or the Shire;
- b) be alert to the motives and interests of a Proponent;
- c) be aware of which person, organisation or company that the Proponent is representing;
- d) not give any undertaking to a Proponent or any person interested in the Proposal;
- e) not do or say anything which could be viewed as giving a Proponent preferential treatment;
- f) ensure that persons interested in a Proposal are treated fairly and consistently;
- g) be alert to attempts by Proponents and parties interested in a Proposal to encourage Members to consider matters which are extraneous or irrelevant to the merits of the decision under consideration; and
- h) be careful in dealings with a Proponent or a person interested in a Proposal who is a former Member or former employee of the Shire and make sure that the person is not given or appear to be given favourable or preferential treatment.

4 This Code and the law

- 1) This Code is not a law.
- 2) There are laws which regulate the conduct of Members including the *Local Government (Rules of Conduct) Regulations 2007*.
- 3) Where a person has reason to believe that a Member has committed a “Minor Breach” of the Rules of Conduct Regulations, the person may complain of the breach by sending a complaint in accordance with the Act to the Complaints Officer of the Shire.



Shire of Irwin

Committee Member Code of Conduct

August 2020

Document Control

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DRAFT_Rev0	4 August 2020		
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Amendments

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

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1 Preliminary

1.1 Title

This is the *Shire of Irwin Committee Member Code of Conduct – August 2020*.

1.2 Commencement

This Code comes into operation on 26 August 2020.

1.3 Definitions

In this Code, unless the contrary intention appears:

“Act” means *Local Government Act 1995*;

“CEO” means the chief executive officer of the Shire;

“Committee” means a committee established by Council under the Act;

“Committee Member” means a member of a committee appointed by the City under the Act;

“Council” means the elected body that consists of the Shire President, Deputy Shire President and Councillors;

“Council” means the Council of the Shire;

“Rules of Conduct Regulations” means *Local Government (Rules of Conduct) Regulations 2007*.

1.4 Application

- 1) Subject to subclause (2), this Code applies to Committee Members.
- 2) This Code does not apply to any Committee Member who is an employee of the Shire or who is a member of the Council.

1.5 Requirements for this Code

This Code is adopted by Council in accordance with the requirements of section 5.103 of the Act.

1.6 Previous Code

This Code replaces the Code of Conduct adopted by Council on 15 December 2015.

2 Obligations of Committee Members

2.1 General Principles

It is a requirement of this Code that Committee Members observe the general principles referred to in Regulation 3(1) of the Rules of Conduct Regulations.

Regulation 3(1) of the Rules of Conduct Regulations provides as follows:

General principles to guide the behaviour of council members include that a person in his or her capacity as a council member should –

- a) act with reasonable care and diligence; and*
- b) act with honesty and integrity; and*
- c) act lawfully; and*
- d) avoid damage to the reputation of the local government; and*
- e) be open and accountable to the public; and*
- f) base decisions on relevant and factually correct information; and*
- g) treat others with respect and fairness; and*
- h) not be impaired by mind affecting substances.*

2.2 Personal behaviour

A Committee Member must:

- a) act, and be seen to act, properly and in accordance with the requirements of the law, Council policies, resolutions and the terms of this Code;
- b) perform their duties impartially and in the best interests of the Shire;
- c) act in good faith and fidelity in the interests of the Shire and the community; and
- d) 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 the Member's role, which may cause any reasonable person unwarranted offence or embarrassment.

2.3 Honesty and integrity

A Committee Member must:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards; and
- b) bring any dishonesty or possible dishonesty on the part of a Member to the attention of the CEO or the Shire President.

2.4 Performance of role

A Committee Member must:

- a) exercise reasonable care and diligence in the performance of his or her role; and
- b) be consistent in his or her decision making but must treat all matters on individual merits, in an honest and fair manner.

2.5 Compliance with lawful orders and policies

A Committee Member must:

- a) comply with any lawful order given by any person having authority to make or give the order, with any doubts as to the propriety of the order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the CEO.
- b) give effect to the lawful policies of the Shire, whether or not the Committee Member agrees with or approves of them.

2.6 Administrative and management practices

A Committee Member must ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

2.7 Relationships between Committee Members and employees

To be effective, a Committee Member must work as part of the committee and with the CEO and other employees. That teamwork will only occur if Committee Members and employees have a mutual respect and co-operate with each other to achieve the City's corporate goals and implement the City's strategies. To achieve that position a Committee Member must:

- a) acknowledge that he or she has no capacity to individually direct members of staff to carry out particular functions; and
- b) refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility.

2.8 Use of the Shire's resources

A Member must:

- a) be scrupulously honest in their use of the Shire's resources and must not misuse them or knowingly permit their misuse; and
- b) not use the Shire's resources (including the services of the Shire's employees) for private purposes, unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

2.9 Securing personal advantage or disadvantaging others

A Committee Member must not make improper use of the Committee Member's office:

- a) to gain directly or indirectly an advantage for the person or any other person; or
- b) to cause detriment to the Council or any other person.

2.10 Prohibition against involvement in administration

- 1) A person who is a Committee Member must not undertake a task that contributes to the administration of the Council unless authorised by the Council or by the CEO to undertake that task.
- 2) Subclause (1) does not apply to anything that a Committee Member does as part of the deliberations at a committee meeting.

2.11 Relations with local government employees

- 1) A Committee Member must not:
 - a) direct or attempt to direct a person who is an employee of the Council to do or not to do anything in the person's capacity as the Council's employee; or
 - b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a person who is an employee of the Council in the person's capacity as the Council's employee.
- 2) Subclause (1) does not apply to anything that a Committee Member does as part of the deliberations at a committee meeting.
- 3) If a person, in his or her capacity as a Committee Member, is attending a committee meeting or other organised event and members of the public are present, the person must not, either orally, in writing or by any other means:
 - a) make a statement that an employee of the Council is incompetent or dishonest; or
 - b) use offensive or objectionable expressions in reference to an employee of the Council.

3 Contravention of this Code

3.1 Complaining to CEO of contravention

A person who has reason to believe that a Committee Member has contravened a provision of this Code may complain to the CEO.

3.2 Procedure for making complaint

The procedure to be followed by a person making a complaint is to be determined by the CEO.

3.3 Procedure for dealing with complaint

The procedure to be followed in dealing with a complaint is to be determined by the Council.



Shire of Irwin

Employee Code of Conduct

August 2020

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Message from the Chief Executive Officer

The Shire of Irwin's *Employee Code of Conduct* (the Code) is an extension of our values and is a foundation for our long-term success.

All employees and those acting on behalf of the Shire of Irwin (the Shire) are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment or engagement with the Shire. This Code provides an overview of the Shire's fundamental business values and summarises some of the Shire's most important policies, which are based on standards that underline business ethics and professional integrity.

We will sometimes encounter situations that will test our values, judgement and integrity. When these situations arise, we can use this Code. When each of us follows the Code, we communicate our commitment to the values.

I am personally committed to making sure we embody the strong ethical principles captured in this important document. It is essential for every employee to uphold and follow our Code, regardless of your role at the Shire. Equally important is a requirement to hold others accountable to follow our Code and to call out misalignment of values in a respectful way.

Thank you for being engaged and committed to making the principles and practices of our Code part of your daily work.

Please take time to familiarise yourself with your obligations under this Code and continue to refer to it as you perform your duties. If you require further clarification on the Code or any of your obligations outlined below, contact your line manager, myself as the CEO, the Governance or Human Resources departments.



Shane Ivers
Chief Executive Officer



1 Introduction

The Code applies to all persons employed by the Shire under the Local Government Act 1995. Each of us has a personal responsibility to incorporate, and to encourage others to incorporate, the principles of the Code in our work.

Our Code is a great resource, but it doesn't cover every situation you may face, so it's important to use good judgement in everything you do and to ask for help if you're ever unsure about the right course of action.

It should be noted that the Code is not a 'stand-alone' document and does not over-ride any legislation or law. Should the Code be inconsistent with any legislation or law, the legislation or law will take precedence.

2 Roles and Responsibilities

CEO

The role of employees is determined by the functions of the CEO as set out in s.5.41 of the *Local Government Act 1995*.

5.41. Functions of CEO

The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Managers and Supervisors

Managers and Supervisors, as employees of the Shire, are required to comply with the obligations set out in this policy *Code of Conduct – Employees, Agents and Contractors* and the *Code of Conduct – Agreement*. In addition they have further responsibility to;

- Ensure that the requirements of the Code of Conduct are reflected in the day-to-day management of employees;
- Ensure staff maintain high standards of conduct in the workplace;

- Support staff who disclose information regarding maladministration or corrupt conduct;
- Maintain confidentiality so far as is reasonably practicable when conducting investigations into grievances and disputes;
- Avoid bias in decision making;
- Take all necessary steps to resolve conflicts that arise in the workplace and ensure any conflict is avoided in the future;
- Not condone, permit, or fail to report any breaches of the Code of Conduct as outlined above by workplace participants under their supervision; and
- Appropriately record all reports of actual or potential conflict or breaches of the Code of Conduct.

Relationships between Employees and Elected Members

Good corporate governance requires clear identification and definitions of responsibility and a clear understanding of relationships between the organisation's stakeholders and those responsible for managing its resources.

As employees perform in an operational space, if there is a need to make contact by an Employee with an Elected Member(s) and/or vice versa, it is a requirement that initial contact is made to the Chief Executive Officer, who will assess and advise the Employee of their decision. Unless the contact is with a Councillor appointed to a Committee and the matter is in regard to a current or future project managed through that Committee.

Compliance with Lawful Orders

Employees are to comply with any lawful order given by any person having authority to make or give such an order. Any doubts as to the propriety of any such order are to be raised with the superior of the person giving the order or the Chief Executive Officer if a resolution cannot be achieved.

Employees are required to give effect to the lawful decision and policies of the Shire of Irwin, whether they agree/approve of them or not.

3 Our Values and Behaviours

The Shire has adopted four corporate values and behaviours which distinguish and guide our professional conduct and personal behaviour while at work.

Make sure your actions always reflect our values. You are required to follow our Code and comply with the Shire's policies, procedures, all relevant laws and regulations.

VALUES & BEHAVIOURS

The Shire ACTS to serve the community through:

innovation

We are forward thinking and creative in our approach and strive to continuously improve the way we work.

- I look for better ways of doing things
- I am open to feedback and change
- I encourage and embrace new ideas
- I foster creativity & think outside of the box
- I am solution focused

accountability

We will honour our commitments and responsibilities to achieve positive results in a transparent environment

- I lead by example
- I learn from my mistakes
- I am responsible for my actions
- I am committed to achieving my goals
- I acknowledge positive behaviour and successes

integrity

We always act in the public interest and are open, honest, fair and ethical in our interactions with others.

- I am fair and consistent
- I am honest, trustworthy and reliable
- I effectively and actively communicate
- I conduct myself in a professional manner
- I am loyal and committed to the organisation

respect

We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment

- I am considerate of the needs of others
- I genuinely listen when others communicate
- I respect the roles and opinions of others
- I treat others how I wish to be treated
- I support, help and encourage my colleagues

4 Ethics in Practice

4.1 Personal Behaviour

Harassment and bullying in any form – verbal, physical, or visual is unacceptable and will not be tolerated. If you believe you've been bullied or harassed by any employee, contractor, or by any member of the public, we strongly encourage you to immediately report the incident to your line manager. Similarly, leaders who learn of any such incident should immediately report it.

I will:

- Act ethically and with integrity;
- Make decisions fairly, impartially and promptly, considering all available information, legislation, policies and procedures;
- Treat members of the public and colleagues with respect, courtesy, honesty and fairness, and have proper regard for their interest, rights, safety and welfare;
- Not harass, bully or discriminate against colleagues, members of the public or employees; and
- Fulfil all statutory requirements that relate to my role.

4.2 Professional Conduct

We are committed to a supportive work environment, where employees have the opportunity to reach their full potential. The Shire actively creates and promotes an environment that is inclusive of all people and their unique abilities, strengths and differences. We work better together because of our differences, not despite them.

I will:

- Respect and value the diversity of the workforce where differences are valued and respected;
- Give colleagues the opportunity to express their views and opinions and invite teamwork and collaboration;
- Respect work spaces and avoid displaying or distributing material or using language that may cause offence;
- Stop unacceptable behaviour if it is offensive or unwelcomed to a colleague or customer;
- Demonstrate respect and understanding for Elected Members in relation to their roles, functions and responsibilities; and
- Report unacceptable behaviour to my line manager.

4.3 Professional Commitment

We must all recognise the part our roles play in contributing to the success of the Shire and make a commitment to comply with internal rules, policies and procedures, as well as conduct ourselves with integrity. We should each endeavour to fully utilise our capabilities and exercise our best efforts.

I will:

- Report improper conduct or misconduct which has been, or may be occurring in the workplace;
- Comply with the requirements of any policy, procedure or work instruction;
- Maintain an appropriate, professional standard of dress and grooming which complies with internal procedures, and/or occupational safety and health standards;

- Ensure that I am “fit for work” and that my actions will not adversely affect my work performance or endanger the health, safety or welfare of others in the workplace or in the community; and
- Report all hazards and adverse events when they occur.

4.4 Communication and Information

Our reputation, by which we build trust with our community, is our most valuable asset and it is up to all of us to make sure that we continually earn that trust and not do anything that may bring the Shire’s reputation into disrepute.

You must exercise caution and be careful when considering disclosing confidential information. You must ensure that external communications (including online and social media posts) do not disclose Shire information that may be confidential or represent (or otherwise give the impression) that you are speaking on behalf of the Shire unless you are authorised to do so. The same applies to communications with the media.

I will:

- Not disclose Shire information or documents, acquired through my work, other than as required by law or where proper authorisation is given;
- Not misuse this information for personal or commercial gain for myself, or for a gain or to the detriment of another;
- Ensure that records and reports are truthful, accurate, complete, consistent, timely and understandable;
- Adhere to legal requirements, policies and all other lawful directives regarding communication with Ministers, ministerial staff, lobbyists and members of the public generally;
- Not provide comment or information to the media, unless specifically authorised;
- Where possible, ensure that information and services offered to the community by the Shire are accessible to everyone including people with disabilities, their families and carers;
- Respect the confidentiality and privacy of all personal information; and
- Return all confidential information and intellectual property within my possession and control when terminating my employment with the Shire.

4.5 Record-Keeping and Use of Information

Our procedures limit access to and the use of information held by the Shire and require that each of us take measures to protect that information from unauthorised access or use.

I will:

- Not access or use information that is not required for me to do my role;
- Record actions and reasons for decisions to ensure transparency;
- Ensure the secure storage of sensitive or confidential information;
- Not destroy records without authorisation; and
- Comply with our record keeping plan and the State Records Act 2000.

4.6 Fraud, Corruption and Misconduct

The Shire considers fraud, corruption, and misconduct to be serious matters. Such behaviours are

unacceptable, and the Shire adopts a zero tolerance approach towards such behaviour. All allegations of corrupt conduct will be investigated and may result in disciplinary action including possible termination.

I will:

- Not engage in fraud, criminal or corrupt conduct;
- Report any fraudulent, criminal or corrupt behaviour;
- Report any breaches of the Code; and
- Commit to supporting a strong culture and sound governance to prevent, detect and respond to fraud and misconduct.

4.7 Use of Shire Resources

The Shire provides us the tools and equipment we need to do our jobs effectively but relies on us to be responsible and not wasteful with the resources we are given.

Always check the relevant policy to ensure that you are using Shire assets as intended. If you are unsure, please ask your line manager.

Each employee at the Shire, not just those in Finance, play a role in making sure that the Shire's funds are spent appropriately and in accordance with the annual budget, purchasing policies and procedures.

I will:

- Be accountable for official expenditure;
- Use Shire's resources diligently, efficiently and for their intended purpose;
- Use corporate credit cards and purchasing authorisation for Shire related expenditure only; and
- Not use work time or resources for personal gain, financial or otherwise.

4.8 Gifts and Benefits

You must avoid situations that may give rise to the appearance that a person or body, through the provision of gifts, benefits or hospitality of any kind, is attempting to secure favourable treatment from you.

You must take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment from you in your role with the Shire. Immediate family members ordinarily include parents, spouses, children and siblings.

In accordance with *Local Government (Administration) Regulations 1996* employees are required to comply with r.34B. Employees who are designated employees* are also required to disclose gifts in accordance with r.34F;

34B. Codes of conduct about gifts, content of (Act s. 5.103(3))

(1) In this regulation —

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

gift has the meaning given to that term in section 5.82(4) except that it does not include —

- (a) a gift from a relative as defined in section 5.74(1); or

- (b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- (d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Managers Australia WA Division Incorporated (ABN 91 208 607 072);

notifiable gift, in relation to a person who is an employee, means —

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

prohibited gift, in relation to a person who is an employee, means —

- (a) a gift worth \$300 or more; or
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(2) A code of conduct is to contain a requirement that a person who is an employee refrain from accepting a prohibited gift from a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(3) A code of conduct is to contain a requirement that a person who is an employee and who accepts a notifiable gift from a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion, notify the CEO, in accordance with subregulation (4) and within 10 days of accepting the gift, of the acceptance.

(4) A code of conduct is to require that the notification of the acceptance of a notifiable gift be in writing and include —

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of notifiable gift in subregulation (1) (whether or not it is also a notifiable gift under paragraph (a) of that definition) —
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,
 of each other gift accepted within the 6 month period.

(5) A code of conduct is to require that the CEO maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under subregulation (3).

**designated employee* is defined in the *Local Government Act 1995* s5.74 Terms used.

designated employee means —

- (a) a CEO; and
- (b) an employee, other than the CEO, to whom any power or duty has been delegated under Division 4; and
- (c) an employee who is a member of a committee comprising council members and employees; and
- (d) an employee nominated by the local government to be a designated employee;

I will:

- Refrain from accepting a prohibited gift;
- Always disclose the acceptance of a notifiable gift from a person who is undertaking or seeking to undertake an activity involving a local government discretion; or it is reasonable to believe is intending to undertake an activity involving a local government discretion (that means that the activity cannot be undertaken without an authorisation from the Shire or by way of a commercial dealing with the Shire); and
- Notify the CEO or his authorised representative, in writing, within 10 days of accepting a notifiable gift on the approved Shire Disclosure of Gift form which makes provision, in part, for the following information:
 - a) the name of the person who gave the gift;
 - b) the date on which the gift was accepted;
 - c) a description, and the estimated value, of the gift; and
 - d) the nature of the relationship between the person who is an employee and the person who gave the gift; in order for the CEO to maintain the legislated Register of Notifiable Gifts.

4.9 Conflicts of Interest

A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty. You must avoid or appropriately manage any conflict of interest. The onus is on you to identify a conflict of interest and take the appropriate action to manage the conflict in discharging your public duty. When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation.

In accordance with *Local Government (Administration) Regulations 1996* r.34C employees are to disclose any of the following to the CEO;

34C. Codes of conduct about disclosing interests affecting impartiality, content of (Act s. 5.103(3))

(1) *In this regulation —*

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

(2) *A code of conduct is to contain a requirement that a person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person 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) A code of conduct is to contain a requirement that a person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the time the advice is given.
- (4) A code of conduct is to exclude from a requirement made under subregulation (2) or (3) an interest referred to in section 5.60.
- (5) A code of conduct is to excuse a person from a requirement made under subregulation (2) or (3) to disclose the nature of an interest if —
- (a) the person's failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (b) the person's failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (6) A code of conduct is to require that if, to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —
- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (7) If —
- (a) to comply with a requirement made under subregulation (2), the nature of a person's interest in a matter is disclosed at a meeting; or
 - (b) a disclosure is made as described in subregulation (5)(b) at a meeting; or
 - (c) to comply with a requirement made under subregulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

If in doubt consult your line manager or the Governance department.

I will:

- Ensure personal or financial interests do not conflict with my ability to perform my official duties in an impartial manner and declare any conflict between my personal and public duty as soon as it is known;
- Disclose any interest I may have in a matter to be presented at a Council Meeting, whether through advice I provide at the meeting or through advice that I will present in a report to the meeting, to the CEO in writing, either before the meeting, at the time the advice is given, or at the meeting immediately before the matter is discussed; and
- Seek CEO approval before undertaking other (secondary) employment.

5 Ethical Decision Making

You have a responsibility to act legally and ethically in carrying out your duties and responsibilities as an employee of the Shire, in a way that complies with the principles outlined in the *Local Government Act 1995* and is consistent with our Code.

You are expected to exercise a high degree of care in your decision making and make decisions impartially and in the best interests of the community.

So how do you make an ethical and correct decision? The decision-making guide below will help ensure that your behaviour meets the required standards. Assistance is also available from your line manager, the CEO, Governance and Human Resources departments.

If you are unsure – seek advice BEFORE you act!

5.1 Decision Making Guide

Identify and assess the situation

- ☐ What is difficult about the situation?
- ☐ What are the legal issues to be considered?
- ☐ Does the Code require you to behave in a certain way?
- ☐ Who else is involved and what effect does your behaviour have on them?

Look at the situation from the Shire's standpoint

- ☐ What are your duties and responsibilities?
- ☐ Is there a relevant guideline, determination or policy?
- ☐ Who do you need to involve?

Would your behaviour stand up to scrutiny by the public?

- ☐ What would your family or the CEO say if your actions were reported on the front page of the newspaper?
- ☐ Would others see you as using your employment and resources for public benefit?
- ☐ Do your personal interests conflict with the public interest?

Identify and consider the options

- ☐ Do you need to seek advice?
- ☐ Is there an alternative solution and what would the result of that solution be?
- ☐ How would the public view the alternative solution?

Choose your course of action

- Your choice of action must be within the legislation, policies and guidelines.
- Your behaviour must support the Shire's aims and standards.
- You must be able to justify your course of action.

6 What happens if I breach this Code?

There are consequences for breaching your conduct obligations. Local government is subject to extensive regulation through legislation and a breach of any law will be viewed as a serious breach of the terms of your employment. Breaches of this Code, policy and/or procedure may also be considered serious and you may be subject to a disciplinary process in accordance with the Shire's Disciplinary Policies and Procedures.

Penalties for a breach may range from a reprimand through to the termination of your employment. Some unacceptable behaviours are also criminal offences and you may face prosecution if your behaviour is unlawful.

This means you must:

- Read, understand and comply with the Code and the policies, laws and regulations that apply to your job.

- Speak up when you see possible violations of the Code, policies and legal and regulatory requirements.
- Be truthful and cooperate fully in any investigation. Do not conceal or destroy information.
- Complete training on the Code, and attest that you understand and commit to complying with the Code.

Failing to read and attest to the Code does not excuse you from these obligations.

7 Review

Feedback or comments in relation to the Code should be directed to the CEO or Human Resources department. The Code will be reviewed every three years or as circumstances and needs dictate. The CEO is authorised to make administrative changes that do not affect the intent of the Code such as if policy or procedure documents change or are repealed.

8 Legislative Provisions

Local Government Act 1995 and Regulations
Occupational Safety and Health Act 1984
Fair Work Act 2009
Freedom of Information Act 1992
Corruption, Crime and Misconduct Act 2003
State Records Act 2003
Disabilities Services Act 1993

9 Acknowledgement

I acknowledge that I have read this *Code of Conduct* and related policies, and will comply where applicable with any of the content. Further, I acknowledge that I may be subject to disciplinary action up to and including termination, where I fail to comply with this Code and related policies.

Employee Name:		Witness Name:	
Signature:		Signature:	
Date:		Date:	

E11 CODE OF CONDUCT**PURPOSE**

To specify the ethical standards expected of Councillors, Committee members and staff in their role as representatives of the electors of the Shire of Irwin.

POLICY**PREAMBLE**

This Code of Conduct provides Council Members, Committee Members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses, in a concise manner, the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

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

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for Council Members, Committee Members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

STATUTORY ENVIRONMENT

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (S 5.103 – Codes of Conduct) and Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RULES OF CONDUCT

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinised in accordance with prescribed rules of conduct as described in the Local Government Act 1995 and Local Government (Rules of Conduct) Regulations 2007.

1. ROLES**1.1 Role of Council Member**

The primary role of a Council Member is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Council Member's public life.

The Role of Council Members as set out in S 2.10 of the Local Government Act 1995 follows:

“A Councillor —

- (a) Represents the interests of electors, ratepayers and residents of the district;*

- (b) provides leadership and guidance to the community in the district;*
- (c) facilitates communication between the community and the council;*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a Councillor by this Act or any other written law."*

A Council Member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives. In fulfilling the various roles, Council Members activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Council Members and on Local Governments.

In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

1.2 Role of Staff

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

"The CEO's functions are to —

- (a) advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) cause council decisions to be implemented;*
- (d) manage the day to day operations of the local government;*
- (e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) speak on behalf of the local government if the mayor or president agrees;*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to S 5.37(2) in relation to senior employees);*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”

1.3 Role of Council

The Role of the Council is in accordance with S 2.7 of the Local Government Act 1995:

“(1) The council —

(a) directs and controls the local government’s affairs; and

(b) is responsible for the performance of the local government’s functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government’s finances and resources; and

(b) determine the local government’s policies.”

1.4 Relationships between Council Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and co-operate with each other to achieve the Council’s corporate goals and implement the Council’s strategies. To achieve that position, Council Members need to observe their statutory obligations which include, but are not limited to, the following:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

2. CONFLICT AND DISCLOSURE OF INTEREST

2.1 Conflict of Interest

- (a) Council Members, Committee Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Council Members, Committee Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the local government area or which may otherwise be in conflict with the Council’s functions (other than purchasing the principal place of residence).
- (d) Council Members, Committee Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity. An individual’s rights to maintain their own

political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti- discriminatory legislation.

2.2 Financial Interest

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

2.3 Disclosure of Interest

Definition :

In this clause, and in accordance with Regulation 34C of the Local Government (Administration) Regulations 1996 -

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

- (1) A person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person 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.
- (2) A person who is an employee and who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by the person disclose the nature of any interest the person has in the matter —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the time the advice is given.
- (3) A requirement described under items (1) and (2) exclude an interest referred to in S 5.60 of the Local Government Act 1995.
- (4) A person is excluded from the requirement made under subregulation (2) or (3) to disclose the nature of an interest if —
 - (a) the person’s failure to disclose occurs because the person did not know he or she had an interest in the matter; or
 - (b) the person’s failure to disclose occurs because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person discloses the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.
- (5) If, to comply with a requirement made under subregulation (2) or (3), a person who is an employee makes a disclosure in a written notice given to the CEO before a meeting then —
 - (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- (6) If —
 - (a) to comply with a requirement made under subregulation (2), the nature of a person’s interest in a matter is disclosed at a meeting; or
 - (b) a disclosure is made as described in subregulation (5)(b) at a meeting; or

- (c) to comply with a requirement made under subregulation (6)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

3. PERSONAL BENEFIT

3.1 Use of Confidential Information

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.

3.2 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.

3.3 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.

3.4 Gifts

Definitions :

In this clause, and in accordance with Regulation 34B of the Local Government (Administration) Regulations 1996 -

“activity involving a local government discretion” means an activity -

- (a) that cannot be undertaken without an authorisation from the local government; or*
- (b) by way of a commercial dealing with the local government;*

“gift” has the meaning given to that term in S 5.82(4) except that it does not include -

- (a) a gift from a relative as defined in S 5.74(1); or*
- (b) a gift that must be disclosed under Regulation 30B of the Local Government (Elections) Regulations 1997; or*
- (c) a gift from a statutory authority, government instrumentality or non-profit association for professional training;*

“notifiable gift”, in relation to a person who is an employee, means -

- (a) a gift worth between \$50 and \$300; or*
- (b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;*

“prohibited gift”, in relation to a person who is an employee, means -

- (a) a gift worth \$300 or more; or*

(b) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.

(1) A person who is an employee is to refrain from accepting a prohibited gift from a person who -

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.

(2) A person who is an employee and who accepts a notifiable gift from a person who -

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion,

notify the CEO, in accordance with item (c) and within 10 days of accepting the gift, of the acceptance.

(3) The notification of the acceptance of a notifiable gift must be in writing and include -

- (a) the name of the person who gave the gift; and
- (b) the date on which the gift was accepted; and
- (c) a description, and the estimated value, of the gift; and
- (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of “notifiable gift”

(whether or not it is also a notifiable gift under paragraph (a) of that definition) –

- (i) a description; and
- (ii) the estimated value; and
- (iii) the date of acceptance,

of each other gift accepted within the 6 month period.

(4) The CEO is to maintain a register of notifiable gifts and record in it details of notifications given to comply with a requirement made under item (3).

(5) This clause does not apply to gifts received from a relative (as defined in S 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

(6) This clause does not prevent the acceptance of a gift on behalf of the local government in the course of performing professional or ceremonial duties in circumstances where the gift is

presented in whole to the CEO, entered into the Register of Notifiable Gifts and used or retained exclusively for the benefit of the local government.

4. CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS AND STAFF

4.1 Personal Behaviour

(1) 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.

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

4.2 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.

4.3 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.

4.4 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 can not 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.

4.5 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.

4.6 Corporate Obligations

(1) 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.

(2) 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.

(3) 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.

4.7 Appointments to Committees

As part of their representative role Council Members are often asked to represent the Council on external organisations. It is important that Council Members :

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

5. DEALING WITH COUNCIL PROPERTY

5.1 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).

5.2 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.

5.3 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.

6 BREACHES

Any person who has reason to believe that a council member, committee member or an employee of the Shire of Irwin has committed a breach of this Code of Conduct may complain about the breach to the Shire's designated complaints officer (the CEO) as determined in accordance with the Local Government (Rules of Conduct) Regulations 2007 and Part 5, Division 9 of the Local Government Act 1995..

A report of a breach, or suspected breach, of this Code may be made:

- (a) By a member or an employee (other than the CEO) – to the CEO; or
- (b) By the CEO – to the Shire President

Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness.

The Rules of Conduct have their own enforcement structure as per the Local Government (Rules of Conduct) Regulations 2007.

6.1 Misconduct

The CEO has a statutory obligation to report to the Public Sector Commission (for minor misconduct) or the Corruption and Crime Commission (for serious misconduct or corruption):

- (a) Any allegation of misconduct; or
- (b) Any situation that otherwise comes to his or her attention involving misconduct,

Where the CEO considers on reasonable grounds that misconduct may have occurred.

Note: For these purposes, 'misconduct' and 'serious misconduct' are defined in Section 4 of the Corruption and Crime Commission Act 2003 (Corruption, Crime and Misconduct Act 2003).

6.2 Public Interest Disclosure Act 2003

The Public Interest Disclosure Act 2003 facilitates the reporting of public interest information and provides protection for those who report this information under the Act.

The Shire:

- (a) Does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire, by its members, employees or contractors;
- (b) Is committed to the aims and objectives of the Public Interest Disclosure Act 2003;
- (c) Strongly supports disclosures being made by members or employees as to corrupt or other improper conduct;
- (d) Will take all reasonable steps to provide protection to members and employees who make disclosures from any detrimental action in reprisal for the making of a public interest disclosure; and
- (e) Does not tolerate any of its members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Members and employees are encouraged to contact one of the Shire's nominated Public Interest Disclosure Officers to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the Shire's nominated Public Interest Disclosure Office under Section 5 of the Public Interest Disclosure Act 2003:

- (a) Incurs no civil or criminal liability for doing so; and
- (b) Is not, for doing so, liable:
 - (i) To any disciplinary action under written law;
 - (ii) To be dismissed;
 - (iii) To have his or her services dispensed with or otherwise terminated; or
 - (iv) For any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (section13)

6.3 Submitting a Complaint

The complaint is to be made in writing and is to include the following detail;

- (a) Who is making the complaint
- (b) Who is alleged to have committed the breach;
- (c) The contravention that is alleged to have resulted in the breach; and
- (d) Any other relevant information

Within 14 days of receiving the complaint, the complaints officer must:

- (a) Give the person making the complaint a written acknowledgement that the complaint has been received; and
- (b) Give the person whom the complaint is being made a copy of the complaint.

As soon as practicable from acknowledging the complaint, the complaints officer (or his or her nominee) is to carry out a thorough investigation, having regard to procedural fairness and natural justice. While undertaking the thorough investigation, the complaints officer may engage the services of appropriate persons.

At the completion of the investigation, the complaints officer shall advise the outcomes of the investigation to:

- (a) CEO, if the investigating officer is not the CEO; and
- (b) Person subject of the complaint, and
- (c) Person who made the complaint.

If the complaint is about a council member, the report is to be presented to the Council.

If the complaint is about an employee, please refer to the Shire's Grievances, Investigations and Resolution Policies and Procedures and Disciplinary Policy.

Any actions taken as a result of a proven breach of the Code of Conduct will be made in accordance with the provisions of any applicable legislation or common law provisions that governs the operations of the Shire, its council members, committee members and its employees.

6.4 Declaration

I, _____ have read and understand the conditions of the Shire of Irwin Code of Conduct and hereby agree to abide by the requirements of this document.

Date: _____

Signed: _____

Name: _____

<i>Date of Last Amendment –15 December 2015</i>	<i>(reviewed 27 June 2017 Minute 140617)</i>
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ATTACHMENT: CEO02

**Council Policy CP44 Councillor Training & Continuing Professional
Development**

Attachment 1

Council Policy CP44 Councillor Training & Continuing Professional Development

Attachment 2

Guideline 05 Councillor Training

Policy Number	Policy Title
CP44	Councillor Training and Continuing Professional Development

OBJECTIVE

To enable Councillors to meet their statutory obligations in relation to Councillor training and gives effect to the requirement to adopt a continuing professional development policy in accordance with Section 5.128 of the *Local Government Act 1995*.

POLICY

Councillors have a unique and challenging role performing their functions under the Act. The Shire recognises the value of training and continuing professional development to build and supplement Councillor skills and experience.

Training can take several forms including formal qualifications, short courses, seminars and conferences. Training paid for in accordance with this policy and *Guideline 05 - Councillor Training*, is to have benefit to Council, the Shire and the community. Training is to relate to the professional development of Councillors in their role as a Councillor.

Prescribed Training Requirements

The *Local Government (Administration) Regulations 1996* (the Regulations) requires Councillors to complete a 'Council Member Essentials' course consisting of five modules. Training must be completed by all Councillors within 12 months of taking office and is valid for five years.

Non-compliance with the requirement to complete training is an offence under the Act punishable by a fine not exceeding \$5,000.

Continuing Professional Development

The Shire is committed to supporting continuing professional development of Councillors to the benefit of Council, the Shire and the community.

Continuing professional development can include training and attendance at conferences in accordance with this policy and *Guideline 05 - Councillor Training*.

Completing Training

Councillors are to be allotted an annual training allocation in the Annual Budget. Councillors seeking to undertake training are to provide the request to the Chief Executive Officer in accordance with *Guideline 05 - Councillor Training*.

Reporting on Training

In accordance with Section 5.127 of the Act, the Shire is to publish a report on the Shire of Irwin website within one month of the end of the financial year detailing the training completed by Councillors.

Legislative Requirements

In accordance with Section 5.128 of *Local Government Act 1995*, adoption and modification of this policy requires an Absolute Majority decision by Council.

Date of Adoption:		Adoption Ref:	
Date of Review:		Review frequency:	Biennial
Responsible Directorate:	Corporate		
Legislation:	<i>Local Government Act 1995, Part 5, Division 10</i> <i>Local Government (Administration) Regulations 1996, Part 10</i>		
Related Management Policy and/or Procedure:	<i>Guideline 05 - Councillor Training</i>		

DRAFT

Guideline - 05

Councillor Training

Relevant Training

Training courses must have benefit to Council, the Shire and the community. Examples of organisations that provide training relating to the professional development of Councillors includes, but is not restricted to:

- Western Australian Local Government Association (WALGA)
- Australian Local Government Association
- Australian Institute of Management
- Australian Institute of Company Directors
- Institute of Public Administration Australia

Training related to public sector management, leadership, town planning, strategic planning, financial management, corporate governance, risk management, conflict resolution and emergency management is also considered to be relevant.

In considering training, Councillors should complete training, where possible, through a Registered Training Organisation.

Prescribed Training

The *Local Government (Administration) Regulations 1996* requires Councillors to complete a 'Council Member Essentials' course within 12 months of taking office and is valid for five years. The Regulations require that the course is completed through:

- North Metropolitan TAFE;
- South Metropolitan TAFE; or
- WALGA

Councillors have a responsibility to complete training in accordance with legislation.

Following each ordinary election, Councillors will be provided with information on training options from the approved training providers. Councillors will be able to select a training option to meet their learning style and availability. Training costs will be covered by the Shire.

Completing Training

APPLICATION

Councillors seeking to undertake training must provide the request to the CEO to enable the training to be purchased in accordance with the Shire's procurement and purchasing rules.

BUDGET ALLOCATION

Each Councillor is be allotted an annual training allocation in the Annual Budget. The training allocation is valid only for the specified financial year and expires at the end of that financial year.

As the expenditure of funds from the Shire's budget can only be authorised by Council or through Council approved instrument of delegation, Councillors must obtain the necessary approvals as required in the associated policy and this guideline, prior to making any financial or other commitments on behalf of the Shire.

The payment of travel and accommodation costs associated with any interstate or intrastate training or conferences greater than a value of \$300 is to be authorised by resolution of Council. Unless authorised by Council, travel, accommodation and associated costs are to be debited from a Councillor's training allocation.

COMPLIANCE

Section 5.57 of the Act defines a gift as the conferral of a financial benefit made by one person in favour of another person without adequate compensation. Under this definition, the provision of training to Councillors for free or at a subsidised rate can be considered as a gift in certain circumstances. Councillors should consult the CEO before accepting offers of training or attendance at conferences.

Councillors must not receive personal ancillary benefits associated with travel when participating in training and conferences, such as frequent flyer points. Unless otherwise resolved by the Council:

- Councillors are to use their annual training funding allocation for all training and continuing professional development, except for training that they are required to complete under section 5.126 of the Act;
- Councillors are not permitted to nominate for attendance at a training course or conference paid for by the Shire three months prior to their term of office expiring;
- Councillors who do not complete training paid by the Shire will be required to repay the Shire for the training and associated costs; and
- Any amendments or cancellations to bookings resulting from a change in Councillors' personal circumstances shall be at the Councillor's own cost.

Any change or cancellation resulting from the Shire's operations shall be communicated to Councillors and paid for by the Shire.

Training that is to be delivered to all Councillors may be paid from a separate allocation by Council resolution.

Reporting on Training

In accordance with Section 5.127 of the Act, the Shire is to publish a report on the Shire of Irwin website within one month of the end of the financial year; detailing the training completed by Councillors.

In order to complete this report, Councillors shall, following completion of the training, provide evidence of completion of the training to the CEO.

Prior to publication of this report, Councillors will be given the opportunity to review for accuracy and may be asked to confirm their completion or attendance as applicable.

The report will state:

- Councillor name and year elected;
- Each training course or module enrolled in and progress to date; and
- Training provider or conference name.

ATTACHMENT: CEO03

**Council Policy CP45 Attendance at Events (Council Members and
CEO)**

Attachment 1
Council Policy CP45 Attendance at Events (Council Members and CEO)

Attachment 2
Guideline 06 Attendance at Events

Policy Number	Policy Title
CP45	Attendance at Events (Council Members and CEO)

OBJECTIVE

Section 5.90A of the Local Government Act 1995 provides that a local government must prepare and adopt an Attendance at Events policy. This policy is made in accordance with those provisions and is to be read in conjunction with *Guideline 06 Attendance at Events*.

POLICY

Council acknowledges that it is an important function of Council Members and the CEO to represent the Shire of Irwin and fulfill their leadership role in the community.

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid for by the Shire of Irwin. The purpose of the policy is to provide transparency about the attendance at events of Council Members and the Chief Executive Officer (CEO).

Scope

The policy applies to Council Members and the CEO of the Shire of Irwin in respect of their acceptance of invitations to events where it is offered at a discounted rate or free of charge, as part of a sponsorship agreement or paid for the Shire of Irwin.

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

Council Members and the CEO are not required to disclose interest in relation to gifts or event invitations from the following entities:

- Western Australian Local Government Association (WALGA)
- Local Government Professionals Australia WA (LG Pro)
- Australian Local Government Association (ALGA)
- A department of the public service
- A government department of another State, Territory or the Commonwealth
- A local government or regional local government

However, Council Members and the CEO are statutorily obligated to disclose the receipt and acceptance of the gift or event invitation in accordance with section 5.87A and 5.87B of the *Local Government Act 1995*.

Definition

In accordance with section 5.90A of the *Local Government Act 1995*, an event includes the following:

- a concert;
- a conference;
- a function;
- a sporting event;
- an occasion of a kind prescribed for the purposes of this definition.

Provision of tickets to events

- 1) All invitations or offers of tickets for a Council Member or CEO to attend an event should be in writing and addressed to the Shire of Irwin.
- 2) Any invitation or offer of tickets not addressed to the Shire of Irwin is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.
- 3) A list of events and attendees authorised by the Shire of Irwin in advance of the event are included in *Guideline 06 Attendance at Events*.

Approval of attendance

Decisions to attend events in accordance with this policy are to be made by simple majority.

In making a decision on attendance at an event, *Guideline 06 Attendance at Events* outlines considerations to be made by Council.

Payments in respect of attendance

- 1) Where an invitation or ticket to an event is provided free of charge, the Shire of Irwin may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determine attendance to be of public value.
- 2) For any events where a member of the public is required to pay, unless previously approved and listed in *Guideline 06 Attendance at Events*, Council will determine whether it is in the best interests of the Shire of Irwin for a Council Member or the CEO or another officer to attend on behalf of Council.
- 3) If Council determines that a Council Member or CEO should attend a paid event, the Shire of Irwin will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 4) Where partners of an authorised Shire of Irwin representative attend an event, any tickets for that person, if paid for by the Shire of Irwin, must be reimbursed by the representative unless expressly authorised by Council.

Legislative Requirements

In accordance with Section 5.90A (2) (3) of the *Local Government Act 1995*, adoption and modification of this policy requires an Absolute Majority decision by Council.

In accordance with Section 5.90A (5) of the *Local Government Act 1995*, the CEO must publish an up-to-date version of the policy on the Shire of Irwin website.

Date of Adoption:		Adoption Ref:	
Date of Review:		Review frequency:	Biennial
Responsible Directorate:	Corporate		
Legislation:	<i>Local Government Act 1995, Part 5, Division 10</i> <i>Local Government (Administration) Regulations 1996, Part 10</i>		
Related Management Policy and/or Procedure:	<i>Guideline 05 - Councillor Training</i>		

DRAFT

Guideline - 06

Attendance at Events - Council Members and the CEO

Pre-approved Events

The Shire of Irwin approves attendance by Council Members and the CEO at the following events:

- Shire hosted or sponsored ceremonies, functions, events and art exhibitions
- Meetings and events hosted by clubs and not-for-profit organisations in the Shire
- Any free events held in the Shire
- Cultural events or festivals in the Shire
- Events organised by Dongara District High School
- Events for which representation by the Shire President or the CEO has been requested
- Events organised by major professional bodies associated with local government at a local, state or federal level.

Approval of Attendance

In making a decision on attendance at an event, Council is to consider:

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

ATTACHMENT: RS01

Review of Dog Exercise Areas and Dog Prohibited Areas

Attachment 1
Dog Exercise Areas Map (as advertised)






Attachment 2
Dog Exercise Areas Map (final)

Attachment 3
Schedule of Submissions



LEGEND

- LEGEND**

	Dog Exercise Area (off lead)		Dog Shared Public Trails/Paths (on lead)
	Dog Prohibited/Transit Area		Proposed potential Dog Park/Exercise Areas
	Dog Shared Public Area (on lead)	* For all public areas not coloured, unless signposted otherwise, dogs must be on lead	

* For all public areas not coloured, unless signposted otherwise, dogs must be on a lead.



Dog Exercise Area (off lead)

Dog Prohibited Area

Dog Shared Public Area (on lead)



Dog Shared Public Trails/Paths (on lead)

*Dogs shall be kept on a lead in public places, unless signposted otherwise



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

MAP A - GRANNIES BEACH



MAP B - SOUTH BEACH



Schedule of Submissions – Dog Exercise Areas Review

No.	Submission	Shire Response Comments
1	<p>The suggested change at South Beach where dogs would need to be on a lead 200m south of the prohibited area, in my opinion is unnecessary and confusing.</p> <p>Having 5 changes from off lead, on lead, prohibited, on lead, off lead in a 500m zone is rather ridiculous and would require more unnecessary signs</p> <p>People who have their dog off a lead trust that their dogs are sociable whilst at the beach.</p>	<p>This is noted and the South Beach area has been simplified with the removal of the prohibited section. The area where dogs are to be kept on lead extends north and south of the beach access entry. This is considered a high-risk section due to multiple users and vehicle movement. Improved signage is planned to be implemented at South Beach.</p>
2	<p>I still would like the beach in the marina down from the obelisk be changed to Dog Exercise Area (off lead).</p> <p>My main reason it has easy access, not like the one near The Big 4 Caravan Park where there is zero access for the pensioners with mild disabilities</p>	<p>This southern area of the marina is a quieter area of the foreshore however during busier periods is well used for recreational swimming/beach activities as an alternative location to the busier jetty end.</p> <p>This area may be appropriate as a dog exercise area in the future following more detailed foreshore planning however at this time it is considered more suitable to maintain the foreshore as 'on lead' areas.</p>
3	<p>So why can't the football oval be an off lead exercise area, as it is a sport playing area the same as the Old Oval?</p> <p>The river walks are used mainly off lead, as it is calm with no sand blowing. This is an off lead area now by dog owners and the dogs can enjoy a swim.</p> <p>The foreshore area is on lead which is good.</p>	<p>The Recreation Centre Oval is the Shire's main sporting ground facility. The Town Oval, used for cricket and small infrequent activities, includes the adjacent caravan bay area for visitors. There have been no known conflicts or complaints related to dog use with the Town Oval. The proposed map introduces an 'on lead' perimeter path around the Recreation Centre Oval to allow for shared use by dog owners and continued primary use of the oval surface for sports.</p> <p>The map proposes that the popular river trails and paths be 'on lead' areas, which has currently been the case as it is a public place. The reason to maintain this was due to some path areas being narrow and surrounded by vegetation and the river. Dogs being on lead would allow for the easy movement of various users.</p>

4	<p>Football oval to be seasonal.</p> <p>River walks with signs to say no chasing birds.</p> <p>Retreat Boulevard park as exercise area</p>	<p>Currently the Recreation Centre Oval is prohibited for dog use as per the local law. It is noted that the oval is generally used for sports and activities seasonally however it is the Shire's main sporting oval and is maintained throughout the year for this purpose.</p> <p>The Irwin River trails are currently required to be 'on lead' areas. The map further illustrates this more clearly and so the concerns of dogs threatening wildlife are minimized.</p> <p>Retreat Boulevard has been identified as 'on lead' due to the recreational facilities provided. Generally, dog exercise areas are large "passive" recreation spaces. Developed "active" recreation spaces would require a secured dog park area. Should funding become available, the Shire will re-investigate suitable locations for dog parks.</p>
5	<p>South Beach</p> <p>I suggest that when not on a lead, they be restricted to the on-beach parking and the area south of that.</p> <p>I also think only the beach North of the existing sign for beach parking be for dogs. That small beach area currently permitted for dogs whose owners park in the bitumen car park could be discontinued.</p> <p>Lastly maybe the signs could be larger and more imaginative so tourists notice them</p>	<p>This is noted. The advertised revised map of South Beach aimed to make this area clearer for users. It was considered the beach between the Obelisk and around to South Beach was actively used by locals and visitors of the nearby caravan park to give their dogs a run off lead with minimal conflict of users. It is also not accessible by vehicles and has been an existing dog exercise area. The map has been further revised following feedback to extend the 'on lead' areas north and south of the South Beach entry area.</p> <p>Improved signage for these areas has been noted as being an important aspect of better informing users and is planned to be implemented at South Beach.</p>
6	<p>I'm here on holidays. The beach area down from the Obelisk to the boat ramp, would be my choice as it has easy access and not exposed to the open oceans.</p>	<p>This southern area of the marina is a quieter area of the foreshore however during busier periods is well used for recreational swimming/beach activities as an alternative location to the busier jetty end.</p> <p>This area may be appropriate as a dog exercise area or secured dog park in the future following more detailed foreshore</p>

		planning. However, at this time it is considered more suitable to maintain the foreshore as 'on lead' areas.
7	<p>I am very pleased to see that the South Beach area is remaining as an off-leash area</p> <p>I will especially welcome the proposed dog exercise area.</p>	<p>This is noted. South Beach is a well utilised place with a variety of users. For this reason, the area was mapped to allow for the multiple uses in a fair and safe way. It was considered important for the South Beach entry area, that has the highest risk/conflict of users, to be controlled in a way to minimise the risk of public and animal safety.</p> <p>The Shire acknowledges the mapping of South Beach can be improved for easier interpretation and management. New signage is planned for South Beach.</p>
8	<p>Canny Place - An excellent suggestion. Suggest follow guidelines operating in Perth and elsewhere.</p>	<p>This is noted. Canny Place was identified as a suitable location for a dog park in the longer term. The construction of a dog park, should funding become available, would follow guidelines used by other local governments in Australia.</p> <p>The Canny Place dog park will be a consideration at a later date should the opportunity arise.</p>
9	<p>Having visible signage is an improvement as does make it easier all users.</p> <p>The park should only be developed as a nature playground/park to which families have been asking for, not just opened up for a dog park.</p> <p>Grannies beach area with no dogs at all I feel needs to be rethought, the beach area yes definitely but where the shared area section of the ocean side of the Big four meets the roundabout (grassed area) should not be NO DOGS.</p> <p>SURF CLUB – SOUTH BEACH: Having this area as no dogs is fine, except once again needs to be clarified</p>	<p>Additional signage is acknowledged as an area of improvement, particularly for the high use areas.</p> <p>The intent of a dog park is to be designed and constructed in a way that allows for a safe separate enclosed space for dog users and not to capture the entire public space. Canny Place could be a multi-use space if developed appropriately.</p> <p>Grannies Beach comment is noted. Due to the small grassed area on the beach side of the footpath being heavily used by public with the shaded spots and seasonally for swimming lessons, it was considered the inclusion of dogs in this small space was not suitable. All other areas permit dogs on lead. A revised additional Grannies Beach map has been created to clarify the use of this space.</p> <p>Noted South Beach comment. This area has been further revised following feedback to remove the prohibition but extend the 'on</p>

		lead' sections. The intent is to clarify South Beach use with a large information sign on entry.
10	Having studied the map of proposed changes to the dog exercise areas I am pleased to see specified 'on lead' in shared trails and paths as well as in shared public areas.	Noted. The intent was to provide clarity with the marked trails. This will be further clarified on site with an improved signage system.
11	<p>To have no dogs on the actual beach at Grannies is a good plan but to have all the grassed area above the beach as transit only will inhibit people from meeting in this area.</p> <p>The proposed plan to have both sides of the river walking track made into Dog on Lead only is unacceptable as many dog owners use this area as I have for many years and responsible dog owners do use leads when they deem it necessary for the safety of the dog and people.</p> <p>The proposed beach area plan is disjointed, heading north from Surf Beach without a lead then back on the lead along the river mouth and beach till past Seaspray then off the lead again further north.</p> <p>A continuous walk around the river, along the beach from Surf Beach continuing north unless going onto a footpath (boardwalk) should be considered as it will be easy to know where our dogs can be safely walked off lead.</p> <p>Fenced areas for dog exercise areas are expensive to install and maintain and would be unnecessary waste of money</p>	<p>Grannies Beach comment is noted. Due to the small grassed area on the beach side of the footpath being heavily used by public with the shaded spots and seasonally for swimming lessons, it was considered the inclusion of dogs in this small space was not suitable. The revised map and additional Grannies Beach map following feedback clarifies that the footpath and eastern grassed area permits dogs on lead and therefore allows for both users of this space. The prohibited grassed area would be the only dog free beach/foreshore space in the district which is considered a fair balance.</p> <p>Currently these river trails are 'on lead' areas because they are in a public place and not specifically listed as a dog exercise area. The revised map aimed to make this clearer due to popularity of the trails and use by community and tourists. As is a requirement of dog owners, if they effectively keep their dogs under control, and respect other users there is generally minimal issues and this has been the case to date.</p> <p>The different beach requirements are noted but were identified to reflect the different use of these spaces. The Irwin River mouth area was proposed to change to 'on lead' due to the mixture of users of the trails and due to native wildlife in the boardwalk area. Whilst on the map it appears 'busy', the map does cover a large area and the different areas are not considered to cause inconvenience to dog users. The river mouth/boardwalk beach section is considered to only reflect a small section for 'on lead', with long sections of beach north and south as dog exercise areas.</p> <p>Noted comment regarding dog parks. As indicated on the advertised plan, this was noted as a suitable location for a</p>

		potential dog park at some point in the future should the opportunity arise.
12	<ol style="list-style-type: none"> 1. That the green grassed area including the Green Beanie coffee van adjacent to Grannies Beach is a dog shared public area on a lead. 2. The same applies to the Starfish cafe at South Beach. People need to bring their dogs with them to the cafe. The map is a bit vague on details so it just needs clarification that to ban dogs in these areas is not what is intended. 3. I also think that more dog areas off lead are needed and the potential park area is a good idea. 4. Also what about the area along the river? Does that need to be a shared on lead public area only? I would like it to be an off lead area 	<ol style="list-style-type: none"> 1. This is noted and was considered with the new maps. Due to the small grassed area on the beach side of the footpath being heavily used by public with the shaded spots and seasonally for swimming lessons, it was considered the inclusion of dogs in this small space was not suitable. 2. The revised map and additional South Beach map intends to make the South Beach/café area clearer. The café/carpark area is proposed as an 'on lead' area and the prohibited section has been removed following community feedback. 3. This is noted. Due to the change in the legislation, it is now easier for the Shire to more regularly review and implement adjustments. 4. The river trails are currently 'on lead' areas because they are in a public place and not specifically listed as a dog exercise area. The revised map has not changed this but has made this clearer due to popularity of the trails and use by community and tourists. Off lead areas along the river have not been considered due to the wildlife and lack of open space.
13	Carpark and Starfish to dogs on leash area.	Noted. This is the current and proposed case. In all public places dogs must be on lead unless specified otherwise. Improved signage at South Beach and signage locations will help raise awareness of these requirements.
14	From Starfish Cafe to Obelisk I would urge Councillors to consider a dog free zone.	Noted. The revised map introduces an 'on lead' area for the restricted trail/passage from the Obelisk northeastern end down to the beach. This area was kept as a dog exercise area due to there being no beach vehicle access in this area, a less popular section of South Beach and has caused minimal conflict to date.
15	<p>Needs areas to exercise dogs off the lead which are away from the windy beach, such as the Port Denison football oval grassed area.</p> <p>Whilst I favour on lead as currently is the case at the beach areas adjoining the rivermouth and boardwalk to the bird sanctuary on both sides, it seems</p>	The Recreation Centre Oval is the main sporting ground for the district. It was considered unsuitable for use as a dog exercise area due to the sports that use the oval and ongoing maintenance requirements throughout the year. This is reflected

	<p>heavy handed somewhat to have to keep dogs on lead for the track's running along the river.</p> <p>The proposed off lead park area on the map is too small an area to exercise dogs comfortably, particularly if aiming to separate boisterous dogs from those less so in their socialization process. The currently underutilised Port Denison football oval would perhaps negate the need for the new proposed dog park.</p> <p>Could we possibly err on the side of less restriction and see how our community respond to the changes as I'm confident that this town will behave as well as others who have many dog off lead amenities and shared reserves.</p>	<p>in the Dogs Local Law regarding sporting facilities. The Canny Place public open space was identified as an opportunity for a future dog park, which would fit this criteria. Additional dog exercise areas can easily be implemented with the legislation changes and so each year places can be revised or incrementally introduced.</p> <p>The river trails are currently 'on lead' areas. The revised maps illustrated this to make it clearer and raise awareness.</p> <p>The future dog park was identified at the Canny Place public open space due to the sufficient area (approximately 1ha) to allow for both active park and enclosed dog spaces.</p> <p>All local governments designate dog exercise and prohibited areas, with all public areas not specified required to be 'on lead'. The Shire has aimed to limit prohibited areas in lieu of controlled areas and it is considered the revised map is generally quite fair for all users. The Shire has had minimal conflicts with the current arrangements, which is a testament that dog owners have generally been responsible and respectful in public areas.</p>
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ATTACHMENT: RS02
Delegated and Authorised Actions for July 2020 –
Regulatory Services

Attachment 1
Table of Delegated Actions for July 2020

Records of exercise of delegated powers or duties - Development (Planning)

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
P1046	Development Approval	CEO to Employees	Manager Regulatory Services	7/07/2020	Granted	Single House	T Parker	Lot 598 (#3) Grey Close, Dongara
P865	Home Occupation	CEO to Employees	Manager Regulatory Services	29/07/2020	Granted	Home Occupation - Renewal	S Watkins	Lot 10 (#9) Cuff Way, Port Denison

Records of exercise of authorised powers or duties - Building

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
5446	Building Permit	CEO to Employees	Manager Regulatory Services	9/07/2020	Issued	Outbuilding (Shed)	P Summers	Lot 2441 (#26315) Brand Highway, Dongara
5450	Building Permit	CEO to Employees	Manager Regulatory Services	20/07/2020	Issued	Sign	St John Ambulance Association	Lot 1 (#3) Golf Course Road, Port Denison
5454	Building Permit	CEO to Employees	Manager Regulatory Services	31/07/2020	Issued	Outbuilding (Shed) Extension	CR Constructions	Lot 2 (#23) Sloper Vale, Dongara
5456	Building Permit	CEO to Employees	Manager Regulatory Services	24/07/2020	Issued	Outbuilding (Shed)	R Stent	Lot 403 (#10) Carter Road, Dongara
5457	Building Permit	CEO to Employees	Manager Regulatory Services	30/07/2020	Issued	Pool Barrier	B Brindal	Lot 52 (#275) Springfield Drive, Springfield

5458	Building Permit	CEO to Employees	Manager Regulatory Services	24/07/2020	Issued	Parapet Wall and Carport Addition	G Roberts	Lot 567 (#56) Ocean Drive, Port Denison
5459	Building Permit	CEO to Employees	Manager Regulatory Services	30/07/2020	Issued	Pool	Barrier Reef Pools Northside	Lot 52 (#275) Springfield Drive, Springfield
5463	Building Permit	CEO to Employees	Manager Regulatory Services	30/07/2020	Issued	Solar Panels	J Victoriano	Lot 150 (#17) Moreton Terrace, Dongara

Records of exercise of authorised powers or duties - Health

Reference	Function	Category	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
34	Septic Permit To Construct	CEO to Employees	Environmental Health Consultant	27/07/2020	Granted	Standard Septic Tank System	H Bunk	Beekeepers Road, Dongara
36	Septic Permit To Construct	CEO to Employees	Environmental Health Consultant	22/07/2020	Granted	Standard Septic Tank System	R Irving	Lot 403 (#10) Carter Road, Dongara

ATTACHMENT: RS04
Trader's Permit Application – Ice Cream Van

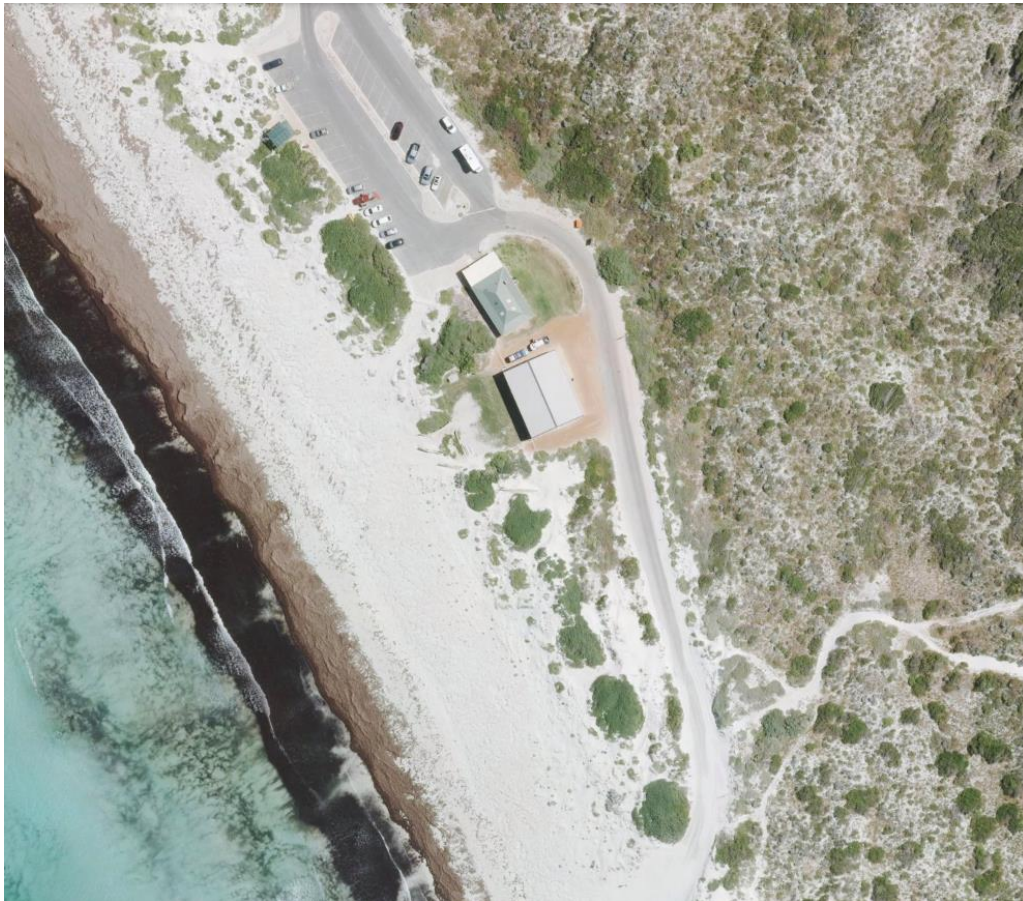
Attachment 1
Photos of Ice Cream Van

Attachment 2
Aerial site locations





Grannies Beach



South Beach