



Shire of  
**Katanning**  
Heart of the Great Southern

List of Accounts Paid  
November 2020



# Schedule of Accounts Paid - November 2020

# 10.2.1

## Cheque Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
1	42353	20/11/2020	SHIRE OF KATANNING			423.75
	INV PETTYCSH NOV20	06/11/2020	SHIRE OF KATANNING	KLC Petty Cash November 2020	317.75	
	INV DEDUCTION	11/11/2020	SHIRE OF KATANNING	Payroll deductions	54.00	
	INV DEDUCTION	11/11/2020	SHIRE OF KATANNING	Payroll deductions	52.00	
2	42354	26/11/2020	SHIRE OF KATANNING			669.25
	INV ADMPPETTYCSH	11/11/2020	SHIRE OF KATANNING	ADMIN Petty Cash November 2020	567.25	
	INV DEDUCTION	25/11/2020	SHIRE OF KATANNING	Payroll deductions	54.00	
	INV DEDUCTION	25/11/2020	SHIRE OF KATANNING	Payroll deductions	48.00	
					<b>Cheque Total</b>	<b>\$ 1,093.00</b>

## EFT Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
3	EFT30901	06/11/2020	BE & KR Sloan			256.19
	INV 07-19-0131	08/10/2020	BE & KR Sloan	PLANT Oil for Mowers	256.19	
4	EFT30902	06/11/2020	WA Communications			1,358.89
	INV 182347	27/10/2020	WA Communications	1HCK735 Water Cart Shire VHF & Antenna	1,358.89	
5	EFT30903	06/11/2020	Godfreys Albany			1,556.02
	INV 1088	27/10/2020	Godfreys Albany	CLEANING Replacement Vacuum Cleaners	1,556.02	
6	EFT30904	06/11/2020	Magic Coat For Kids PTY LTD			50.00
	INV REIMBURSEMENT	26/10/2020	Magic Coat For Kids PTY LTD	REIMBURSEMENT Key Bond Town Hall Usage 191020	50.00	
7	EFT30905	06/11/2020	Allwest Services			560.00
	INV 10053	10/09/2020	Allwest Services	SALEYARDS Scope of Works Downpipe Repairs & Re-Design	560.00	
8	EFT30906	06/11/2020	Autosmart WA South West & Great Southern			379.19
	INV 00012014	04/11/2020	Autosmart WA South West & Great Southern	SALEYARDS Maintenance Spray on Grease	180.97	
	INV 00012019	04/11/2020	Autosmart WA South West & Great Southern	DEPOT Aluminium Cleaner Solvent & Squirty Bottles	198.22	

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9	EFT30907	06/11/2020	BLIGHTS AUTO ELECTRICS			341.00
	INV 13506	28/07/2020	BLIGHTS AUTO ELECTRICS	KA13545 Trailer Plug for Townhall Cement Mixer	33.50	
	INV 13985	06/10/2020	BLIGHTS AUTO ELECTRICS	KA24635 Head Unit Stereo Freightliner Prime Mover	225.00	
	INV 14139	23/10/2020	BLIGHTS AUTO ELECTRICS	PLANT Fogger Switches	47.50	
	INV 14144	28/10/2020	BLIGHTS AUTO ELECTRICS	PLANT Parts Electrical Terminals	35.00	
10	EFT30908	06/11/2020	SANDY BOXALL			520.00
	INV 00000374	23/10/2020	SANDY BOXALL	CATERING for Bushfire Exercise	280.00	
	INV 00000379	28/10/2020	SANDY BOXALL	CATERING for OCM Meeting 271020	240.00	
11	EFT30909	06/11/2020	COCA-COLA AMATIL			845.49
	INV 223942221	29/10/2020	COCA-COLA AMATIL	KLC Liquid Refreshments October 2020	845.49	
12	EFT30910	06/11/2020	RAY FORD SIGNS			51.59
	INV 11932	28/10/2020	RAY FORD SIGNS	ROAD MAINTENANCE Clive St Parking Sign	51.59	
13	EFT30911	06/11/2020	GOWER INDUSTRIES			290.25
	INV 2491	26/10/2020	GOWER INDUSTRIES	PLANT Cold Galv & Milwaukee Driver Bit Set	290.25	
14	EFT30912	06/11/2020	GRANDE FOOD SERVICE			239.27
	INV 4168809	28/10/2020	GRANDE FOOD SERVICE	KLC Kiosk Refreshments October 2020	239.27	
15	EFT30913	06/11/2020	GREAT SOUTHERN FUEL SUPPLIES			7,330.36
	INV 17001876	02/10/2020	GREAT SOUTHERN FUEL SUPPLIES	KA25381 Case Loader Hydraulic Oil	380.77	
	INV 17001883	05/10/2020	GREAT SOUTHERN FUEL SUPPLIES	KA673 Toyota Hilux Engine Oil	201.29	
	INV 17001891	06/10/2020	GREAT SOUTHERN FUEL SUPPLIES	PLANT Maintenance Tub Grease	115.23	
	INV 17001891	06/10/2020	GREAT SOUTHERN FUEL SUPPLIES	PLANT Maintenance Grease Cartons	216.73	
	INV 17001973	21/10/2020	GREAT SOUTHERN FUEL SUPPLIES	KA1100 Oil for Old Toyota Camry	125.62	
	INV 17002014	28/10/2020	GREAT SOUTHERN FUEL SUPPLIES	PLANT Prime Mover Gearbox & Diff Oils	324.61	
	INV 15002931	30/10/2020	GREAT SOUTHERN FUEL SUPPLIES	PLANT Fuel card replacement KA03	2.75	
	INV FUEL CARDS OCT20	31/10/2020	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARDS October 2020	5,963.36	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
16	EFT30914	06/11/2020	TOLL IPEC/ COURIER AUSTRALIA			35.48
	INV 0482-5408620	18/10/2020	TOLL IPEC/ COURIER AUSTRALIA	KLC Freight for Cleaning Materials	35.48	
17	EFT30915	06/11/2020	THE KATANNING CLUB			306.00
	INV 396	26/10/2020	THE KATANNING CLUB	COUNCIL FUNCTIONS WALGA Dinner	171.00	
	INV 396	26/10/2020	THE KATANNING CLUB	COUNCIL FUNCTIONS Hire Katanning Club Function Room & Kitchen 221020	135.00	
18	EFT30916	06/11/2020	KATANNING PANEL BEATING			2,607.95
	INV 23788	02/11/2020	KATANNING PANEL BEATING	KA189 Holden Colorado Trailblazer Repairs to Windscreen	2,607.95	
19	EFT30917	06/11/2020	Katanning Pharmacy			400.00
	INV 1109805	13/10/2020	Katanning Pharmacy	ADMIN Cleaning Individually Wrapped Face Masks	400.00	
20	EFT30918	06/11/2020	ROTARY CLUB OF KATANNING			500.00
	INV 1	20/10/2020	ROTARY CLUB OF KATANNING	CEO DONATION Katanning Fly In Airport Open Day 2020	500.00	
21	EFT30919	06/11/2020	KATANNING H HARDWARE			1,487.36
	INV 102007840	01/10/2020	KATANNING H HARDWARE	AMHERST Bathroom Renovations Painting Products	120.33	
	INV 102007994	07/10/2020	KATANNING H HARDWARE	LIBRARY Wood Glue Builders Bog & Tape Measure	65.89	
	INV 102008016	08/10/2020	KATANNING H HARDWARE	LIBRARY Countersink Self Tap Screw	18.99	
	INV 101020690	21/10/2020	KATANNING H HARDWARE	WORKS Makita Brushless Blower Kit	349.95	
	INV 101020738	22/10/2020	KATANNING H HARDWARE	KAC Hinge Screws	8.25	
	INV 102008442	29/10/2020	KATANNING H HARDWARE	SALEYARDS Hose for New Lawn	154.95	
	INV 105000820	30/10/2020	KATANNING H HARDWARE	WORKS Premium Brushless Impact Wrench Kit	769.00	
22	EFT30920	06/11/2020	LGISWA			65,345.41
	INV 100-141054	02/10/2020	LGISWA	INSURANCE Property Instalment Two 2020/21	83,976.02	
	INV 100-140885	02/10/2020	LGISWA	INSURANCE Contributions Assistance Instalment Two 2020/21	19,128.81	
	INV REIMBURSEMENT	29/10/2020	LGISWA	REIMBURSEMENT Workers Compensation Incorrectly Receipted	498.20	
23	EFT30921	06/11/2020	MARKETFORCE PTY LTD			517.28
	INV 35609	26/10/2020	MARKETFORCE PTY LTD	ADMIN Advertisement Trainee CSO Position	517.28	



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24	EFT30922	06/11/2020	MERCHANDISING LIBRARIES			104.45
	INV 5494	20/10/2020	MERCHANDISING LIBRARIES	LIBRARY 3D Landscape Sign	104.45	
25	EFT30923	06/11/2020	MESSAGEMEDIA			412.35
	INV 4362	31/10/2020	MESSAGEMEDIA	BFB SMS Messages October 2020	412.35	
26	EFT30924	06/11/2020	MARKET CREATIONS			572.55
	INV 14261	28/10/2020	MARKET CREATIONS	ADMIN Cisco WebEx Collaboration Flex Plan October 20	22.55	
	INV 14175	30/10/2020	MARKET CREATIONS	ADMIN Preventative Server Maintenance October 2020	550.00	
27	EFT30925	06/11/2020	PERTH SAFETY PRODUCTS PTY LTD			1,166.00
	INV 00010222	29/10/2020	PERTH SAFETY PRODUCTS PTY LTD	CARPARK Clive St Pedestrian Crossing Bollards	1,166.00	
28	EFT30926	06/11/2020	PFD FOOD SERVICES			540.35
	INV KV860673	28/10/2020	PFD FOOD SERVICES	KLC Kiosk Refreshments October 2020	540.35	
29	EFT30927	06/11/2020	KATANNING RETICULATION			680.00
	INV 00002745	01/11/2020	KATANNING RETICULATION	SALEYARDS Repair Truck Wash Pumps	680.00	
30	EFT30928	06/11/2020	SEEK LIMITED			544.50
	INV 97054308	19/10/2020	SEEK LIMITED	ADMIN Advertisement Plant/All Rounder & Senior Waste Position	544.50	
31	EFT30929	06/11/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			485.10
	INV 562514	08/10/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	ADMIN Stationery RICOH Toner FC	485.10	
32	EFT30930	06/11/2020	SOUTH REGIONAL TAFE			588.20
	INV I0012999	04/11/2020	SOUTH REGIONAL TAFE	TRAINING First Aid Course Communities 17/18 November 2020	114.80	
	INV I0013160	04/11/2020	SOUTH REGIONAL TAFE	TRAINING Fire Warden & Fire Suppression Course	213.10	
	INV I0013161	04/11/2020	SOUTH REGIONAL TAFE	KLC Fire Warden Training	88.10	
	INV I0013052	04/11/2020	SOUTH REGIONAL TAFE	TRAINING Works First Aid Course	172.20	
33	EFT30931	06/11/2020	BRENTON STEWART ELECTRICS			558.80
	INV P1082	19/10/2020	BRENTON STEWART ELECTRICS	SALEYARDS Fix Baine Marie & Install 15Amp Plugs Comms Room	558.80	

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34	EFT30932	06/11/2020	ST LUKE'S FAMILY PRACTICE			65.00
	INV 185166	28/10/2020	ST LUKE'S FAMILY PRACTICE	WORKS Consult for Vaccinations	65.00	
35	EFT30933	06/11/2020	IT VISION AUSTRALIA PTY LTD			1,320.00
	INV 34308	31/10/2020	IT VISION AUSTRALIA PTY LTD	TRAINING Advanced Rates 141020 - 151020	1,320.00	
36	EFT30934	06/11/2020	KATANNING WANDERERS FOOTBALL CLUB			600.00
	INV REIMBURSEMENT	09/10/2020	KATANNING WANDERERS FOOTBALL CLUB	KLC Bond Release Pioneer Room Windup 031020	600.00	
37	EFT30935	06/11/2020	WA TRAFFIC PLANNING			605.00
	INV 1113	02/09/2020	WA TRAFFIC PLANNING	ROADS Crossover Works Nyabing Road	605.00	
38	EFT30936	06/11/2020	WATSON'S LIQUID WASTE DISPOSAL			560.00
	INV 1918	22/10/2020	WATSON'S LIQUID WASTE DISPOSAL	KLC Pump Out Kitchen Grease Trap	560.00	
39	EFT30937	06/11/2020	WATER CORPORATION			1,321.04
	INV 9007809305	21/10/2020	WATER CORPORATION	WATER CHARGES Standpipe Katanning-Nyabing Rd 170820 - 201020	259.56	
	INV 9007809508	22/10/2020	WATER CORPORATION	WATER CHARGES Standpipe Langaweira 170820 - 211020	46.60	
	INV 9007810672	26/10/2020	WATER CORPORATION	WATER CHARGES Standpipe Great Southern Highway 230820 - 221020	861.72	
	INV 9013922945	03/11/2020	WATER CORPORATION	WATER CHARGES House 8 Austral Tce 011120 - 311220	153.16	
40	EFT30938	06/11/2020	SYNERGY			14,792.46
	INV 154025290	21/10/2020	SYNERGY	ELECTRICITY CHARGES Saleyards 150920 - 211020	2,491.07	
	INV 239593320	23/10/2020	SYNERGY	ELECTRICITY CHARGES Lot 1 Warren Rd 250820 - 231020	110.68	
	INV 138671920	23/10/2020	SYNERGY	ELECTRICITY CHARGES 25 Marmion St 250820 - 231020	349.88	
	INV 303539720	23/10/2020	SYNERGY	ELECTRICITY CHARGES L1 Synott Ave 250820 - 231020	301.00	
	INV 159985050	23/10/2020	SYNERGY	ELECTRICITY CHARGES U2/6 Hill Way 250820 - 231020	288.77	
	INV 159777820	26/10/2020	SYNERGY	ELECTRICITY CHARGES U1/6 Hill Way 250820 - 261020	413.87	
	INV 335812970	28/10/2020	SYNERGY	ELECTRICITY CHARGES CCTV Baker St 280820 - 281020	147.55	
	INV 338348270	02/11/2020	SYNERGY	ELECTRICITY CHARGES Streetlighting 021020 - 021120	10,345.46	
	INV 638847540	02/11/2020	SYNERGY	ELECTRICITY CHARGES Unmetered Powerwatch 300920 - 021120	344.18	

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41	EFT30939	06/11/2020	THE WORKWEAR GROUP			438.20
	INV 12626170	13/10/2020	THE WORKWEAR GROUP	UNIFORMS Finance SW	399.00	
	INV 12669823	29/10/2020	THE WORKWEAR GROUP	KLC Uniforms SE & IP Coordinator	39.20	
42	EFT30940	06/11/2020	WYWURRY ELECTRICAL			833.50
	INV 4753	29/10/2020	WYWURRY ELECTRICAL	GALLERY Install Two Light Battens in Art Store	833.50	
43	EFT30941	10/11/2020	Metos ANZ Pty Ltd			5,390.00
	INV 1203	30/10/2020	Metos ANZ Pty Ltd	BFB Two Weather Stations 50% Deposit	5,390.00	
44	EFT30942	10/11/2020	INDUSTRIAL AUTOMATION AUSTRALIA			101,698.30
	INV 14139	28/10/2020	INDUSTRIAL AUTOMATION AUSTRALIA	STANDPIPES Supply & Install Six Solar Powered Standpipes & Three Tanks 50% Deposit	101,698.30	
45	PAY	12/11/2020	PAYROLL			120,017.52
	PAY	12/11/2020	PAYROLL	Payroll PAY 10	120,017.52	
46	EFT30943	13/11/2020	RURAL & REGIONAL ECONOMIC SOLUTIONS PTY LTD			6,875.00
	INV 20021102	02/11/2020	RURAL & REGIONAL ECONOMIC SOLUTIONS PTY LTD	ECONOMIC DEVELOPMENT Regional Shire Economic Services Nov - Jan 2021	6,875.00	
47	EFT30944	13/11/2020	GYPSY KITCHEN CO			840.00
	INV 041120	10/11/2020	GYPSY KITCHEN CO	COMMUNITIES Catering Food Trailer Launch & Innovation Sessions	840.00	
48	EFT30945	13/11/2020	BGC Construction Pty Ltd			42,036.76
	INV 70674-01	04/11/2020	BGC Construction Pty Ltd	KATANNING COMMUNITY MEDICAL CENTRE Progress Claim One Preliminaries & Demolition	42,036.76	
49	EFT30946	13/11/2020	Elross Caravans			965.80
	INV 0230E	27/10/2020	Elross Caravans	TOURISM Accessories Wireless Electric Brake Controller	965.80	
50	EFT30947	13/11/2020	BGL Solutions Pty Ltd			1,265.00
	INV 0003951	30/10/2020	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 301020	1,265.00	
51	EFT30948	13/11/2020	Greenwood (WA) Pty Ltd			8,013.50
	INV IV00000000358	03/11/2020	Greenwood (WA) Pty Ltd	WORKS Power Line Clearing of Town Trees	8,013.50	
52	EFT30949	13/11/2020	Top of the Town - A.J. McFarland	ADMIN Accommodation Acting CEO Three Weeks		1,500.00
	INV 103	29/10/2020	Top of the Town - A.J. McFarland	ADMIN Accommodation Acting CEO Three Weeks	1,500.00	

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53	EFT30950	13/11/2020	Moore Australia			781.00
	INV 1491	06/11/2020	Moore Australia	ADMIN Monthly Financial Reporting Template & Documentation	583.00	
	INV 1504	09/11/2020	Moore Australia	TRAINING Financial Management Regulations Update & Free Webinar	198.00	
54	EFT30951	13/11/2020	BTW RURAL SUPPLIES			97.10
	INV 27370	08/10/2020	BTW RURAL SUPPLIES	KIERLE ST Joiner for Blue Line	16.60	
	INV 27544	19/10/2020	BTW RURAL SUPPLIES	KLC Cleaning Materials One Litre Spray Bottle	62.50	
	INV 27564	20/10/2020	BTW RURAL SUPPLIES	SPORT & REC Poly Pipe Adaptor	18.00	
55	EFT30952	13/11/2020	DX PRINT GROUP PTY LTD			396.00
	INV 00093724	10/11/2020	DX PRINT GROUP PTY LTD	ADMIN Stationery DL Windowface Envelopes	396.00	
56	EFT30953	13/11/2020	GRANDE FOOD SERVICE			58.36
	INV 4169185	04/11/2020	GRANDE FOOD SERVICE	KLC Kiosk Refreshments November 2020	58.36	
57	EFT30954	13/11/2020	HOWARD & HEAVER ARCHITECTS			858.00
	INV 00006213	09/11/2020	HOWARD & HEAVER ARCHITECTS	KATANNING COMMUNITY MEDICAL CENTRE Architectural Services	858.00	
58	EFT30955	13/11/2020	TOLL IPEC/ COURIER AUSTRALIA			21.51
	INV 0481-5408620	11/10/2020	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges October 2020	21.51	
59	EFT30956	13/11/2020	KATANNING COUNTRY CLUB			60,538.50
	INV 02227	05/11/2020	KATANNING COUNTRY CLUB	SUPER TOWNS Relocate Lawn Bowls Reimbursement of Paving	10,549.00	
	INV 02228	05/11/2020	KATANNING COUNTRY CLUB	SUPER TOWNS Relocate Lawn Bowls Reimbursement of Shade Shelter	49,989.50	
60	EFT30957	13/11/2020	KATANNING STOCK & TRADING			2,113.75
	INV 26	01/10/2020	KATANNING STOCK & TRADING	TOWNHALL Fluro Tubes	15.90	
	INV 27	01/10/2020	KATANNING STOCK & TRADING	AMHERST VILLAGE Unit Ten Bathroom Renovations Paint & Materials	132.05	
	INV 28	02/10/2020	KATANNING STOCK & TRADING	POUND Nylon Nuts	4.00	
	INV 29	07/10/2020	KATANNING STOCK & TRADING	TOWNHALL Glass Silicone	18.90	
	INV 30	07/10/2020	KATANNING STOCK & TRADING	LIBRARY Kids Corner Supplies	53.30	

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INV 31	07/10/2020	KATANNING STOCK & TRADING	MAINTENANCE Tools Chisel Set	98.00	
INV 32	09/10/2020	KATANNING STOCK & TRADING	HOUSING U 2/6 Hill Way Fluro Globes	80.40	
INV 33	14/10/2020	KATANNING STOCK & TRADING	SHIRE PROPERTIES Paint & Tamper Proof Set	276.00	
INV 34	16/10/2020	KATANNING STOCK & TRADING	PLANT Rust Guard & Masada Jack	699.10	
INV 35	20/10/2020	KATANNING STOCK & TRADING	AG SHOW One Roll Barrier Mesh	55.00	
INV 36	20/10/2020	KATANNING STOCK & TRADING	KAC Cables Ties & Fluro Tubes	173.00	
INV 37	21/10/2020	KATANNING STOCK & TRADING	LIONS PARK Toilets Hinges	41.70	
INV 38	21/10/2020	KATANNING STOCK & TRADING	KAC Cables Ties & Fluro Tubes	125.40	
INV 39	22/10/2020	KATANNING STOCK & TRADING	COMMUNITIES Youth Theatre Props & Materials	63.50	
INV 40	27/10/2020	KATANNING STOCK & TRADING	TOWNHALL Toilets Three In One Primer	70.00	
INV 41	29/10/2020	KATANNING STOCK & TRADING	AMHERST VILLAGE Orbit Reticulation Controller	159.00	
INV 42	30/10/2020	KATANNING STOCK & TRADING	WORKS One Packet Coopex	15.50	
INV 43	30/10/2020	KATANNING STOCK & TRADING	KAC One Bag Mastic	33.00	
61 EFT30958	13/11/2020	KATANNING H HARDWARE			33.30
INV 101021472	04/11/2020	KATANNING H HARDWARE	PIESSE LAKE Heavy Duty Batteries	13.50	
INV 101021554	05/11/2020	KATANNING H HARDWARE	AIRPORT Grounds Maintenance Galvanised Pipe	19.80	
62 EFT30959	13/11/2020	Les Cooke Instrument Co Pty Ltd			561.00
INV 44718	05/11/2020	Les Cooke Instrument Co Pty Ltd	BFB Kestral Weather Meter	561.00	
63 EFT30960	13/11/2020	NATIONAL LIVESTOCK REPORTING SERVICE			990.00
INV 2400011519	31/10/2020	NATIONAL LIVESTOCK REPORTING SERVICE	SALEYARDS Livestock Report October 2020	990.00	
64 EFT30961	13/11/2020	MARKETFORCE PTY LTD			497.06
INV 35611	26/10/2020	MARKETFORCE PTY LTD	1DPP247 Motor Grader Advertising for Tender of New Grader	497.06	

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65	EFT30962	13/11/2020	MARKET CREATIONS			3,132.42
	INV 14440	30/10/2020	MARKET CREATIONS	ADMIN Computer Software Set Up & Configuration	137.50	
	INV 14329	30/10/2020	MARKET CREATIONS	ADMIN Computer Software Monthly Subscription October 2020	2,032.42	
	INV 14452	30/10/2020	MARKET CREATIONS	ADMIN Technical Support Ticket 479272	962.50	
66	EFT30963	13/11/2020	NAVSDRON PTY LTD T/AS NAVSDRON TRUST			10,032.00
	INV 226	29/10/2020	NAVSDRON PTY LTD T/AS NAVSDRON TRUST	ADMIN Financial Assistance Draft Financial Report for Audit	10,032.00	
67	EFT30964	13/11/2020	NELSONS DRYCLEANING			974.60
	INV 00009849	31/10/2020	NELSONS DRYCLEANING	KLC Tablecloth Drycleaning Wedding & Windup October 2020	974.60	
68	EFT30965	13/11/2020	JAMES DANIELS PAINTING AND DECORATING			8,008.00
	INV 291020	29/10/2020	JAMES DANIELS PAINTING AND DECORATING	AMHERST VILLAGE Unit 9 Painting	8,008.00	
69	EFT30966	13/11/2020	PERTH SAFETY PRODUCTS PTY LTD			440.00
	INV 00010210	22/10/2020	PERTH SAFETY PRODUCTS PTY LTD	STREET SIGNS Various Replacement Street Signs	440.00	
70	EFT30967	13/11/2020	PFD FOOD SERVICES			665.70
	INV KV927286	04/11/2020	PFD FOOD SERVICES	KLC Kiosk Refreshments & Toilet Tissue November 2020	665.70	
71	EFT30968	13/11/2020	CSG BUSINESS SOLUTIONS (WA) PTY LTD (PRINT SYNC)			1,980.58
	INV AA00499004	28/10/2020	CSG BUSINESS SOLUTIONS (WA) PTY LTD (PRINT SYNC)	ADMIN Photocopier Charges October 2020	1,980.58	
72	EFT30969	13/11/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			29.02
	INV 563420	31/10/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	KLC Photocopier Charges October 2020	29.02	
73	EFT30970	13/11/2020	STEWART & HEATON CLOTHING CO			1,811.59
	INV 3275487	05/11/2020	STEWART & HEATON CLOTHING CO	BFB Uniforms PPE Jackets	1,811.59	
74	EFT30971	13/11/2020	BRENTON STEWART ELECTRICS			990.00
	INV P1097	03/11/2020	BRENTON STEWART ELECTRICS	PIESSE LAKE Amphitheatre Stage Installation of Four LED Light Fittings	990.00	
75	EFT30972	13/11/2020	ST JOHN AMBULANCE AUSTRALIA (KATANNING)			292.54
	INV CYINV00156617	28/10/2020	ST JOHN AMBULANCE AUSTRALIA (KATANNING)	BFB Update & Replenish Bushfire First Aid Kits	292.54	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
76	EFT30973	13/11/2020	ST LUKE'S FAMILY PRACTICE			264.00
	INV 185265	02/11/2020	ST LUKE'S FAMILY PRACTICE	ADMIN Pre-Employment Medical	132.00	
	INV 185300	03/11/2020	ST LUKE'S FAMILY PRACTICE	ADMIN Pre-Employment Medical	132.00	
77	EFT30974	13/11/2020	SWAGS n WAGS			99.00
	INV S0000007840	06/11/2020	SWAGS n WAGS	SALEYARDS Table for Special Sale	99.00	
78	EFT30975	13/11/2020	WA TRAFFIC PLANNING			385.00
	INV 1158	10/11/2020	WA TRAFFIC PLANNING	TRAFFIC Management Plan Christmas Lights	385.00	
79	EFT30976	13/11/2020	WATER CORPORATION			803.05
	INV 9007680716	30/09/2020	WATER CORPORATION	WATER CHARGES KLC Showgrounds Pemble St 290720 - 290920	784.48	
	INV 9007809065	22/10/2020	WATER CORPORATION	WATER CHARGES Cemetery Fenwick 170820 - 211020	18.57	
80	EFT30977	13/11/2020	WINC AUSTRALIA PTY LTD			250.21
	INV 9034210650	02/11/2020	WINC AUSTRALIA PTY LTD	STATIONERY Welfare Boxes	250.21	
81	EFT30978	13/11/2020	THE WORKWEAR GROUP			391.00
	INV 12661773	26/10/2020	THE WORKWEAR GROUP	ADMIN Uniforms RO	192.00	
	INV 12661771	27/10/2020	THE WORKWEAR GROUP	ADMIN Uniforms IT	199.00	
82	EFT30979	20/11/2020	ATC WORK SMART			195.39
	INV GT18832	05/11/2020	ATC WORK SMART	ADMIN Salary Costs School Based Traineeship 12036	195.39	
83	EFT30980	20/11/2020	BGC Construction Pty Ltd			424,897.75
	INV 70667-04	06/11/2020	BGC Construction Pty Ltd	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Roofing & Carpentry Progress Claim Four	417,905.30	
	INV 70667-04	06/11/2020	BGC Construction Pty Ltd	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Change to Aluminium Glazed Doors	1,385.11	
	INV 70667-04	06/11/2020	BGC Construction Pty Ltd	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Addition of Timber Bulk Heads	1,259.70	
	INV 70667-04	06/11/2020	BGC Construction Pty Ltd	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Install Airconditioning in All Seven Units	5,460.84	
	INV 70667-04	06/11/2020	BGC Construction Pty Ltd	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Claim Four Credit Change Insulation Materials	1,113.20	
84	EFT30981	20/11/2020	Katanning Tiling Service	AMHERST Unit Nine Bathroom Renovations		6,858.72
	INV IV00000000077	09/11/2020	Katanning Tiling Service	AMHERST Unit Nine Bathroom Renovations	6,858.72	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
85	EFT30982	20/11/2020	BGL Solutions Pty Ltd			335.96
	INV 0004032	15/11/2020	BGL Solutions Pty Ltd	ADMIN Building Grounds Maintenance November 2020	335.96	
86	EFT30983	20/11/2020	Donaldson Mechanical			131.60
	INV 25513	11/11/2020	Donaldson Mechanical	PLANT Bartco Variable Messaging Sign Trailer Inspection	131.60	
87	EFT30984	20/11/2020	Epic Fire Solutions T/As MCG Fire Services			6,572.43
	INV 1069	02/11/2020	Epic Fire Solutions T/As MCG Fire Services	PLANT Maintenance Fire Services	1,383.14	
	INV 1070	02/11/2020	Epic Fire Solutions T/As MCG Fire Services	SHIRE PROPERIES Fire Services & Emergency Lighting Check	5,170.37	
	INV 1068	02/11/2020	Epic Fire Solutions T/As MCG Fire Services	BFB Building Maintenance Fire Services	18.92	
88	EFT30985	20/11/2020	Georgia Kowald			68.60
	INV REIMBURSEMENT	10/11/2020	Georgia Kowald	TRAINING Reimbursement Power To the People Conference 271020	68.60	
89	EFT30986	20/11/2020	Central Regional Tafe			369.95
	INV I0012728	06/11/2020	Central Regional Tafe	TRAINING Regulatory Officer Colliance Skills Course	369.95	
90	EFT30987	20/11/2020	Octave Holdings Pty Ltd T/As Narrogin Toyota			26,700.00
	INV RI21100385	29/10/2020	Octave Holdings Pty Ltd T/As Narrogin Toyota	KA1100 Toyota Camry Ascent Replacement No Trade	26,700.00	
91	EFT30988	20/11/2020	Video Surveillance Technology Pty Ltd			127.60
	INV 2011002	12/11/2020	Video Surveillance Technology Pty Ltd	KLC Repairs to Stadium Scoring System	127.60	
92	EFT30989	20/11/2020	Test & Tag Training			1,895.00
	INV 236499	12/11/2020	Test & Tag Training	VARIOUS Staff Departments Test & Tag Training	1,895.00	
93	EFT30990	20/11/2020	Natasha Nunn			50.00
	INV REIMBURSEMENT	29/10/2020	Natasha Nunn	REIMBURSEMENT Infringement Incorrect Owner of Property	50.00	
94	EFT30991	20/11/2020	ABA SECURITY			162.00
	INV 20906	03/11/2020	ABA SECURITY	LIBRARY Security Alarm Monitoring 011120 - 310120	162.00	
95	EFT30992	20/11/2020	ABC DISTRIBUTORS WA			1,554.10
	INV 145698	09/11/2020	ABC DISTRIBUTORS WA	CLEANING Various Materials Disinfectant & Soil Remover	1,331.24	



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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
	INV 145817	11/11/2020	ABC DISTRIBUTORS WA	KLC Three Stainless Steel Hand Towel Dispensers	233.31	
	INV 142511	11/11/2020	ABC DISTRIBUTORS WA	CREDIT NOTE Incorrect Items Delivered	10.45	
96	EFT30993	20/11/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD			1,880.55
	INV 1965023	08/10/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	KA25148 John Deere Mower Replacement PTO Gearbox	1,880.55	
97	EFT30994	20/11/2020	AMPAC DEBT RECOVERY (WA) PTY LTD			115.50
	INV 70001	31/10/2020	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES Debt Recovery October 2020	115.50	
98	EFT30995	20/11/2020	ARROW BRONZE			460.46
	INV 701127	04/11/2020	ARROW BRONZE	WORKS RSL Park Remembrance Day Plaque	460.46	
99	EFT30996	20/11/2020	AUSTRALIAN TAXATION OFFICE			62,749.00
	INV PAYG	28/10/2020	AUSTRALIAN TAXATION OFFICE	PAYG PAY 9	32,566.00	
	INV PAYG	12/11/2020	AUSTRALIAN TAXATION OFFICE	PAYG PAY 10	30,183.00	
100	EFT30997	20/11/2020	AYTON BAESJOU PLANNING			7,500.00
	INV 2457	06/11/2020	AYTON BAESJOU PLANNING	PLANNING Consultant Fee October 2020	7,500.00	
101	EFT30998	20/11/2020	BEAUREPAIRES			217.00
	INV 77293	28/10/2020	BEAUREPAIRES	KA25138 CASE IH Puncture Repair Rear Tyre	217.00	
102	EFT30999	20/11/2020	BLIGHTS AUTO ELECTRICS			22.50
	INV 14223	05/11/2020	BLIGHTS AUTO ELECTRICS	PLANT Bartco Variable Messaging Sign Trailer Plug	22.50	
103	EFT31000	20/11/2020	BLUESTEEL ENTERPRISES PTY LTD			1,957.86
	INV 69416	11/11/2020	BLUESTEEL ENTERPRISES PTY LTD	BFB Uniforms & Protective Clothing PPE Boots & Gloves	1,957.86	
104	EFT31001	20/11/2020	BOC GASES AUSTRALIA			99.17
	INV 4026860164	29/10/2020	BOC GASES AUSTRALIA	GAS Various Shire Properties October 2020	99.17	
105	EFT31002	20/11/2020	BTW RURAL SUPPLIES			710.00
	INV 27562	20/10/2020	BTW RURAL SUPPLIES	ADMIN BUILDING Four Filters for Billi	710.00	
106	EFT31003	20/11/2020	CANNON HYGIENE			753.62
	INV 96907125	13/11/2020	CANNON HYGIENE	SANITARY Unit Collection 301220 - 290321	753.62	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
107	EFT31004	20/11/2020	D.A. CHRISTIE PTY LTD			280.50
	INV 5306899	04/11/2020	D.A. CHRISTIE PTY LTD	LAKE EWLYAMARTUP Baffle Waste Container	280.50	
108	EFT31005	20/11/2020	COCA-COLA AMATIL			700.78
	INV 224059148	12/11/2020	COCA-COLA AMATIL	KLC Kiosk Refreshments November 2020	700.78	
109	EFT31006	20/11/2020	DENISE GALLANAGH WOOD			108.20
	INV REIMBURSEMENT	10/11/2020	DENISE GALLANAGH WOOD	REIMBURSEMENT Training Meals Power To the People Conference	108.20	
110	EFT31007	20/11/2020	ELLENBY TREE FARM PTY LTD			7,260.00
	INV 26748	11/11/2020	ELLENBY TREE FARM PTY LTD	SUPER TOWNS Tree Planting Six Deciduous (Edgewood)	7,260.00	
111	EFT31008	20/11/2020	ENGENUITY ENGINEERING			1,980.00
	INV 0006842	30/10/2020	ENGENUITY ENGINEERING	HEALTH Katanning Community Medical Centre Inspection & Report Certification	1,980.00	
112	EFT31009	20/11/2020	GRANDE FOOD SERVICE			221.04
	INV 4169552	11/11/2020	GRANDE FOOD SERVICE	KLC Kiosk Confectionery November 2020	221.04	
113	EFT31010	20/11/2020	WENDY JEAN HAYDEN			2,025.00
	INV A800	19/11/2020	WENDY JEAN HAYDEN	Rates refund for assessment A800 100 ADAM ST KATANNING WA 6317	2,025.00	
114	EFT31011	20/11/2020	KATANNING PLANT HIRE			2,112.00
	INV 0082	12/11/2020	KATANNING PLANT HIRE	STANDPIPE Upgrades Sand for Punchmirup Langaweira & Badgebup	2,112.00	
115	EFT31012	20/11/2020	WESFARMERS KLEENHEAT GAS PTY LTD			78.65
	INV 4331069	01/11/2020	WESFARMERS KLEENHEAT GAS PTY LTD	PLANT Annual Fee Forklift Gas Cylinder	78.65	
116	EFT31013	20/11/2020	KOWALDS NEWS & GLASSHOUSE			415.24
	INV I0000018698	09/10/2020	KOWALDS NEWS & GLASSHOUSE	ADMIN Stationery Order October 2020	304.54	
	INV SN0000390111	01/11/2020	KOWALDS NEWS & GLASSHOUSE	NEWSPAPERS Stationery 041020 - 011120	110.70	
117	EFT31014	20/11/2020	KATANNING REGIONAL BUSINESS ASSOCIATION INC			110.00
	INV 0436	13/11/2020	KATANNING REGIONAL BUSINESS ASSOCIATION INC	GOVERNANCE Katanning Regional Business Association Annual Membership 20/2021	110.00	
118	EFT31015	20/11/2020	KATANNING H HARDWARE			28.95
	INV 101019386	25/09/2020	KATANNING H HARDWARE	LAKE EWLYAMARTUP BBQs Gas Bottle Refill September 2020	28.95	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
119	EFT31016	20/11/2020	LOTIX FILTER CLEANING SERVICE			69.39
	INV 00006394	16/10/2020	LOTIX FILTER CLEANING SERVICE	PLANT Filter Cleaning Tool carrier & Grader	69.39	
120	EFT31017	20/11/2020	MARKETFORCE PTY LTD			2,766.98
	INV 35610	26/10/2020	MARKETFORCE PTY LTD	ADMIN Advertisement for EMCC Position	1,063.71	
	INV 35865	04/11/2020	MARKETFORCE PTY LTD	GOVERNANCE West Australian Advertising Clearing of Native Vegetation 211020	1,703.27	
121	EFT31018	20/11/2020	PFD FOOD SERVICES			592.15
	INV KV995118	11/11/2020	PFD FOOD SERVICES	KLC Kiosk Refreshments November 2020	592.15	
122	EFT31019	20/11/2020	PLASTICS PLUS			924.00
	INV 307034	06/11/2020	PLASTICS PLUS	SANITATION Twelve 240 Ltr Green Waste Bins	924.00	
123	EFT31020	20/11/2020	P & M AUTOMOTIVE EQUIPMENT			159.50
	INV 11157 21124	31/08/2018	P & M AUTOMOTIVE EQUIPMENT	DEPOT Service & Annual Inspection of Car Hoist	159.50	
124	EFT31021	20/11/2020	POPTRONICS			150.00
	INV 40	11/11/2020	POPTRONICS	GOVERNANCE Remembrance Day 2020 Sound Hire & Set Up	150.00	
125	EFT31022	20/11/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			109.98
	INV 563214	31/10/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	LIBRARY Photocopier Charges October 2020	109.98	
126	EFT31023	20/11/2020	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE			13,112.00
	INV 226	26/10/2020	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE	REFUSE SITE Supply & Install Concrete Wash Down Pad & Waste Oil Bund	3,723.50	
	INV 227	16/11/2020	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE	REFUSE SITE Install Concrete Floor to Old Machinery Shed	9,388.50	
127	EFT31024	20/11/2020	BRENTON STEWART ELECTRICS			440.00
	INV P1100	02/11/2020	BRENTON STEWART ELECTRICS	SALEYARDS Check Pumps at Truck Wash	440.00	
128	EFT31025	20/11/2020	SUNNY INDUSTRIAL BRUSHWARE	KA25293 ISUZU Truck Street Sweeper Brushes		1,859.00
	INV 00022617	12/11/2020	SUNNY INDUSTRIAL BRUSHWARE	KA25293 ISUZU Truck Street Sweeper Brushes	1,859.00	
129	EFT31026	20/11/2020	T-QUIP			911.85
	INV 96642#7	12/11/2020	T-QUIP	PLANT Peruzzo Panther Rear Roller Bearings Brackets & Adjuster Bolts	911.85	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
130	EFT31027	20/11/2020	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD			193.20
	INV 7152140	05/11/2020	TRUCKLINE "SPECIALIST WHOLESALERS PTY LTD	PLANT Various Air Fittings	193.20	
131	EFT31028	20/11/2020	TYREPOWER KATANNING			48.00
	INV 141223	12/11/2020	TYREPOWER KATANNING	KA25148 John Deere Mower Puncture Repair	48.00	
132	EFT31029	20/11/2020	IT VISION AUSTRALIA PTY LTD			550.00
	INV 34307	31/10/2020	IT VISION AUSTRALIA PTY LTD	RATES Amend & Correct Assessment A2176	550.00	
133	EFT31030	20/11/2020	WAREEK TRADING			386.10
	INV 45	20/10/2020	WAREEK TRADING	SALEYARDS Renew Baits in Sheds	386.10	
134	EFT31031	20/11/2020	WARREN BLACKWOOD WASTE			8,790.87
	INV 00017108	04/11/2020	WARREN BLACKWOOD WASTE	WASTE COLLECTION General 191020 - 301020	4,096.82	
	INV 00017143	07/11/2020	WARREN BLACKWOOD WASTE	WASTE COLLECTION Recycling 021120 - 041120	4,694.05	
135	EFT31032	20/11/2020	WA TRAFFIC PLANNING			495.00
	INV 1166	16/11/2020	WA TRAFFIC PLANNING	CHRISTMAS ON CLIVE Traffic Plan	495.00	
136	EFT31033	20/11/2020	WATSON'S LIQUID WASTE DISPOSAL			300.00
	INV 1927	10/11/2020	WATSON'S LIQUID WASTE DISPOSAL	LAKE EWLYAMARTUP Toilets Clean Out	300.00	
137	EFT31034	20/11/2020	NUTRIEN AG SOLUTIONS			198.00
	INV 903551149	06/10/2020	NUTRIEN AG SOLUTIONS	PLANT Forklift Gas Bottle Refill	66.00	
	INV 903659918	28/10/2020	NUTRIEN AG SOLUTIONS	PLANT Forklift Gas Bottle Refill	132.00	
138	EFT31035	20/11/2020	WESTERN POWER			41,047.00
	INV CORPB0522032	18/11/2020	WESTERN POWER	PIESSE LAKE Subdivision Energisation Supply & Install Interface Materials & Operational Isolation	41,047.00	
139	EFT31036	20/11/2020	SYNERGY			2,005.61
	INV 312951080	04/11/2020	SYNERGY	ELECTRICITY CHARGES Admin Building 051020 - 041120	2,005.61	
140	EFT31037	20/11/2020	VALMA WILLIAMS			1,000.00
	INV A1597	18/11/2020	VALMA WILLIAMS	Rates refund for assessment A1597 16 BEECK ST KATANNING 6317	1,000.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
141	EFT31038	20/11/2020	THE WORKWEAR GROUP			399.00
	INV 12662010	27/10/2020	THE WORKWEAR GROUP	ADMIN Staff Uniform Rates 20/21	399.00	
142	EFT31039	20/11/2020	WYWURRY ELECTRICAL			3,031.75
	INV 4755	09/11/2020	WYWURRY ELECTRICAL	KAC Test & Tag	356.50	
	INV 4756	09/11/2020	WYWURRY ELECTRICAL	KAC Replace Five Wall Bunker Lights	696.00	
	INV 4761	09/11/2020	WYWURRY ELECTRICAL	STAFF HOUSING U2/6 Hill Way Hot Water System Repairs	426.25	
	INV 4757	09/11/2020	WYWURRY ELECTRICAL	STAFF HOUSING U1/6 Hill Way Replacement Solar HWS	104.50	
	INV 4787	12/11/2020	WYWURRY ELECTRICAL	AMHERST Unit Nine Upgrade Various Lighting	1,448.50	
143	EFT31040	20/11/2020	BUILDING SERVICE LEVY			226.60
	INV T93	17/11/2020	BUILDING SERVICE LEVY	BUILDING SERVICES LEVY FOR OCTOBER 2020	226.60	
144	PAY	26/11/2020	PAYROLL			131,181.09
	PAY	26/11/2020	PAYROLL	Payroll PAY 11	131,181.09	
145	EFT31041	26/11/2020	AVANTGARDE TECHNOLOGIES			2,234.10
	INV ES00001516	13/11/2020	AVANTGARDE TECHNOLOGIES	CCTV Quarterly Maintenance November 2020	1,420.10	
	INV ES00001519	13/11/2020	AVANTGARDE TECHNOLOGIES	VANDALISM CCTV Cambium PTMP Radio Pre Program & Remote Support	814.00	
146	EFT31042	26/11/2020	GYPSY KITCHEN CO			460.00
	INV 101120	11/11/2020	GYPSY KITCHEN CO	CATERING Council Forum 101120	360.00	
	INV 291020	19/11/2020	GYPSY KITCHEN CO	KLC Catering for Morning Tea Aboriginal Ladies Yarning Session	100.00	
147	EFT31043	26/11/2020	ATC WORK SMART			198.98
	INV GT18956	19/11/2020	ATC WORK SMART	ADMIN Salary Costs School Based Traineeship 12183	198.98	
148	EFT31044	26/11/2020	Activate Motivate			1,195.00
	INV 0000005	14/11/2020	Activate Motivate	KLC Contract Fitness Instructor Term 4 Seniors Gym Programs	1,195.00	
149	EFT31045	26/11/2020	BGL Solutions Pty Ltd			7,535.00
	INV 0004008	06/11/2020	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 061120	1,265.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
	INV 0004010	13/11/2020	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 131120	1,265.00	
	INV 0004034	16/11/2020	BGL Solutions Pty Ltd	AAPG Grounds Maintenance Stamina & NFE Application	2,090.00	
	INV 0004037	17/11/2020	BGL Solutions Pty Ltd	FIRE PREVENTION Mitigation Works for Non Compliant Properties	1,650.00	
	INV 0004045	20/11/2020	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 201120	1,265.00	
150	EFT31046	26/11/2020	Southwest Civil Services Pty Ltd			56,860.47
	INV IV000000000038	16/11/2020	Southwest Civil Services Pty Ltd	SUPER TOWNS Final Progress Claim Clive St West Paving Upgrade	46,509.41	
	INV IV000000000037	16/11/2020	Southwest Civil Services Pty Ltd	SUPER TOWNS Remove & Replace Paving NAB to Elders	10,351.06	
151	EFT31047	26/11/2020	Castledex			2,997.50
	INV 37518	18/11/2020	Castledex	BUILDING Blue Building Files Plus Freight	2,997.50	
152	EFT31048	26/11/2020	Kim's Kitchen & Catering			150.00
	INV 067	11/11/2020	Kim's Kitchen & Catering	BFB Catering for Information Seminar	150.00	
153	EFT31049	26/11/2020	ANISH PEEDIKAYIL PUNNOOSE			6,007.50
	INV 4	03/11/2020	ANISH PEEDIKAYIL PUNNOOSE	CLEANING Public Amenities October 2020	6,007.50	
154	EFT31050	26/11/2020	ARROW BRONZE			326.98
	INV 701497	12/11/2020	ARROW BRONZE	CEMETERIES Katanning Croquet Club Plaque for Pioneer Wall	326.98	
155	EFT31051	26/11/2020	AUSTRALIAN TAXATION OFFICE			15,263.00
	INV BAS	25/11/2020	AUSTRALIAN TAXATION OFFICE	BAS for Month of October 2020	15,263.00	
156	EFT31052	26/11/2020	BLIGHTS AUTO ELECTRICS			1,006.50
	INV 14349	18/11/2020	BLIGHTS AUTO ELECTRICS	SALEYARDS Alternator & Fitting for Sweeper	1,006.50	
157	EFT31053	26/11/2020	SANDY BOXALL			600.00
	INV 00000389	14/11/2020	SANDY BOXALL	CATERING Lunch for Remembrance Day 111120	600.00	
158	EFT31054	26/11/2020	CENTAMAN SYSTEM PTY LTD			4,458.55
	INV ANN12075	16/11/2020	CENTAMAN SYSTEM PTY LTD	KLC Centaman Annual Support PC EFTPOS License 010121 - 311221	4,458.55	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
159	EFT31055	26/11/2020	GERALDINE NOMINEES T/A DAIMLER TRUCKS			133,936.00
	INV G2930	16/11/2020	GERALDINE NOMINEES T/A DAIMLER TRUCKS	PLANT Fuso Canter 815 with Disposal of KA0287	66,968.00	
	INV G2931	16/11/2020	GERALDINE NOMINEES T/A DAIMLER TRUCKS	PLANT Fuso Canter 815 with Disposal of KA24951	66,968.00	
160	EFT31056	26/11/2020	DDA GROUP CORPORATE COMMUNICATIONS TA WAYFOUND			1,848.00
	INV 9718	05/11/2020	DDA GROUP CORPORATE COMMUNICATIONS TA WAYFOUND	TOURISM Katanning Tourism Brochure Update	1,848.00	
161	EFT31057	26/11/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES			60,709.50
	INV 151514	20/11/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL Quarter Two 20/2021	60,709.50	
162	EFT31058	26/11/2020	DIVERSECO PTY LTD			4,275.70
	INV OW61305	18/11/2020	DIVERSECO PTY LTD	REFUSE SITE Technician to Test Calibrate & Verify Weighbridge	4,275.70	
163	EFT31059	26/11/2020	ELIZABETH FRENCH			52.65
	INV REIMBURSEMENT	19/11/2020	ELIZABETH FRENCH	REIMBURSEMENT Fuel for KA03 151120	52.65	
164	EFT31060	26/11/2020	SAYARNE PTY LTD ATFT O'SHAUGHNESSY FAMILY TRUST T/AS FLEET FITNESS			852.50
	INV SRF11421	13/11/2020	SAYARNE PTY LTD ATFT O'SHAUGHNESSY FAMILY TRUST T/AS FLEET FITNESS	KLC Servicing of Gym Equipment & Replacement of Treadmill Sidecover	852.50	
165	EFT31061	26/11/2020	RAY FORD SIGNS			3,856.49
	INV 11953	18/11/2020	RAY FORD SIGNS	GOVERNANCE Council Chambers Name Plaques	59.40	
	INV 11966	24/11/2020	RAY FORD SIGNS	TOWN SIGNAGE Directional Sign Panels & Installation	3,797.09	
166	EFT31062	26/11/2020	GRANDE FOOD SERVICE			162.49
	INV 4169907	18/11/2020	GRANDE FOOD SERVICE	KLC Kiosk Refreshments November 2020	162.49	
167	EFT31063	26/11/2020	HOWARD & HEAVER ARCHITECTS			3,086.88
	INV 00006229	16/11/2020	HOWARD & HEAVER ARCHITECTS	GREAT SOUTHERN AGED ACCOMMODATION Five Site Visits 290620 - 031120	880.00	
	INV 00006229	16/11/2020	HOWARD & HEAVER ARCHITECTS	GREAT SOUTHERN AGED ACCOMMODATION Contract Administration	2,206.88	
168	EFT31064	26/11/2020	iiNET LIMITED			79.99
	INV 123270627	16/11/2020	iiNET LIMITED	INTERNET Expenses CEO December 2020	79.99	

# Schedule of Accounts Paid - November 2020

# 10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
169	EFT31065	26/11/2020	TOLL IPEC/ COURIER AUSTRALIA			46.53
	INV 0483-5408620	26/10/2020	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Month of October 2020	46.53	
170	EFT31066	26/11/2020	JAKOVALL PROPERTY MAINTENANCE			1,468.50
	INV 0859	19/11/2020	JAKOVALL PROPERTY MAINTENANCE	AIRPORT Move & Install Electric Gate System	495.00	
	INV 0860	19/11/2020	JAKOVALL PROPERTY MAINTENANCE	ANIMAL CONTROL Relief Ranger Cover 091120 - 131120	500.00	
	INV 0860	19/11/2020	JAKOVALL PROPERTY MAINTENANCE	ANIMAL CONTROL Ranger Relief Variation for Call Out Fee	473.50	
171	EFT31067	26/11/2020	JEERT MIA ABORIGINAL CORPORATION			200.00
	INV 251120	25/11/2020	JEERT MIA ABORIGINAL CORPORATION	YOUTH NAIDOC Workshop Facilitation	200.00	
172	EFT31068	26/11/2020	KATANNING VEHICLE & GENERAL UPHOLSTERY			240.00
	INV 0237	25/11/2020	KATANNING VEHICLE & GENERAL UPHOLSTERY	MHP14AT Cover for Lift Control Panel	240.00	
173	EFT31069	26/11/2020	Katanning Logistics			495.00
	INV 00034894	18/11/2020	Katanning Logistics	SUPER TOWNS Freight Six Trees from Tree Farm	495.00	
174	EFT31070	26/11/2020	KATANNING PLANT HIRE			10,571.00
	INV 0088	18/11/2020	KATANNING PLANT HIRE	REFUSE SITE Concrete for Shed 31m3	10,571.00	
175	EFT31071	26/11/2020	WESFARMERS KLEENHEAT GAS PTY LTD			125.74
	INV 21693094	16/11/2020	WESFARMERS KLEENHEAT GAS PTY LTD	SALEYARDS Gas Refill November 2020	125.74	
176	EFT31072	26/11/2020	KATANNING H HARDWARE			97.90
	INV 101022114	17/11/2020	KATANNING H HARDWARE	PLANT Bolts for Peruzzo Verti Mower	40.00	
	INV 101022320	20/11/2020	KATANNING H HARDWARE	LAKE EWLYAMARTUP BBQs Gas Bottle Refill November 2020	57.90	
177	EFT31073	26/11/2020	LARRY STANBRIDGE T/A LARRY THE LAWN MOWER MECHANIC			100.00
	INV W24705	16/11/2020	LARRY STANBRIDGE T/A LARRY THE LAWN MOWER MECHANIC	PLANT Replace Side Cover for Honda Generator	100.00	
178	EFT31074	26/11/2020	LO-GO APPOINTMENTS			3,477.76
	INV 00419956	11/06/2019	LO-GO APPOINTMENTS	WORKS Salary Costs AEMID Week Ending 080619	3,477.76	



# Schedule of Accounts Paid - November 2020

# 10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
179	EFT31075	26/11/2020	MARKET CREATIONS			1,544.75
	INV 14500	09/11/2020	MARKET CREATIONS	ADMIN ITC Hardware License & Support November 2020	1,544.75	
180	EFT31076	26/11/2020	ROXAINE O'TOOLE			80.00
	INV 70	11/11/2020	ROXAINE O'TOOLE	GOVERNANCE Remembrance Day 2020 Wreath	80.00	
181	EFT31077	26/11/2020	OFFICE WORKS BUSINESS DIRECT			55.50
	INV 13920288	19/11/2020	OFFICE WORKS BUSINESS DIRECT	COMMUNITIES Stationery & Books for Workshop	55.50	
182	EFT31078	26/11/2020	PFD FOOD SERVICES			288.00
	INV KW265608	18/11/2020	PFD FOOD SERVICES	KLC Kiosk Refreshments November 2020	288.00	
183	EFT31079	26/11/2020	PRICE SIERAKOWSKI CORPORATE			302.50
	INV 031982	13/11/2020	PRICE SIERAKOWSKI CORPORATE	ADMIN Audit Letter for Year Ended 300620	302.50	
184	EFT31080	26/11/2020	RAMM SOFTWARE PTY LTD			631.43
	INV 0391	19/11/2020	RAMM SOFTWARE PTY LTD	ADMIN FZ-G1 Desktop Dock Port Replicator	631.43	
185	EFT31081	26/11/2020	TARA PUNCH			300.00
	INV REIMBURSEMENT	24/11/2020	TARA PUNCH	REIMBURSEMENT Townhall Bond Return	300.00	
186	EFT31082	26/11/2020	TUDOR HOUSE (WA) PTY LTD			440.00
	INV 4395	03/11/2020	TUDOR HOUSE (WA) PTY LTD	RECREATION & CULTURE Two Flags Plus Shipping	222.00	
	INV 4405	17/11/2020	TUDOR HOUSE (WA) PTY LTD	RECREATION & CULTURE Two Flags Plus Shipping	218.00	
187	EFT31083	26/11/2020	TYREPOWER KATANNING			523.00
	INV 140959	20/11/2020	TYREPOWER KATANNING	PLANT Holden Colorado Front Shock Absorbers & Front Brake Pads	523.00	
188	EFT31084	26/11/2020	ALBANY V-BELT & RUBBER			256.21
	INV IN321028	18/11/2020	ALBANY V-BELT & RUBBER	PLANT Materials for Workshop Grease Gun & Filter Strap Wrench	256.21	
189	EFT31085	26/11/2020	WARREN BLACKWOOD WASTE			4,096.82
	INV 00017157	16/11/2020	WARREN BLACKWOOD WASTE	WASTE COLLECTION General 021120 - 131120	4,096.82	
190	EFT31086	26/11/2020	WATKINS PLUMBING			319.00
	INV 977	15/11/2020	WATKINS PLUMBING	COMMUNITY AMENITIES RV Dump Point Install Additional Water	319.00	

# Schedule of Accounts Paid - November 2020

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
191	EFT31087	26/11/2020	WEST AUSTRALIAN NEWSPAPERS LTD			1,130.00
	INV 1007010420201031	31/10/2020	WEST AUSTRALIAN NEWSPAPERS LTD	BFB Fire Control Officer Advertisement 221020	180.00	
	INV 1007010420201031	31/10/2020	WEST AUSTRALIAN NEWSPAPERS LTD	BFB Firebreak Notice Great Southern Herald 291020	400.00	
	INV 1007010420201031	31/10/2020	WEST AUSTRALIAN NEWSPAPERS LTD	ADMIN Advertising Shire Newsletter 081020	550.00	
192	EFT31088	26/11/2020	WESTRAC EQUIPMENT P/L			745.43
	INV PI5201584	17/11/2020	WESTRAC EQUIPMENT P/L	1DPP247 Clamps for CAT120M Grader	120.98	
	INV PI5205372	18/11/2020	WESTRAC EQUIPMENT P/L	1DPP247 Injector Lines for CAT120M Grader	624.45	
193	EFT31089	26/11/2020	THE WORKWEAR GROUP			704.40
	INV 12619016	02/10/2020	THE WORKWEAR GROUP	UNIFORMS PR 20/2021	119.20	
	INV 12620031	12/10/2020	THE WORKWEAR GROUP	UNIFORMS PR 20/2021	299.00	
	INV 12681194	04/11/2020	THE WORKWEAR GROUP	UNIFORMS CEO 20/2021	111.20	
	INV 12686339	05/11/2020	THE WORKWEAR GROUP	UNIFORMS CEO 20/2021	175.00	
					<b>EFT Total \$ 1,606,306.84</b>	

## Direct Debit Payments

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
194	SUPER	11/11/2020	Superchoice			16,144.59
	SUPER	11/11/2020	Superchoice	Superannuation Payments November Pay 10	16,144.59	
195	DD30042.1	15/11/2020	SG FLEET AUSTRALIA P/C			1,054.37
	INV CESM VEHICLE LEASE	15/11/2020	SG FLEET AUSTRALIA P/C	CESM Vehicle Lease Payment October 2020	1,054.37	
196	DD30073.1	15/11/2020	SG FLEET AUSTRALIA P/C			- 1,054.37
	INV CREDIT NOTE	15/11/2020	SG FLEET AUSTRALIA P/C	CREDIT NOTE Incorrect Creditor	- 1,054.37	
197	DD30074.1	16/11/2020	SG FLEET AUSTRALIA PTY LTD			1,054.37
	INV CESM VEHICLE LEASE PAYMENT	16/11/2020	SG FLEET AUSTRALIA PTY LTD	CESM Vehicle Lease Payment October 2020	1,054.37	
198	DD30072.1	20/11/2020	CUSTOM SERVICE LEASING LTD			341.92
	INV LCDC VEHICLE LEASE	20/11/2020	CUSTOM SERVICE LEASING LTD	LCDC Vehicle Lease Payment October 2020	341.92	

# Schedule of Accounts Paid - November 2020

# 10.2.1

199

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
SUPER	25/11/2020	Superchoice			15,027.33
SUPER	25/11/2020	Superchoice	Superannuation Payments November Pay 11	15,027.33	
				<b>Direct Debit Total \$</b>	<b>32,568.21</b>

## General Credit Card Purchases

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Direct Debit Number	Date	GENERAL Credit Card Purchases			
DD30077.1	26/11/2020	COMMONWEALTH BANK			5,305.89
INV HR NOV20	26/10/2020	COMMONWEALTH BANK	CREDIT CARD Passport Pictures for Worksafe Highrisk Application	19.95	
INV HR NOV20	11/11/2020	COMMONWEALTH BANK	CREDIT CARD Departing Gift for MRS	105.95	
INV HR NOV20	11/11/2020	COMMONWEALTH BANK	CREDIT CARD Departing Gift for MRS	55.95	
INV HR NOV20	17/11/2020	COMMONWEALTH BANK	CREDIT CARD Worksafe High Risk Application	80.00	
INV HR NOV20	17/11/2020	COMMONWEALTH BANK	CREDIT CARD Worksafe High Risk Application	80.00	
INV EMIA NOV20	29/10/2020	COMMONWEALTH BANK	CREDIT CARD Registration for New KA1100	418.45	
INV EMIA NOV20	09/11/2020	COMMONWEALTH BANK	CREDIT CARD Refreshments Platter for Preppers Opening	50.00	
INV EMIA NOV20	11/11/2020	COMMONWEALTH BANK	CREDIT CARD Registration of 1TUL466	52.60	
INV EMIA NOV20	18/11/2020	COMMONWEALTH BANK	CREDIT CARD Two Trucks Vehicle Registration	717.60	
INV EMIA NOV20	25/11/2020	COMMONWEALTH BANK	CREDIT CARD Change Plates for Ford Ranger Ute & Holden Colorado	57.20	
INV HR NOV20	29/10/2020	COMMONWEALTH BANK	CREDIT CARD Jabra 9450 DECT Headset & EHS Cable	1,530.00	
INV CEO NOV20	04/11/2020	COMMONWEALTH BANK	CREDIT CARD Fire Break Notice Gazettal 2020	362.16	
INV CESM NOV20	23/11/2020	COMMONWEALTH BANK	CREDIT CARD BFB Bushfire Refreshments Warren Rd Fire	391.62	
INV HR NOV20	05/11/2020	COMMONWEALTH BANK	CREDIT CARD Refreshments for Consultants	50.00	
INV HR NOV20	06/11/2020	COMMONWEALTH BANK	CREDIT CARD Accommodation for ROCS Training	417.96	
INV HR NOV20	09/11/2020	COMMONWEALTH BANK	CREDIT CARD Parking at Accommodation for ROCS Training	40.00	
INV HR NOV20	10/11/2020	COMMONWEALTH BANK	CREDIT CARD Passport Photos for Worksafe Highrisk Application	19.95	
INV HR NOV20	11/11/2020	COMMONWEALTH BANK	CREDIT CARD Authorised Persons Gazettal Notice	226.20	
INV HR NOV20	11/11/2020	COMMONWEALTH BANK	CREDIT CARD Accommodations to Attend GalleriesWest Showcase	560.30	

# Schedule of Accounts Paid - November 2020

# 10.2.1

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
	INV HR NOV20	11/11/2020	COMMONWEALTH BANK	CREDIT CARD Vaccine for Maintenance Crew	70.00	
201	DD30077.2	26/11/2020	OFFICE WORKS BUSINESS DIRECT			40.93
	INV KLC NOV20	27/10/2020	OFFICE WORKS BUSINESS DIRECT	CREDIT CARD Toilet Tissue Dispenser	40.93	
202	DD30077.4	26/11/2020	WOOLWORTHS (WA) LIMITED			50.95
	INV KLC NOV20	11/11/2020	WOOLWORTHS (WA) LIMITED	CREDIT CARD Departing Gift for KLC Administration Assistant	50.95	
203	DD30077.5	26/11/2020	REGIONAL RETAILERS AT THE CO OP STORES			71.05
	INV CEO NOV20	27/10/2020	REGIONAL RETAILERS AT THE CO OP STORES	CREDIT CARD Council Refreshments	71.05	
204	DD30077.6	26/11/2020	JB'S QUALITY MEAT			55.80
	INV CESM NOV20	28/10/2020	JB'S QUALITY MEAT	CREDIT CARD Refreshments for Carrolup Training	55.80	
205	DD30077.7	26/11/2020	JOHN'S BAKERY LUNCH BAR			20.00
	INV CESM NOV20	28/10/2020	JOHN'S BAKERY LUNCH BAR	CREDIT CARD Refreshments for Carrolup Training	20.00	
Credit Card Totals					\$5,544.62	

Cheque Total	\$1,093.00	0.07%
EFT Total*	\$1,355,108.23	82.35%
Payroll Total*	\$251,198.61	15.27%
Direct Debit Total	\$32,568.21	1.98%
Credit Card Total	\$5,544.62	0.34%
	<b>\$1,645,512.67</b>	<b>100.00%</b>



Shire of  
**Katanning**  
Heart of the Great Southern

Monthly Statement of Financial Activity  
For the period ended  
30 November 2020





**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 30 November 2020**

**LOCAL GOVERNMENT ACT 1995**

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

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

**KEY INFORMATION**

**Items of Significance**

The material variance adopted by the Shire of Katanning for the 2020/21 year is \$10,000 or 10% whichever is the greater.

The following selected items have been highlighted due to the amount of the variance to the budget or due to the nature of the revenue/expenditure.

A full listing and explanation of all items considered of material variance is disclosed in Note 2.

<b>Financial Position</b>	<b>Variance</b>	<b>Prior Year 30 November 2019</b>	<b>Current Year 30 November 2020</b>
Adjusted Net Current Assets	104%	\$ 6,058,263	\$ 6,306,363
Cash and Equivalent - Unrestricted	125%	\$ 3,771,608	\$ 4,700,548
Cash and Equivalent - Restricted	80%	\$ 17,386,463	\$ 13,855,154
Receivables - Rates	91%	\$ 2,071,462	\$ 1,895,056
Receivables - Other	149%	\$ 663,911	\$ 988,360
Payables	66%	\$ 8,637,095	\$ 5,732,291

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



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

**INFORMATION**

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 09 December 2020  
Prepared by: Manager Finance  
Reviewed by: Executive Manager Corporate & Community

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**SIGNIFICANT ACCOUNTING POLICES**

**GOODS AND SERVICES TAX**

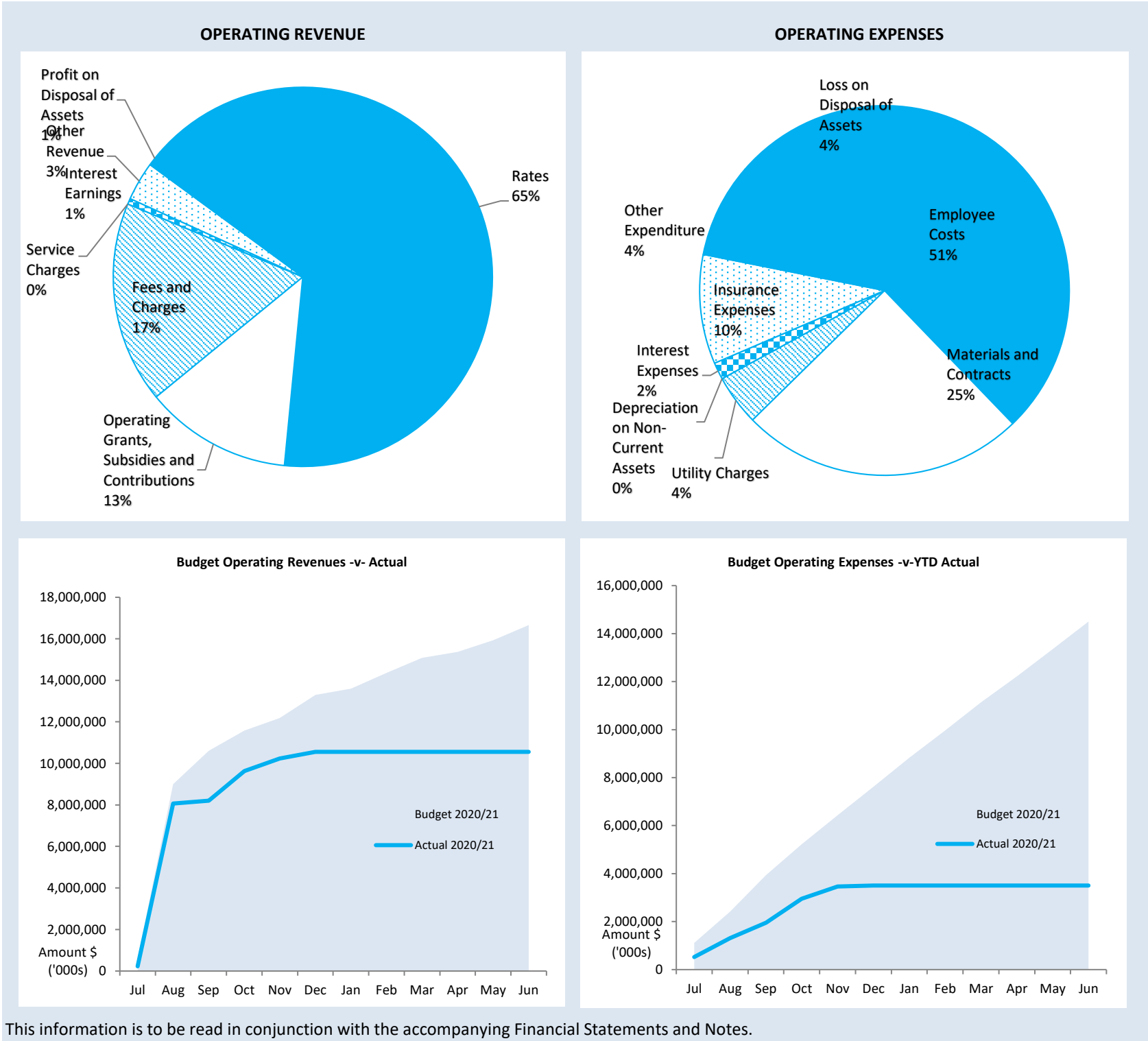
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to,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

**CRITICAL ACCOUNTING ESTIMATES**

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

**ROUNDING OFF FIGURES**

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



**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 30 NOVEMBER 2020****STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME</b>	<b>OBJECTIVE</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	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.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and Environmental Health administration.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Year round care, housing for the aged and educational services.
<b>HOUSING</b>	To provide and maintain staff and elderly residents housing.	Provision and maintenance of staff and elderly residents housing.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Rubbish and recycling collection services, operation of rubbish disposal site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of town hall, public halls, civic centres, aquatic centre, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, art gallery and other cultural facilities.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, streets, bridges footpaths, depot, airport and traffic control. Cleaning of streets and maintenance of street trees and street lighting. Purchase and disposal of Council's Road Plant.
<b>ECONOMIC SERVICES</b>	To help promote the Shire and its economic wellbeing.	Tourism and area promotion. Maintenance and operation of the Saleyards. Building Control. Provision of rural services including weed control, vermin control and standpipes.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control Council's overheads operating accounts.	Private works operation, plant repair and operational costs and engineering operation costs.

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

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	1(b)	2,475,548	2,837,481	<b>2,511,245</b>	(326,236)	(11%)	▼
<b>Revenue from operating activities</b>							
Governance		276,495	206,202	<b>72,700</b>	(133,502)	(65%)	▼
General Purpose Funding - Rates	5	4,234,971	4,231,892	<b>4,192,459</b>	(39,433)	(1%)	
General Purpose Funding - Other		1,192,931	587,539	<b>540,617</b>	(46,922)	(8%)	
Law, Order and Public Safety		237,218	84,710	<b>28,876</b>	(55,835)	(66%)	▼
Health		2,550	1,055	<b>52</b>	(1,003)	(95%)	
Education and Welfare		193,815	124,036	<b>40,088</b>	(83,948)	(68%)	▼
Housing		182,423	76,025	<b>48,310</b>	(27,715)	(36%)	▼
Community Amenities		938,144	857,418	<b>854,692</b>	(2,726)	(0%)	
Recreation and Culture		415,066	259,438	<b>176,754</b>	(82,684)	(32%)	▼
Transport		215,971	154,014	<b>295,339</b>	141,325	92%	▲
Economic Services		787,482	311,505	<b>207,621</b>	(103,884)	(33%)	▼
Other Property and Services		146,461	101,546	<b>(23,591)</b>	(125,137)	(123%)	▼
		<b>8,823,527</b>	<b>6,995,380</b>	<b>6,433,916</b>			
<b>Expenditure from operating activities</b>							
Governance		(1,175,403)	(538,040)	<b>(510,686)</b>	(27,354)	(5%)	
General Purpose Funding		(295,149)	(123,662)	<b>(105,106)</b>	(18,556)	(15%)	▼
Law, Order and Public Safety		(568,163)	(252,942)	<b>(197,018)</b>	(55,924)	(22%)	▼
Health		(193,486)	(99,015)	<b>(79,840)</b>	(19,175)	(19%)	▼
Education and Welfare		(547,531)	(246,161)	<b>(145,371)</b>	(100,790)	(41%)	▼
Housing		(577,900)	(399,587)	<b>(213,548)</b>	(186,039)	(47%)	▼
Community Amenities		(1,199,431)	(543,511)	<b>(457,406)</b>	(86,105)	(16%)	▼
Recreation and Culture		(4,011,072)	(1,676,042)	<b>(997,851)</b>	(678,191)	(40%)	▼
Transport		(4,306,153)	(1,794,812)	<b>(677,709)</b>	(1,117,103)	(62%)	▼
Economic Services		(1,511,717)	(661,544)	<b>(336,041)</b>	(325,503)	(49%)	▼
Other Property and Services		(116,565)	(96,761)	<b>115,642</b>	(212,403)	(220%)	▼
		<b>(14,502,570)</b>	<b>(6,432,077)</b>	<b>(3,604,934)</b>			
<b>Operating activities excluded from budget</b>							
Add Back Depreciation		6,018,038	2,507,355	<b>0</b>	2,507,355	(100%)	
Adjust (Profit)/Loss on Asset Disposal	6	126,935	182,152	<b>64,132</b>	118,020	(65%)	
Amherst Reducing Equity		0	0	<b>(124,540)</b>	124,540	0%	
<b>Amount attributable to operating activities</b>		<b>465,930</b>	<b>3,252,810</b>	<b>2,757,263</b>			
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions	10	7,838,032	5,183,865	<b>3,423,543</b>	(1,760,322)	(34%)	▼
Proceeds from Disposal of Assets	6	757,200	0	<b>467,695</b>	467,695		▲
Capital Acquisitions	7	(12,734,757)	(4,337,335)	<b>(3,931,662)</b>	(405,673)	(9%)	
<b>Amount attributable to investing activities</b>		<b>(4,139,525)</b>	<b>846,530</b>	<b>(40,424)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		1,130,000	1,130,000	<b>1,130,000</b>	0	0%	
Transfer from Reserves	9	1,462,709	152,320	<b>0</b>	(152,320)	(100%)	▼
Repayment of Debentures	8	(269,270)	(45,601)	<b>(45,601)</b>	0	0%	
Principal elements of finance lease payments		(13,634)	0		0		
Transfer to Reserves	9	(1,111,758)	(551,490)	<b>(6,116)</b>	545,374	(99%)	
<b>Amount attributable to financing activities</b>		<b>1,198,047</b>	<b>685,229</b>	<b>1,078,283</b>			
<b>Closing Funding Surplus(Deficit)</b>	1(b)	<b>0</b>	<b>7,622,050</b>	<b>6,306,366</b>			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.  
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.  
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

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

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### PROFIT ON ASSET DISPOSAL

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

#### FEES AND CHARGEES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

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

**BY NATURE OR TYPE**

	Ref Note	Original Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	1(b)	2,475,548	2,837,481	<b>2,511,245</b>	(326,236)	(11%)	▼
<b>Revenue from operating activities</b>							
Rates	5	4,234,971	4,231,892	<b>4,192,459</b>	(39,433)	(1%)	
Operating Grants, Subsidies and Contributions	10	1,952,912	1,077,973	<b>806,529</b>	(271,445)	(25%)	▼
Fees and Charges		1,726,003	1,112,923	<b>1,106,353</b>	(6,570)	(1%)	
Interest Earnings		202,669	92,865	<b>31,546</b>	(61,319)	(66%)	▼
Other Revenue		582,295	410,267	<b>212,987</b>	(197,280)	(48%)	▼
Profit on Disposal of Assets	6	124,678	69,461	<b>84,043</b>	14,582	21%	▲
		<b>8,823,527</b>	<b>6,995,381</b>	<b>6,433,916</b>			
<b>Expenditure from operating activities</b>							
Employee Costs		(4,178,391)	(1,739,172)	<b>(1,853,042)</b>	113,870	7%	
Materials and Contracts		(2,722,161)	(1,141,305)	<b>(896,357)</b>	(244,948)	(21%)	▼
Utility Charges		(480,420)	(203,580)	<b>(159,767)</b>	(43,813)	(22%)	▼
Depreciation on Non-Current Assets		(6,018,038)	(2,507,355)	<b>0</b>	(2,507,355)	(100%)	▼
Interest Expenses		(123,742)	(59,763)	<b>(53,371)</b>	(6,392)	(11%)	
Insurance Expenses		(355,621)	(350,279)	<b>(344,778)</b>	(5,501)	(2%)	
Other Expenditure		(372,584)	(179,010)	<b>(149,444)</b>	(29,566)	(17%)	▼
Loss on Disposal of Assets	6	(251,613)	(251,613)	<b>(148,175)</b>	(103,438)	(41%)	▼
		<b>(14,502,570)</b>	<b>(6,432,077)</b>	<b>(3,604,934)</b>			
<b>Operating activities excluded from budget</b>							
Add back Depreciation		6,018,038	2,507,355	<b>0</b>			
Adjust (Profit)/Loss on Asset Disposal	6	126,935	182,152	<b>64,132</b>			
Amherst Reducing Equity		0	0	<b>(124,540)</b>			
<b>Amount attributable to operating activities</b>		<b>465,930</b>	<b>3,252,811</b>	<b>2,757,263</b>			
<b>Investing activities</b>							
Non-operating grants, subsidies and contributions	10	7,838,032	5,183,865	<b>3,423,543</b>	(1,760,322)	(34%)	▼
Proceeds from Disposal of Assets	6	757,200	0	<b>467,695</b>	467,695		▲
Capital acquisitions	7	(12,734,757)	(4,337,335)	<b>(3,931,662)</b>	(405,673)	(9%)	
<b>Amount attributable to investing activities</b>		<b>(4,139,525)</b>	<b>846,530</b>	<b>(40,424)</b>			
<b>Financing Activities</b>							
Proceeds from New Debentures		1,130,000	1,130,000	<b>1,130,000</b>	0	0%	
Transfer from Reserves	9	1,462,709	152,320	<b>0</b>	(152,320)	(100%)	▼
Repayment of Debentures	8	(269,270)	(45,601)	<b>(45,601)</b>	0	0%	
Principal elements of finance lease payments		(13,634)	0	<b>0</b>	0		
Transfer to Reserves	9	(1,111,758)	(551,490)	<b>(6,116)</b>	(545,374)	(99%)	▼
<b>Amount attributable to financing activities</b>		<b>1,198,047</b>	<b>685,229</b>	<b>1,078,283</b>			
<b>Closing Funding Surplus (Deficit)</b>	1(b)	<b>0</b>	<b>7,622,050</b>	<b>6,306,366</b>			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.  
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.  
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.



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

OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS

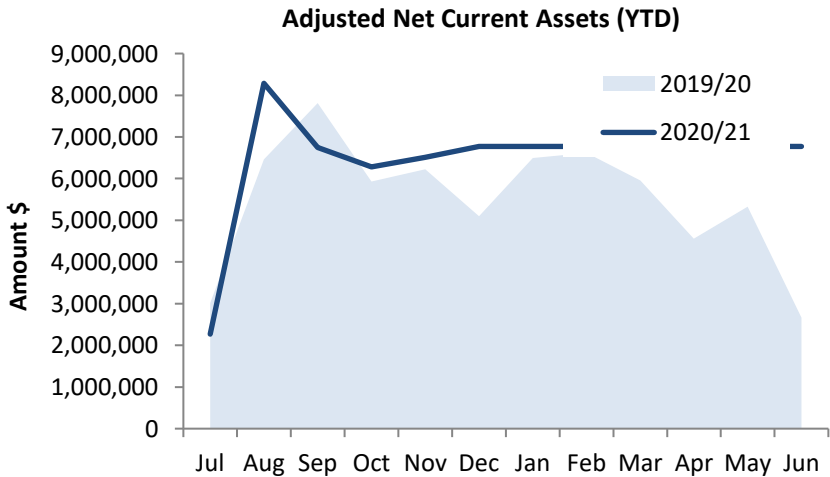
Adjusted Net Current Assets	Ref Note	Last Years Closing 30 June 2020	This Time Last Year 2019	Year to Date Actual 30 November 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	3	2,598,830	3,771,608	4,700,548
Cash Restricted	3	9,369,286	8,351,310	9,375,404
Cash Restricted - Other	3	6,558,609	9,035,153	4,479,750
Receivables - Rates	4	954,475	2,071,462	1,895,056
Receivables - Other	4	732,851	663,911	988,360
ATO Receivable		111,883	70,404	90,683
Payments in Advance		250	250	250
Net Trust Assets and Liabilities		0	0	(31,457)
Provision for Doubtful Debts		(303,608)	(303,608)	(303,608)
Inventories		15,086	10,007	6,526
		20,180,541	23,670,497	21,201,512
<b>Less: Current Liabilities</b>				
Payables		(8,637,095)	(10,304,088)	(5,732,291)
Provisions - employee		(657,975)	(667,575)	(646,663)
Long term borrowings		(190,853)	(166,880)	(145,251)
Contract Liabilities		(824,480)	0	(824,480)
		(10,310,403)	(11,138,542)	(7,348,686)
<b>Unadjusted Net Current Assets</b>		<b>9,870,138</b>	<b>12,531,955</b>	<b>13,852,826</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>				
Less: Cash reserves	3	(9,369,286)	(8,351,310)	(9,375,404)
Add: Provisions - employee		657,975	667,575	646,663
Add: Long term borrowings		190,853	166,880	145,251
Add: Amherst Deposits		1,036,928	920,544	912,388
Add: Local Government House Trust		124,637	122,620	124,637
<b>Adjusted Net Current Assets</b>		<b>2,511,245</b>	<b>6,058,263</b>	<b>6,306,363</b>

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
\$6.31 M
Last Year YTD
Surplus(Deficit)
\$6.06 M



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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	(133,502)	(65%)	▼	Permanent	Grant funding for KCC Redevelopment project received in prior FY's, currently reflected in Contract Liabilities and will be recognised as revenue when expended (\$170,000). Unbudgeted contribution to Rotary wheel received (\$19,793).
General Purpose Funding - Rates	(39,433)	(1%)		Permanent	Rates writeoff (July OCM) and rates exemptions (August OCM) unbudgeted.
General Purpose Funding - Other	(46,922)	(8%)		Permanent	Reserves interest lower than budgeted, low interest rates and no current multi-month investments (\$32,912 variance). Rates interest under budget (\$15,877 variance) and rates legal fee reimbursement over budget (\$10,286 variance), both a result of the budget spread across FY.
Law, Order and Public Safety	(55,835)	(66%)	▼	Timing	CESM reimbursement to be invoiced December (\$28,500 variance). Grant funding (\$20,000) for the mobile messaging trailer to be transferred from Contract liabilities.
Health	(1,003)	(95%)			No material variances.
Education and Welfare	(83,948)	(68%)	▼	Timing	Awaiting a covid relief grant (\$20,000) and Harmony Festival grants (\$50,665).
Housing	(27,715)	(36%)	▼	Permanent	Other tenancy arrangements (AMV) full year budget of \$10,120 will be referred to budget review as the income relating to this is reflected in account Tenants Fee (AMV).
Community Amenities	(2,726)	(0%)		Permanent	Planning assessment fees exceeding full year budget (\$3,759).
Recreation and Culture	(82,684)	(32%)	▼	Permanent	Revenue relating to the Piesse Park Irrigation Project was processed in FY 2019/20 as per audit processes. Referred to budget review.
Transport	141,325	92%	▲	Permanent	Proceeds from the disposal of assets budgeted under Other Property and Services, but processed under Transport. Referred to the budget review to move to this reporting program.
Economic Services	(103,884)	(33%)	▼	Permanent	Standpipe revenue under budget (\$18,074 variance) as the budget is evenly spread across FY; anticipate majority to be received later in FY. Yarding fees below budget (\$77,814 variance).
Other Property and Services	(125,137)	(123%)	▼	Permanent	Proceeds from the disposal of assets (\$93,540) and profit on sale of assets will be processed once audit has been finalised (\$48,040). Fuel rebate lower than budgeted (\$13,977 variance) and will be referred to the budget review.
<b>Expenditure from operating activities</b>					
Governance	(27,354)	(5%)		Permanent	Depreciation will be processed following the finalisation of the audit. Workers compensation insurance budgeted evenly across FY but invoiced twice; monthly budget allocation will be reviewed to reflect actual expenditure. Admin Salary costs over budget, staff departures and CEO relief. Computer software subscriptions are over budget by timing. Professional services are over full year budget.
General Purpose Funding	(18,556)	(15%)	▼	Timing	Administration allocation less than budgeted ytd, anticipate to meet full year budget (\$13,852). Rates incentive prize vouchers are yet to be invoiced (\$5,000).
Law, Order and Public Safety	(55,924)	(22%)	▼	Timing	Depreciation will be processed following the finalisation of the audit.
Health	(19,175)	(19%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. Timing on Consultants budget allocation. Salary costs below budget.
Education and Welfare	(100,790)	(41%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. Expenditure on Harmony Festival (\$24,619 variance), COVID community relief grant(\$20,000) and special projects (CDOW) (\$38,460 variance) below YTD budget.

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
Housing	(186,039)	(47%)	▼	Permanent	Depreciation will be processed following the finalisation of the audit. Loss on sale of asset will be processed once audit has been finalised (\$126,618). Amherst capital upgrades expended in operating program, will be reallocated (\$17,380 variance).
Community Amenities	(86,105)	(16%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. Works Program refuse site under budget allocation (\$16,006 variance).
Recreation and Culture	(678,191)	(40%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. KAC contract management below budget (\$20,256) awaiting invoice. KAC Maintenance above full budget (\$4,000). Works Program - other reserves over budget (\$79,732). Sports Engagement Officer expenditure below budget due to timing of commencement (\$21,112).
Transport	(1,117,103)	(62%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. Timing of works program; Footpath maintenance is below budget (\$57,956) and rural roads maintenance is over budget (\$73,275).
Economic Services	(325,503)	(49%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. Rural utilities under budget (\$14,899 variance), spread evenly across FY but higher standpipe use occurs December - April. Saleyard plant expenses below budget (\$15,144 variance).
Other Property and Services	(212,403)	(220%)	▼	Timing	Depreciation will be processed following the finalisation of the audit. Workers compensation insurance budgeted evenly across FY but invoiced twice; monthly budget allocation will be reviewed to reflect actual expenditure.

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

**NOTE 2**  
**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	(1,760,322)	(34%)	▼	Timing	Timing of budget allocations. Roads grants (\$572,616 variance) have not yet been received. Part payments of the drought affected communities grant (\$545,455 variance), GS aged accommodation project (\$218,581 variance) regional waste initiative (\$135,164 variance) and local roads and community infrastructure grant (\$191,897 variance) have been received. Grant funding for the medical centre was received last FY and will be moved from contract liabilities as the project is expended (\$208,045 variance).
Proceeds from Disposal of Assets	467,695		▲	Timing	Proceeds from disposal of assets will be processed once the audit has been finalised.
Land Held for Resale	0				
Capital Acquisitions	(405,673)	(9%)		Timing	Variances relating to the timing of expenditure on large projects (under budget - Heritage, medical centre, accommodation), plant purchases (over budget - \$522,048 variance) and roads (under budget (\$146,958).
<b>Financing Activities</b>					
Proceeds from New Debentures	0	0%			
Self-Supporting Loan Principal	0				
Transfer from Reserves	(152,320)	(100%)	▼	Timing	Timing, transfers will be carried out as projects are complete.
Advances to Community Groups	0				
Repayment of Debentures	0	0%			
Transfer to Reserves	545,374	(99%)			Timing, transfers will be carried out in 2021.

**KEY INFORMATION**

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

**NOTE 2  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.  
The material variance adopted by Council for the 2020/21 year is \$10,000 or 10% whichever is the greater.

Nature / Type	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Rates	(39,433)	(1%)		Permanent	Rates writeoff (July OCM) and rates exemptions (August OCM) unbudgeted.
Operating Grants, Subsidies and Contributions	(271,445)	(25%)	▼	Permanent	Grant funding for KCC Redevelopment project received in prior FY's, currently reflected in Contract Liabilities and will be recognised as revenue when expended (\$170,000). CESM reimbursement to be invoiced December (\$28,500 variance). Grant funding (\$20,000) for the mobile messaging trailer to be transferred from Contract liabilities. Awaiting a covid relief grant (\$20,000) and Harmony Festival grants (\$30,000). Main Roads WA direct road grant \$13,752 higher than budgeted.
Fees and Charges	(6,570)	(1%)		Permanent	Yarding fees below budget (\$77,813 variance). Levied waste rate budgeted to other revenue but processed to fees and charges, will be amended to reflect budget (\$65,740). Standpipe income \$18,000 below budget but expected to meet budget in the coming months.
Interest Earnings	(61,319)	(66%)	▼	Permanent	Reserves interest lower than budgeted, low interest rates and no current multi-month investments (\$43,747 variance). Rates late payment penalty under budget (\$15,877 variance)
Other Revenue	(197,280)	(48%)	▼	Timing	Levied waste rate budgeted to other revenue but processed to fees and charges, will be amended to reflect budget (\$65,740). Fuel rebate lower than budgeted (\$13,977 variance) and will be referred to the budget review. Revenue relating to the Piesse Park Irrigation Project was processed in FY 2019/20 as per audit processes (\$111,887 variance). Referred to budget review. Unbudgeted contribution to Rotary wheel received (\$19,793).
Profit on Disposal of Assets	14,582	21%	▲	Timing	Profit on sale of assets will be processed once audit has been finalised (\$84,043).
<b>Expenditure from operating activities</b>					
Employee Costs	113,870	7%		Permanent	Workers compensation insurance budgeted evenly across FY but invoiced twice; monthly budget allocation will be reviewed to reflect actual expenditure. Admin and Health Salary costs over budget, staff departures and CEO relief.
Materials and Contracts	(244,948)	(21%)	▼	Timing	Timing Variance with Budget Allocations, particularly some grant funded projects and professional services. Bulk Fuel invoice yet to be received.
Utility Charges	(43,813)	(22%)	▼	Timing	Rural utilities under budget (\$14,900 variance), spread evenly across FY but higher standpipe use occurs December - April.
Depreciation on Non-Current Assets	(2,507,355)	(100%)	▼	Timing	Depreciation will be processed following the finalisation of the audit.
Interest Expenses	(6,392)	(11%)			No material variance.
Insurance Expenses	(5,501)	(2%)			No material variance.
Other Expenditure	(29,566)	(17%)	▼	Timing	Community Financial Assistance Programme under budget (\$8,000). Shopfront enhancement subsidy (\$6,250) and Councillor training not yet utilised (\$7,945)
Loss on Disposal of Assets	(103,438)	(41%)	▼	Permanent	Loss on sale of asset will be processed once audit has been finalised (\$148,175).

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

**Municipal**

Bank	Deposit Details	Lodgement Date	Maturity Date	Total YTD Actual	Interest Rate
CBA	066-515 00000015	N/A	N/A	4,940,452.90	N/A
Treasury	OCDF - Main ECH	N/A	N/A	4,207,282.52	0.05%
Treasury	OCDF - Heritage Centre	N/A	N/A	272,467.66	0.05%
				<b>9,420,203.08</b>	

**Reserve**

CBA	35-586-305	N/A	N/A	9,375,403.95	0.01%
				<b>9,375,403.95</b>	

**Trust**

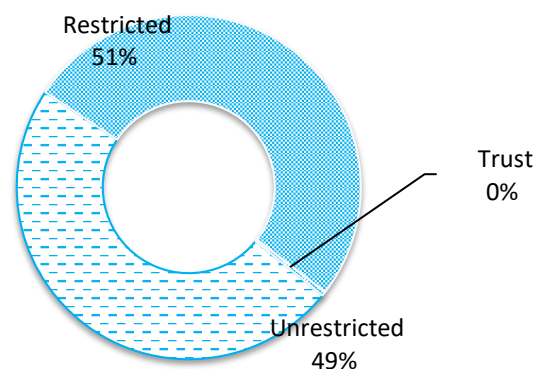
CBA	066-515 10124846	N/A	N/A	74,048.58	N/A
				<b>74,048.58</b>	

**Cash and Investments Totals**

**18,869,655.61**

**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**

Variance between Note 1(b) Adjusted Net Current Assets and Note 3 Cash and Investments occurs where the timing of deposits and withdrawals through the bank accounts do not perfectly align with system receipts and payments.

Total Cash	Unrestricted
<b>\$18.87 M</b>	<b>\$4.94 M</b>

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

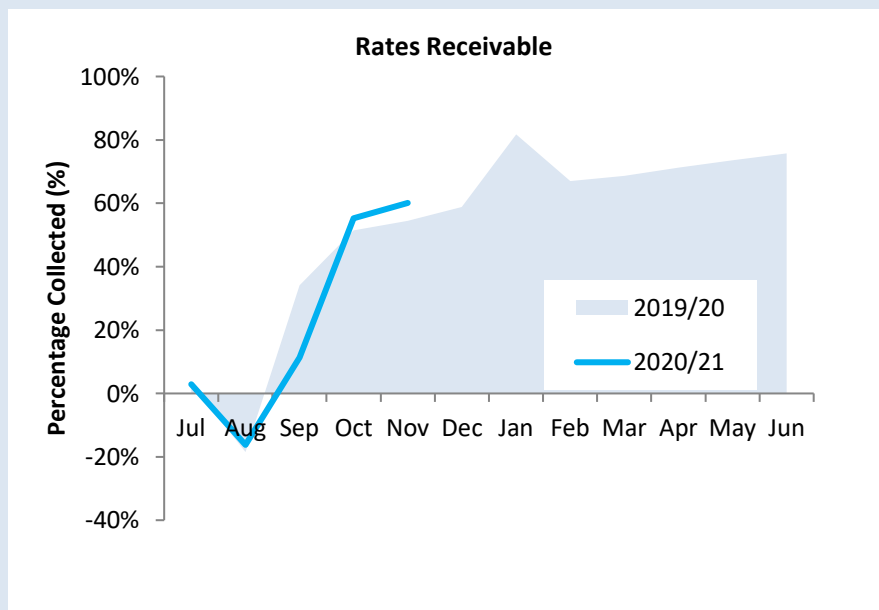
**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates Receivable	30 June 2020	30 November 2020
	\$	\$
Opening Arrears Previous Years	883,110	954,474
Levied this year	4,245,462	4,192,459
Less Collections to date	(3,912,631)	(2,990,411)
Equals Current Outstanding	<b>1,215,941</b>	<b>2,156,522</b>
Less Pensioner deferred rates	(261,467)	(261,467)
<b>Net Rates Collectable</b>	<b>954,474</b>	<b>1,895,055</b>
% Collected	76.29%	60.11%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	287,928	17,947	3,948	392,866	702,689
Percentage	41%	3%	1%	56%	
<b>Balance per Trial Balance</b>					
Sundry debtors					988,360
GST receivable					90,683
Loans receivable - clubs/institutions					0
Income in advance					0
<b>Total Receivables General Outstanding</b>					<b>1,079,043</b>
<b>Amounts shown above include GST (where applicable)</b>					

**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**

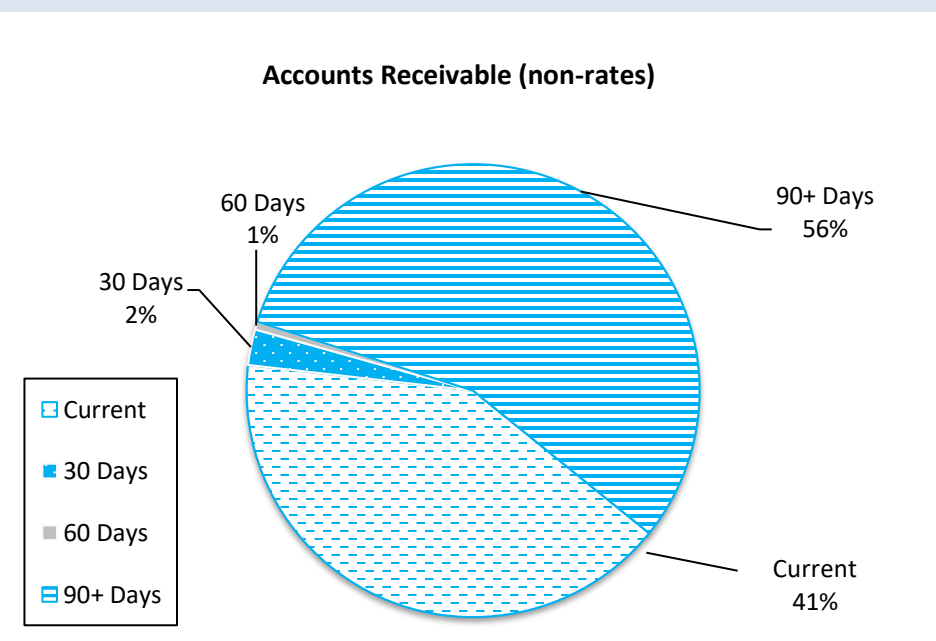
**60%**

**Rates Due**

**\$1,895,055**

**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**

**\$1,079,043**

**Over 30 Days**

**59%**

**Over 90 Days**

**56%**

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

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Significant Rates Debtors Outstanding Exceeding \$10,000:

Assessment #	Rates Outstanding	% of Outstanding Rates Total	Comments
A37	\$ 12,021	0.56%	Legal Action
A86	\$ 18,334	0.85%	Legal Action
A108	\$ 14,169	0.66%	Legal Action
A183	\$ 32,703	1.52%	Legal Action
A184	\$ 92,988	4.31%	Legal Action
A267	\$ 15,823	0.73%	Pensioner
A467	\$ 10,726	0.50%	
A569	\$ 21,417	0.99%	
A682	\$ 11,687	0.54%	Pensioner/DD
A781	\$ 10,002	0.46%	
A831	\$ 12,930	0.60%	Pensioner
A897	\$ 17,730	0.82%	Legal Action
A905	\$ 27,061	1.25%	2 yrs rates
A1048	\$ 14,197	0.66%	Legal Action
A1095	\$ 13,067	0.61%	
A1148	\$ 11,255	0.52%	Pensioner
A1165	\$ 14,475	0.67%	Legal Action
A1192	\$ 13,299	0.62%	Pensioner
A1232	\$ 15,169	0.70%	Pensioner
A1238	\$ 10,805	0.50%	Pensioner
A1260	\$ 17,110	0.79%	Pensioner
A1347	\$ 16,390	0.76%	Legal Action
A1458	\$ 16,223	0.75%	Pensioner
A1514	\$ 28,606	1.33%	Legal Action
A1617	\$ 13,482	0.63%	Deceased Est.
A2264	\$ 21,767	1.01%	Legal Action
A2693	\$ 24,636	1.14%	Legal Action
A2695	\$ 14,822	0.69%	Legal Action
A2712	\$ 39,355	1.82%	
A2842	\$ 37,487	1.74%	Current yr rates
A3128	\$ 37,762	1.75%	Legal Action
A3186	\$ 13,904	0.64%	Current yr rates
A3222	\$ 35,649	1.65%	Deceased Est.
A3341	\$ 32,754	1.52%	Legal Action

Significant Receivables - General Outstanding Exceeding \$10,000:

Debtor #	Debtor Outstanding	% of Outstanding Receivables - General Total	Age	Comments
BRIDE	\$ 250,906	35.71%	90+ Days	Ongoing
Elders Limited	\$ 20,126	2.86%	Current	
Katanning Rotary Club	\$ 21,773	3.10%	Current	
Nutrien Ag Solutions	\$ 38,546	5.49%	90+ Days	
Shire of Kojonup	\$ 218,451	31.09%	Current	
Tricoast Holding P/L	\$ 15,653	2.23%	90+ Days	Ongoing
	<b>\$ 565,455</b>	<b>80.47%</b>		

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

OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

A3652	\$	12,296	0.57%	Current yr rates
A3695	\$	12,688	0.59%	
	\$	764,786	35.46%	



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

OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

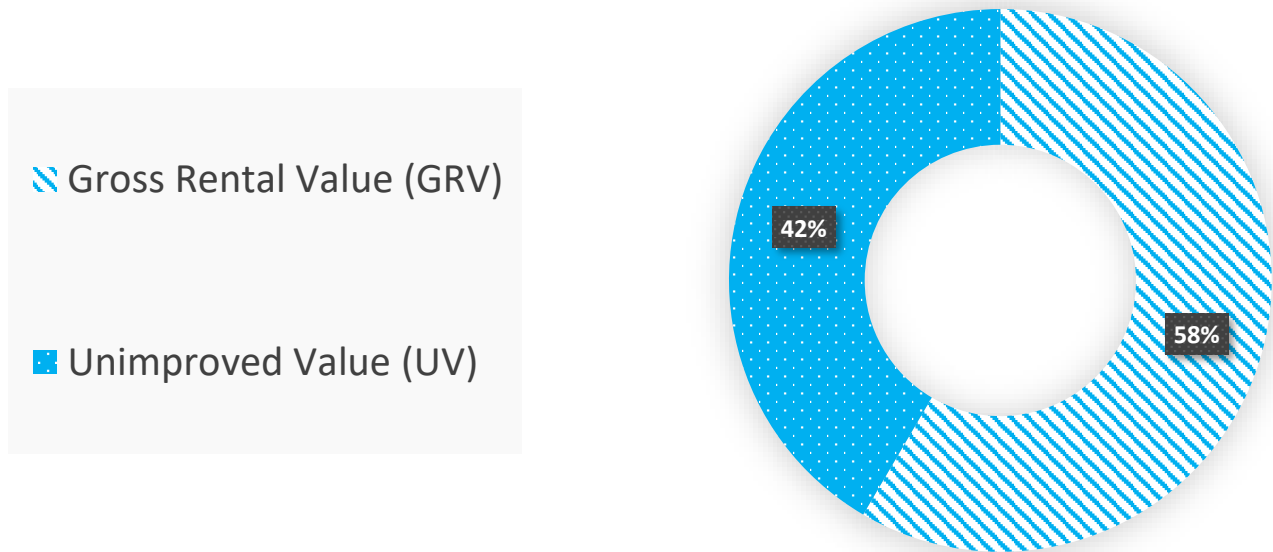
General Rate Revenue	Original Budget							YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
Gross Rental Value (GRV)	0.101250	1197	20,226,681	2,047,954	0	2,000	2,049,954	2,047,954	2,860		2,050,814
Unimproved Value (UV)	0.01040	207	140,297,500	1,459,094	2,000	0	1,461,094	1,459,050	(193)	0	1,458,857
Sub-Totals		1,404	160,524,181	3,507,048	2,000	2,000	3,511,048	3,507,004	2,667	0	3,509,671
Minimum Payment											
Gross Rental Value (GRV)	979	609	3,921,486	596,211	0	0	596,211	596,211	0	0	596,211
Unimproved Value (UV)	979	128	6,250,188	125,312	0	0	125,312	125,312	0	0	125,312
Sub-Totals		737	10,171,674	721,523	0	0	721,523	721,523	0	0	721,523
Total Rates Levied							4,232,571	4,228,527	2,667	0	4,231,194
Discount							(1,500)				(1,835)
Rates Adjustments & Write Offs							(500)				(41,258)
Amount from General Rates							4,230,571				4,188,101
Ex-Gratia Rates							4,400				4,358
Total Rates							4,234,971				4,192,459

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

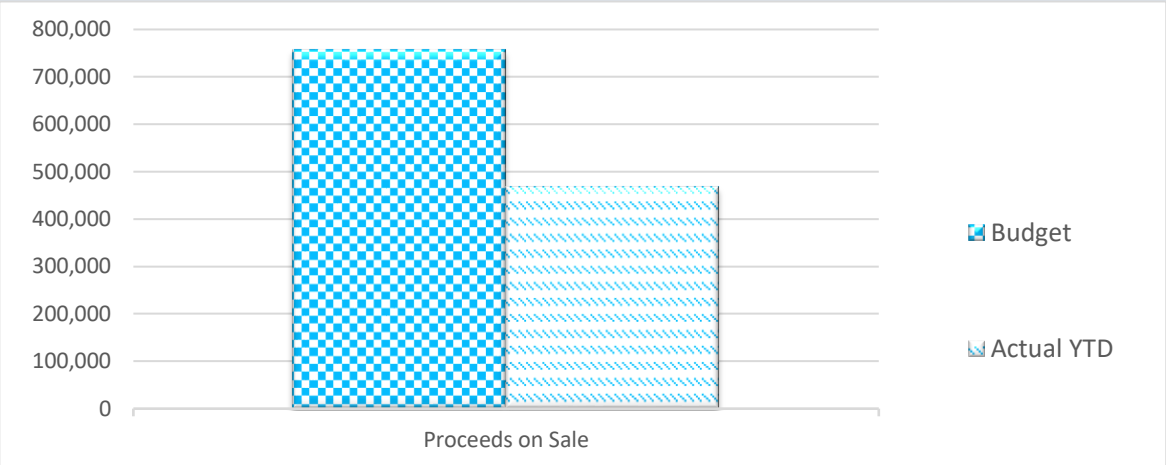
The 2020/21 rates date of Service was 4 September 2020



General Rates		
Budget	YTD Actual	%
\$4.23 M	\$4.19 M	99%

Asset Ref.	Asset Description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Property Plant and Equipment - Land								
LB0075	17 Marri Drive, Katanning	13,000	13,000			0	0		
	Property Plant and Equipment - Buildings								
B2080	17 Marri Drive, Katanning	372,710	237,000		(135,710)	0	0		
L55	55B Beaufort Street - Lot 98 (A3314)	375,903	260,000		(115,903)	379,182	252,564		(126,618)
	Property Plant and Equipment								
MV122	Prado CEO (Replace)	34,008	53,000	18,992		35,392	53,636	18,244	
P792	Colorado Trailblazer WS	5,690	25,000	19,310		0	0		
MV127	Colorado EXEC 1 KA062	23,548	32,000	8,452		25,098	34,773	9,675	
MV125	Colorado EXEC 2 KA00	23,538	32,000	8,462		25,098	33,182	8,084	
P792	Colorado Ute 4 x 4 (Replace/Upgrade)	4,238	7,200	2,962		0	0		
P700	Hyundai Hiload	0	10,000	10,000		0	0		
P508	Maxda BT50 P&G (Upgrade to dual cab 4X4)	0	3,000	3,000		0	0		
P625	Bushfire Trailer	0	0			0	0		
P733	Ford Ranger Dual -LH Cons	0	0			0	0		
P732	Ford Ranger P&G (Upgrade to dual cab 4 x 4)	0	5,000	5,000		0	0		
P676	Fuso Canter - Works	13,500	25,000	11,500		13,500	17,270	3,770	
P678	Fuso Canter - Civil	13,500	25,000	11,500		13,500	17,270	3,770	
P557	Mower	0	0			0	0		
PE199	Saleyard Skid Steer	0	0			35,557	14,000		(21,557)
P6101	Volvo Front End Loader - Waste site	4,500	30,000	25,500		4,500	45,000	40,500	
		884,135	757,200	124,678	(251,613)	531,827	467,695	84,043	(148,175)

KEY INFORMATION



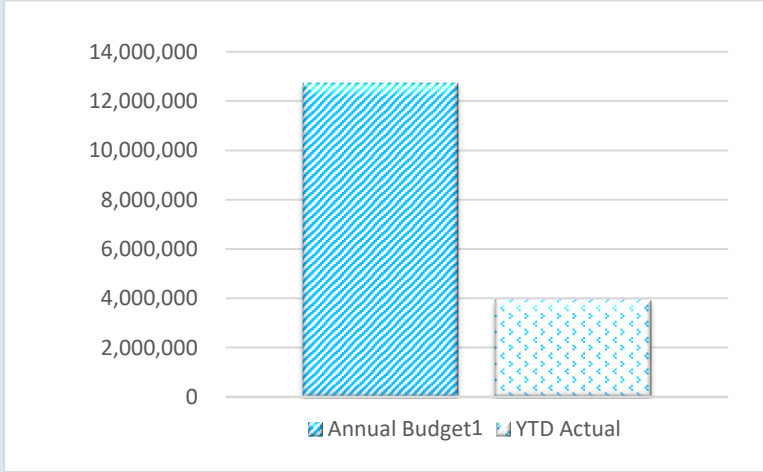
Proceeds on Sale		
Budget	YTD Actual	%
\$757,200	\$467,695	62%

Capital Acquisitions	Original	Amended	YTD Budget	YTD Actual	YTD Budget
	Annual Budget	Annual Budget		Total	Variance
		\$	\$	\$	\$
Property Plant and Equipment - Buildings non-specialised	8,107,318	8,107,318	3,360,630	2,661,314	-699,316
Property Plant and Equipment - Furniture and Equipment	25,000	25,000	10,415	0	-10,415
Property Plant and Equipment - Plant & Equipment	1,508,759	1,508,759	430,100	952,148	522,048
Infrastructure - Roads	1,519,918	1,519,918	299,440	152,482	-146,958
Infrastructure - Footpaths	721,812	721,812	0	182	182
Infrastructure - Other	851,950	851,950	236,750	165,536	-71,214
Capital Expenditure Totals	12,734,757	12,734,757	4,337,335	3,931,662	(405,673)
Capital Acquisitions Funded By:					
		\$	\$	\$	\$
Capital grants and contributions	7,838,032	7,838,032	5,183,865	3,423,543	(1,760,322)
Borrowings	1,130,000	1,130,000	1,130,000	1,130,000	0
Other (Disposals & C/Fwd)	757,200	757,200	0	467,695	467,695
Cash Backed Reserves					
Plant Replacement Reserve	447,999	447,999	152,320	0	(152,320)
Amherst Village Building Maintenance Reserve	58,210	58,210	0	0	0
Waste Management Reserve	565,000	565,000	0	0	0
Land & Buildings Reserve	106,000	106,000	0	0	0
Land & Building Facilities for Senior Reserve	125,000	125,000	0	0	0
New Saleyard Project Reserve	150,000	150,000	0	0	0
Katanning Leisure Centre Facilities Reserve	2,500	2,500	0	0	0
Library Building Reserve	8,000	8,000	0	0	0
Contribution - operations	1,546,816	1,546,816	(2,128,850)	(1,089,576)	1,039,274
Capital Funding Total	12,734,757	12,734,757	4,337,335	3,931,662	(405,673)

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
	\$12.73 M	\$3.93 M	31%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$7.84 M	\$3.42 M	44%

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


INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)








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

		Program	Key Information Note	Original Annual Budget [a]	Original YTD Budget [c]	YTD Actual [d]	Variance (Under)/Over [d] - [c]
<b>Buildings - non specialised</b>							
29% 		Regional Waste Initiative Stage 1	Community amenities	148,350	61,815	42,391	(19,424)
7% 		Construction - New Admin & Civic Building	Governance	43,558	18,150	2,990	(15,160)
398% 		Supertowns - Heritage Precinct Project - Town Welcome Precinct	Governance 1	123,368	51,405	491,237	439,832
20% 		Supertowns - Heritage Precinct - Piesse Park Relocate Lawn Bowls	Governance 1	4,024,288	1,676,785	794,884	(881,901)
8% 		Land & Buildings (OHE) - Katanning Communtiy Medical Centre	Health	624,307	260,130	48,113	(212,017)
43% 		Aged & Key Worker Accommodation Project Expenditure (ST)	Housing	2,954,237	1,230,930	1,265,429	34,499
47% 		Amherst - 3 x Bathroom Renovations	Housing	30,000	30,000	14,056	(15,944)
		Amherst - Painting all downpipes & eaves	Housing	28,210	0	0	0
		Cctv Upgrade & Install Additional 3 Cameras KLC	Recreation and culture	25,000	10,415	0	(10,415)
		KLC Gym Extension Fans	Recreation and culture	5,500	5,500	0	(5,500)
		KLC Landscaping Entrance (inc. Shire removal of existing)	Recreation and culture	45,000	0	0	0
		KLC External Lighting & Security	Recreation and culture	9,000	0	0	0
		KLC Feasibility Study - 24 hour Gym	Recreation and culture	25,000	0	0	0
		KLC Server Room Airconditioner	Recreation and culture	2,500	0	0	0
		KAC - Concreting at Pool Cover area & other works	Recreation and culture	5,000	5,000	0	(5,000)
74% 		Katanning Library - gate to stop public access behind counter	Recreation and culture	3,000	3,000	2,214	(786)
		Katanning Library - repair and re lay existing paving	Recreation and culture	3,000	3,000	0	(3,000)
		Katanning Library Courtyard	Recreation and culture	2,000	2,000	0	(2,000)
		Katanning Gallery - Art Storage - Airconditioning/Black out Curtains front and a	Recreation and culture	6,000	2,500	0	(2,500)
33% 				<b>8,107,318</b>	<b>3,360,630</b>	<b>2,661,314</b>	<b>(699,316)</b>
<b>Plant &amp; Equipment</b>							
		Landfill Compactor	Community amenities	565,000	0	0	0
2% 		Tourism & Attraction Development - Food Van	Economic services	45,960	0	878	878
126% 		Variable Message Sign 1	Law, order, public safety 2	20,000	20,000	25,200	5,200
83% 		Case 2020 Wheel Loader KA25381	Transport	250,000	250,000	206,980	(43,020)
88% 		Purchase of Water Cart	Transport	270,000	0	237,460	237,460
174% 		(P&G) Fuso Canter (KA 1337)	Other property and services	45,000	0	78,150	78,150
163% 		(Syd) Fuso Canter (KA 1808)	Other property and services	48,000	0	78,150	78,150
100% 		Skid Steer - Saleyards	Transport 3	0	0	67,126	67,126
100% 		John Deere Backhoe KA25566	Transport 3	0	0	163,810	163,810
100% 		Prado 01Ka	Governance 3	0	0	65,221	65,221

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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)


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











		Key Information Note	Original Annual Budget [a]	Original YTD Budget [c]	YTD Actual [d]	Variance (Under)/Over [d] - [c]	
		Program					
<div>50% 152%</div> <div> </div>	2. P979 Colorado Ute - net cost KA24568	Other property and services	27,800	27,800	0	(27,800)	
	3. P508 Mazda BT50 KA277	Other property and services	33,000	33,000	0	(33,000)	
	4. P733 Ford Ranger KA108	Other property and services	36,000	36,000	0	(36,000)	
	5. P732 Ford Ranger KA24621	Other property and services	29,000	29,000	0	(29,000)	
	Trailer unit to carry fire unit for BFB	Other property and services	3,500	3,500	0	(3,500)	
	2 x Weather Stations for BFB	Other property and services	9,800	9,800	4,900	(4,900)	
	Pool Car (KA1100)	Other property and services	16,000	16,000	24,273	8,273	
	Trailblazer (KA 189)	Other property and services	5,000	0	0	0	
	Trailblazer (KA 472)	Other property and services	5,000	5,000	0	(5,000)	
	Trailblazer (KA 09) * Deferred from 19/20	Other property and services	10,000	0	0	0	
	Colorado Ute (KA 566)	Other property and services	5,000	0	0	0	
	Colorado Ute (KA 369)	Other property and services	15,899	0	0	0	
	Colorado Ute (KA 24568) * Deferred from 19/20	Other property and services	28,800	0	0	0	
	Pedestrian Roller Compactor (KA8838)	Other property and services	10,000	0	0	0	
	1.5 tonne digger for cemetery	Other property and services	30,000	0	0	0	
<div>63%</div> <div></div>			1,508,759	430,100	952,148	522,048	
	Furniture & Equipment						
	Purchase of Equipment	Law, order, public safety	25,000	10,415	0	(10,415)	
			25,000	10,415	0	(10,415)	
<div>100% 100% 1% 0%</div> <div>   </div>	Roads						
	Kowald Road SLK 0.00-4.66 Resheet	Transport	3	0	0	10,170	10,170
	Robinson Road SLK 0.00-4.00 (Verge Cleaning & Drainage Improvement)	Transport	3	0	0	4,346	4,346
	RRG - Warren Road SLK 0.97-4.8	Transport		193,050	80,440	0	(80,440)
	RRG - Warren Road SLK 4.8-5.6	Transport		81,600	34,000	0	(34,000)
	RRG - Clive Street SLK 0.05-1.93	Transport		54,600	0	0	0
	RRG - Creek Street SLK 0.35-0.5	Transport		34,800	0	425	425
	RRG - Fairfield Road SLK 4.7-6.91	Transport		168,000	0	0	0
	Blackspot - North Coyrecup/Nyabing Road	Transport		75,000	0	0	0
	Blackspot - McKenzie/Withers	Transport		63,000	0	0	0
	R2R - Wolyaming Road SLK 4.548-11.048	Transport		130,000	0	550	550
	R2R - Langaweira Road	Transport		100,368	0	0	0
	R2R - Onslow Road SLK 0-1.4	Transport		35,000	35,000	0	(35,000)


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

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)


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

			Key Information Note	Original Annual Budget [a]	Original YTD Budget [c]	YTD Actual [d]	Variance (Under)/Over [d] - [c]
	Program						
37% 	R2R - Lake Coyrecup	Transport		165,000	0	60,865	60,865
	Council Roads - Rogers Avenue (Park St to Harris St)	Transport		75,000	0	0	0
	Council Roads - Coate Street (Carew St to Conroy St)	Transport		80,000	0	0	0
	Emu Lane Resurfacing	Transport		100,000	0	0	0
51% 	Special Projects - Various re-sheets & repairs	Transport		150,000	150,000	76,125	(73,875)
	Mitigation Works for BFB Near Roundabout	Transport		14,500	0	0	0
10% 				1,519,918	299,440	152,482	(146,958)
	<b>Footpaths</b>						
	Cornwall Street Footpath	Transport		200,000	0	0	0
	Clive Street West Footpath	Transport		170,000	0	0	0
	Federal - Local Roads & Community Infrastructure Expenditure	Transport		351,812	0	0	0
100% 	Carew Street Asphalt Dual Use Path	Transport	3	0	0	182	182
0% 				721,812	0	182	182
	<b>Other Infrastructure</b>						
100% 	Paving around Ram & Landscaping Improvements Saleyards	Economic services	3	0	0	40,280	40,280
	Cctv Cameras At Saleyards	Economic services		5,200	0	0	0
	Saleyard Sustainable Energy Improvements	Economic services		150,000	0	0	0
	Katanning Landcare/Katanning Creek Project	Economic services		10,000	0	0	0
48% 	Standpipe Upgrades	Economic services		200,000	100,000	96,523	(3,477)
1% 	KLC Dam Expansion	Economic services		230,000	0	2,273	2,273
	Wayfinding Signage	Economic services		20,000	0	0	0
	Tourism Business Promtion	Economic services		50,000	0	0	0
	Katanning Art Prize	Economic services		20,000	20,000	0	(20,000)
	Variable Message Sign 2	Economic services	2	30,000	30,000	26,460	(3,540)
	Kupara Park	Recreation and culture	4	80,000	80,000	0	(80,000)
	Fencing at Aerodrome	Transport		30,000	0	0	0
	Airport - Linemarking to meet regulations	Transport		20,000	0	0	0
	Bunded Fuel Tank at Depot - Unleaded	Transport		6,750	6,750	0	(6,750)
19% 				851,950	236,750	165,536	(71,214)
	<b>Total Capital Acquisitions</b>			12,734,757	4,337,335	3,931,662	(405,673)



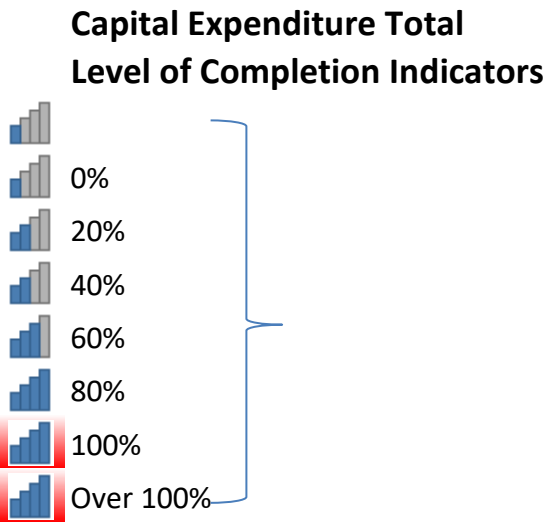
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS (CONTINUED)

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

Program	Key Information Note	Original Annual Budget [a]	Original YTD Budget [c]	YTD Actual [d]	Variance (Under)/Over [d] - [c]
---------	----------------------	----------------------------	-------------------------	----------------	---------------------------------

- 1 Heritage project - 2019/20 project costs have been finalised; 2020/21 budget will be amended in the budget review.
- 2 Variable message signs - one under budget and one over budget.
- 3 Plant and roads - expenditure relating to 2019/20 budget. Will be addressed in the budget review.
- 4 Project has not yet commenced.



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

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

## FINANCING ACTIVITIES NOTE 8 BORROWINGS

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	30 June 2020	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>									
Loan 158 - New Admin Building	2,325,940	0	0	45,601	92,069	2,280,339	2,233,871	52,418	87,519
Loan 159 - Aged & Key Worker Accommodation	0	710,000	710,000	0	40,431	710,000	669,569	0	15,399
<b>Recreation and Culture</b>									
Loan 148 - Katanning Aquatic Centre	0	0	0	0	0	0	0	88	0
<b>Other Property and Services</b>									
Loan 156 - Road Sweeper	121,030	0	0	0	59,787	121,030	61,243	524	2,569
Loan 157 - Tipping Truck	78,942	0	0	0	38,997	78,942	39,945	342	1,676
Loan 160 - WaterCart	0	170,000	170,000	0	15,376	170,000	154,624	0	3,660
Loan 161 - CAT Grader (1DPP247)	0	250,000	250,000	0	22,611	250,000	227,389		5,376
<b>Total</b>	<b>2,525,912</b>	<b>1,130,000</b>	<b>1,130,000</b>	<b>45,601</b>	<b>269,270</b>	<b>3,610,311</b>	<b>3,386,642</b>	<b>53,371</b>	<b>116,200</b>

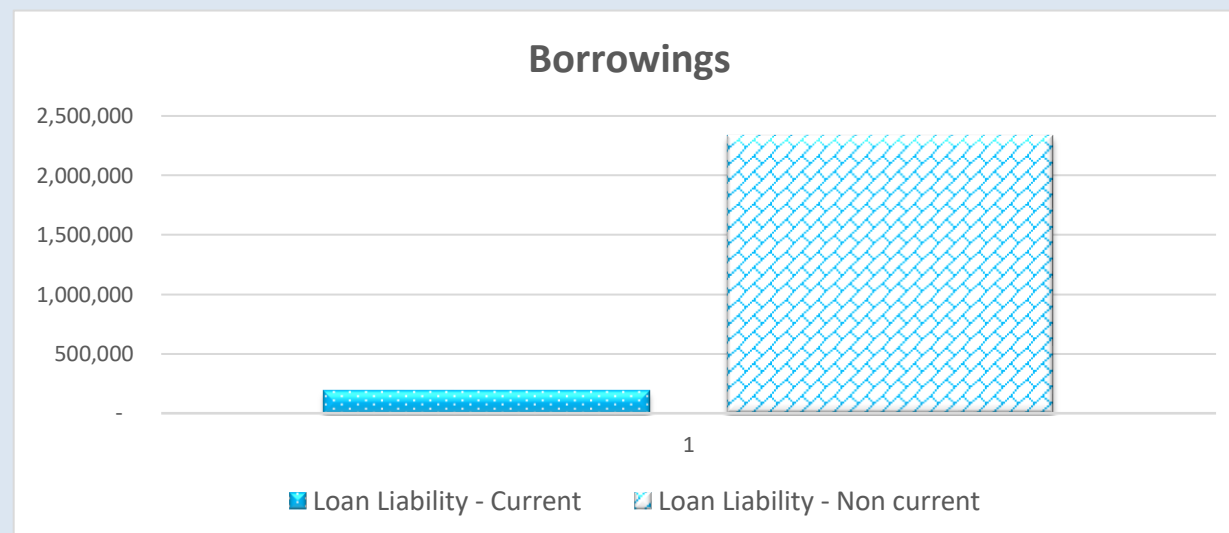
All debenture repayments were financed by general purpose revenue.

### SIGNIFICANT ACCOUNTING POLICIES

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

### KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.



<b>Principal Repayments</b>	
<b>\$45,601</b>	
<b>Interest Earned</b>	<b>Interest Expense</b>
<b>\$31,546</b>	<b>\$53,371</b>
<b>Reserves Bal</b>	<b>Loans Due</b>
<b>\$9.38 M</b>	<b>\$3.61 M</b>



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

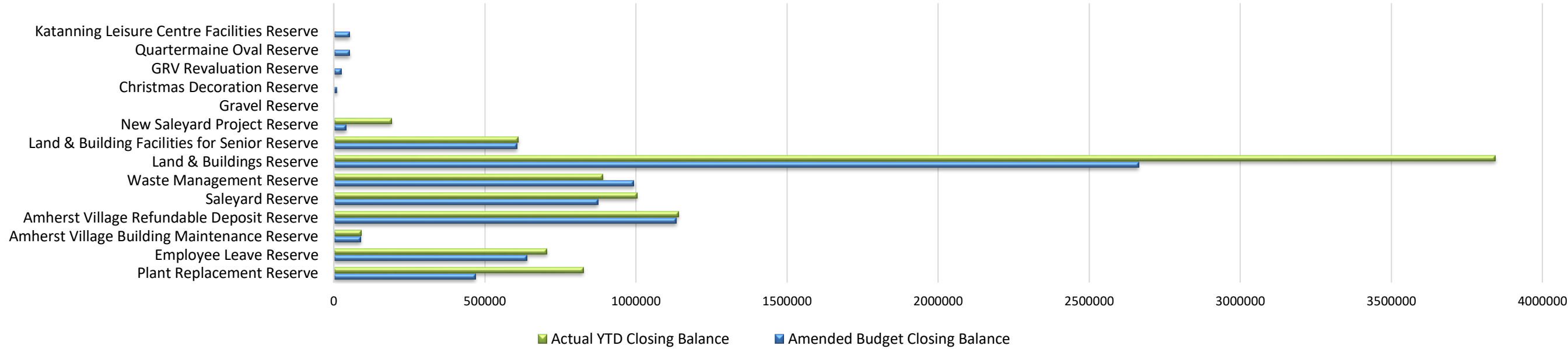
OPERATING ACTIVITIES  
NOTE 9  
CASH AND INVESTMENTS

Cash Backed Reserve

Reserve Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement Reserve	976,153	9,765	637	(579)	0	(447,999)	0	537,340	976,790
Employee Leave Reserve	749,637	7,420	489	25,000	0	0	0	782,057	750,126
Amherst Village Building Maintenance Reserve	104,444	1,045	68	0	0	(58,210)	0	47,279	104,512
Amherst Village Refundable Deposit Reserve	1,030,341	10,311	673	0	0	0	0	1,040,652	1,031,014
Saleyard Reserve	1,048,271	10,490	685	0	0	0	0	1,058,761	1,048,956
Waste Management Reserve	1,158,216	11,589	756	0	0	(565,000)	0	604,805	1,158,972
Land & Buildings Reserve	2,440,279	24,420	1,594	510,000	0	(106,000)	0	2,868,699	2,441,873
Land & Building Facilities for Senior Reserve	638,305	6,387	416	0	0	(125,000)	0	519,692	638,721
New Saleyard Project Reserve	573,521	5,739	375	270,000	0	(150,000)	0	699,260	573,896
Christmas Decoration Reserve	30,900	309	20	10,000	0	0	0	41,209	30,920
GRV Revaluation Reserve	21,447	215	13	20,000	0	0	0	41,662	21,460
Quartermaine Oval Reserve	146,755	1,468	95	50,000	0	0	0	198,223	146,850
Katanning Leisure Centre Facilities Reserve	157,022	1,571	102	50,000	0	(2,500)	0	206,093	157,124
Election Reserve	9,872	99	7	10,000	0	0	0	19,971	9,879
Library Building Reserve	15,293	153	9	2,500	0	(8,000)	0	9,946	15,302
Community & Economic Development Projects Res	268,831	2,688	176	0	0	0	0	271,519	269,007
Lake Ewlyamartup Facilities Reserve	0	0	0	10,000	0	0	0	10,000	0
Parks & Playgrounds Reserve	0	0	0	30,584	0	0	0	30,584	0
Katanning Aquatic Centre Reserve	0	0	0	30,584	0	0	0	30,584	0
	9,369,287	93,669	6,115	1,018,089	0	(1,462,709)	0	9,018,336	9,375,402

KEY INFORMATION

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



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

NOTE 10  
GRANTS AND CONTRIBUTIONS

Grants and Contributions

	REVENUE			
	Key	Original		Variance
	Information	Annual Budget	YTD Budget	(Under)/Over
	Note	[a]	[c]	[d] - [c]
<b>Operating grants, subsidies and contributions</b>				
		0	0	0
<b>General Purpose Funding</b>		0	0	0
General Purpose Grant (GPF)		714,269	357,134	362,160
Untied Road Grant (GPF)		217,778	108,890	110,953
ESL Commission (GPF)		4,000	4,000	4,000
Rates Legal Fees Reimbursement (GPI)		30,000	6,250	16,536
		0	0	0
<b>Governance</b>		0	0	0
ADM - LSL Reimbursement		0	0	0
Insurance Scheme Surplus (ADM)		28,478	28,478	34,780
KCC Redevelopment Project Grant Revenue - Auspicing (ST)		170,000	170,000	0
		0	0	0
<b>Law, Order, Public Safety</b>		0	0	0
BFB LGGS Income		41,781	10,445	10,445
CESM Contributions & Reimbursements		113,983	28,496	0
Emergency Incidents Reimbursements (FPV)		5,000	2,085	0
Cat Act Implementation Project (inc)		254	254	0
Grant Income (OLO)		20,000	20,000	0
		0	0	0
<b>Education &amp; Welfare</b>		0	0	0
Fostering Integration Grant Income		1,291	0	0
Youth Activities Grant Income (CDOW)		42,208	17,585	16,608
Seniors Week Grant Income (CDOW)		1,000	1,000	0
National Youth Week Grant Income (CDOW)		1,000	415	0
NAIDOC Week Grant Income (CDOW)		1,091	1,091	0
Thank-A-Volunteer Day Grant Income		1,500	1,500	700
Piaf Grant Income		1,000	1,000	0
Youth Engagement Grant Income		10,000	4,165	0
Covid Crisis Relief - Lotterywest		20,000	20,000	0
Cultural Awareness		20,000	0	0
Covid 19 Community Relief		20,000	20,000	21,890
Grant Income Indigenous Governance		3,500	3,500	0
Harmony Festival Grant Income (CDOW)		58,595	50,665	0
All Ways 5 Days Project Income (CDOW)		5,130	0	0
		0	0	0
<b>Community Amenities</b>		0	0	0
LCDC Vehicle Lease Reimbursement (POE)		3,731	1,555	1,554
		0	0	0
<b>Recreation And Culture</b>		0	0	0
Sports Engagement & Inclusion Program		89,572	44,786	44,786
International People With Disabilities Day		0	0	1,000
Kidsport ( Grant Income)		332	0	0
Get Online Week Grant Income		180	180	0
Regional Venues Improvement Fund Grant Income		5,070	0	0
Retb Exhibition Reimbursements		3,000	0	0
		0	0	0
<b>Transport</b>		0	0	0
Commissions & Contributions (TPL)		90,000	37,495	42,855
Grant Income (DPI - Country Pathways etc)		1,004	1,004	0
Direct Road Grant (MRBD)		110,000	110,000	123,752
Street Light Subsidy (MRBD)		2,367	0	2,010
		0	0	0
<b>Economic Services</b>		0	0	0
Bbrf - Economic Innovation Income		19,000	19,000	12,500
Tourism Attraction And Development Grant Income		80,000	0	0
Grant Income (TOU)		3,783	1,575	0
Auspicing Income - Hidden Treasures (TOU)		13,015	5,425	0
<b>Operating grants, subsidies and contributions Total</b>		<b>1,952,912</b>	<b>1,077,973</b>	<b>806,529</b>
				0

Grants and Contributions

REVENUE				
Key Information Note	Original Annual Budget [a]	YTD Budget [c]	YTD Actual [d]	Variance (Under)/Over [d] - [c]
Non-operating grants, subsidies and contributions				
				0
Governance	0	0	0	0
Heritage Centre Project DPIRD Grant Funds (ST)	2,083,354	2,083,354	2,083,354	0
Heritage Centre Project Other Grant Funds (ST)	966,037	402,515	513,951	111,436
Great Southern Aged Accommodation Project Revenue (ST)	1,668,693	417,173	198,592	(218,581)
	0	0	0	0
Health	0	0	0	0
Grant Income (OHE)	499,307	208,045	0	(208,045)
	0	0	0	0
Community Amenities	0	0	0	0
CLGF Regional re Regional Waste Initiative Income (SAN)	148,350	148,350	13,186	(135,164)
	0	0	0	0
Recreation And Culture	0	0	0	0
Other Income/Donations (ORS)	309,083	0	0	0
	0	0	0	0
Transport	0	0	0	0
Regional Road Group Funding (CRBD)	354,700	141,880	0	(141,880)
Black Spot Funding (R.R.G.)	92,000	92,000	0	(92,000)
Roads to Recovery Funding (CRBD)	338,736	338,736	0	(338,736)
Grant Income (AERO)	15,000	0	0	0
	0	0	0	0
Economic Services	0	0	0	0
Tourism Attraction And Development Grant Income	10,960	0	0	0
Drought Affected Communities Grant	1,000,000	1,000,000	454,545	(545,455)
Local Roads & Community Infrastructure Grant	351,812	351,812	159,915	(191,897)
	0	0	0	0
Non-operating grants, subsidies and contributions Total	7,838,032	5,183,865	3,423,543	(1,760,322)
Grand Total	9,790,943	6,261,838	4,230,071	(2,031,767)

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

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 01 July 2020	Amount Received	Amount Paid	Closing Balance 30 November 2020
	\$	\$	\$	\$
Carpark Contribution Liability	8,168	-	-	8,168
Public Open Space Contribution Liability A/c	38,000	-	-	38,000
Ag Society Contributions	15,818	-	-	15,818
Katanning Cinema Project Contributions	5,400	-	-	5,400
Local Fire Brigade Funds	5,904	759	-	6,663
	<b>73,290</b>	<b>759</b>	-	<b>74,049</b>
		Physical bank account		74,049
<b>KEY INFORMATION</b>				(0)

\$125 Donation made in October to be transferred between Shire bank accounts.

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

NOTE 12  
BUDGET AMENDMENTS

There have been no amendments to the original budget since budget adoption.



Shire of  
**Katanning**

Heart of the Great Southern

## Volunteer Bushfire Brigade Guidelines and Operational Procedures

September 2020



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<b>Bushfire Operational Procedure (BOP) .....</b>	<b>23-41</b>
<b>State Hazard Plan - Fire</b>	
<b>State EM Policy - Emergency Public Information.</b>	
<b>State EM Policy - Community Evacuations.</b>	
<b>State EM Policy - Traffic Management During Emergencies.</b>	
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## Guidelines Review

Date	Details of amendment	Amended by	Approved By
21 October 2014	Guidelines initiated and endorsed by BFAC	Produced by CESM in consultation Bushfire Advisory Committee	BFAC
17 December 2014			Endorsed by Council
24 April 2018	Update on information in BOP'S	CESM in consultation with the Bushfire Advisory Committee	Endorsed by Council
30 October 2020	Update information	CESM in consultation with the Bushfire Advisory Committee	

Distribution of the Katanning Bushfire Guidelines will be to all Fire Control Officers, Shire CEO, Shire CESM.

## GENERAL NOTES / RECOMMENDED FUTURE CHANGES

### Acronyms

AIIMS – Australasian Inter – Services Incident Management System.

BFB – Bushfire Brigades.

BFAC – Bushfire Advisory Committee.

BOPS – Brigade Operational Procedures.

CBFCO – Chief Bushfire Control Officer.

CESM – Community Emergency Services Manager.

CEO – Chief Executive Officer.

DBFCO – Deputy Bushfire Control Officer.

PaW – Parks and Wildlife.

DFES – Department for Fire and Emergency Services.

DO – Duty Officer.

FCP – Forward Control Point.

FCO – Fire Control Officer.

FRS – Fire and Rescue Service.

HVMB - Harvest and Vehicle Movement Ban

ISG – Incident Support Group

LGGS – Local Government Grant Scheme.

OMS – Operational Management System.

SMS – Short Message Service.

SEMP – State Emergency Management Policy.

TRK – Training Resource Kit.

UHF – Ultra High Frequency.

VHF – Very High Frequency.

DER - Department of Environment and Regulation

## FIRE AND EMERGENCY SERVICES AUTHORITY OF WESTERN AUSTRALIA ACT 1998

### SECTION 37 - PROTECTION FROM LIABILITY

(1) Subject to section (2), a person does not incur civil liability for anything that the person has done, in good faith, in the performance or purported performance of a function under the emergency services acts.

(1a) without limiting subsection (1) a person is taken to be performing a function under an emergency services act if the person is -

- (a) A member or officer of a private fire brigade or a volunteer fire brigade who take part in an activity carried out by the brigade for the purpose for which it was formed.
- (b) A volunteer firefighter who is carrying out normal brigade activities (within the meaning of the Bushfire Act 1954).

## 1. VOLUNTEER BUSHFIRE BRIGADES

### 1.1 Establishment of a Bushfire Brigade

The Council will establish and maintain sufficient Bushfire Brigades to provide proper and adequate fire protection for the municipality.

### 1.2 Name and Officers of a Bushfire Brigade

On establishing a Bushfire Brigade the Local Government is to

- a) Give a name to the Bushfire Brigade and or associated sub-areas.
- b) Specify the area in which the Bushfire Brigade is primarily responsible for carrying out the normal Brigade activities.
- c) Appoint Fire Control Officers.

When considering the appointment of Fire Control Officers, the Local Government is to have regard to the qualifications and experience that may be required to fill each position.

If a position becomes vacant then the Local Government is to appoint a person nominated by the Brigade to fill the vacancy within a specific time frame agreeable to the Local Government and the brigade.

The current Brigade names and profiles are as follows:

Brigade	Profile
Badgebup	Farmer Response
Carrolup	Farmer Response
Central	Rural Brigade
Merrebin	Farmer Response

### 1.3 Composition of Bushfire Brigade

Membership of a Brigade may consist of the following categories:

- a) Fire Control Officer (s)
- b) Captain
- c) Lieutenants
- d) Secretary/Treasurer
- e) Maintenance person
- f) Active Fire Fighting Members
- g) Auxiliary Members

#### Chairperson

A person elected by the Brigade at its Annual General Meeting to chair the Brigade meetings.

#### Captain

A person elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

#### Lieutenants

Persons elected by the Brigade at its Annual General Meeting to carry out the statutory duties associated with that post.

#### Secretary/Treasurer

A person elected by the Brigade at its Annual General Meeting to look after the clerical and bookkeeping functions of the brigade.

# 10.3.1

## **Maintenance Officer (or if not appointed the brigade Captain)**

A person/s elected by the Brigade at its Annual General Meeting to look after the Brigade appliance /s and equipment.

### **1.4 Annual General Meeting**

Each Brigade when required to deal with brigade matters should hold its Annual General Meeting during the period March to September at which elections of Brigade Offices shall take place. Brigades shall advise Council of the incoming officers as soon as practical after an AGM so updates can be carried out, and the officers can be ratified by council.

### **1.5 Dissolution of a Bushfire Brigade**

In accordance with Section 41(3) of the Bushfires Act, the Local Government may cancel the registration of a Bushfire Brigade if it is of the opinion that the Bushfire Brigade is or has not complied with:

- a) The Act;
- b) This Procedures document;
- c) The rules governing the operation of Bushfire Brigades
- d) Is not achieving the objective for which it was established.

If the Local Government cancels the registration of a Bushfire Brigade, alternative fire control arrangements are to be made in respect of the Brigade area.

## **2. RULES GOVERNING THE OPERATION OF BUSHFIRE BRIGADES**

### **2.1 Objects of Bushfire Brigades**

The objects of the Bushfire Brigade are to carry out:

- a) The normal Brigade activities.
- b) The functions of the Bushfire Brigade which are specified in the Bushfire Act 1954 and the Shire of Katanning's Guidelines and Standard Operational Procedure's for Bushfire Brigades.

### **2.2 Management of Bushfire Brigade**

The committee of the Bushfire Brigade is to have the following functions to:

- a) Recommend to the Local Government amendments to this Operation and Procedures Guideline.
- b) Propose a motion for consideration at any meeting of the Bushfire Brigade.
- c) Recommend to the Local Government equipment needs to be supplied by the Local Government to the Bushfire Brigades.

### **2.3 Meetings of Bushfire Brigade**

#### **Committee Meetings**

- a) May be called at any time by the FCO/Capt by giving at least 7 days' notice to all Brigade members and if deemed necessary the Chief Bushfire Control Officer.

#### **Special Meetings**

- b) The brigade FCO/Capt is to call a special meeting when 5 or more Brigade members request one in writing.
- c) At least 7 days' notice of a special meeting is to be given by the FCO/Capt to all Brigade members, Chief Bushfire Control Officer and the Community Emergency Services Manager.
- d) In the notice given the FCO/Capt is to specify the business that is to be conducted at the meeting.
- e) No business is to be conducted at a special meeting beyond that specified in the notice given in relation to the meeting.

#### **Annual General Meeting**

# 10.3.1

- a) At least 14 days' notice of the Annual General Meeting is to be given by the FCO/Capt to all Brigade members the Chief Bushfire Control Officer and the Community Emergency Services Manager
- b) At the Annual General Meeting the Bushfire Brigade is to:
  - i. Elect the Brigade officers from among the Brigade members if required for that year.
  - ii. Nominate member(s) as FCO(s) and
  - iii. Deal with any general business.

## Quorum

The quorum of a meeting of the Bushfire Brigade is at least 50% of the number of officers of the Bushfire Brigade.

## Voting

Each brigade member is to have one vote; however, in the event of an equality of votes, the FCO/Capt (or person presiding) may exercise a casting vote.

## 2.4 Disagreements

Any disagreement between Brigade members may be referred to either the Captain or to the Committee. Where a disagreement is considered by the FCO/Capt or the Committee to be of importance to the interest of the Bushfire Brigade. Then the FCO/Capt or Committee as the case may be, is to refer the disagreement to an Annual General Meeting, ordinary meeting or a special meeting of the Bushfire Brigade.

The Local Government by recommendation of the Chief Bushfire Control Officer or Community Emergency Services Manager is the final authority on matters affecting the Bushfire Brigades and may resolve any disagreement that is not resolved.

## 2.5 Notices

- a) Notices of meetings of the Bushfire Brigade are to be in writing and sent by ordinary post to the registered address of each Brigade member.
- b) Notice of meetings of the Committee may be given in writing in accordance with subclause (1) or by such means as the Committee may decide by an absolute majority at the meeting of the Committee.
- c) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- d) Where any notice other than a notice of meeting is to be given under the Rules, the notice is to be:
  - i. In writing
  - ii. Unless otherwise specified, given to or by the Captain /Fire Control Officer;
  - iii. Given by –
    - a. Personal delivery;
    - b. Post;
    - c. Facsimile transmission; or
    - d. Email.
    - e. SMS
    - f. Bushfire radio network.

Taken as the case may be:

- a. at the time of personal delivery
- b. 5 business days after posting; or
- c. on printing of the sender's transmission report.

## 3. APPOINTMENT, DISMISSAL AND MANAGEMENT OF MEMBERS

### 3.1 Rules to Govern

The appointment, dismissal and management of Brigade members by the Bushfire Brigade are governed by the Rules.

### 3.2 Equal Opportunity

The Brigade and the Local Government recognise its legal obligations under the Equal Opportunity Act, 1984 and will actively promote equal employment based on merit to ensure that discrimination does not occur on the grounds of:-

- Gender
- Marital status
- Pregnancy
- Race
- Religious convictions
- Political convictions
- Physical impairment
- Age
- Family status and
- Racial vilification.

In accordance with the Equal Opportunity Act, 1984, both direct and indirect discrimination in the areas of recruitment and selection, training, health and safety and medical issues, conditions of employment and promotions, will not be tolerated. All policies and procedures in these areas will be directed towards providing equal employment to all volunteers provided that their relevant experience skills and ability to meet the minimum standards.

Furthermore, the Shire of Katanning and the Katanning Bushfire Brigade considers direct and indirect sexual harassment an unacceptable form of behaviour, which will not be tolerated under any circumstances, and all volunteers should be able to work in an environment free of intimidation and sexual harassment.

Sexual harassment is a general term covering unwelcome sexual behaviour. This includes, but is not limited to:-

- a) Unwanted physical contact such as touching and pinching;
- b) Lewd comments or joked about a person's physical appearance or private life;
- c) Request for sexual favours; and
- d) The display of pornography

Both the Equal Opportunity Act 1984 and the Criminal Code make it unlawful for a person to incite racial hatred, racial violence, serious contempt or severe ridicule of a person or group of persons on the grounds of their race. Accordingly, the Shire of Katanning and the Shire of Katanning Bushfire Brigades will not tolerate and form of racial hatred or racial harassment under any circumstances. This includes, but not limited to:

- 1) Publication of material, or possession of material for publication, to incite racial hatred. Display of material, or possession of material for display, to harass a racial group or individual.

Managers and supervisors must ensure that all employees are treated equitably in accordance with the grounds listed. They must also ensure people who make complaints or are witnesses are not victimised in any way.

Any reports of discrimination or harassment will be treated seriously and investigated promptly, confidentially and impartially. People will not be disadvantaged in their volunteer work as a result of lodging a complaint.

Appropriate action will be taken against anyone who discriminates or victimises a co-worker, client, or member of the Local Government.

# 10.3.1

The Shire of Katanning and the Shire of Katanning Bushfire Brigades is committed to providing an environment that is free of all forms of discrimination or harassment. In addition, the equal employment opportunity goal of the Shire of Katanning is designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees and volunteers where each has the opportunity to progress to the extent of their ability.

If any member of the brigade feels that they are being treated unfairly under the Equal Opportunity Policy, they are to contact the Shire of Katanning CEO.

## **3.3 Occupational Health and Safety**

The Shire of Katanning and the Shire of Katanning's Bushfire Brigades are totally committed to establishing and maintaining, so far as practicable, the highest standards of occupational safety and health for all employees and volunteers.

This will be achieved by ensuring that the appropriate resources and effort are effectively utilized in the areas of accident and injury prevention.

The Chief Executive Officer is the responsible officer.

Managers and supervisors at all levels regard safety and health at the workplace as one of their highest priorities and are responsible for ensuring that volunteers are given instruction on correct techniques for performing the job. This incorporates instruction in safe working practises and procedures, and an awareness of all hazards associated with their work.

Every volunteer has responsibility in accident and injury protection; and will be encouraged to participate in improving standards of workplace safety and health.

Members are responsible for:

- a) Maintaining work practises that are safe and minimise risk to health and safety.
- b) Encourage others to work in a safe and healthy manner.
- c) Supporting and promoting OH&S in the workplace.
- d) Reporting and rectifying unsafe conditions that comes to their notice.
- e) Their own health and safety, and the health and safety of others affected by their actions within the brigade.

## **3.4 Code of Conduct**

### **General**

Brigade members are to act in a professional manner at all times, whether they are on a fire ground or representing the brigade at any time e.g., school fete, or static display etc.

Brigade members are at all times to show courtesy to members of the public and staff and members of the Local Government.

Any members of the brigade found to cause disharmony, or by actions or speech to bring the brigade, or the Shire of Katanning into disrepute, or to act in other than a professional manner shall be disciplined.

### **Alcohol and Drugs**

Alcohol and drugs are not to be consumed at all whilst on duty.

Members must not operate DFES BFB vehicles or private Units whilst under the influence of alcohol or non-prescription drugs.

# 10.3.1

## **Members of Other Emergency Services.**

Members are to respect personnel from other Emergency Service Organisations and their knowledge, experience and skills when working with them. If any member has a matter of concern or conflict with a member from another Emergency Service, they are to submit it in writing to the Shire of Katanning CEO who will deal with the matter as in accordance with procedures.

## **4. COMMITTEE**

### **4.1 Bushfire Advisory Meeting**

Council shall form and maintain a Bushfire Advisory Committee to formulate for Councils consideration, recommendations and policy on matters relating to bushfire prevention, control and extinguishment, as provided for by Section 67 of the Bushfires Act 1954 (as amended).

#### **Composition of Voting Delegates**

- a) The Shire of Katanning will nominate one council representative to attend meetings.
- b) The Chief Bushfire Control Officer;
- c) The Deputy Chief Bushfire Control Officer;
- d) One Bushfire Control Officer (appointed by the Shire in accordance with the Act) nominated by each Brigade;
- e) Each Brigade shall nominate a proxy to attend at committee meetings where a delegate is unable to attend. It shall be the responsibility of a delegate to notify his/her proxy should he/her for any reason is unable to attend particular meeting.
- f) The Community Emergency Services Manager
- g) Council shall appoint a minute taker.

#### **Observers and Advisors**

Observers may attend with no voting rights.

#### **Function**

- a) To advise Council on all matters relating to the operation of the Bushfires Act 1954.
- b) To advise Council on the best and most efficient means of maximising fire control resources in the district.

### **4.2 Quorum**

A quorum shall consist of more than one half of the voting Committee.

### **4.3 Voting**

At meetings of the Committee each member shall have one vote and in the case of equal votes. The Chairperson shall exercise a casting vote. Observers, advisers and ex – officers, members may not vote on any matter.

Observers attending meetings of the Committee will not be permitted to speak on any matter unless invited to do so by the Chairperson, or in conformity with Council Standing Orders.

### **4.4 Bushfire Advisory Committee recommendations**

Recommendations of the Bushfire Advisory Committee will be referred to the earliest possible meeting of Council.

### **4.5 Meetings**

1 Ordinary and Special

Ordinary meetings of the committee shall be held as required.



# 10.3.1

Written notice shall be given to all Committee members, at least fourteen (14) days prior to the meeting.

Other meetings of the Committee may be convened:

- a) By the Chairperson.
- b) By written notice to all committee members, such notice being signed by at least four members of the Committee, giving not less than seven (7) days' notice and stating purpose of the meeting.
- c) By the Council or its nominated members.

The time and venue of meetings shall be determined by the Chairperson, or Council nominated member, having due regard to the general convenience of the Committee members.

## **4.6 Election of Committee Members**

At the preseason BFAC meeting the committee is to recommend the Chief Bushfire Control Officer and Deputy Chief Bushfire Control Officer, Fire Control Officers and Fire Weather Officers, appointed to Council.

In the event that the Meeting is unable or unwilling to make such nominations, Council will appoint the above Executive positions.

## **4.7 Use of Council Meeting Facilities**

Council shall provide use of a Council facility for the ordinary meetings of the Bushfire Brigade Association Meeting and BFAC.

## **4.8 Minutes**

A copy of the minutes of the Committee meeting shall be circulated to Council and Committee members.

## **4.9 Reports to the Bushfire Advisory Committee**

- a) The CBFCO shall report on matters relevant to the Committee
- b) The Delegates from each Brigade shall report on matters relevant to the Committee
- c) Council delegates shall report on matters relevant to the Committee.
- d) Other agencies that may in attendance shall report on matters relevant to the Committee.

## **4.10 Appointment of Fire Control Officers**

The Committee shall recommend Fire Control Officers appointments to Council.

# **5. TRAINING OF MEMBERS**

## **5.1 Training Officer**

Councils CESM is the Shires Training Coordinator.

## **5.2 Basic Training**

Council will be responsible for basic training of its bushfire personnel through its Training Coordinator utilising program content and training resources developed by the Department of Fire and Emergency Service.

## **5.3 Completion of the Firefighters Course**

Council recommends all registered firefighting brigade members to have completed the following Training. Recognition of prior learning will be taken into consideration.

- a) Bushfire Fighting.

Council Fire Control Officers are required to complete the following training

- A Bushfire Fighting, AIMS, and Fire Control Officer Course.
- b) Fire Weather Officers are required to complete the Fire Control Course.

A range of additional training courses are available on request to the CESM. Upon completion Council will arrange for a 'Record of Completion' and personnel protective equipment (PPE) to be presented.

## 5.4 Training Expenses

All training expenses are covered by the Local Government Grant Scene (LGGs) this included fuel and accommodation for attending training courses outside of the local area. Application for reimbursement of costs must be presented to the CESM prior to course date. Receipts are to be presented to CESM within 5 working days of course completion.

## 6. BUSHFIRE BRIGADE MEMBERSHIPS

### 6.1 Types

The membership of a Bushfire Brigade consists of the following:

- a) Fire Fighting members;
- b) Auxiliary members.

Fire Fighting Members - Are those persons being at least 16 years of age who are trained or competent to undertake normal Bushfire Brigade activities.

Auxiliary Members - Are those persons who are not 'firefighters' members of the brigade but are willing to render other assistance such as transportation requirements, catering, communications etc. as required by the Bushfire Brigade This is a non-combat role.

### 6.2 Application for Membership

An application for membership is to be on the Bushfire Service Membership Application form.

### 6.3 Committee to Determine Application for Membership

Applications for membership are to be determined by the Brigades Executive Committee.

### 6.4 Decision on application for membership

The Brigades Executive may approve an application for membership unconditionally or subject to any conditions or refuse to approve an application for membership. If a brigade refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practical, but not more than ten days after the decision is made, to the applicant and the advice that the applicant has the right to object to the Local Government.

### 6.5 Termination to Membership

Membership of the bushfire brigade terminates if the member:

- a) Dies;
- b) Gives written notice of resignation to the Local Government;
- c) Is, in the opinion of the Brigade Committee, permanently incapacitated by mental or physical ill - health;
- d) Is dismissed by the Committee;
- e) Is dismissed by the Council;
- f) Leaves the district permanently without terminating their Brigade membership, or
- g) Fails to meet the membership criteria or does not respond when issued with a 'Form of Intent'.

The brigade secretary is to supply details of terminations to Local Government. Local Government will then inform DFES.

## 7. ADMINISTRATION

### 7.1 Fire Occurrence Reports.

All fire shall be reported to the CESM, so Fire Reports can be completed. Who will ensure the incident is entered onto the DFES OMS data base. Reports may also be submitted progressively to the Bushfire Advisory Committee for necessary action.

### 7.2 Centralising Ordering

All procurements made for or on behalf of brigades will be through Councils CESM or nominated person who will have due regard to Council existing policies and budgets. No commitments can otherwise be made to suppliers by brigades unless brigades own funds are used.

## 8. CLOTHING AND FOOTWEAR

Protective garments shall be worn at all times whilst actively engaging in fire protection activities such as training, burning off, fire suppression etc. These garments may include overall, safety helmet, gloves, goggles and boots. Council through the LGGS will fund the annual purchase of this equipment.

## 9. COMMUNICATIONS

### 9.1 Radio Network for Fire Fighting Communications

DFES shall be responsible for the provision of any necessary Bushfire radios for brigades (WAERN). FCO and brigade vehicles are to establish an efficient radio network for firefighting communications. Records shall be maintained by Local Government of DFES supplied radios and their location. The Black Bushfire Radios are the property of the Shire of Katanning and will be maintained by the Shire of Katanning.

No brigade member may use bushfire frequencies for any other purpose than firefighting or normal maintenance checks unless otherwise authorised.

### 9.2 Maintenance of Radios.

Radio checks including handheld radios are to be conducted on a weekly basis during the fire season.

DFES are responsible for the ongoing serviceability for the WAERN radio network. Radios that require maintenance are to be reported to the CESM or nominated person. The CESM will then make sure maintenance work is completed.

## 10. PURCHASING OF FIRE FIGHTING EQUIPMENT

### 10.1 Purchases

Council may allocate funds from its annual LGGS for purchasing and maintenance of firefighting equipment. The aim when purchasing shall be to DFES standardised firefighting equipment where possible.

All requests from Brigades are to be through the CESM or nominated person. Purchases made by a brigade member/s are the brigade's responsibility if purchases have not followed correct channel.

### 10.2 Foam

An annual quantity of foam, if needed, is to be purchased and stored. Request through the CESM or CBFCO or nominated person.

# 10.3.1

## 10.3 Fast Fill Trailers

Fast Fill Trailers are strategically located across the Shire and are to be maintained to a level determined by the BFAC or CBFCO.

## 11. APPLIANCE SHIRE/ DFES

### 11.1 Tasking of Equipment

It is the fire unit owner's responsibility to have the vehicle in a reasonable condition. If Local Government or DFES Officer observe equipment, which it considers as inappropriate for a task or is unsafe, it may be required to be withdrawn from the fire ground.

### 11.2 Mechanical Repairs / Damage

Any mechanical repairs of a routine nature required for recognised Bushfire vehicles e.g. DFES Fire Appliance, Fast Fill Trailer shall be directed to Council Workshop Supervisor by the CBFCO, CESM or nominated person.

Accidental damage at an incident caused to fire units, including privately owned equipment will be reported to CBFCO and Councils CESM immediately so the problem can be addressed.

All mechanical faults /repairs are to be reported to Council CBFCO and CESM immediately so the problem can be addressed.

### 11.3 Servicing

The CESM or nominated person in consultation with Council's workshop manager organise for annual servicing of all brigade vehicles.

The brigade shall be required to adopt the following guidelines for care of all fire units and equipment: -

- a. All fire units shall be kept clean and free of rubbish when not in use.
- b. Units are not to be used for any private or contact work outside the normal brigade operation.
- c. The use of any poisons or chemicals (other than fire retardants) in the units is prohibited.
- d. Fortnightly vehicle and firefighting equipment checks, including hazard warning equipment and radios are to be conducted. Faults shall be immediately reported to the CESM or nominated person.

### 11.4 Licensing and Insurance

Council shall, through the LGGS Operating budget be responsible for licensing and insurance of Bushfire fighting vehicles, buildings and equipment.

### 11.5 Housing

All fire fighting vehicles under the control of a Brigade are to be housed in a garage, shed or other suitable building.

### 11.6 Private Use

Under no circumstances is a Brigade firefighting unit to be used for private purposes.

### 11.7 Fuel

Council will, through the LGGS operating budget, pay for the fuel costs associated with the use of mobile firefighting equipment, subject to the following guidelines: Fuel for the Central Brigade appliance can be obtained through swipe card from the shire depot.

## **11.8 Vehicle Logbooks**

Vehicle logbooks must be completed each time vehicle is driven showing the date, purpose of use, kilometres travelled, name of driver and the driver's signature.

## **11.9 Location and Operational Status of the Brigade's Appliances**

The brigade FCO/ Capt will at all times keep the CBFCO/ Shire CESM of any change in the day to day location and operational status of appliance under the control of a brigade.

## **11.10 Manning of the Fire Fighting Appliances**

A firefighting appliance should be manned by no less than two trained persons while actively engaged in firefighting or fire control activities.

Members may drive the appliances to an incident on their own but MUST NOT become involved in firefighting activities until crew levels as above are achieved.

## **11.11 Drivers Licence**

The driver of any firefighting appliance or fire control vehicle will hold a current driver's licence of the class appropriate for the appliance or vehicle being driven and be either:

- a. A Council employee
- b. Any person authorised by the Chief Bushfire Control Officer, his/her Deputy, or a Brigade FCO or Captain.

## **11.12 Driving Guidelines**

The following are the priority driving codes under which appliances are permitted to travel:

- 1) CODE 1 – Unit to respond with due haste life/property in immediate danger. Must not exceed the speed limit by more 20km/hr.
  - a) Emergency warning lights used at all times during travel and operation at incident.
  - b) Siren must be used during travel to incident.
  - c) All speed signs of the road traffic act to be obeyed
  - d) All traffic lights and road traffic signals/signs to be obeyed unless the driver of the fire appliance is confident that it is safe and expedient to contravene and that other traffic will give way to the fire appliance.
  - e) Rail crossing signals and boom gates to be obeyed at all times.

Normal road conditions are to be used when returning to station, attending training or exercises and general operations.

**Note:** - A probationary driver is not to drive a vehicle under emergency conditions.

## **11.13 Incident Controller Equipment Requests**

Incident Controller may request through either the Shires CESM or DFES Regional office the hiring of privately owned equipment for fire suppression once Local Government has exhausted its capability. Permission must be sought prior to any machinery or other equipment being utilized.

## **12. ELECTRICAL EXPENSES**

The Council through the LGGS will meet all electrical costs associated with Brigade Fire Stations.

## **13. INSURANCE COVER**

Council will maintain a continuous policy for firefighters and firefighting equipment in accordance with the provision of Section 37 of the Bush Fires Act.

# 10.3.1

**Interest Insured** – Injury / Disability /Death to firefighters and assistance whilst in or travelling to or from any place of a bush fire. This included non-firefighter personnel working under the direction of the Incident Controller.

Damaged to any appliance, equipment or apparatus of a bushfire brigade or any private owned appliance, equipment or apparatus that is being used under the direction or control of a Bushfire Control Officer or member in accordance with the provisions of the Bushfires Act.

**Location** – Anywhere within the district of the local authority and adjoining Shires or otherwise provided under the Bushfires Act 1954.

**Sum Insured** – Disability or Injury in accordance with the benefits of the Workers Compensation and Rehabilitation Act and the Bushfires Act.

**Damage** – Injury or damage limitations shall be in accordance with the shires Bushfire Brigades Insurance Policy.

**Extensions** - Travelling to or from normal brigade's activities. Disability or Injury the benefits of that portion of the State Government Insurance Officers Policy dealing with Disability or Injury Benefits will operate in respect to Volunteers Firefighters whilst such persons are proceeding to or returning from normal brigade activities under the Bushfire Act 1954 without any deviation or interruption unconnected therewith.

## 14. COUNCIL WORK FORCE – FIRE FIGHTING

Council acknowledges that it will provide, where authorised by the Chief Executive Officer or his/her delegated officer, available personnel and equipment from its work force as required for emergency situations. The CESM or nominated person is to direct Councils involvement on these occasions taking into consideration the nature of the work required, suitable PPE, communications and training.

## 15. PROTECTIVE BURNING BY BRIGADES ON ANY LAND

Brigades are NOT to carry out protective burning on lands unless the RELEVANT FORMS have been completed giving authorisation. These forms are available through the Shire CESM or nominated person.

## 16. ROADSIDE BURNING

Brigades must seek authorisation through the Council to conduct any burning of roadside verges outside of a wildfire incident. Please view Burning Roadside Verge Procedure in the BOP

## 17. FIRES OUTSIDE SHIRE BOUNDARIES

A Bush Fire brigade member shall notify at the first opportunity to the CESM who in turn will record there attendance outside of the local shire boundaries.

## 18. WELFARE

### 18.1 Meals

In the event that meals are required for volunteers on duty at the scene of a fire the CESM or nominated person must be contacted for authorisation.

## 18.2 Peer Support

Brigade members are advised that DFES Peer Support personnel are available if required – contact the CESM. All contacts remain strictly confidential.

## 18.3 Debrief

A HOT DEBRIEF will be conducted on site at the conclusion of a bushfire with any issues being presented to the next BFAC Meeting. For multi-agency fires a date is to be set within 2 weeks of the incident occurring with the debriefing notes being presented to at the next LEMC.

## 19. EVACUATIONS, TRAFFIC MANAGEMENT, COMMUNITY WARNINGS.

Any Incident Controller considering evacuation must comply with the State EM Policy.

## 20. ROLES AND RESPONSIBILITIES

### Chief Bushfire Control Officer

The principle responsibilities of the CBFCO include:

- a) During fire incidents manage the fire incident resources of the local and brigades and support the command functions undertaken by Brigade FCO's. Request activation of the ISG to support the incident if required.
- b) Establish and maintain effective communication and liaison with group personnel and Brigade Officers to facilitate prompt response and recovery to all incidents.
- c) At Local Government level, establish and maintain effective communication and liaison with emergency services, statutory authorities and facilitate prompt response and recovery to all incidents.
- d) Ensure that Brigade Officers have taken command and correct organisational structure; assigning resources to combat the incidents and undertaking tasks in accordance with established procedures.
- e) Represent the interest of Local Government and its bushfire personnel at a regional level.
- f) Attend any meetings as required or appoint his/her nominee (LEMC and ROAC).

### Deputy Chief Bushfire Control Officer

- a) The principle responsibilities of the DCBFCO include:

As per CBFCO above a, b, c

- d) Act in the position of CBFCO in his/her absence.

### Fire Control Officers

The role and responsibilities of a Fire Control Officer will be as depicted in Clause 39 (1) of the Bushfires Act 1954(as amended). These include:

- a. Assume the role of Incident Controller during incidents.
- b. To issue Permits to Burn if authorised by Council.
- c. Request the use of or to hire privately owned equipment to fight fires through the CBFCO / CESM or nominated person.

### Brigade Captain

The principle responsibilities of the Brigade Captain are:

- a. During incidents within the Brigade area, coordinate and manage the resources of the Brigade.
- b. Also required to manage the issuing of PPE within Brigade

### Brigade Secretary

# 10.3.1

The brigade secretary is to:

- a) Be in attendance at all meetings and keep a correct minute and keep a correct minute and account of the proceedings of the Bushfire Brigade in a book which shall be open for inspection by Brigade members at any reasonable time. Forward copies of minutes to the Local Government for recording.
- b) Prepare and send out all necessary notices of meetings.
- c) Maintain a register of all current Brigade members, which includes each brigade members contact details and type of membership.

## **Fire Weather Officer**

A Council appointed officer that follows the procedures set out under the Bushfires Act 1954 Section 38 as recommended by BFAC.

## 21. COMPLIANCE OF FIRE MANAGEMENT REQUIREMENTS

### **Fire Breaks Inspections.**

All fire break inspections will be conducted as near as practical to the compliance date by the Shires duly appointed Officers and or CESM.

FCO are to notify Shire Officers of non-compliance issues within the rural location. All reported non-compliance issues are addressed internally with strict confidence.

## 22. BUSHFIRE ACT INFRINGEMENTS

### **Breaches of the Bushfires Act**

Brigade Officers shall report breaches of the Bushfires Act, including details taken of Officers action to the CESM or nominated person. Breaches could include operation of machinery during a HVMB. Burning within the Restricted Burn Period without a Permit.

Breaches are to be reported as soon as practicable to the Shire Officer so action can be taken.

## 23. HARVEST AND VEHICLE MOVEMENT BANS / VEHICLE MOVEMENT BANS

Harvest and vehicle movement bans are implemented by the Council Appointed Officers when the Fire Danger Index reaches a nominated figure of 13.5 on the Beaufort Scale which is set by Council on recommendation by BFAC. Taking into account the risks for that day.

Once the above figure has been reached and consultation with brigade officers has been completed the appointed Officer will notify all those parties on the contact SMS list of the ban and of the time the ban will be implemented. Information on implementing the process can be located in the guidelines file which includes notification to all by Shire SMS system, Harvest Ban Hotline, ABC / local radio and email and /or fax neighbouring shires. Removal of the Harvest and Vehicle movement ban is retracted by following the above procedure to implement.

Any breaches to the harvest and vehicle movement ban must be immediately reported to the Councils appointed Officer, CBFCO and or CESM so the situation can be addressed.

## 24 TOTAL FIRE BAN

Total Fire Bans are implemented by DFES. Procedure for Total Fire Bans can be located in the Bushfire Act Section 22 or on the DFES website.



# 10.3.1

## 25. PERMITS TO BURN PROCEDURE

Permits to Burn are issued by Council appointed Officers 'Fire Control Officers' to property owners to carry out burning during the Restricted Burning Time set out in the Councils "Fire Management Requirement Notice".

Permit holder that do not follow procedures required in a Permit to Burn are to be reported by the FCO to the CBFCO and or CESM immediately so the situation can be addressed.

FCO's are NOT to issue Permit To Burn to themselves. The FCO must obtain a permit from another authorised Officer.

On issuing a Permit the Fire Control Officer is to forward a copy to the Shire of Katanning so the Permit to Burn can be recorded.

Permit To Burn books once completed are to be returned to the Shire as they are a legal document and are required to be stored as such.

## 26. MORNING RADIO SCHEDS

Radio scheds will take place at an appointed time determined by the Base Operator, CBFCO or nominated Council Appointed Officer. All FCO's are to be available for scheds and if not available are required to contact the Base Operator, CBFCO/ DCBFCO for that day to discuss items that have been raised on the morning scheds call up.

Morning radio scheds will incorporate the daily weather forecast, and if required information on permits to burn that have been issued within the rural areas.

**Brigade**  
**OPERATION**  
**PROCEDURES**  
**BOP's**

# 10.3.1

## **BUSHFIRE BRIGADE OPERATING PROCEDURES (BOP's)**

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## Bushfire Operational Procedure

### 1

#### INCIDENT NOTIFICATION PROCEDURES

##### 1. **BRIGADES**

- 1.1 The Brigade member assuming the FCO or Incident Controller role at a fire incident shall notify the CBFCO or DCBFCO and the CESM.
  - i. when mobile to a fire incident.
  - ii. upon arrival at a fire incident.
- 1.2 ASAP on arrival, provide a Situation Report (see Incident Controller Checklist in Handbook) to the CBFCO or DCBFCO and the CESM so situational awareness can be gained and an incident can be created.
- 1.3 ASAP after arrival complete the “Operations Pre- Starts” and set up a Forward Control Point.
- 1.4 The IC will need to determine if a Bushfire Advice, Watch and Act or an EMERGENCY WARNING will be required. If the CESM is not available contact the RDC on 1800 314 644

## Bushfire Operational Procedure

### 2

#### DRIVING GUIDELINES

##### A. DRIVING CONDITIONS FOR BUSH FIRE BRIGADE PERSONNEL

1. All drivers must hold a current and appropriate class of driving licence necessary for the appliance being driven and not exceed the speed limit by more than 20km /hr.
2. Drivers holding "P" Plates may drive appliances as part of Driver Training, however, they are **not** to drive to or at emergency/incidents.
3. Driver is **not** to operate fire appliance for longer than a 12 hour shift.

##### B. CODE 1

Unit to respond with due haste Life/Property in immediate danger.

1. Emergency Warning Lights at all times during travel and operation at incident.
2. Siren must be used during travel to incident.
3. ALL speed signs of the Road Traffic Act to be obeyed.
4. All Traffic Lights and Road Traffic Signals/Signs to be obeyed "Unless the driver of the Fire Appliance is confident that it is safe and expedient to "contravene" and that all other traffic will give way to the fire appliance.
5. Rail crossing signals and boom gates to be obeyed at **ALL** times.

##### C. CODE 2

When returning to fire station, attending training or exercises and general operations:-

1. No emergency warning lights and sirens are to be used.
2. All Road Traffic Codes to be complied with.

##### D. DRIVING REQUIREMENTS FOR OFFROAD USE

1. Four wheel drive vehicles may operate in 4x4 Low Range when driving off road.
2. Minimum speed to be used to ensure safety of occupants.

# 10.3.1

## BOP B2 cont.

3. Exhaust brake where fitted to be engaged as required.

## E. GENERAL

1. Bush Firefighters must at all times, drive with due care and attention and continue to show consideration to other road users.
2. It is essential that the privileges granted by law are not abused.
3. Crew Care and Safety must be of paramount importance at all times when driving fire appliances.
4. Driver must not use 2 way radios whilst driving on public roads.
5. Warning Lights to be in operation at all times when brigade personnel are working off the appliance as other vehicle movement may prove a hazard.
6. Smoke hazard signs to be installed on roads where Bush Fire Brigades operating.
7. In order to improve visibility of fire appliances to each other during fires it is recommended that emergency lights & headlights be used.

## Bushfire Operational Procedure

### 3

#### **PERSONNEL PROTECTIVE EQUIPMENT FOR BUSHFIRE BRIGADES ON THE FIRE GROUND**

##### **STANDARD OF DRESS FOR ALL FIRE FIGHTING PERSONNEL WILL BE:-**

Personnel on the fire ground should be dressed in accordance with the minimum dress standard as specified below or equivalent. Personnel turning up to fires without the minimum requirement must be advised to dress properly or asked to leave the fire ground, or alternatively assigned a non-firefighting task.

All PPE remains under the property of the Local Government and must be returned once a brigade member ceases with the Brigade.

##### **MINIMUM STANDARD FOR BUSH FIRE FIGHTING**

Approved Proban Overalls (one or two piece)  
Bush Fire Service Approved Helmet as appropriate.  
Safety Boots, Gloves, Goggles and Smoke Mask.

EQUIVALENT STANDARD FOR FIREFIGHTERS is cotton/woollen long trousers, long sleeve shirt and safety boots.

- Depending on individual Brigade requirements, protective clothing may be kept in the Brigade's fire station, with appliances or held by members as part of their individual firefighting kit. Protective clothing must be worn on any operational duty.
- All Brigade personnel are responsible for the availability, condition, care and cleanliness of their own kit.
- Only correctly attired personnel will be allowed to crew Brigade appliances and be allowed on the fire ground.
- The appearance and conduct of the Shires Bush Fire Brigade members whilst wearing either operational dress or uniform is to be such that will not cause any criticism upon the Shires Bushfire organisation.

## Bushfire Operational Procedure

### 4

#### **USE OF THE AUSTRALASIAN INTER SERVICES INCIDENT MANAGEMENT SYSTEM AIIMS**

##### **Introduction**

All fire incidents no matter how large or small are more efficiently and effectively handled when they are well managed. In reality this means that during all fire incidents which occur someone must assume control and devote their time and energy to managing the situation. The Shire has adopted the AIIMS Structure to manage all fire incidents. Volunteer Bushfire Brigades are encouraged to obtain training in AIIMS for effective management of emergency situations.

##### **Initial AIIMS & FCP**

Upon arrival at a fire incident, the Officer In Charge of the first arriving crew will assume responsibility as Incident Controller until relieved by an officer from the responsible agency for the fire. The relieving officer may be another Bushfire Brigade Officer a PaW, FRS or DFES Officer.

Amongst the initial tasks arranged by the Incident Controller will be:

- The establishment of a Forward Control Point (FCP).
- The gathering of fire ground information, fire behaviour, fuel types, prevailing weather conditions, weather forecasts, topography and local knowledge.
- The establishment what resource are already on the fire ground and if additional resources are required at the particular fire incident.

Understandably, the size of the fire and amount of resources involved will dictate the size of the AIIMS function, which is entirely flexible. AIIMS may be no more than a FCO with a map and Fire Diary on the bonnet of his vehicle. For large scale fires involving several agencies the AIIMS structure may involve a multi-agency team operating from a sophisticated, complex FCP.

Where the size of the fire incident so dictates, Brigades will request assistance from the Shire to establish and maintain an AIIMS structure for a fire incident.



## Bushfire Operational Procedure

### 5

#### DRUG AND ALCOHOL CONSUMPTION

1. The Shires Bush Fires Brigade personnel must **NOT** respond to an incident or participate in any Bush Fires operation if alcohol has been consumed in quantities that may reduce the judgement and capacity of the individual to act and undertake responsible action.
2. Alcohol must **NOT** be consumed by personnel whilst undertaking any task or function associated with incident response, suppression or recovery phases.
3. Alcohol must **NOT** be consumed by personnel whilst engaged in training activities associated with operational tasks.
4. When driving, personnel must comply with Road Traffic Regulations.
5. The Shires Bushfire Brigade personnel must **NOT** respond to an incident or participate in any Bushfire operations if drugs have been taken.

## Bushfire Operational Procedure

### 6

#### INCIDENT REPORTS

##### FIRE/INCIDENT REPORTS

All Shire Bushfire Brigades are to complete a Fire/Incident Report Form **every time** they are mobilised in response to **any fire or incident or false alarm. This can be done over the phone by contacting the CESM who will in turn complete the form and submit to records.**

Once completed, the report will be submitted to the Shire. The report should be completed as soon as possible after a fire (preferably within 24hrs) however; the report should be submitted **within seven days** of the fire/incident.

##### SUSPICIOUS FIRES

Where Shire Bushfire Brigades attend fires where there are suspicions that the fire may have been deliberately lit, in addition to the Fire/Incident Report, they should complete a Wildfire Attendance & Information Report.( Located on the DFES website) The report should be forwarded to the Shire **within 24 hours of the fire.**

All care should be taken to preserve the fire area near to the ignition point and police will be notified.

The purpose of this latter report is to assist the Arson Squad with its investigations.

## Bushfire Operational Procedure

### 7

#### ROAD CLOSURES

Fire burning on or near road verges, or fire that may impact a road within a time frame with smoke obscuring vision, is potentially the most dangerous situation in which volunteers and the general public can find themselves. More firefighters have been killed or injured in this situation than any other firefighting activity.

Where a road closure would directly or indirectly assist the Shire Bushfire Brigades in its efforts to extinguish or control a bush fire, then the road **MUST** be closed by a Bush Fire Control Officer pursuant to Section 39(1) of the Bush Fires Act. The same road closure action may also be taken by a Brigade Captain or the most Senior Member of the Bush Fire Brigade under Section 44 of the Act.

**IT MUST BE EMPHASISED THAT ANY ROAD CLOSURE MUST ONLY BE FOR THE PURPOSE OF FIRE FIGHTING OR THE EFFECTIVE MOVEMENT OF FIRE FIGHTING APPLIANCES.**

Extreme caution must be taken and the following procedures must be followed at all times:-

- The Incident Controller will request immediately support from Shire Officers to provide traffic control through the CESM or Works Manager.

#### **Volunteers Controlling Traffic**

- Until traffic assistance is in place, traffic control of the immediate fire area may be conducted by properly dressed Firefighters, i.e. yellow overalls and helmet, as issued by the Shire. **Firefighters are NOT to give alternate directions / detours to motorists when roads are closed as this is done by Main Roads or the local Shire.**

**BRIGADE PERSONNEL HAVE A DUTY TO THEMSELVES AND THE TRAVELLING PUBLIC TO ENSURE THAT ALL OPERATIONS ARE PERFORMED WITH MAXIMUM SAFETY.**

**NO ROAD IS TO BE RE OPEN UNTIL AN INSPECTION OF THE ROADVERGE HAS BEEN COMPLETE BY A SHIRE OFFICE AND GIVEN THE ALL CLEAR.**

## Bushfire Operational Procedure

### 8

#### REFUSE SITE FIRES

##### **NOTIFICATION**

All fires occurring within the Refuse site including garden refuse areas or bush areas, are to be reported to the CESM, Environmental Health Officer or another authorised Shire Officer. The Shire will then notify the necessary agency - Department of Environment and Regulation.

##### **RESPONSE**

Brigade Response will be as for a Rural Type Fire or as indicated in their Brigade Response Plan.

- a) Fire & Rescue Service to be requested to attend the incident.
- b) Brigade members to remain clear of danger zone, remain up-wind of incident. Attend to adjacent bush fires **if it is safe to do so**.

##### **NOTE**

If tip site involved includes a pit/trench area, Brigade members are to remain above ground level at all times.

- c) If incident is confirmed to be hazardous, Brigade members will assist Fire & Rescue Service who will assume the Lead Combat Authority Role.
- d) Consideration will be given to evacuation of persons likely to be effected by fire products.
- e) If incident is confirmed to be nonhazardous by Fire & Rescue Service or Shire Officer, Councils Waste Coordinator or the Fire Control Officer present, Brigade members can become involved in Fire Suppression as directed by the Incident Controller.

**It can not be stressed too strongly that to act without specialist advice is dangerous and that it is essential that safe Operating Procedures are adhered to in responding to all refuse sight fire situations.**

## Bushfire Operational Procedure

### 9

#### INCIDENT NOTIFICATION

##### Initial Notification

Notification of fires can take place at any time during the day or night. In some instances fires are reported through the Emergency Triple '000' system which in turn results in VFRS being notified for fires within the Gazetted town site. Bushfire Brigades will be notified for all fire reported outside the gazetted area. DFES Comms notifies one of the following in order of precedence as per Local Government 000 Agreement:

- Shire of Katanning's CESM – 0417 071 567
- Shire of Katanning Chief Bushfire Fire Control Officer
- Shire of Katanning Deputy Chief Bushfire Control Officer
- DFES Regional Office – DO.

Alternatively, notification of fires by members of the public (not through the '000' system) may be directed to:

- The Shire of Katanning on – 98 219999
- The Fire Control Officer (FCO) for the Brigade area where the fire has been reported,

Once the Shire of Katanning or CBFCO are notified of a fire within the area of responsibility they will in turn:

- Alert the applicable FCO or Brigade members that a fire has been reported in their Brigade area and register the incident with DFES Comms.
- Provide assistance where requested to the Brigade in terms of Incident Management, backup resources logistics, & weather forecasts.
- Where the reported fire has potential implications for either PaW or VFRS, notify those agencies.

##### Brigade Internal Call Out Procedures

The Shire of Katanning's Volunteer Bushfire Brigades are encouraged to devise and arrange their own internal call out procedures in order to mobilise Brigade resources. These internal procedures may utilise:

- SMS through DFES.
- SMS through the Shire SMS system
- VHF or UHF radio facilities.
- The local telephone system.
- WhatsApp

# 10.3.1

## **BOP B9 cont.**

Brigades should compile, continually revise and update call out lists for all their members. These call out lists should include details of members names, their addresses and contact details (both working and after hours contacts are preferable).

# 10.3.1

## Bushfire Operational Procedure

10

### **FIRE LIGHTER FUEL / DRIP TORCH**

All Shire of Katanning Volunteer Bushfire Brigades are to use the petrol mixed ratio of 3 parts diesel to one part petrol or Kerosene in Firelighters.

## Bushfire Operational Procedure

### 11

#### **ACCIDENT / PROPERTY LOSSES REPORTING**

Any loss or damage of appliance, equipment and apparatus either of the bushfire brigade or private property owned that is used under the direction of a FCO or another officer of the bushfire brigade is covered by insurance.

The brigade member assuming the role of Incident Controller at a fire incident will:

- Report all damage to the CBFCO and CESM once aware of the damage or losses.



## Bushfire Operation Procedure

### 12

#### ELECTRICAL HAZARDS

Once an electrical hazard has been identified the following procedure must be followed:

##### **Pole Top Fires**

- On arrival at the incident treat all wires as live.
- Secure the area from personnel and members of the public.
- Determine a safe distance from the hazard. **Minimum safe distance for low voltage wires is 10 metres.**
- Tape area off; if this is not possible appoint an officer to stay at location.
- Notify Western Power through DFES COMMS or on the Western Power 13 13 51. The following information will be required: Pole number from the nearest safest pole, Address / nearest intersection, are there lines down, how many poles have been affected.

##### **Structural Fires**

If the electricity is to be disconnected, it is the responsibility of the officer to check that power is switched off at the main board and that the fuses have been removed.

When disconnecting the power supply

- The switch is to be operated with the back of the hand at arm's length.
- The head is to be turned away to avoid possible flash injuries.

##### **240 Volt Power Generated By Solar Panels**

All Emergency Services responders should be aware that if attending an incident at a property that has Solar Panels installed, there is the potential for live 240v power to be circulating through the property even though the mains switchboard has been isolated and fuses removed.

## Bushfire Operational Procedure

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### ENTRAPMENT AT A BUSHFIRE

#### Maintain Situational Awareness:

- Ensure crews are initially briefed on the task and risks
- Ensure crews remain aware of the current and forecast situation

#### Maintain Sound Work Practices:

- Maintain the minimum 25% water reserves on appliances for personal protection.
- Undertake suppression tasks with due reference to **LACES**.
  - L – LOOKOUT. Seek positions of observation and regularly patrol.
  - A – AWARENESS. Maintain situational awareness and act decisively.
  - C – COMMUNICATION. Be in communication.
  - E- ESCAPE ROUTE. Consistently re-assess potential escape routes.
  - S - SAFETY ZONE. Work from a known anchor point.

#### Ensure all crews understand the DEAD MAN ZONE

### BURNOVER PROCEDURE FOR DFES APPLIANCE

**Note** - Do not hose down crew members' with water prior to the fire front passing as the conduction of heat through the clothing may induce steam burns.

- Activate the EMERGENCY AVL BUTTON as per training / guidelines.
- Transmit EMERGENCY message.
- Activate beacons / emergency warning devices and siren.
- Request aerial assistance if available.
- Close hose lines and all crews return to vehicle.
- Park appliance on a burnt/ clear area in a position that affords as much protection as possible for the crew. With the rear of the appliance facing the fire front.
- Conduct a head count to ensure all the crew are present
- Take cover in the cabin. Activate the WATER DELUGE SYSTEM from the appliance.
- Dress in full PPE and activate the IN CAB AIR as per training / guidelines.
- Crew to cover with blanket/ protection.
- STAY INSIDE THE VEHICLE
- Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER
- Wait for assistance.

# 10.3.1

## **BOP B13 cont.**

### **After the fire front has passed:**

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio in to the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

### **BURNOVER PROCEDURE FOR FARMER FIRE FIGHTING UNITS**

- Transmit EMERGENCY message.
- Close hose lines and return to vehicle.
- Park vehicle on a burnt / clear area in a position that affords as much protection as possible for the crew. With the rear of the vehicle facing the fire front.
- Set up deluge system if there is one on the unit.
- Take cover in the vehicle.
- Dress in full PPE.
- Get below the glass windows to shield from radiant heat.
- Leave the engine running and have the air conditioning on recycle.
- Crews to cover with a blanket if one is available. Stay in the vehicle until the fire front has passed and the temperature has dropped outside.
- Immediately after the fire front has passed, account for all crews and check the vehicle for damage. STAY TOGETHER.
- Wait for assistance.

### **After the fire front has passed:**

- Exit the vehicle once the fire front has passed. (be careful as internal / external parts will be extremely hot)
- Take portable radios and First Aid Kit to a safe area.
- If able to radio in to the control point and give a SITREP.
- Stay covered in PPE and blankets and continue to drink water and wait for assistance.

## Bushfire Operational Procedure

### 14

#### **BURNOVER BLANKET DFES APPLIANCE**

Burnover blankets are a piece of equipment for protecting firefighter out on the fire line. The blankets are made from light weight, patented material (not wool). The blanket is located in the red protective sleeve or bag, mounted in the DFES / Shire appliance.

The blanket is 2m x 2m in size and each blanket can only be used one. There is one blanket per seat in appliance.

#### **Using the Blanket**

- First locate the blanket in the appliance. The blankets are fixed in positions appropriate to the appliance and must not be relocated.
- Make sure you are aware of the location of the blanket in the vehicle that you use.
- Obtain the blanket from its storage bag by lifting the flap and remove the vacuum packed blanket.
- Open the plastic wrapping by tearing from the top then expanding the tear so the blanket can be removed easily.
- Straight pull towards you to start with, and then rip sideways. Removing the blanket from the cover and disregard the cover out of the appliance.
- Unfold the burnover blanket fully and cover yourself completely.
- Remain covered and get below the window level of the appliance until the fire has passed.
- The whole process including locating and deployment should take 20 seconds or less.

## Bushfire Operational Procedure

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### RED FLAG WARNING

Red Flag Warnings are a message system that provides a process to ensure critical information (such as weather changes) is confirmed as received by all at a incident.

- Red Flag Warnings are to be precise messages which convey present or impending hazards to responders. E.g. weather changes, fire behaviour, equipment failure etc.
- Red Flag Warning are to be initiated within the command hierarchy – IC.
- Red Flag Warnings are to be passed onto all personnel at the incident, including those from other agencies and private contractors.
- At all levels, red flag warning are to be acknowledged on receipt through confirmation of the message back to the sender.
- The transmission, receipt and acknowledgement of Red Flag Warnings are to be logged.

#### Standard message

**RED FLAG WARNING.** Personnel are advised of <actual forecast where appropriate> conditions that may present a hazard to personnel as follows< actual / forecast conditions>.Personnel are to < describe specific actions required to be taken > This message is to be passed on to all personnel on the fire ground.

#### Acknowledge

## Bushfire Operational Procedure

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### **AUTOMATIC VEHICLE LOCATOR – AVL**

The AVL system provides real-time visibility of appliances especially during large scale bushfires and provides automatic features to support crew safety. The AVL system also includes an emergency distress button to be used in emergency situations. When activated it sends an alarm to the DFES Communications Centre. The system records the vehicle location, speed, and if lights and siren have or are being activated. DFES Officers, CESM and authorised Brigade members have access to the link to track appliance locations across the state.

#### **Procedure**

- Testing of the AVL system is to be carried out on a monthly basis to keep the system updated with new software. This should be done as close to the first of each month as possible. Testing diagram located in the appliance.
- The system is connected to the 3G network and if this is not available the system will link to a satellite.
- Under normal conditions the light will be showing GREEN.
- To activate the emergency button HOLD IT DOWN FOR 4 SECONDS the green light will turn RED until DFES Comms acknowledges, then the light will show GREEN again. Once activated DFES Comms will contact the Incident Controller for the fire, the Duty Officer for the region or the CESM to follow up.
- If for any reason the button is accidentally activated and the light stays solid red (not flashing) ring DFES Comms on 1800 198 140 to notify them of the mistake.
- Refer to Operational brochure and general information sheet that is located in the appliance for further information.
- Any issues with the system please contact the CESM to follow up.

## Bushfire Operational Procedure

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### ROAD VERGE BURNING PROCEDURE

The Road Verge Burning Procedure is to provide clear guidelines for the burning of road verges throughout the Shire of Katanning.

#### Procedure

- Must be obtained for all roadside burning. (12 months of the year.)
- A Permit is to be issued prior to any road verge burn in accordance with this procedure.
- The Shire Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges and only after a site inspection has been carried out by authorised persons.
- Burns are to be conducted by the relevant Bush Fire Brigade member or authorized Shire Staff. No road verge burning may be carried out by individuals unless authorised.
- No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council, unless written approval has been received from the controlling body.
- Site inspections will take into consideration the environment impact on the road verge, the potential hazard the verge would pose in the event of bushfire and the weather patterns and forecast for that time of year.
- Permits to burn road verges will only be issued to Brigade Fire Control Officer or member of the public and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines.
  - Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
  - Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;
  - Ensure acceptable weather conditions have been considered;
  - Comply with normal permit requirements;
  - Only one side of a road to be burnt in any one year;
  - No single hazard reduction burn to exceed 500 meters along a single road verge;
  - Adjoining strips may not be burnt within three years;
  - Adjacent verges are not to be burnt within three years.
- If a larger burn area is required a risk-based assessment of the surrounding area will need to be completed including:

# 10.3.1

- Fuel tons per hectare.
  - Assets and locations.
  - Vegetation type.
  - Fire History.
  - Weather patterns.
- 
- The use of fire to abate fire hazards and to clear roadside drains should be confined to area where distinct hazards, high ignition risks and high values can be identified. In general, these related to road verges where native plant species have been replaced by annual weeds and grasses. Where possible mowing and approved herbicide treatment is to be used as opposed to road verge burns.
  - On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.





*Our Ref: AM/20/332  
File No: GV.CM.2*

## **Community Grants Program**

### **MINUTES OF THE COMMUNITY GRANTS PROGRAM MEETING**

Dear Community Financial Assistance Program (CFAP) Committee, here are the Minutes of the Community Grants Program meeting held on Wednesday 9 December 2020, at the Shire of Katanning in the Conference Room, 52 Austral Terrace, Katanning at 1:30pm.

#### Table of Contents:

1. Opening of Meeting
2. Record of Attendance
3. Disclosure of Financial/Impartiality Interests
4. Confirmation of Minutes of Previous Meeting
5. New Business
6. Committee Recommendation to Council
7. Next Meeting
8. Closure of Meeting

## 1. OPENING OF MEETING

The meeting was declared open by the Chair at 1.45pm.

## 2. RECORD OF ATTENDANCE

### Present

**Members:** Cr Martin Van Koldenhoven - Chair  
Cr John Goodheart – Deputy President  
Cr Kristy D’Aprile (Proxy)

**Council Officers:** Denise Gobbart, Executive Manager Corporate & Community Services  
Natassia Shirazee, Community Relations Officer

**Apologies:** Cr Serena Sandwell

**Minute Taker:** Natassia Shirazee, Community Relations Officer

## 3. DISCLOSURE OF FINANCIAL/IMPARTIALITY INTERESTS

Cr John Goodheart has an impartiality interest in the Katanning Historical Society application as he is a member of the Katanning Historical Society.

## 4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

### Community Financial Assistance Program Committee Meeting – Monday 17 February 2020

(SEE ATTACHED MINUTES)

**MOVED: CR MARTIN VAN KOLDENHOVEN**

**SECONDED: CR JOHN GOODHEART**

**CGP 3/20 That the minutes of the Community Financial Assistance Program Committee Meeting held on Monday 17 February 2020 be confirmed as true and correct.**

**Voting Requirement:** Simple Majority

CARRIED: 3/0

## 5. NEW BUSINESS

### Community Grants Program

**File Ref:** GS.AE.1

**Reporting Officer:** Community Relations Officer, Natassia Shirazee

**Date Report Prepared:** 02 December 2020

### **Issue:**

To consider applications for the 2020/2021 Community Grants Program.

### **Body/Background:**

The Community Grants Program funding was advertised in October 2020 and November 2020 with advertisements in the Great Southern Herald, the Shire of Katanning Website, Shire Matters Newsletter, emails and word-of-mouth to the community and on Facebook.

## 10.3.2

The Community Grants Program (CGP) provides funding support in three categories; Minor Community Grant (up to \$5,000), Major Community Grant (Over \$5,000) and Triennium Community Grant (3 year approval - Minor or Major), to enable organizations to develop projects that increase participation and benefit the community.

At the closing date 5 applications were received: 2 applications requesting a minor community grant, 3 applications requesting a major community grant and 0 applications requesting a triennium grant.

The application process was coordinated by the Community Relations Officer, Natassia Shirazee.

The Community Grants Program for 2020/2021 has \$25,000.00 ex GST available in the budget.

### **Summary of applicants**

#### ***Minor Community Grants (up to \$5,000)***

**Full Organisation Name:** The Anglican Parish of St Andrew's Katanning (Auspice by The Bunbury Diocesan Trustees)

**Project Title:** Repairs at St Andrew's Church and Hall Katanning

**Requested Amount from Council:** \$5,000.00 ex GST

**Total Project Cost:** \$6,000.00 ex GST

**Full Organisation Name:** Jeert Mia Aboriginal Corporation

**Project Title:** Harmony Day 2021 Opening Day Aboriginal Welcome

**Requested Amount from Council:** \$5,000.00 ex GST

**Total Project Cost:** \$5,300.00 ex GST

#### ***Major Community Grant (over \$5,000)***

**Full Organisation Name:** Katanning & Districts Pool Association Inc

**Project Title:** Pool Hall Air-Conditioners

**Requested Amount from Council:** \$5,300.00 ex GST

**Total Project Cost:** \$5,300.00 ex GST

**Full Organisation Name:** Katanning Historical Society

**Project Title:** Restore and Maintain the Katanning Historical Society Buildings

**Requested Amount from Council:** \$10,000.00 ex GST

**Total Project Cost:** \$26,362.00 ex GST

**Full Organisation Name:** Katanning Country Club

**Project Title:** Katanning Country Club Fire Safety System

**Requested Amount from Council:** \$10,000.00 ex GST

**Total Project Cost:** \$39,630.00 ex GST

## **Minor Community Grant (up to \$5,000)**

### **Application 1**

---

**Full Organisation Name:** The Anglican Parish of St Andrew's Katanning (Auspice by The Bunbury Diocesan Trustees)

**Brief Description of Organisation:** The Anglican Parish of St Andrew's Katanning provide spiritual wellbeing and assistance to the disadvantaged. As a religious body they focus on operating outreach programs benefiting vulnerable, unemployed people, young families and the environment in which we live.

The Anglican Parish of St Andrew's Katanning provide:

- Religious services including services at Kerry Lodge Frail Care Centre and Bethshan Juniper Care Home;
- Outreach program through Boniface Care including provision of school uniforms for disadvantaged families and breakfast programmes at local schools; and
- A facility for use by the community for meetings and social gatherings.

**Project Title:** Repairs at St Andrew's Church and Hall Katanning

**Project Description:** The Church was built in 1898 and the hall in 1911. Both are recorded on the Heritage Council and Shire Heritage Inventories.

Repairs are required to both buildings. The Parish funded the stabilising of the buildings by resin injection in 2016 under the guidance of Mr Ed Piggott, an engineer. The overall cost of the repairs was in excess of \$26,000 and extinguished the Parish funds for repairs. Funding has been sought through the Heritage Council but they would not consider the funds already expended by the Parish as a contribution and the grant did not proceed.

The cracks to both buildings have now settled and need to be repaired. The Parish is aware that the quotes provided in this grant application are dated however believe they will be able to meet any shortfall.

**Estimated project start date:** February 2021.

**Location of project:** St Andrews Anglican Church

**Expected project benefits to the community:**

The benefits will be the continuing preservation of both buildings, built over 100 years ago and valued by the community. It is hoped that by undertaking these repairs it will encourage the community to use the facilities for other events including weddings and funerals.

**Other community groups and/or key people involved in the project:** No other groups.

**Project expenditure:**

- Southern Stone & Wood \$3,850.00
- Purchase of paint \$1,000.00
- Sign acknowledging Shire's contribution \$150.00
- Paint hall

**Applicant Cash Contribution:** \$0

**Applicant In-Kind Contribution:** \$1,000.00

**Requested Amount from Council:** \$5,000.00 ex GST

**Total Project Cost:** \$6,000.00 ex GST

## **Minor Community Grant (up to \$5,000)** **Application 2**

---

**Full Organisation Name:** Jeert Mia Aboriginal Corporation

**Brief Description of Organisation:** The Jeert Mia Aboriginal Corporation supports community events, training and workshops in Katanning. They work together and meet with the Shire of Katanning Community Services; agencies and groups including Katanning Police, local schools, Palmerston, Southern Aboriginal Corporation, Badgebup Aboriginal Corporation, Baldjamaar Foundation and Noongar Leadership Groups.

Jeert Mia Aboriginal Corporation provides tourism support and reconciliation with Aboriginal people in Katanning and surrounds.

**Project Title:** Harmony Day 2021 Opening Day Aboriginal Welcome

**Project Description:** The Jeert Mia Aboriginal Corporation is working with the Follow the Dream Coordinator and high school students (possibly other primary school children as well) to perform a song in Noongar Language at the opening of the Katanning Harmony Festival and at the Katanning Senior High School.

Funding would be for:

- national dress for the children in Aboriginal colours that they will design for print on shirts;
- artist, linguist and musicians including Digeridoo player/s;
- instruments;
- holding classes to practice at high school; and
- photographer.

The supplies will then be used for future events such as NAIDOC, Harmony Festivals and community events.

**Estimated project start date:** January 2021, unless funding is not approved.

**Location of project:** Katanning (Katanning Senior High School and Harmony Festival, Clive Street).

**Expected project benefits to the community:** To be part of Harmony Day, a multicultural event that shares all kinds of different cultures. Opportunity for future musical events in Katanning and giving the chance for Aboriginal children to learn their language.

**Other community groups and/or key people involved in the project:** Follow the Dream Coordinator, local primary and high school students

**Project expenditure:**

- Musicians \$1,500.00 ex GST
- Musical Instruments \$2,500.00 ex GST
- Purchase of Tee Shirts \$800.00 ex GST
- Linguist Fees \$200.00 ex GST
- Photographer
- Classes

**Applicant Cash Contribution:** \$200.00

**Applicant In-Kind Contribution:** \$77,424.00

**Other Cash Contribution:** \$100.00

**Requested Amount from Council:** \$5,000.00 ex GST

**Total Project Cost:** \$5,300.00 ex GST

## **Major Community Grant (over \$5,000)**

### **Application 3**

---

**Full Organisation Name:** Katanning & Districts Pool Association Inc

**Brief Description of Organisation:** Katanning & Districts Pool Association Inc provide facilities and organise competitions and events for the playing of eight-ball in Katanning and surrounding districts. They put on eight ball competitions (winter and summer) and have a meeting place for HACC senior men.

The club helps support male members of the community who may feel isolated and want to join and socialise every week.

**Project Title:** Pool Hall Air-Conditioners

**Project Description:** The Katanning & Districts Pool Association Inc would like to install two split-system air-conditioners to the pool hall/club room at Amherst Street to provide a more comfortable environment for players and spectators.

Applied for funding in the last Community Grant Program round but due to COVID-19 the funding round did not go ahead.

**Estimated project start date:** As soon as funding is approved.

**Location of project:** Pool Hall, Amherst Street Katanning

**Expected project benefits to the community:**

- Work for local suppliers
- Improved facilities for members and seniors that play on Tuesdays
- More comfortable environment for the annual event that hosts people from Katanning, Albany and Narrogin
- Incentive to use the hall more as it currently gets very hot in the summer weather and unpleasant to use

**Other community groups and/or key people involved in the project:** N/A

**Project expenditure:**

- 2x Air-conditioning units and install charge \$5,300.00 ex GST

**Applicant Cash Contribution:** \$0

**Applicant In-Kind Contribution:** \$0

**Requested Amount from Council:** \$5,300.00 ex GST

**Total Project Cost:** \$5,300.00 ex GST

## **Major Community Grant (over \$5,000)**

### **Application 4**

---

**Full Organisation Name:** Katanning Historical Society

**Brief Description of Organisation:** The Katanning Historical Society Museum seeks to collect, preserve, research, document, store or display and interpret items that pertain to the history of the Katanning region from the earlier times to the present.

In addition to normal presentation of significant historical items of interest the Society welcomes community members and visitors to view these displayed items. They are currently open via appointment and Sunday afternoons.

**Project Title:** Restore and Maintain the Katanning Historical Society Buildings

**Project Description:** The Katanning Historical Society was founded in 1937 and is believed to be the oldest affiliated society in WA. The museum was moved to the old school at the corner of Taylor in 1965. Without maintenance work the buildings will fall into disrepair. The funds will assist in the following:

- To repair the Katanning Historical Society buildings.
- To carry out urgent maintenance repairs to the electrical wiring, lighting of the main museum and old Methodist Church buildings
- Repairs to the guttering and doors on the old Methodist Church building and toilet block
- Replace damaged plaster walls and paint the interior of the Band Hall
- Installation of fascia and flashing on the ends of the Band Hall
- Repairs to the entrance doors on the Band Hall
- Maintenance repairs to the weather boards on the Band Hall and Dongolocking School building and paint exterior

**Estimated project start date:** As soon as funding is approved.

**Location of project:** Katanning Historical Society

**Expected project benefits to the community:**

- Being able to hold events at the buildings
- Meeting requirements for schools to be able to visit
- Being able to open regular hours and add to a museum trail in the Great Southern
- Buildings become more secure, safe and presentable for the public

**Other community groups and/or key people involved in the project:** N/A

**Project expenditure:**

- Electrical \$2,278.16 ex GST
- Building maintenance and repair band hall – materials \$6,350.00 ex GST
- Other maintenance on buildings \$3,000.00 ex GST

**Applicant Cash Contribution:** \$2,000.00

**Applicant In-Kind Contribution:** \$14,632.00

**Requested Amount from Council:** \$10,000.00 ex GST

**Total Project Cost:** \$26,362.00 ex GST

## **Major Community Grant (over \$5,000)**

### **Application 5**

---

**Full Organisation Name:** Katanning Country Club

**Brief Description of Organisation:** The Katanning Country Club offers a range of sporting activities including Tennis, Golf, Squash and Lawn Bowls and is dedicated to providing its Members, their families, their guests and the wider community, an exceptional recreational and social private club facility that is perceived as:

- being constantly available;
- a high quality and personalised service experience;
- having outstanding sporting and Clubhouse facilities that features state awarded golf facilities and superior squash, bowls and tennis programs;
- providing superior dining and social amenities where every Member is treated as a preferred customer;
- representing good financial value for our Members;
- encouraging the formation of enduring friendships; and
- having programs and policies which attract, retain, and engage Members

**Project Title:** Katanning Country Club Fire Safety System

**Project Description:** This project will deliver a Fire Safety System at the Katanning Country Club including two large volume water tanks for fire safety compliance which will also be accessible to firefighting units in the event of a fire in Katanning.

A building's compliance with the FES Commissioner's Operational Requirements is critical for preventing fires, ensuring community preparedness and resilience and safe and effective firefighting operations. As part of the Redevelopment Project, the Katanning Country Club (KCC) will install a fire safety system to comply with Department of Fire and Emergency Services (DFES) requirements which ensure plans for construction of buildings in Western Australia are fire safe in accordance with the fire safety sections of the Building Code of Australia (BCA).

Before a building permit is issued for the completion of Stage 2 and 3 of the KCC Redevelopment Project, fire safety requirements must be fulfilled.

The total project will include the delivery and installation of:

- Fire Engineering Plan
- 2 x 130,000 litre water tanks and plumbing,
- building smoke detection system,
- fire alarm system,
- fire safety equipment including extinguishers and fire blankets

The total project cost will be \$39,630 (ex GST).

The KCC is requesting \$10,000 through the Katanning Community Grants Program to fund the some of the cost of the water tanks. KCC will fund the remaining \$29,630 to a total project cost of \$39,630 (ex GST).

**Estimated project start date:** December 2020 after funding approved.

**Location of project:** Katanning Country Club

**Expected project benefits to the community:**

- Local brigade will have access to the water in the event of a fire in Katanning;
- Improved fire safety and firefighting capability;
- Comply with DFES fire safety requirements
- Allow the Katanning Country Club to continue to support the community

**Other community groups and/or key people involved in the project:** N/A



# 10.3.2

## **Project expenditure:**

- Fire engineering plan
- 2 x 130,000 litre water tanks & plumbing - \$10,000.00 from CGP to go towards
- Smoke detectors
- Smoke detector electrical installation to mains power
- Fire alarm system and control panel
- Fire safety equipment
- Plumbing to connect to mains water
- Site preparation:
  - Labour hours
  - Heavy machinery cost
  - Sand/infill

**Applicant Cash Contribution:** \$28,570.00

**Applicant In-Kind Contribution:** \$1,060.00

**Requested Amount from Council:** \$10,000.00 ex GST

**Total Project Cost:** \$39,630.00 ex GST

## Additional Comments

Community Grants Program Budget 2020/2021: \$25,000.00 ex GST

Total cash contribution requested excluding GST: \$35,300.00 ex GST

Recommended cash contribution: \$16,450.00 ex GST

Total in-kind contribution requested: \$0

Recommended amount: \$0

Total cash and in-kind contribution requested: \$35,300.00 ex GST

Recommended total of cash and in-kind contribution: \$16,450.00 ex GST

**Statutory Environment:** *Local Government Act 1995*

**Policy Implications:** 2.9 Community Grants Program. Applications were assessed in accordance with the Policy Guidelines.

**Financial Implications:** Sufficient funds are allocated in Councils 2020/2021 Budget to cover the cost of the recommended grant contributions.

**Strategic Implications:** Shire of Katanning Strategy Community Plan 2017-2027

### Previous successful applicants:

Group	Project	Amount Approved	Round	Status
Katanning Landcare	Wildpaws Walk	\$1,138.00 ex	Round 1, 2019-2020	Acquitted
Rainbow Coast Neighbourhood Centre	CaLD Women and Children Swimming Program	\$4,080.00	Round 1, 2019-2020	Acquitted
Katanning Speedway Club	LED Lighting	\$10,283.63	Round 1, 2019-2020	Acquitted

## 6. COMMITTEE RECOMMENDATION TO COUNCIL

**MOVED: CR KRISTY D'APRILE**

**SECONDED: CR JOHN GOODHEART**

**CGP 4/20 That the CFAP Committee make the following grant recommendations the 2020/2021 Community Grants Program to Council:**

- Partially approve the Anglican Parish of St Andrew's Katanning (Auspice by The Bunbury Diocesan Trustees) \$3,000.00 ex GST to partially fund the Repairs at St Andrew's Church and Hall Katanning Project as listed in the application;**
- Partially approve Jeert Mia Aboriginal Corporation \$800.00 ex GST to fund the tee-shirts for the Harmony Day 2021 Opening Day Aboriginal Welcome Project as listed in the application;**

## 10.3.2

3. Partially approve Katanning & Districts Pool Association Inc \$2,650.00 ex GST for one Air-Conditioner as listed in the application;
4. Approve Katanning Historical Society \$10,000.00 ex GST to restore and maintain the Katanning Historical Society Buildings Project as listed in the application;
5. Defer Katanning Country Club's application of \$10,000.00 ex GST for the Katanning Country Club Fire Safety System Project as listed in the application and recommend funding through the budget process; and
6. That Council, consider a second funding round to be held for the remaining funds of \$8,550.00 ex GST, opening for advertising in February and March 2021 with funding announced following approval by Council in April 2021.

**Voting Requirement:** Simple Majority

CARRIED:3/0

### **7. NEXT MEETING**

The next meeting will be held when required.

### **8. CLOSURE OF MEETING**

This meeting was declared closed at 2.32pm.

## Community Grants Program (CGP) Application Form 2020/2021

Community Grants Program applications close on 30 November 2020. Late applications will not be accepted.

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

GROUP/ORGANISATION DETAILS	
Group/organisation name:	The Anglican Parish of St Andrew's Katanning
Postal address:	P O Box 60 KATANNING 6317
ABN:	49 932 807 191
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicing organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website <a href="https://www.katanning.wa.gov.au/documents/">https://www.katanning.wa.gov.au/documents/</a> <i>If your group is required to be registered but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is not required to be registered for GST, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input type="checkbox"/> Incorporated Association <input checked="" type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

# 10.3.2

GROUP/ORGANISATION CONTACT PERSON	
<b>Contact Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Mrs Sylvia Spicer
<b>Position title in the group/organisation:</b>	Parish Secretary
<b>Contact numbers:</b>	9824 1187    0439 577 507
<b>Email:</b>	sylviafspicer@gmail.com

GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Rev'd Lindy Rookyard
<b>Position title in the group/organisation:</b>	Parish Priest
<b>Contact numbers:</b>	9821 1986 Tuesday and Thursday
<b>Email:</b>	lindy.rookyard@gmail.com

AUSPICING ORGANISATION (IF APPLICABLE)	
<b>Auspicing organisation name:</b>	The Bunbury Diocesan Trustees
<b>ABN of auspicing organisation:</b>	78 272 188 449
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Mrs Cheryl Norman
<b>Position title in the group/organisation:</b>	Property Manager
<b>Contact numbers:</b>	9721 2100 Option 1 Monday- Thursday
<b>Email:</b>	admin@bunbury.org.au



## ABOUT GROUP/ORGANISATION

**Briefly describe your group/organisation's aims?**

To provide spiritual wellbeing and provide assistance to the disadvantaged. As a religious body we focus on operating outreach programs benefiting vulnerable, unemployed people, young families and the environment in which we live.

**The services/activities your group/organisation provides to the community?**

- Religious services including services at Kerry Lodge Frail Care Centre and Bethshan Juniper Care Home
- Outreach program through Boniface Care including provision of school uniforms for disadvantaged families and breakfast programmes at local schools
- Providing a facility for use by the community for meetings and social gatherings

**Which are your main target groups?**

- |   |                                  |  |
|---|----------------------------------|--|
| <input checked="" type="checkbox"/> General community | <input type="checkbox"/> Women   | <input type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10                | <input type="checkbox"/> Men     | <input type="checkbox"/> People with disabilities and/or carers      |
| <input type="checkbox"/> Youth 11-25                  | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify)<br>_____             |

**If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?**

- |  |  |
|--|--|
| <input type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters   |
| <input type="checkbox"/> Annual report | <input type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input type="checkbox"/> Social media  | <input checked="" type="checkbox"/> Other (please specify) Signage on Church property acknowledging the Shire's contribution                           |
| <input type="checkbox"/> Flyers        |  |

**Has your organisation received funding from the Shire in the last two years?**

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☒ No – skip to Project Details
- ☐ Yes – please answer below questions

***If applicable, please list the years and amounts of funding from the Shire in the last two years.***

Year		Amount	
Year		Amount	

***If applicable, has your organisation provided an acquittal to the Shire for each grant?***

- ☐ Yes - The organisation's acquittal has been received by the Shire.

☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

### PROJECT DETAILS

<b>Project Title</b>	Repairs at St Andrew's Church and Hall Katanning
----------------------	--

**Please outline your project/funding request?**

The Church was built in 1898 and the hall in 1911. Both are recorded on the Heritage Council and Shire Heritage Inventories.

Repairs are required to both buildings. The Parish funded the stabilising of the buildings by resin injection in 2016 under the guidance of Mr Ed Piggott, an engineer. The overall cost of the repairs was in excess of \$26,000 and extinguished the Parish funds for repairs. Funding has been sought through the Heritage Council but they would not consider the funds already expended by the Parish as a contribution and the Grant did not proceed.

The cracks to both buildings have now settled and need to be repaired. The Parish is aware that the quotes provided in this grant application are dated however believe they will be able to meet any shortfall.

<b>Funding Requested</b> (excluding GST)	\$5,000
--	---------

<b>Total Project Cost</b> (excluding GST, please include in-kind and financials)	\$6000
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**On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)**

The project will not commence until February next year. This is based on the advice of the preferred contractor. The project should be completed by 30.6.2021.

**How and where will your project/purchases take place?**

The contractor is based in Woodanilling. Accordingly we understand that as many products required as possible will be sourced from local suppliers.

**What is your group/organisation's contribution to your project? Please include in-kind and financials.**

The Parishioners will paint the Hall. In dollar terms it is estimated the Parishioners time to be in the vicinity of \$1,000.

**How many people do you anticipate will attend/participate in your project once completed?**

Up to 75

**How many people from the region do you anticipate will attend/participate in your project once completed?**

It is hoped on completion of the renovations other groups will use the hall.

**What benefits will your project deliver to the Katanning community?**

The benefits will be the continuing preservation of both buildings, built over 100 years ago and valued by the community. It is hoped that by undertaking these repairs it will encourage the community to use the facilities for other events including weddings and funerals.

**Explain how you know the project is needed and supported by the community?**

People attend the Church regularly to worship and attend events held in the hall and grounds. These include an annual fete, pancake night, community group meetings and social gatherings.

**Name any other groups/individuals that will be involved in the project? (Please attach letters of support)**

No other groups are involved in this project.

**If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?**

N/A

**If your application is unsuccessful in the CGP, how will the project be delivered?**

The repairs will have to wait until such time as the funds can be raised through donations from Parishioners and local organisations.



## PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

## Detailed description of the good and/or services:

Repair internal and external brickwork up to 4 metres above ground. Remove sections of brickwork on the southern elevation and the adjacent doorway, clean and replace with compo mortar. Rape of kitchen and remove all bulging brickwork from the ceiling down and clean and replace with compo mortar.

## LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

## SUPPLIER 1

Supplier	Alltype Carpentry	Quote \$ (ex GST)	7900.00
Contact Name	Crawford Ball	Contact Number	
Delivery		Availability	

## SUPPLIER 2

Supplier	Southern Stone	Quote \$ (ex GST)	3850.00
Contact Name	Brad	Contact Number	0481293197
Delivery	February 2021	Availability	

## SUPPLIER 3

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

## Have three quotations been obtained:

☐ Yes ☒ No

## If no, please explain the reason for not obtaining three quotes:

It took 3 months to acquire these quotes. Many are not interested in travelling to Katanning.

## Is the quotation accepted, the lowest price?

☒ Yes ☐ No

## If no, please explain the reason for not accepting the lowest price:

## PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

Inkind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations inkind hours for the project.

PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
<i>CGP Grant</i>	<i>5000</i>	<i>Unconfirmed</i>
<i>Parishioners in-kind contribution</i>	<i>1000</i>	<i>Confirmed</i>
<b>TOTAL INCOME:</b>	<b>6000</b>	

## PROJECT COSTS

PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
<i>Southern Stone &amp; Wood</i>	<i>3850</i>	<i>CGP</i>
<i>Purchase of Paint</i>	<i>1000</i>	<i>CGP</i>
<i>Purchase Sign acknowledging Shire's contribution</i>	<i>150</i>	<i>CGP</i>
<i>Painting of Hall</i>	<i>1000</i>	<i>Own organisation in-kind contribution</i>
<b>TOTAL EXPENDITURE:</b>	<b>6000</b>	

## PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

Inkind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations inkind hours for the project.

PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
<i>CGP Grant</i>	<i>5000</i>	<i>Unconfirmed</i>
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<b>TOTAL INCOME:</b>	<b>6000</b>	

## PROJECT COSTS

PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
<i>Southern Stone &amp; Wood</i>	<i>3850</i>	<i>CGP</i>
<i>Purchase of Paint</i>	<i>1000</i>	<i>CGP</i>
<i>Purchase Sign acknowledging Shire's contribution</i>	<i>150</i>	<i>CPG</i>
<i>Painting of Hall</i>	<i>1000</i>	<i>Own organisation in-kind contribution</i>
<b>TOTAL EXPENDITURE:</b>	<b>6000</b>	



## DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.


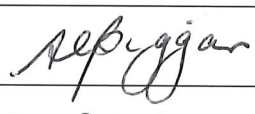
Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

## DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of ANGELICAN PARISH OF KATANNING and abide by the CGP Guidelines.

Signed by TWO senior members of organisation:

Full name:	IAN ALEXANDER COSTS	Full name:	STEPHEN GRAHAM BIGGAR
Position title:	BISHOP OF BONBURY	Position title:	DIOCESAN SECRETARY
Signature:		Signature:	
Date:	30.11.2020	Date:	30.11.2020

## CHECKLIST

Please ensure you have:

- ☐ Read the application guidelines carefully
- ☐ Completed **ALL** sections of the Application Form
- ☐ Attached Copies of quotes for all expenditure requested through the CGP
- ☐ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☐ Attached any Letters of support from other groups

Please send this application via one of the following:

**Mail**

Shire of Katanning  
PO Box 130, Katanning, WA, 6317

**Email**

[admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**In person**

52 Austral Terrace, Katanning



# SOUTHERN STONE & WOOD

3357 ROBINSON ROAD  
PO BOX 80 WOODANILLING WA 6316  
[bradley.a.groenewold@gmail.com](mailto:bradley.a.groenewold@gmail.com)  
PHONE : 0481293197

# 10.3.2

## QUOTATION

ABN	31952641785
DATE	3/05/2019
JOB #	102
CUSTOMER ID	SHED FLOOR
VALID UNTIL	30/05/2019

### CUSTOMER

KATANNING ANGLICAN CHURCH

DESCRIPTION	UNIT PRICE	QTY	TAXED	AMOUNT
GENERAL BRICKWORK REPAIRS TO THE INTERNAL & EXTERNAL BRICKWORK UP TO 4 METERS ABOVE GROUND			X	-
			X	-
			X	-
EXTERNAL SCOPE:			X	-
REMOVE SECTIONS OF BRICKWORK ON THE SOUTHERN ELEVATION & THE ADJACENT DOORWAY			X	-
CLEAN & REPLACE WITH COMPO MORTAR STRUCK FACED			X	-
			X	-
			X	-
INTERNAL SCOPE:			X	-
TAPE OFF KITCHEN BEFORE WORK COMMENCES. REMOVE BULGING BRICKWORK FROM THE CEILING DOWN THEN CLEAN & REPLACE WITH COMPO MOTAR STUCK FACED.			X	-
			X	-
			X	-
TOTAL WORKS INCLUDING ALL MATERIALS	3,850.00		X	3,850.00
			X	-
			X	-

### TERMS AND CONDITIONS

RESTORATION WORKS ARE EXCLUSIVE OF PAINTING.

**STRICTLY 14 DAY ACCOUNTS**

SIGN:

DATE:

Subtotal	\$	3,850.00
Taxable	\$	3,850.00
GST rate		10.000%
GST	\$	385.00
Other	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>4,235.00</b>



ORIGINAL COPY

# QUOTATION

DATE:

11-06-19

VALID TILL:

10-07-19

QUOTATION  
NUMBER

DB 393582

FROM:

CRAWFORD BALL

TO:

ST ANDREWS ANGLICAN

T/A ALLTYPE CARPENTRY KATANNING 6317

AS BALL FAMILY TRUST PO BOX 60

ABN:- 45 498 035 056 CORNER ARBOUR &amp; ABERDEEN

PO BOX 226 KOSONUP, 6395 ST, KATANNING

It gives us pleasure to submit the following Quotation

QTY	DESCRIPTION	TOTAL
	RE:- REPAIRS TO WALL IN KITCHEN IN MAIN HALL.	
	TO SUPPLY MATERIAL AND	
	LABOUR TO REMOVE A SECTION	
	OF BRICK WALL NEAR DOORWAY	
	OF KITCHEN IN HALL. BUILD NEW	
	WALL AND MAKE GOOD TO ALL.	
	MATERIAL:-	\$2640-00
	LABOUR:-	\$6050-00

SIGNED:

C. J. Ball

SUB TOTAL \$7900-00

GST \$790-00

TOTAL INCLUSIVE \$8690-00  
OF GST



THE ANGLICAN CHURCH OF AUSTRALIA

THE DIOCESE OF BUNBURY

10.3.2  
7 Oakley Street, PO Box 15  
Bunbury, Western Australia 6221

Telephone (08) 9721 2100  
Email: [secretary@bunbury.org.au](mailto:secretary@bunbury.org.au)

19 March 2020

Shire President  
Shire of Katanning  
PO Box 130  
Katanning WA 6317

Dear Cr Liz Guidera

RE: Application for grant to undertake conservation work at St Andrew's Church and Hall Katanning

On behalf of the Diocese of Bunbury, we would hereby support the application for a grant to undertake conservation works to restore the Anglican Church and Hall in Katanning.

It gives us great comfort that there are parishioners willing to invest their time and effort into preserving, maintaining and restoring our important heritage, both for the present community and for future generations to come.

We trust that this application will receive a favourable response.

Yours sincerely

Revd Dr Lucy Morris  
Diocesan Secretary

## Confirmation of Cover

Date of Issue: 28 October 2020

Anglican Insurance and Risk Services assists its members through the provision of co-ordinated insurance and risk services. This document is issued as a confirmation that the insurance policy has been taken out on behalf of named insureds below.

<b>Insured Member</b>	Anglican Diocese of Bunbury and any associated / affiliated bodies, whether incorporated, unincorporated, registered or subsidiary of Insured Member .
<b>Policy Type</b>	General Public and Products Liability
<b>Insurer</b>	Ansvar Insurance Ltd ABN 21 007 216 506
<b>Policy No.</b>	01.025.0582158
<b>Period of Insurance</b>	From: 4.00pm on 31 October 2020 AEST To: 4.00pm on 31 October 2021 AEST
<b>Interest Insured</b>	<p>The Insurer shall indemnify the Insured against the Insured's legal liability to pay compensation in respect of:</p> <p>a) Injury to any person; b) Property Damage; c) Advertising Injury;</p> <p>occurring within the Geographical Limits during the Period of Insurance as a result of an Occurrence happening in connection with the Insured's Business or Products.</p>
<b>Limits of Liability</b>	AUD \$20,000,000 any one occurrence and in the aggregate.
<b>Geographical Limits</b>	Worldwide excluding USA & Canada
<b>Interested Party</b> for their respective rights and interests:	None

### DISCLAIMER

This Confirmation of Cover is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the Policy listed. It is provided as a summary only of the cover provided and is current only at the Date of Issue and is subject to receipt of premium. The insurance policy is always subject to the full terms and conditions as outlined in the Product Disclosure Statement and full schedule of Insurance. Contact AIRS immediately should any information is incorrect.

Signed on behalf of Anglican Insurance and Risk Services



**Neil Bull**  
CEO



## Community Grants Program (CGP) Application Form 2020/2021

**Community Grants Program applications close on 30 November 2020. Late applications will not be accepted.**

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

GROUP/ORGANISATION DETAILS	
Group/organisation name:	Jeert Mia Aboriginal Corporation
Postal address:	24 Richardson Street Katanning PO Box 37 Katanning 6317
ABN:	7729145427
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicing organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website <a href="https://www.katanning.wa.gov.au/documents/">https://www.katanning.wa.gov.au/documents/</a> <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input checked="" type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

# 10.3.2

GROUP/ORGANISATION CONTACT PERSON	
<b>Contact Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Ms Wendy Hayward
<b>Position title in the group/organisation:</b>	Chief Executive Officer
<b>Contact numbers:</b>	(08) 98215724 0414321718
<b>Email:</b>	Wendy.hayward@iinet.net.au
GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Blogs</i>	Lula Brown
<b>Position title in the group/organisation:</b>	Director Jeert Mia Aboriginal Corporation
<b>Contact numbers:</b>	0418772383
<b>Email:</b>	lbrown@amityhealth.com.au

AUSPICING ORGANISATION (IF APPLICABLE)	
<b>Auspicing organisation name:</b>	
<b>ABN of auspicing organisation:</b>	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Blogs</i>	
<b>Position title in the group/organisation:</b>	
<b>Contact numbers:</b>	
<b>Email:</b>	



## ABOUT GROUP/ORGANISATION

**Briefly describe your group/organisation's aims?**

The Jeert Mia Aboriginal Corporation working with the follow the Dream coordinator and high school students (possible other primary school children)

Wishing to sing in language and perform at the opening of Harmony Day 2021 (13 March 2021) with community musicians in National dress colours.

And at the Harmony Day at the KSHS

**The services/activities your group/organisation provides to the community?**

We attend and support community events and training/workshops that may be happening.

Meet regularly with Shire of Katanning and other agencies & groups including Police, Schools, Palmerston, SAC, Community Services, Badgebup Aboriginal Corp, Baldjamaar foundation, through our Noongar Leadership Groups

Give support letters to assist with funding

First Aboriginal Corporation to Hold our Bush tucker Stall at harmony Day 2019.

And support their vision with tourism and reconciliation with Aboriginal people.

Create Wreath for the memorial days and funerals

Sell Art

**Which are your main target groups?**

- |   |                                  |   |
|---|----------------------------------|---|
| <input checked="" type="checkbox"/> General community | <input type="checkbox"/> Women   | <input checked="" type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10                | <input type="checkbox"/> Men     | <input type="checkbox"/> People with disabilities and/or carers                 |
| <input checked="" type="checkbox"/> Youth 11-25       | <input type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____                           |

**If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?**

- |   |  |
|---|--|
| <input type="checkbox"/> Press release            | <input type="checkbox"/> Banners/Posters   |
| <input checked="" type="checkbox"/> Annual report | <input type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input type="checkbox"/> Social media             | <input type="checkbox"/> Other (please specify) _____  |
| <input type="checkbox"/> Flyers                   |  |

**Has your organisation received funding from the Shire in the last two years?**

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☒ No – skip to Project Details
- ☐ Yes – please answer below questions

***If applicable, please list the years and amounts of funding from the Shire in the last two years.***

Year	Amount
------	--------

<b>Year</b>		<b>Amount</b>	
<b>If applicable, has your organisation provided an acquittal to the Shire for each grant?</b>			
<input type="checkbox"/> Yes - The organisation's acquittal has been received by the Shire.			
<input type="checkbox"/> No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.			
<b>PROJECT DETAILS</b>			
<b>Project Title</b>	Harmony Day 2021 Opening Day Aboriginal welcome		
<b>Please outline your project/funding request?</b>			
<p>1 ) National Dress – Children (12) to be dress all the same with the Aboriginal colours that they will design.</p> <p>At art classes then they will be photograph and sent to Barefoot in Albany (or similar) to be printed on tee shirts</p> <p>2.) We are working towards the Children performing a song in Noongar Language at the opening of Harmony Day 2021 and at the Katanning high school</p> <p>We will write a song or (ask for the permission to perform someone else's).</p> <p>Other cost – Artist, a linguist, musicians including Digeridoo player/s</p> <p>Instruments</p> <p>Hold classes to practise at the High School</p>			
<b>Funding Requested</b> (excluding GST)		\$5000	
<b>Total Project Cost</b> (excluding GST, please include in-kind and financials)		\$5000	
<b>On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)</b>			
<p>25 November – December 2020 - Research, Consultation with children and Project team.</p> <p>January – 12 March 2021 – Art class and practise session</p> <p>13 March 2021 – Harmony Day Performance</p> <p>March 2021 – Katanning Senior High School Performance</p>			
<b>How and where will your project/purchases take place?</b>			
<p>Barefoot Albany (Tee Shirts)</p> <p>Wakes Music Albany or uptown Music Albany (Instruments)</p> <p>linguist or Photographer (Katanning)</p>			
<b>What is your group/organisation's contribution to your project? Please include in-kind and financials.</b>			



**How many people do you anticipate will attend/participate in your project once completed?**

12 Children and 5 Adults

**How many people from the region do you anticipate will attend/participate in your project once completed?**

500 or more

**What benefits will your project deliver to the Katanning community?**

To be a part of Harmony day a multi culture event that share all kinds of different cultures  
Using the equipment to hold other musical events in Katanning eg NAIDOC week  
Giving the children a chance to learn their language  
And a first with song.

**Explain how you know the project is needed and supported by the community?**

As Aboriginal people in our leadership meeting we arrange with the Katanning shire to do welcome to country with Elders and Leaders  
The Children will be a part of the opening before or after the Elders welcome, dancers and smoking ceremony.

**Name any other groups/individuals that will be involved in the project? (Please attach letters of support)**

Follow the Dream Coordinator (attached)

**If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?**

Musical Instruments that will be use to entertain in Katanning in the future (eg NAIDOC)

Other suitable community events

T-Shirts with Aboriginal Art Prints

**If your application is unsuccessful in the CGP, how will the project be delivered?**

Because of lack of finance we are unable to purchase T-Shirts, equipment and hire musicians and other people if needed to practise & perform.

Need to look for other funding elsewhere

Unsure strong possibilities will not go ahead



## PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

Detailed description of the good and/or services:

## LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

## SUPPLIER 1

Supplier	Barefoot Albany	Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

## SUPPLIER 2

Supplier	Wakes Music Albany or uptown Music Albany	Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

## SUPPLIER 3

Supplier	Musicians	Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

Have three quotations been obtained:

☐ Yes ☒ No

If no, please explain the reason for not obtaining three quotes:

Il need to feeback on T-Shirts and sizes, Available Musician and will travel to Albany on the 14/11/20 to visit Barefoot, Wakes Music and Uptown for quotes and local Linguists

Is the quotation accepted, the lowest price?

## 10.3.2

☐ Yes ☐ No

If no, please explain the reason for not accepting the lowest price:



## PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

**Inkind hours:** Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations inkind hours for the project.

PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
CGP grant request	5000	Unconfirmed
Jeert Mia Aboriginal Corporation	200	Confirmed
Jeert Mia Aboriginal Corporation in-kind contribution	77,424	Confirmed
Follow the Dream Program	100	Confirmed
Follow the Dream - In Kind contribution		Confirmed
<b>TOTAL INCOME:</b>		

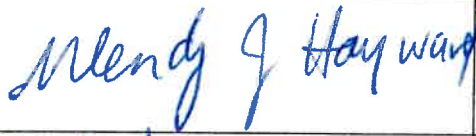
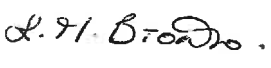
## PROJECT COSTS

PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
Musicians	1500	CGP
Musical Instruments	2500	CGP
Purchase of tee shirts	800	CGP
linguist	200	CGP
<b>TOTAL EXPENDITURE:</b>	\$5000	

## DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

**Signed by TWO senior members of organisation:**

<b>Full name:</b>	WENDY HAYWARD	<b>Full name:</b>	Lula Brown
<b>Position title:</b>	CEO - JEERT MIA	<b>Position title:</b>	Director - JEERT MIA
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>	30/11/20.	<b>Date:</b>	02/12/2020.

**DECLARATION FROM AUSPICE ORGANISATION (if applicable)**

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of \_\_\_\_\_ and abide by the CGP Guidelines.

**Signed by TWO senior members of organisation:**

<b>Full name:</b>		<b>Full name:</b>	
<b>Position title:</b>		<b>Position title:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

**CHECKLIST**

**Please ensure you have:**

- ☒ Read the application guidelines carefully
- ☐ Completed **ALL** sections of the Application Form
- ☐ Attached Copies of quotes for all expenditure requested through the CGP
- ☒ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☒ Attached any Letters of support from other groups

**Please send this application via one of the following:**

**Mail**

Shire of Katanning  
PO Box 130, Katanning, WA, 6317

**Email**

[admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**In person**

52 Austral Terrace, Katanning

# 10.3.2

**From:** Kurrah Mia <info@kurrahmia.com.au>

**Sent:** Monday, 7 December 2020 2:11 PM

**To:** Kurrah Mia <info@kurrahmia.com.au>

**Subject:**

Hi Wendy,

As discussed on the phone earlier, please see below photos of the current didjeridoos we have in store, the last photo is of our tapping sticks they are made by order and if you have specific design ideas you would like on them- you can let us know and we can do that for you. They generally take 2 days to make.

Didjeridoos: \$500 each + Postage

Tapping sticks: \$80 + Postage

Look forward to hearing from you 😊

Kind regards,

**Ashlee Pinner**

*Office Administration*



ABN 98 629 441 934

Shop: 364 Middleton Loop, Albany.

Postal: PO Box 4086, Spencer Park, 6330

Shop: 0419 320 533



# UPTOWN MUSIC

1 St Emilie Way  
Albany, WA 6330  
uptown@omninet.net.au  
PH/FAX 0898423423

Estimate	
10.3.2	
Date	Estimate #
7/12/2020	238

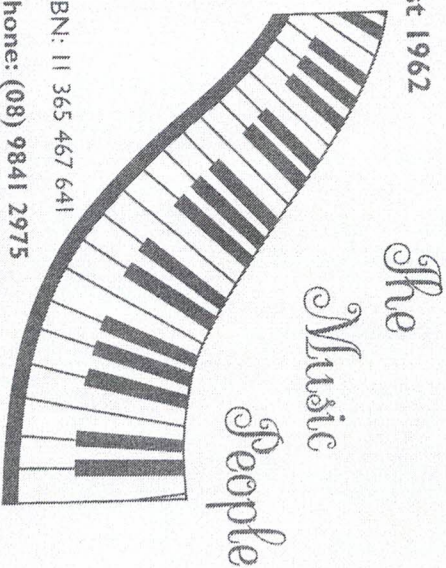
Name / Address
WENDY HAYWARD

E-mail
uptown@omninet.net.au

					Project
Qty	Description	Tax	TAX Amt	Rate	Total
1	WASHBURN BELLA TONO ALLURE SC56S acoustic guitar	GST	81.73	899.00	899.00
1	TOKAI LEGACY STRAT STYLE electric guitar RED	GST	43.55	479.00	479.00
1	CORT ACTION DX PLUS FADED GREY bass guitar	GST	59.00	649.00	649.00
1	PEAVEY MAX 150 WT BASS COMBO	GST	77.27	850.00	850.00
1	STRAUSS 20W VALVE AMP BLK	GST	77.18	849.00	849.00
1	CASIO CDPS 350 DIGITAL PIANO with in built keyboard	GST	100.00	1,099.95	1,099.95
	Dollar Discount	GST	-43.82	-482.00	-482.00
	PA NEEDED FOR ACOUSTIC GUITAR AND KEYBOARD allow \$2500 to \$3500 for pa with mics and stands etc				
<b>Tax Summary</b> GST 394.91;			<b>Subtotal</b>		\$3,949.04
			<b>Tax</b>		\$394.91
			<b>Total</b>		\$4,343.95
Company Business Number		48 346 061 708			



est 1962



ABN: 11 365 467 641  
Phone: (08) 9841 2975  
Facsimile (08) 9841 8369

Description

ALL MUSICAL INSTRUMENTS \* PIANOS \* DRUMS \* PA  
SHEET MUSIC \* REPAIRS \* EASY TERMS \* TUITION

14 ALBANY HIGHWAY or PO Box 701 ALBANY W.A. 6331  
Email wakeupnow@bigpond.com

**WAKES MUSIC CENTRE**

5309

DATE:

7/12/2020

TO: Wendy Hayward

24 Richardson St

Katanning WA 6317 Ph 0414321718

Description	Value
SAMC Guitar Acoustic w/pickup	649
LANEY 30W Acoustic Amp	429
SX Bass Guitar Package with LANEY 15W Bass Amp	499
Quote	

**CONDITION OF SALE:**

1. Title remains with Vendor until settled in full.
2. Charge of 1.5% per month on overdue accounts.
3. Goods returned without our consent will not be accepted for credit.
4. Restocking charge of 15% is applicable on goods returned with our approval.
5. Check goods on arrival - problems must be reported within 24 hours from receipt.

G.S.T.

Total including G.S.T.

1577.-

TAX INVOICE



The  
Music  
People



**Phone: (08) 9841 2975**  
**Facsimile (08) 9841 8369**

DATE: 7/12/2020

TOS

Wendy Hayward  
24 Richardson St  
KATTANING WA 6317 ph 0414 327118

# WAKES MUSIC CENTRE

14 ALBANY HIGHWAY or PO Box 701 ALBANY W.A. 6331  
Email [wakeupnow@bigpond.com](mailto:wakeupnow@bigpond.com)

**ALL MUSICAL INSTRUMENTS \* PIANOS \* DRUMS \* PA  
SHEET MUSIC \* REPAIRS \* EASY TERMS \* TUITION**

[illegible]

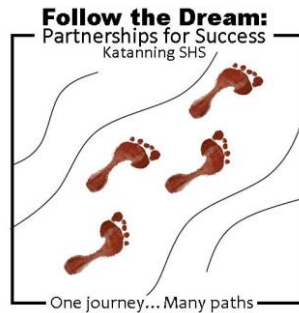
1. Title remains with Vendor until settled in full.
2. Charge of 1.5% per month on overdue accounts.
3. Goods returned without our consent will not be accepted for credit.
4. Restocking charge of 15% is applicable on goods returned with our approval.
5. Check goods on arrival - problems must be reported within 24 hours from receipt.

G.S.T.

Total including G.S.T.

705. —

TAX INVOICE



To whom it may concern,

Re: CGP Funding for Aboriginal Youth Performance at Shire of Katanning, Harmony Day 2021

The Katanning Senior High School Follow the Dream program in conjunction with Jeert Mia Aboriginal Corporation would like to request funding for a small group of students to learn and perform an in language song at the Shire of Katanning, Harmony Day celebrations in 2021.

The Follow the Dream program will support the program by providing a space for the students to work with the musicians and artists to create the performance and will be a line of communication from the Aboriginal Corporation and the students through the Program Coordinator.

The students would benefit from this experience by learning noongar language, song writing and performance skills. It will help build their connection to culture and their self-confidence.

The community will benefit from seeing local Noongar youth performing and promoting their culture. They will learn more about the first culture of this region and exposed to different ways in which they celebrate.

Yours Sincerely,

Jennifer Lawton

Program Coordinator

Follow the Dream, Katanning SHS

27 November 2020



# MARSH ADVANTAGE INSURANCE

9th March 2020

Jeert Mia  
Jeert Mia Aboriginal Corporation  
PO Box 37  
KATANNING WA 6317

Rebecca Smith  
Account Executive

Marsh Advantage Insurance Pty Ltd  
ABN 31 081 358 303  
GPO Box 2743  
Brisbane QLD 4001  
1300 366 987 Fax 07 3839 9360  
markets@marshadvantage.com  
www.marshadvantage.com.au

## CERTIFICATE OF CURRENCY

This certificate is issued as a matter of information only and confers no rights upon the holder. It does not amend, extend or alter the coverage afforded by the policy/policies listed. It is provided as a summary only of the cover provided and is current only at the date of issue. For full particulars, reference must be made to the current policy wording.

**Type of Cover:** Public and Products Liability

**Period of Cover:** From: 14th March 2020  
To: 14th March 2021

**Insured:** Jeert Mia Aboriginal Corporation

**Business Description:** Market Stallholder

**Interested Parties:** None Noted

**Scope of Cover:** Legal Liability to third parties in respect of bodily injury or property damage arising from the business of the Insured

**Geographical Limits:** Australia and New Zealand wide

**Indemnity Limits:** **Public Liability**  
\$ 5,000,000 any one occurrence  
**Products Liability**  
\$ 5,000,000 any one period of Insurance

**Deductible:** \$ 500 Each & Every Occurrence

**Insurer:** Certain Underwriters at Lloyd's of London & Chubb Insurance Australia (SLE)

**Policy Number:** 205054401018

**Signed:**



Rebecca Smith  
Account Executive

**Date:** 9th March 2020





## Community Grants Program (CGP) Application Form 2020/2021

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1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

GROUP/ORGANISATION DETAILS	
<b>Group/organisation name:</b>	Katanning & Districts Pool Association Incorporated
<b>Postal address:</b>	36B Amherst St, Katanning 6317
<b>ABN:</b>	75337797540
<b>Does your group/organisation have Public Liability Insurance?</b>	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicng organisation to apply for the CGP that has a Certificate of currency)
<b>Is your group/organisation (or auspicng organisation) registered for the Goods and Services Tax (GST)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website <a href="https://www.katanning.wa.gov.au/documents/">https://www.katanning.wa.gov.au/documents/</a> <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
<b>Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)</b>	<input checked="" type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicng organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicng organisation and a copy of their Certificate of Currency.</i>

# 10.3.2

GROUP/ORGANISATION CONTACT PERSON	
<b>Contact Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Mr Wayne Cockburn
<b>Position title in the group/organisation:</b>	President
<b>Contact numbers:</b>	0409 379 802
<b>Email:</b>	coey2011@live.com.au
GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Mr John Godfrey
<b>Position title in the group/organisation:</b>	Treasurer
<b>Contact numbers:</b>	0429 808 116
<b>Email:</b>	N/A

AUSPICING ORGANISATION (IF APPLICABLE)	
<b>Auspicing organisation name:</b>	
<b>ABN of auspicing organisation:</b>	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	
<b>Position title in the group/organisation:</b>	
<b>Contact numbers:</b>	
<b>Email:</b>	

## ABOUT GROUP/ORGANISATION

**Briefly describe your group/organisation's aims?**

To provide facilities and organise competitions and events for the playing of eight-ball in Katanning.

**The services/activities your group/organisation provides to the community?**

Facilitating the sport of eight-ball in Katanning and surrounding districts. Provides eight-ball competitions (winter and summer) and a meeting place for HACC senior men.

**Which are your main target groups?**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> General community | <input checked="" type="checkbox"/> Women   | <input type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input type="checkbox"/> Children 0-10     | <input checked="" type="checkbox"/> Men     | <input type="checkbox"/> People with disabilities and/or carers      |
| <input type="checkbox"/> Youth 11-25       | <input checked="" type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify) _____                |

**If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?**

- |  |   |
|--|---|
| <input type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters  |
| <input type="checkbox"/> Annual report | <input checked="" type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input type="checkbox"/> Social media  | <input type="checkbox"/> Other (please specify) _____   |
| <input type="checkbox"/> Flyers        |   |

**Has your organisation received funding from the Shire in the last two years?**

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☒ No – skip to Project Details
- ☐ Yes – please answer below questions

**If applicable, please list the years and amounts of funding from the Shire in the last two years.**

Year		Amount	
Year		Amount	

**If applicable, has your organisation provided an acquittal to the Shire for each grant?**

- ☐ Yes - The organisation's acquittal has been received by the Shire.
- ☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS	
<b>Project Title</b>	Pool Hall Air-Conditioners
<b>Please outline your project/funding request?</b>  Install two split-system air-conditioners to the pool hall/club room at Amherst Street to provide a more comfortable environment for players and spectators.	
<b>Funding Requested (excluding GST)</b>	5,300.00
<b>Total Project Cost (excluding GST, please include in-kind and financials)</b>	5,300.00
<b>On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)</b>  As soon as funding is approved	
<b>How and where will your project/purchases take place?</b>  Purchase air-conditioners from Katanning supplier (Betta Home Living) and install using local tradesman as soon as possible after funding received.	
<b>What is your group/organisation's contribution to your project? Please include in-kind and financials.</b>  Sourcing quotes, dealing with tradespeople, fundraising (monthly farmers markets BBQ's)	
<b>How many people do you anticipate will attend/participate in your project once completed?</b>  All club members plus the seniors that play Tuesday's. 50 people.	
<b>How many people from the region do you anticipate will attend/participate in your project once completed?</b>  50 plus annual event that draws 40 people from Albany & Narrogin	

**What benefits will your project deliver to the Katanning community?**

Improved facilities for playing eight-ball

**Explain how you know the project is needed and supported by the community?**

The Pool Hall gets very hot in summer weather and is unpleasant for the community to use. Air-conditioning would be an incentive for the hall to be used more and for more members to join the club. The club helps support male members of the community who may feel isolated and want to join and socialise every week.

**Name any other groups/individuals that will be involved in the project? (Please attach letters of support)**

None

**If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?**

Two split-system, reverse cycle air-conditioning units

**If your application is unsuccessful in the CGP, how will the project be delivered?**

Fund it in stages, one at a time. Install one now and the second in a year or two if sufficient funds are available.

## PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

## Detailed description of the good and/or services:

2x Panasonic split system air conditioning units – some invoices for supply and install

## LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

## SUPPLIER 1

Supplier	DHU SOUTH ELECTRICAL	Quote \$ (ex GST)	5,300.00
Contact Name	Matt Lawinski	Contact Number	—
Delivery	Supply + install	Availability	As needed

## SUPPLIER 2

Supplier	WYWURRY ELECTRICAL	Quote \$ (ex GST)	5355.82
Contact Name	Beau	Contact Number	0428181469
Delivery	Supply + install	Availability	As needed

## SUPPLIER 3

Supplier	BETTA HOME LIVING	Quote \$ (ex GST)	4,725.45
Contact Name	—	Contact Number	—
Delivery	Supply only	Availability	As needed

## Have three quotations been obtained:

☒ Yes ☐ No

If no, please explain the reason for not obtaining three quotes:

## Is the quotation accepted, the lowest price?

☐ Yes ☒ No

If no, please explain the reason for not accepting the lowest price:

Lowest quote didn't include install.

# 10.3.2

## PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

Inkind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations inkind hours for the project.

PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
CGP grant request	5 300.00	Unconfirmed
<b>TOTAL INCOME:</b>	5 300.00	

## PROJECT COSTS

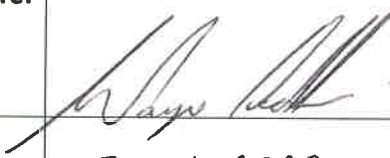

PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
Install + supply air conditioner	5 300.00	CAP
<b>TOTAL EXPENDITURE:</b>	5 300.00	-



## DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

## Signed by TWO senior members of organisation:

Full name:	Wayne Thomas Cockburn	Full name:	ADRIAN KIEH MATHEWS
Position title:	President	Position title:	Secretary
Signature:		Signature:	
Date:	30-11-2020	Date:	30-11-2020

## DECLARATION FROM AUSPICE ORGANISATION (if applicable)

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of \_\_\_\_\_ and abide by the CGP Guidelines.

## Signed by TWO senior members of organisation:

Full name:		Full name:	
Position title:		Position title:	
Signature:		Signature:	
Date:		Date:	

## CHECKLIST

## Please ensure you have:

- ☒ Read the application guidelines carefully
- ☒ Completed **ALL** sections of the Application Form
- ☒ Attached Copies of quotes for all expenditure requested through the CGP
- ☒ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☒ Attached a Letter of Support from the auspice organisation (if applicable)
- ☒ Attached a Statement of Supplier (if applicable)
- ☒ Attached a Project timeline (if applicable)
- ☒ Attached any Letters of support from other groups

Please send this application via one of the following:

**Mail**

Shire of Katanning  
PO Box 130, Katanning, WA, 6317

**Email**

[admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**In person**

52 Austral Terrace, Katanning





# 10.3.2

Wy Wurry Electrical EC8962

33 Marmion st  
Katanning WA 6317  
(+61) 0428181469  
beauoh@gmail.com  
ABN 83 517 300 385

## Quotation

### Billing address

Katanning Pool Association  
9 Annie St  
Katanning WA 6317

**Date** 13 Nov 2020

**Number** EST0259

**Reference**

**Expiry date** 13 Dec 2020

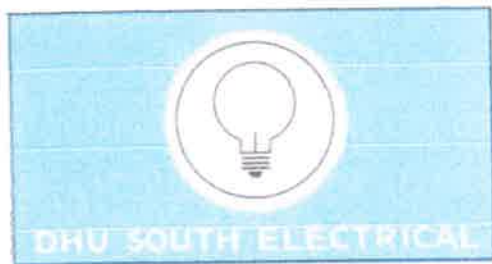
Item	Description	Quantity	Amount
Air Conditioner Installation	Install 7.1kW air conditioner on high wall bracket	2	1,786.00
Air Conditioner	7.1kW Mitsubishi HI	2	3,681.40
Quoted Job	Install 4CC9 and replace fuses for RCBO safety switches on light (1) and power (2) circuits		424.00

Total (excluding tax) \$ 5,355.82

**Tax** \$ 535.58

**Total** \$ **5,891.40**

GST inclusive



26 Beaufort St  
Katanning WA 6317  
0428 214056  
dhusouthelectrical@gmail.com

10.3.2

## Quote

ABN: 55 621 082 460

Tax Invoice # 2294  
10th November 2020

Coey  
Katanning & District Pool Association  
38 Amherst St  
Katanning, WA 6317

### DESCRIPTION

### PRICE

Scope of works.

- Supply 2 x 7KW Mitsubishi Reverse Cycle Split systems.
- Install units Back to Back on floor mounted feet.
- Install RCDs to switchboard.

\$5,300.00

SUBTOTAL: \$5,300.00

GST: \$530.00

TOTAL: \$5,830.00

### TERMS AND CONDITIONS:

Quote is valid for 30 days from issue date.

read

The technician has carried out the above work to my satisfaction.

.....  
Customer Signature

## How to Pay

Quote#2294

We accept payment by: Bank Deposit, Card or Cash

**Bank Details** Levitzke Holdings PTY LTD  
016730  
415503259

Thank you for your business, have a great day!





Dear Pool Society,

I write to you in support of your grant application.

Your facility has provided a meeting place for the previous HACC now CHSP male clients, where they could socialise and mingle & provided the only meeting place prior to "The Men's Shed".

Since the opening of "The Men's Shed" your facility has continued to provide support for the men in our society who are socially isolated. The change in climate has meant it's important to have a facility which can cater to improve the comfort of the users of your facility.

We whole heartedly endorse your application for funding to improve your facility.

Please feel free to contact me should you require any further information.

Thanks

Pauline O'connor,

**COMMONWEALTH HOME SUPPORT PROGRAM**  
**Formerly HOME AND COMMUNITY CARE**  
Francis Street, Katanning  
PO BOX 675 KATANNING WA 6317  
Tel: (08) 9821 6800 Fax: (08) 9821 6880  
ABN 28 680 145 816  
[www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

**Business Pack Insurance  
Certificate of Currency**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number 70SR11014BPK

**Issued By**  
QBE Insurance (Australia) Ltd

**Period of Insurance**  
**From** 14/11/2019  
**To** 14/05/2020 at 4pm

This certificate acknowledges that the policy referred to is in force for the period shown.  
Details of the cover are listed below.

**The Insured**

KATANNING & DISTRICTS POOL INCORPORATED  
ABN Number 75 337 797 540

**Cover Details**

**Location** CNR AMHERST & ANNIE STREET, KATANNING WA 6317 **Risk Number** 1  
**Business** CLUB - EIGHTBALL ASSOCIATION  
**Interested Party** None Noted

**Property Section**

Particulars	Total Sum Insured	Excess
Buildings	\$170,500	\$500
Contents	\$30,500	\$500
Reinstatement / extra cost conditions apply		
Earthquake excess as per the policy wording		

**Business Pack Insurance  
Certificate of Currency**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number 70SR11014BPK

**Cover Details**

**Location** CNR AMHERST & ANNIE STREET, KATANNING WA 6317  
**Business** CLUB - EIGHTBALL ASSOCIATION  
**Interested Party** None Noted

**Risk Number** 2

**Theft Section**

Particulars	Total Sum Insured
Contents	\$7,000
Stock	\$350
Theft without forcible entry	As per the policy wording
Tobacco cigarettes, cigars	Not insured
Liquor	Not insured
<b>Excess</b>	<b>\$250</b>

**Glass Section**

Particulars	Total Sum Insured
External and internal glass	Replacement value
All additional benefits	As per the policy wording
<b>Excess</b>	<b>\$250</b>

**Business Pack Insurance  
Certificate of Currency**

QBE Insurance (Australia) Ltd  
Head Office  
Level 5, 2 Park Street  
Sydney NSW 2000  
ABN: 78 003 191 035  
AFS Licence No: 239545



Policy Number 70SR11014BPK

**Cover Details**

**Location** CNR AMHERST & ANNIE STREET, KATANNING WA 6317  
**Business** CLUB - EIGHTBALL ASSOCIATION  
**Interested Party** None Noted

**Risk Number** 3

**Broadform Liability Section**

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$10,000,000
Property in Your physical and legal control	As per the policy wording	
<b>Excess</b>	\$500 for property damage claims only \$0 for personal injury claims	

**End of Certificate**





Australian Government  
Australian Taxation Office

# 10.3.2

## Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
- you have supplied goods or services to an other enterprise (the payer), and
- you are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an ABN has been quoted or there is no need to quote an ABN.

### HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.

S H I T H S T

- Place ☒ in all applicable boxes.

➤ Payers can check ABN records of suppliers by visiting [www.abr.business.gov.au](http://www.abr.business.gov.au) or phoning 13 72 26 24 hours a day, 7 days a week.

## Section A: Supplier details

### 1 Your name?

KATANNING AND DISTRICTS POOL ASSOCIATION  
INCORPORATED

### 2 Your address?

Suburb/town

KATANNING

State/territory

WA

Postcode

6317

### 3 Your reason/s for not quoting an ABN? Place ☒ in the appropriate box/es.

- ☒ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$120 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:

- ☐ made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ wholly of a private or domestic nature (from the supplier's perspective).

- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

## Section B: Declaration

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

JOHN GODFREY

Signature of supplier (or authorised person)

Daytime phone number

Date

Day Month Year  
28 / 01 / 2020

⊖ Penalties apply for deliberately making a false or misleading statement.

⊖ Do not send this statement to the Tax Office.  
Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years.

## Community Grants Program (CGP) Application Form 2020/2021

Community Grants Program applications close on 30 November 2020. Late applications will not be accepted.

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

GROUP/ORGANISATION DETAILS	
Group/organisation name:	Katanning Historical Society
Postal address:	PO Box 829 Katanning WA 6317
ABN:	66 465871 870
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicng organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicng organisation) registered for the Goods and Services Tax (GST)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website <a href="https://www.katanning.wa.gov.au/documents/">https://www.katanning.wa.gov.au/documents/</a> <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input checked="" type="checkbox"/> Incorporated Association <input type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicng organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicng organisation and a copy of their Certificate of Currency.</i>

# 10.3.2

GROUP/ORGANISATION CONTACT PERSON	
<b>Contact Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Mr Peter Kerin
<b>Position title in the group/organisation:</b>	President
<b>Contact numbers:</b>	0427 208 878
<b>Email:</b>	pdkay4@gmail.com

GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	Mr Robert Godfrey
<b>Position title in the group/organisation:</b>	Deputy President
<b>Contact numbers:</b>	0438 907 310
<b>Email:</b>	robert.godfrey@westnet.com

AUSPICING ORGANISATION (IF APPLICABLE)	
<b>Auspicing organisation name:</b>	
<b>ABN of auspicing organisation:</b>	
<b>Contact Person Title &amp; Name</b> <i>Eg. Mr Joe Bloggs</i>	
<b>Position title in the group/organisation:</b>	
<b>Contact numbers:</b>	
<b>Email:</b>	



## ABOUT GROUP/ORGANISATION

**Briefly describe your group/organisation's aims?**

The Katanning Historical Society Museum seeks to collect, preserve, research, document, store or display and interpret items that pertain to the history of the Katanning region from the earlier times to the present

In addition to normal presentation of significant historical items of interest

**The services/activities your group/organisation provides to the community?**

Katanning Historical Society preserves and displays local history from the earliest days of settlement until today. The Society welcomes community members and visitors to view these displayed items.

We are currently open via appointment and Sunday afternoons.

**Which are your main target groups?**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> General community | <input checked="" type="checkbox"/> Women   | <input checked="" type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input checked="" type="checkbox"/> Children 0-10     | <input checked="" type="checkbox"/> Men     | <input type="checkbox"/> People with disabilities and/or carers                 |
| <input checked="" type="checkbox"/> Youth 11-25       | <input checked="" type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify)                                 |

**If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Press release | <input type="checkbox"/> Banners/Posters   |
| <input type="checkbox"/> Annual report            | <input type="checkbox"/> Equipment purchase: You will need to attach a sticker or plaque on the item/s purchased recognising the Shire's contribution. |
| <input checked="" type="checkbox"/> Social media  | <input checked="" type="checkbox"/> Other (please specify) in <u>our newsletter</u>  |
| <input type="checkbox"/> Flyers                   |  |

**Has your organisation received funding from the Shire in the last two years?**

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☐ No – skip to Project Details
- ☒ Yes – please answer below questions

***If applicable, please list the years and amounts of funding from the Shire in the last two years.***

<b>Year</b>	<b>2018 – 2019</b>	<b>Amount</b>	<b>\$4278.00</b>
<b>Year</b>		<b>Amount</b>	

***If applicable, has your organisation provided an acquittal to the Shire for each grant?***

- ☒ Yes - The organisation's acquittal has been received by the Shire.
- ☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

PROJECT DETAILS	
<b>Project Title</b>	Restore and Maintain the Katanning Historical Society Buildings
<b>Please outline your project/funding request?</b> <ul style="list-style-type: none"> <li>To repair the Katanning Historical Society buildings.</li> <li>To carry out urgent maintenance repairs to the electrical wiring, lighting of the main museum and old Methodist Church buildings</li> <li>Repairs to the guttering and doors on the old Methodist Church building and toilet block</li> <li>Replace damaged plaster walls and paint the interior of the Band Hall</li> <li>Installation of fascia and flashing on the ends of the Band Hall</li> <li>Repairs to the entrance doors on the Band Hall</li> <li>Maintenance repairs to the weather boards on the Band Hall and Dongolocking School building and paint exterior</li> </ul>	
<b>Funding Requested</b> (excluding GST)	\$10,000
<b>Total Project Cost</b> (excluding GST, please include in-kind and financials)	
<b>On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)</b> <p>Should we be successful with our grant application, on receipt of the finances, we will engage the required trades people as soon as we possibly can.</p>	
<b>How and where will your project/purchases take place?</b> <p>At the Katanning Historical Society located on the corner of Richardson street.</p>	
<b>What is your group/organisation's contribution to your project? Please include in-kind and financials.</b> <p>In August, the new committee was appointed. With the aim to improve the facilities, re-engage the community and create a museum that displays the history of our town.</p> <ul style="list-style-type: none"> <li>We will coordinate with all trades providing volunteers to assist /organising busy bees to reduce costs where possible.</li> <li>Local businesses/ friends of the KHS have offered time and materials to support this project.</li> <li>We estimate the volunteer hours to complete this project will be in the vicinity of at least 344 hours @ \$41.75 /hr \$14,362. This does not include volunteer hours organising and supporting the main volunteer party.</li> </ul>	
<b>How many people do you anticipate will attend/participate in your project once completed?</b> <p>Once renovations are completed, we hope to hold events.</p> <p>We have talked to representatives for the schools and are meeting their requirements for them to be able to bring children to visit.</p> <p>We have a team of volunteers that are willing to open the museums to tourists and locals.</p> <p>We hope to hold regular opening hours and are working with surrounding towns to create a museum trail in our region.</p> <p>Researchers and people interested in local history</p>	

**How many people from the region do you anticipate will attend/participate in your project once completed?**

Once renovations are completed, we hope to hold annual events.

We have a team of volunteers that are willing to open the museums to tourists and locals.

We have talked to representatives for the schools and are meeting their requirements for them to be able to bring children to visit.

We hope to hold regular opening hours and are working with surrounding towns to create a museum trail in our region.

**What benefits will your project deliver to the Katanning community?**

By making the buildings more secure and safe and presentable to the public.

Providing an engaging welcoming environment for the Katanning community to explore, engage with and learn about Katanning's history.

Preserving, documenting, and storing to the best of our ability items that have been donated to the KHS from the Katanning community.

**Explain how you know the project is needed and supported by the community?**

The Katanning Historical Society was founded in 1937 and is believed to be the oldest affiliated society in WA. The museum was moved to the old school at the corner of Taylor in 1965.

Without this maintenance work the buildings will fall into disrepair.

In 2020 with aging members the society was looking at possibly closing. At the AGM in August 27 people attended and joined the society forming a strong network of volunteers.

We have been overwhelmed with the response from local businesses and community members offering support to this overall project.

Opening Sunday's we have had many locals call in to visit the museum.

We have attached a recent newsletter that shows the community support for this project.

**Name any other groups/individuals that will be involved in the project? (Please attach letters of support)**

**If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?**

**If your application is unsuccessful in the CGP, how will the project be delivered?**

Unsure. We have researched other grants opportunities but due to the current health situations all grant money has been diverted to Health and Wellbeing.

We would approach the shire for guidance and seek assistance from the community.



## PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

**Detailed description of the good and/or services:**

Please see attached 2 quotes we are willing to gather more quotes if required.

## LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

## SUPPLIER 1

Supplier	Wy worry Electrical	Quote \$ (ex GST)	2278.19
Contact Name		Contact Number	
Delivery		Availability	

## SUPPLIER 2

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

## SUPPLIER 3

Supplier		Quote \$ (ex GST)	
Contact Name		Contact Number	
Delivery		Availability	

**Have three quotations been obtained:**

☐ Yes ☒ No

**If no, please explain the reason for not obtaining three quotes:**

We have included 1 electrical quote to estimate cost of work and we have spoken to several builder and have included a rough costing. Please see attached

**Is the quotation accepted, the lowest price?**

☐ Yes ☒ No

**If no, please explain the reason for not accepting the lowest price:**




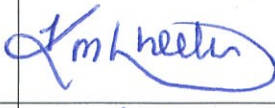
# 10.3.2

PROJECT BUDGET		
<p>Please note that applications with multiple funders/contributors are favoured.</p> <p><b>PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.</b></p> <p>Use <a href="https://gstcalculator.com.au/">https://gstcalculator.com.au/</a> to obtain the amounts excluding GST.</p> <p><b>Inkind hours:</b> Please visit <a href="https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/">https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/</a> to determine your organisations inkind hours for the project.</p>		
PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
CGP grant request	10,000	Unconfirmed
Own organisation contributions	2000	
Volunteer labour contribution	\$14,362	
TOTAL INCOME:	26,362	

PROJECT COSTS		
PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
Electrical	2278.16	
Building maintenance and repair band hall - materials	6,350	
Other maintenance on buildings	3,000	
Volunteer labour contribution	14,362	
TOTAL EXPENDITURE:	25,990.16	

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

**Signed by TWO senior members of organisation:**

<b>Full name:</b>	PETER KERIN	<b>Full name:</b>	Katie Michelle Wheeler
<b>Position title:</b>	CHAIRPERSON	<b>Position title:</b>	Secretary
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>	30/11/2020	<b>Date:</b>	30/11/2020

**DECLARATION FROM AUSPICE ORGANISATION (if applicable)**

We declare that no funding will be returned to the auspice organisation in the form of fees, administration costs, etc. We agree to manage the funds on behalf of \_\_\_\_\_ and abide by the CGP Guidelines.

**Signed by TWO senior members of organisation:**

<b>Full name:</b>		<b>Full name:</b>	
<b>Position title:</b>		<b>Position title:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	

**CHECKLIST**

**Please ensure you have:**

- ☐ Read the application guidelines carefully
- ☐ Completed **ALL** sections of the Application Form
- ☐ Attached Copies of quotes for all expenditure requested through the CGP
- ☐ Attached a Copy of Certificate of Currency for Public Liability Insurance
- ☐ Attached a Letter of Support from the auspice organisation (if applicable)
- ☐ Attached a Statement of Supplier (if applicable)
- ☐ Attached a Project timeline (if applicable)
- ☐ Attached any Letters of support from other groups

**Please send this application via one of the following:**

**Mail**

Shire of Katanning  
PO Box 130, Katanning, WA, 6317

**Email**

[admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**In person**

52 Austral Terrace, Katanning



Wy Wurry Electrical EC8962  
 33 Marmion st  
 Katanning WA 6317  
 (+61) 0428181469  
 beauoh@gmail.com  
 ABN 83 517 300 385

## Quotation

### Billing address

Katanning Historical Society  
 Katanning WA 6317

Date 27 Nov 2020

Number EST0268  
 Reference  
 Expiry date 27 Dec 2020

Item	Description	Amount
Quoted Job	2way old church light switches from switchboard to front door entry	1,013.00
Quoted Job	Replace 6 bulbs in old church with large 19W LED	255.00
Quoted Job	Replace 5 bulbs in rear hall with 10W LED	157.00
Quoted Job	Replace 6 Downlights in cabinets	225.00
Quoted Job	Replace globes in 4 outside lights with LED and clean fittings/glass	251.00
Quoted Job	Replace 4 lights in music room with LED battens	605.00

Total (excluding tax) \$ 2,278.19

Tax \$ 227.81

**Total \$ 2,506.00**

GST inclusive

## Work to the Silver Band Hall

Rough estimates follow.

### **Materials.**

Skip bin \$250

Plaster board \$1600

Inside Fixings- glue, battens, screws, plaster, tape, etc. -\$900- \$1000

Outside fixings - replace planks, hire scissor lift, screws, paint, flashings, etc - \$3600

TOTAL is -. \$6,350

### **Volunteer Labour**

Empty hall - 4 people, 4 hrs, \$41.75 pH -\$668

Strip walls - 4 people, 6 hrs, \$41.75ph -\$1002

Reline walls - 4 people, 40hrs, \$41.75 ph - \$6680

Paint inside and out - 6 people, 24 hrs, \$41.75 ph - \$6012

TOTAL Labour - \$14,362

We will aim to bring the project within budget using volunteers to do as much of the labour as possible.



# THE KATANNING HISTORICAL SOCIETY

Welcome to Our Katanning Historical Society  
Newsletter.

Since being appointed to a new committee it  
is exciting to see this dynamic and  
enthusiastic group start to lead us into a  
bright and progressive future.

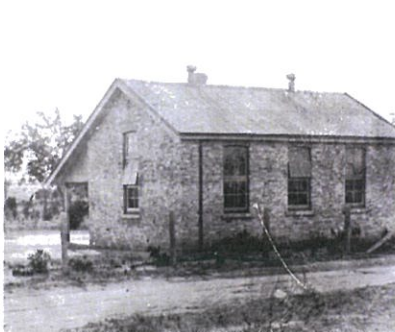
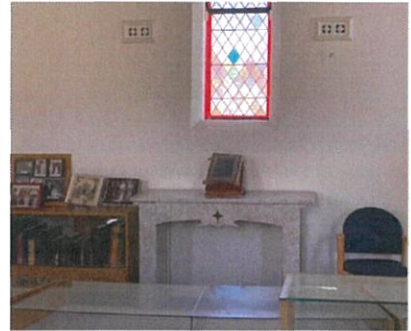
In such a short time so much has been  
achieved. Collaboration and Communication  
with the Shire and the wider community is  
resulting in added support so that we are  
able to achieve our aim

To Collect, Preserve, Maintain and display the  
precious memorabilia of our local history.

Gerry Watson





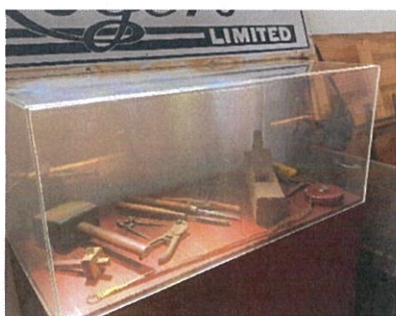


## What's Happening at the Katanning Historical Society

The Historical Society grounds have been a buzz with activity over the last few months.

- In early September we held a Busy bee to clean up the grounds
- At a committee meeting we decided to turn the old Methodist church/ Autumn Club into a gallery to display Katanning history.
- Purchased, transported and set up display cabinets for the new display,
- Transplanted roses and re vamped all the gardens
- Rearranged the Dongolocking Classroom.
- A team of people are learning the Mosaic Accessioning Software.
- Revising and preparing materials for display.
- Renewing the documents of Incorporation, and the Constitution.
- Reviewing the Building and Maintenance Register.
- Fixing the fence and gates on Taylor street
- General Cleaning and sorting





## THANK YOU

The New committee and a large number of volunteers have been extremely busy. We thank all those people who attend the Busy bee.

A special mention to

Daphne Kerin, Gerry Watson, Peta and Lenne Garstone, Andy Blyth, John Jenkins and Margaret Innes for your amazing work in transforming the gardens. Lee-Ann Godfrey, Jill Richardson, Dianne Sugg and Claire Collis for spending many hours learning the Mosaic system and sorting the filing system. Gerry Watson and Cynthia Kowald for supporting the new committee and sharing your knowledge and skills.

- **Katanning Handy Hire**- Andy Blight for the use of trailer and truck to transport cabinets.
- **Squibbs Carpentry and Cabinets** -Peter Squibb for providing materials and man power to fix cabinets to wall and further help to fix legs to cabinets.
- **Katanning Stock and Trading** -Martin Van Koldenhoven for supply of paint for fence.
- **Regional Retailers**- for donating a large quantity of plants.
- **Katanning Glazing and Security** -Wayne Sergeant for fixing broken glass on cabinets.
- **QFH** (Gary Quarmby) for donating a new computer and programs.
- **Katanning Shire** - supply of men and machinery to remove rubbish and unwanted furniture and fences.
- **Peter Rundle MLA** for a donation



## Volunteers needed

The Katanning Historical Society invite you to be a part of the action.

If you would like to help out please email [katanninghistoricalsociety@gmail.com](mailto:katanninghistoricalsociety@gmail.com) or speak to one of the committee members We are currently seeking People to show visitors through the museum cleaners, maintenance volunteers Data Entry Volunteers

## 2020 Committee

**Past President-** Gerry Watson

**President-** Peter Kerin

**Vice President-** Rob Godfrey

**Treasurer** Dianne Sugg

**Secretary** Katie Wheeler

**Committee Members**

John Goodheart

Harry Cavoli

Susan Bilney

Robin Dark



  
 THE KATANNING  
 HISTORICAL  
 SOCIETY  
  
 OPEN  
 1PM-3PM  
 SUNDAYS  
  
 CORNER OF ARBOUR &  
 TAYLOR STREET

## Community Grants Program (CGP) Application Form 2020/2021

**Community Grants Program applications close on 30 November 2020. Late applications will not be accepted.**

There are three CGP categories that are available in the Community Grants Program:

1. Minor community grant under \$5,000 (ex GST)
2. Major community grant over \$5,000 (ex GST)
3. Triennium community grant (Minor and Major available)

GROUP/ORGANISATION DETAILS	
Group/organisation name:	KATANNING COUNTRY CLUB INC.
Postal address:	1 Round Drive Katanning WA 6317
ABN:	248 598 425 60
Does your group/organisation have Public Liability Insurance?	<input checked="" type="checkbox"/> Yes (please attach a copy of your Certificate of Currency) <input type="checkbox"/> No – you will need an auspicing organisation to apply for the CGP that has a Certificate of currency)
Is your group/organisation (or auspicing organisation) registered for the Goods and Services Tax (GST)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No- Please complete and attach a Statement by Supplier form available on the Shire website <a href="https://www.katanning.wa.gov.au/documents/">https://www.katanning.wa.gov.au/documents/</a> <i>If your group is <u>required to be registered</u> but has not done so, the Shire is required to withhold 46.5% of any grant we provide to you and remit it to the Tax Office.</i> <i>If your group is <u>not required to be registered for GST</u>, you must provide us with a Statement by a supplier form, or as required by the Federal Government we will withhold 46.5% of any grant for tax purposes.</i>
Is your group/organisation an Incorporated Association, Not for Profit Company or any other type of institution? (Please tick all that apply)	<input checked="" type="checkbox"/> Incorporated Association <input checked="" type="checkbox"/> Not for Profit Company or charity <input type="checkbox"/> Other (please specify) _____ <i>If you are not an Incorporated Association, Not for Profit Company, charity or other appropriate organisation you must have an auspicing organisation that will manage the funds and provide a Certificate of Currency for Public Liability Insurance.</i> <i>Please attach a letter of support from the auspicing organisation and a copy of their Certificate of Currency.</i>

# 10.3.2

GROUP/ORGANISATION CONTACT PERSON	
Contact Title & Name	Mr David Stade
Position title in the group/organisation:	Katanning Country Club Redevelopment Project Manager
Contact numbers:	0428 211 550
Email:	d.stade@bigpond.com
GROUP/ORGANISATION ALTERNATE CONTACT PERSON	
Contact Person Title & Name	Mr Derek Ramm
Position title in the group/organisation:	Katanning Country Club President
Contact numbers:	0427 181 990
Email:	kcclub@outlook.com.au

## ABOUT GROUP/ORGANISATION

**Briefly describe your group/organisation's aims?**

Our aim is to strive to make our sporting clubs and facilities comparable to the best possible and ensure that all our social and Clubhouse facilities are inviting, functional and well maintained.

**MISSION STATEMENT Katanning Country Club**

The Katanning Country Club is dedicated to providing its Members, their families, their guests and the wider community, an exceptional recreational and social private club facility that is perceived as:

- being constantly available;
- a high quality and personalised service experience;
- having outstanding sporting and Clubhouse facilities that features state awarded golf facilities and superior squash, bowls and tennis programs;
- providing superior dining and social amenities where every Member is treated as a preferred customer;
- representing good financial value for our Members;
- encouraging the formation of enduring friendships; and
- having programs and policies which attract, retain, and engage Members.

**The services/activities your group/organisation provides to the community?****Activities**

The Katanning Country Club offers a range of sporting activities including Tennis, Golf, Squash and Lawn Bowls.

The grassed and fully reticulated 18-hole golf course is available to members and visitors all year round and is recognised as one of the best sand green golf courses in WA. Squash and Lawn Bowls are played most of the year with Tennis competitions held over the spring and summer months.

The KCC hosts numerous sporting events throughout the year. The Club is home of the annual 4BBB Classic as well as regional tennis tournaments, which attract visitors to Katanning from across the Great Southern and the State.

Coaching clinics in Tennis, Squash and Golf are consistently offered at the KCC, promoting the development of junior and adult skills whilst encouraging future club membership and participation.

**Services**

The Katanning Country Club provides a service to the community by offering a facility for an active, fun, healthy lifestyle. Sporting clubs help build healthier, happier and safer communities in an environment that brings people together. KCC provides a sense of belonging, fosters community pride and connects communities through shared experiences.

The KCC offers Venue Hire to the community and is suitable as a conference, function, fundraiser and event venue. The function area is made available to local schools and organisations to host fundraising and social events. Examples include the annual Melbourne Cup Luncheon, quiz nights, corporate events and seminars and annual community fundraisers.

**Which are your main target groups?**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> General community | <input checked="" type="checkbox"/> Women   | <input checked="" type="checkbox"/> Aboriginal or Torres Strait Islander people |
| <input checked="" type="checkbox"/> Children 0-10     | <input checked="" type="checkbox"/> Men     | <input checked="" type="checkbox"/> People with disabilities and/or carers      |
| <input checked="" type="checkbox"/> Youth 11-25       | <input checked="" type="checkbox"/> Seniors | <input type="checkbox"/> Other (please specify)                                 |

**If your application is successful, how will you recognise the Shire of Katanning's contribution to this project?**

- |   |  |
|---|--|
| <input type="checkbox"/> Press release            | <input type="checkbox"/> Banners/Posters   |
| <input checked="" type="checkbox"/> Annual report | <input checked="" type="checkbox"/> Equipment purchase: You will need to attach a sticker or <u>plaque</u> on the item/s purchased recognising the Shire's contribution. |
| <input checked="" type="checkbox"/> Social media  |  |
| <input type="checkbox"/> Flyers                   | <input checked="" type="checkbox"/> Other -Invitation to project completion and opening ceremony.  |

**Has your organisation received funding from the Shire in the last two years?**

Please note you cannot apply twice for the CGP in one financial year (this includes the Community Financial Assistance Program).

- ☐ No – skip to Project Details
- ☒ Yes – please answer below questions

***If applicable, please list the years and amounts of funding from the Shire in the last two years.***

Year	2018	Amount	\$50,000
			Donation for Stage 1-3 of the club house redevelopment (not CGP)

***If applicable, has your organisation provided an acquittal to the Shire for each grant?***

- ☐ Yes - The organisation's acquittal has been received by the Shire.
- ☐ No - If a previous grant has not been acquitted with the Shire you are not eligible to apply.

**PROJECT DETAILS**

<b>Project Title</b>	Katanning Country Club Fire Safety System
----------------------	---

**Please outline your project/funding request?**

This project will deliver a Fire Safety System at the Katanning Country Club (KCC) including two large volume water tanks for fire safety compliance which will also be accessible to firefighting units in the event of a fire in Katanning. KCC is seeking funding through the Katanning Shire Community Grants Program for part-funding of the water tanks.

A building's compliance with the FES Commissioner's Operational Requirements is critical for preventing fires, ensuring community preparedness and resilience and safe and effective firefighting operations. As part of the Redevelopment Project, the Katanning Country Club (KCC) will install a fire safety system to comply with Department of Fire and Emergency Services (DFES) requirements which ensure plans for construction of buildings in Western Australia are fire safe in accordance with the fire safety sections of the Building Code of Australia (BCA).

Before a building permit is issued for the completion of Stage 2 and 3 of the KCC Redevelopment Project, fire safety requirements must be fulfilled.

The total project will include the delivery and installation of:

- Fire Engineering Plan
- \*2 x 130,000 litre water tanks and plumbing,
- building smoke detection system,
- fire alarm system,
- fire safety equipment including extinguishers and fire blankets

The total project cost will be \$39,630 (ex GST)

**\*The KCC is requesting \$10,000 through the Katanning Community Grants Program to go support the purchase of the water tanks.**

KCC will fund the remaining \$29,630 to a total project cost of \$39,630 (ex GST).

## PROJECT DETAILS

### Fire Engineering Plan

After the 2020 bushfire which threatened Katanning, the KCC is taking fire safety requirements very seriously and has submitted a Fire Engineering Plan (FEP) to DFES prior to commencing the next stages of the KCC Redevelopment Project. The purpose of the FEP is to provide guidance to builders so adequate access to and around the building is provided to meet DFES requirements for fire safety and mitigation.

KCC have engaged Kent Fuglsang (Fire Safety and Structural Civil Engineer) at Eurodan to complete the FEP at a cost of \$10,000.

### **\*Water Tanks and Plumbing**

Two 130,000 litre capacity water storage tanks adjacent to the clubhouse for firefighting and fire mitigation are a requirement of the Fire Engineering Plan and subsequent DFES recommendations. DFES and volunteer fire brigades need safe and easy access to a building's suitable water supply, and it must have adequate quantity, flows and pressure.

Water pressure testing has confirmed mains water pressure at the site is too low to support fire hydrants. To comply with current building standards, KCC is required to install the large water tanks and plumbing to protect the clubhouse, sporting facilities and surrounding area in the event of a fire.

Currently there is no fast fill point for firefighting in this area. This water supply will serve as the fast fill point for firefighting vehicles at this end of town. This infrastructure would have been invaluable during February's fires, being the closest option for units entering from Warren Rd and Dumbleyung Rd.

This water source will be seen as part of the whole town's water infrastructure upgrade.

### Building Smoke Detection System

From 1 July 1997 the installation of mains powered smoke alarms became mandatory for all new buildings within Western Australia.

For optimum smoke detection, DFES recommend smoke alarms be installed in every room. For this multi-storey community use building, 10 photoelectric smoke detectors will be installed.

### Fire Alarm System

KCC will install a communications panel connected to a fire alarm system and the smoke detectors which will activate an alarm at the local fire brigade in the event of a building fire. This control panel and alarm system complies with DFES requirements for fire mitigation and is a requirement of the Fire Engineering Plan and DFES recommendations for fire safety compliance.

### Fire Safety Equipment

To comply with the Fire Engineering Plan, the KCC must have a minimum of 6 fire extinguishers and 2 fire blankets.

A fire extinguisher is an active fire protection device designed to extinguish or control small fires in emergency situations. Extinguishers and signs must be easily seen from a distance of up to 20 metres.

Due to this requirement, the KCC will have six 9 litre fire extinguishers throughout the multi-storey building. Two fire blankets will be accessible in the bar area and the kitchen area as they are identified as high risk for oil ignition.

# 10.3.2

<b>Funding Requested</b> (excluding GST)	\$10,000		
<b>Total Project Cost</b> (excluding GST, please include in-kind and financials)	\$39,630 (ex GST)		
<b>On what date/dates will your project start and finish? (Please attach a timeline for your project if applicable)</b>			
<p>December 2020 - Fire Engineering Plan submitted to DFES</p> <p>January 2021- Fire Engineering Plan approved by DFES</p> <p>January 2021 - Building permit issued to Builder (Dom Laurino)</p> <p>March 2021 – <b>Site preparation and Installation of water tanks and plumbing</b></p> <p>June 2021 - Installation of smoke detection system and fire safety equipment (on build completion)</p> <p>June 2021 - completion of project</p>			
<b>How and where will your project/purchases take place?</b>			
<p>The tanks will be purchased from the Tank Man, Mount Barker. The KCC will cover all site preparation, installation, and delivery costs of the project.</p>			
<b>What is your group/organisation's contribution to your project? Please include in-kind and financials.</b>			
<p>The KCC is contributing \$29,630 of the total project costs.</p>			
<b>Summary of Project Costs</b>			
PROJECT ITEM	*NUMBER	COST PER ITEM	TOTAL COST (EX GST)
<b>CASH</b>			
Fire Engineering Plan (company)	1	\$10,000	\$10,000
<b>*130,000 litre water tanks and plumbing</b>	2	\$10,500	\$21,000
building smoke detection system- smoke detectors	10	\$50	\$500
plus electrical installation	10		\$2000
fire alarm system and control panel	1	\$3500	\$3500
fire safety equipment including extinguishers and	6	\$170	\$1020
fire blankets	2	\$25	\$50
Plumbing to connect to mains water			\$500
<b>Subtotal</b>			<b>\$38,570</b>
<b>INKIND</b>	NUMBER	COST PER ITEM	TOTAL COST (EX GST)
Site preparation:			
Labour hours and	4 hours	\$45/hr x 2 pax	\$180
heavy machinery cost	4 hours	\$170/hr machine	\$680
Sand/infill			\$200
<b>Subtotal</b>			<b>\$1060</b>
<b>TOTAL</b>			<b>\$39,630</b>
<p>*specific item numbers are subject to DFES Fire Engineering Plan recommendations</p>			



**How many people do you anticipate will attend/participate in your project once completed?**

This project will improve fire safety at the KCC and will improve the firefighting capacity for protection of surrounding suburbs. Indirectly, the benefit to the community of improved fire safety is immeasurable and will benefit every resident in Katanning providing peace of mind in this and future fire seasons.

The large water volume storage will serve as the firefighting unit fast fill point for this end of town. This water source will be part of the whole towns water infrastructure upgrade.

The installation of the water storage tanks will enable the continuation of the KCC Redevelopment Project. Below is a KCC Redevelopment Project summary of estimated numbers, anticipated attendance, and growth:

- 285 existing members and players across Tennis, Golf and Squash,
- Over 300 regional visitors/players per year,
- A conservative estimate of 10-20% increase in membership numbers post redevelopment,
- An increased capacity to develop junior and senior coaching in all sports,
- An increased capacity to attract tourists and visitors to events,
- An increased capacity to host larger regional events and
- An increased usage of venue due to upgraded facilities.

Tennis, Lawn Bowls, Squash and Golf all attract visitors and players from within and surrounding Katanning as well as from across the region. Each sport holds annual regional events and regular local competitions. Our tennis club is one of the last regional clubs in the local area offering a competitive singles competition and is renowned for successful events hosted in Katanning. The 4BBB Golf Classic attracted more than 160 players to Katanning for a 2-day event in 2018.

The Katanning Country Club envisage more than 10,000 visits to the club per year, including bar and venue usage, events, seminars, fundraisers and sports.

**How many people from the region do you anticipate will attend/participate in your project once completed?**

NA

The overall benefits to the region will be the completed KCC Redevelopment project (see above), and installation of the Fire Safety System will improve community and member safety in the event of a fire.

**What benefits will your project deliver to the Katanning community?**

The most important aspect of this project is that the local brigade will have access to this water from these new tanks in the event of a fire in the Katanning District.

This project will have the immediate benefits of improved fire safety and firefighting capability to protect a community facility and surrounding houses and suburbs. Installation of the water tanks will ensure KCC complies with DFES fire safety requirements which will subsequently secure the completion of the KCC Redevelopment Project.

Katanning Country Club bowls co-location and Redevelopment Project will offer the following benefits to our community:

- Provide a place for resident participation in activities which benefit the community
- Build healthier, happier and safer communities in an environment that brings people together
- Provide a sense of belonging
- Foster community pride

## 10.3.2

- Connect communities through shared experiences.
- Provide a facility to cater for all ages, abilities and backgrounds in a welcoming, safe and healthy environment
- Promote economic growth through business investment, employment, major events and tourism
- Promote volunteering; the Katanning Country Club creates opportunities for and promotes volunteering. The Club is renowned for its beautiful open spaces and lush fairways, all managed by volunteers. Many services offered at the club to the community are organised by volunteers.
- Provide a venue for catering, coaching and other business development
- Providing a facility for junior sport development
- Promote and protect the natural environment; the Club sustains the natural environment through protecting open space and natural areas for the community to use. Through an innovative water use system, the Club recycles local grey water to maintain the fairways and bushland, providing an important environmental benefit to the town and community.

### **Explain how you know the project is needed and supported by the community?**

Improved fire safety is a high priority for the Katanning community and KCC is committed to improving the availability of a large volume of water for firefighting

This is needed because there is no fast fill water access point for firefighting on this side of Katanning due to low mains water pressure. This serious issue was raised during the 2020 bushfires and has complicated building permit requirements for the KCC Redevelopment Project.

Without the installation of these tanks the KCC Redevelopment project will not proceed.

### **Name any other groups/individuals that will be involved in the project? (Please attach letters of support)**

The builder for this project will be Dom Laurino.

### **If you are applying for funds for equipment, describe what the equipment is and what it will be used for in the future?**

NA

### **If your application is unsuccessful in the CGP, how will the project be delivered?**

If this application is unsuccessful in the CGP, the KCC will seek grants from other sources or alternatively fund through debt to the KCC organisation.

## PROJECT QUOTE RECORD

Three quotes are recommended for your application. At least one quote from a local supplier is required if the item/s is available locally. Please submit all quotes with your application.

## Detailed description of the good and/or services: Water tanks

## Description Qty

GT130SC, Pioneer® Tank in Woodland Grey® GT130

(Gross Capacity 129,292 Litres) including:

- Pioneer® Aqualiner Fresh® GT130
- 2 x sacrificial anodes
- 50mm poly outlet with valve
- 150mm PVC overflow, downpipe and flap valve
- Pioneer® dome roof Woodland Grey® GT130
- Access hatch for Woodland grey® 2.00
- Leaf filter basket for Woodland Grey®
- Hook on galvanised ladder
- 20 Year Conditional Warranty

NOTE: Price includes installation on your prepared, level sand pad

Freight, Freight Charge 2.00

GEO130, Geotextile Liner Underlay for GT130 2.00

BM130, Supply and install graded blue metal around base of tank.

Includes black 2.00

SS130, Superseal (dustproofing) and condensation strip pack for GT130

2.00

Outlet poly 80Nb External BSP with bass ball valve and Camlock 2.00

TR, Travel Charge

## LIST OF SUPPLIERS INVITED TO SUBMIT QUOTATIONS:

## SUPPLIER 1

<b>Supplier</b>	Tank Man	<b>Quote \$ (ex GST)</b>	\$21,113.75
<b>Contact Name</b>		<b>Contact Number</b>	(08) 9851 1599
<b>Delivery</b>	included	<b>Availability</b>	Available on request asap

## Have three quotations been obtained:

☐ Yes ☒ No

**If no, please explain the reason for not obtaining three quotes:**

Through our research, the cost of these tanks is similar across suppliers

The fire safety equipment will be purchased locally at the best price

**Is the quotation accepted, the lowest price?**

☒ Yes      ☐ No

**If no, please explain the reason for not accepting the lowest price:**

## PROJECT BUDGET

Please note that applications with multiple funders/contributors are favoured.

PLEASE INCLUDE ALL INKIND AND CASH CONTRIBUTIONS.

Use <https://gstcalculator.com.au/> to obtain the amounts excluding GST.

Inkind hours: Please visit <https://volunteeringwa.org.au/resources/volunteer-benefits-calculator/> to determine your organisations inkind hours for the project.

PROPOSED PROJECT BUDGET	BUDGET (ex GST)	STATUS
Community Grants Program grant request	\$10000	Unconfirmed
Katanning Country Club cash contribution	\$28570	Confirmed
Katanning Country Club in-kind contribution	\$1060	Confirmed
<b>TOTAL INCOME:</b>	<b>\$39,630</b>	



## PROJECT COSTS

PROPOSED PROJECT COSTS	BREAKDOWN (ex GST)	FUNDING SOURCE
<b><u>CASH</u></b>		
Fire Engineering Plan	10000	KCC
2 x 130,000 litre <b>water tanks &amp; plumbing</b>	21000	<b>Community Grants Program (10000)</b>
smoke detectors	500	KCC
Smoke detector electrical installation to mains power	2000	KCC
fire alarm system and control panel	3500	KCC
fire safety equipment – 6 x fire extinguishers	1020	KCC
fire safety equipment – 2 x fire blankets	50	KCC
Plumbing to connect to mains water	500	KCC
<b><u>INKIND</u></b>		
Site preparation: Labour hours	180	Own organisation KCC inkind contribution
Site preparation: heavy machinery cost	680	Own organisation KCC inkind contribution
Site preparation: Sand/infill	200	Donation to KCC
<b>TOTAL EXPENDITURE:</b>	<b>\$39630</b>	

## DECLARATION FROM ORGANISATION

We declare that the organisation we represent does not operate for profit and the information given in this document is true and accurate. We agree to abide by CGP Guidelines and funding received will be used for the purpose nominated in this application.

Signed by TWO senior members of organisation:

Full name:	DEREK JOHN RYAN	Full name:	DAVID STADE
Position title:	CHAIRMAN	Position title:	Redevelopment Officer
Signature:		Signature:	
Date:	30/11/20	Date:	30/11/20

## CHECKLIST

Please ensure you have:

- ☒ Read the application guidelines carefully
- ☒ Completed **ALL** sections of the Application Form
- ☒ Attached Copies of quotes for all expenditure requested through the CGP
- ☒ Attached a Copy of Certificate of Currency for Public Liability Insurance

Please send this application via one of the following:

**Mail**

Shire of Katanning  
PO Box 130, Katanning, WA, 6317

**Email**

[admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)

**In person**

52 Austral Terrace, Katanning



# QUOTE



Katanning Country Club  
1 Round Drive  
KATANNING WA 6317  
d.stade@bigpond.com  
0428 211 550

**Date**  
03 Dec 2020

**Expiry**  
02 Jan 2021

**Quote Number**  
QU-2383

Tankman Mount Barker  
PO BOX 499  
MOUNT BARKER WA 6324  
AUSTRALIA  
(08) 9855 9999  
40 705 532 717

## 2 x GT130 Pioneer® Water Tanks - Woodland Grey®

Description	Quantity	Unit Price	GST	Amount AUD
GT130SC, Pioneer® Tank in Standard Colorbond® (Mangrove®/Woodland Grey®/Classic Cream®/Surfmist®/Paperbark®/Basalt®/Monument®/Pale Eucalypt®/Wallaby®) GT130 (Gross Capacity 129,292 Litres) including: - Pioneer® Aqualiner Fresh® GT130 - 2 x sacrificial anodes - 50mm poly overhead valve - 150mm PVC overflow, downpipe and flap valve - Pioneer® dome roof Standard Colorbond® GT130 - Access hatch for Standard Colorbond® - Leaf filter basket for Standard Colorbond® - Hook on galvanised ladder - 20 Year conditional warranty NOTE: Price includes installation on your prepared, level sand pad NOTE: Please check with your Local Government Authority regarding any required permit/approval. Tankman can provide Certification and Specification documentation to assist.	2.00	9,445.45	10%	18,890.91
Promo, *Free Tank Upgrade Offer*	2.00	(946.36)	10%	(1,892.73)
Freight, Freight Charge	2.00	309.05	10%	618.09
GEO130, Geotextile Liner Underlay for GT130	2.00	411.82	10%	823.64
BM130, Supply and install graded blue metal around base of tank. Includes black plastic underlay	2.00	500.00	10%	1,000.00
SS130, Superseal (dustproofing) and condensation strip pack for GT130	2.00	296.36	10%	592.73
Outlet poly 80Nb External BSP with brass ball valve and Camlock	2.00	502.73	10%	1,005.45
TR, Travel Charge (after the first 200kms)	64.00	1.18	10%	75.64

NOTE: 50% deposit or receipt of \$100.00 pre-order payment is  
required on confirmation of order



Description

Quantity Unit Price GST Amount AUD

10.3.2

Subtotal 21,113.73

Total GST 10% 2,111.37

TOTAL AUD 23,225.10

Terms

Direct Deposit Details:

Rabobank BSB: 142 001 Acc: 162986258  
Name: Sounness Enterprise Trust/Tankman Mount Barker  
Reference: Invoice Number and Surname

Please see following pages for Terms and Conditions

## Terms and Conditions of Sale

### **Interpretation** - In these conditions:

- (1) "Seller" means Wesley Owen Sounness as trustee for the Sounness Enterprise Trust and his successors, assigns or any person acting on its behalf and with its authority.
- (2) "Buyer" means the purchaser of the Goods and/or Services.
- (3) "Goods" means the materials, equipment and products provided or to be provided to the Buyer by the Seller as listed on the Order;
- (4) "Quotation" means a written quotation pursuant to which the Seller provides the Buyer with a price for consideration by the Buyer for the supply of Goods and/or Services by the Seller to the Buyer;
- (5) "Order" means a written form pursuant to which the Buyer requests the Seller to supply Goods to the Buyer;
- (7) "Services" means the services provided or to be provided by the Seller to the Buyer as listed by Seller on the Order;
- (9) "Work Site" means the location for delivery and/or installation as specified on the Confirmation of Order Form or as agreed between Seller and the Buyer in writing.
- (10) "PPSA" means the *Personal Property Securities Act 2009 (Cth)* and any regulations made pursuant to it.
- "PPSR" means the Personal Property Securities Register established pursuant to the PPSA.

1. **Terms** - The Goods and/or Services are sold on the terms and conditions herein and any Quotation, Order or written agreement is subject to these terms and conditions.
2. **Quotations** - Unless previously withdrawn, any Quotation is open for acceptance within the period stated therein or, when no period is so stated, within 30 days after its date. Seller reserves the right to refuse for any reason any order based on the Quotation within 7 days after the receipt of the order. Upon acceptance by the Seller of any order from the Buyer that is based on a Quotation, a valid and binding contract will arise between the Seller and the Buyer for the supply of Goods and/or Services upon the terms and conditions herein.
3. **Order** - Upon acceptance by the Seller of an order from the Buyer contained within an Order, a valid and binding contract will arise between the Seller and the Buyer for the supply of Goods and/or Services upon the terms and conditions herein.
4. **General** - Unless otherwise agreed in writing between the Seller and the Buyer, all Quotations, Orders and written agreements between the Buyer and the Seller are based on the delivery of Goods and provision of Services during the hours of 8:00am and 5:00pm Monday to Friday and specifically exclusive of public holidays. Unless otherwise stated all prices quoted by Seller or agreed by the Seller and the Buyer are net, exclusive of Goods and Services Tax (GST).
5. **Acceptance** - Notwithstanding the terms and conditions herein, the Buyer making full payment or part payment, providing instructions in relation to supply or giving verbal or written agreement to accept the Goods and/or Services shall all constitute acceptance of the terms and conditions herein.
6. **Shortage/ Defect** - The Buyer will inspect the Goods and/or Services upon receipt and notify Seller of any defects or shortages within 24 hours from the date of receipt and upon failing to do so, the Buyer waives any claim against Seller for defects in any Goods and/or Services.
7. **Cancellation by Seller** - The Seller may in its sole discretion cancel delivery of Goods and/or Services at any time before they are received by the Buyer by giving written notice to the Buyer and upon giving such notice shall not be liable for any loss or damage arising whatsoever from such cancellation.
8. **Cancellation by the Buyer** - No order for Goods and/or Services may be cancelled by the Buyer without consent in writing from Seller.
9. **Drawings/Specifications** - All specifications, drawings, and particulars submitted by Seller are approximate only and any deviation does not vitiate any contract with the Seller or form grounds for any claim against Seller. The descriptions, illustrations and performances contained in catalogues, price lists and other advertising matter do not form part of these terms and conditions of sale or of the description applied to the Goods and/or Services.
10. **Performance** - Any performance figures given by Seller are estimates only. Seller is under no liability for damages for failure of the goods to attain such performance unless specifically guaranteed in writing. Any such written guarantees are subject to the recognised tolerances applicable to such figures.
11. **Delivery** - Any delivery times made known to the Buyer are estimates only and the Seller is not liable for loss, damage or delay arising from late delivery or non-delivery or late installation or non-installation of the Goods and/or Services. The Seller may at its option provide the Goods and/or Services to the Buyer in any number of instalments. If Seller delivers any Goods or Services by instalments, and any one of those instalments is defective for any reason, then it is not a repudiation of the whole of the order and the defective instalment is a severable breach. The risk of loss or damage in any Goods passes to the Buyer upon collection or where Seller is responsible for the delivery then when the Goods are delivered to the Buyer.
12. **Work Site** - The Buyer shall ensure that the Work Site is safe and clear of any hazards. The Seller will not be liable for any loss or damage caused in accessing the Work Site.
13. **Force Majeure** - The Seller will not be liable for any default due to a condition that is out of the reasonable control of Seller including flood, fire, storm, strike.
14. **Guarantee and Warranty** - The Seller's liability for Goods and/or Services supplied to the Buyer is limited to making good any defects or at Seller's option by replacement, within a period not exceeding twelve (12) calendar months after receipt of the Goods and/or Services and such liability is only enforceable by the Buyer where the defects have arisen solely from faulty materials or manufacturing and the Goods have not received maltreatment, inattention, incorrect use or interference after receipt by the Buyer and the defective Goods are promptly returned free of cost to the Seller. Unless otherwise agreed in writing, any works to be performed by reason of such liability shall be performed between 9:00am and 5:00pm Monday to Friday exclusive of public holidays. Where the Goods have not been manufactured by the Seller, the guarantee and warranty of the manufacturer of the Goods is accepted by the Buyer and is the only guarantee and warranty given to the Buyer in respect of the Goods. The Seller agrees to assign to the Buyer on request made by the Buyer the benefit of any warranty or guarantee that the manufacturer has granted to the Seller to the extent that the benefit of any warranty or guarantee is assignable. The Seller's liability for breach of a condition or warranty implied by the *Competition and Consumer Act 2010* is limited to: (i) in the case of Goods, the replacement of the goods, supply of equivalent goods, repair of the goods, payment of the cost of replacing the goods or acquiring equivalent goods or having the goods repaired; or (ii) in the case of services, the supplying of the services again or payment of the cost of having the services supplied again.

# 10.3.2

15. **Payment** – The Seller will charge and the Buyer will pay as per the amount in the Quotation or Order or any written agreement. The final invoice provided to the Buyer may vary from the Quotation where the Buyer and Seller have agreed to additional Goods and/or Services. The invoice amount is payable net and payment of the amount plus GST is due on the day of delivery of the Goods or supply of Services unless other terms of payment are agreed in writing by Seller. The Buyer shall not be treated as having paid for Goods and/or Services until such time as cleared funds are received by Seller. All payments that are due to the Seller by the Buyer are to be made without deduction or set-off, whether legal or equitable. The Buyer agrees to indemnify Seller against all costs and expenses (including legal costs on an indemnity basis) incurred by Seller and/or its agents by reason of the Buyer, including those relating to any enforcement of obligations and recovery of monies due to the Seller or possession of Goods. The Seller may at any time set-off amounts owed by the Seller to the Buyer from any money owing by the Buyer to the Seller. Any error in an invoice supplied to the Buyer by the Seller must be communicated in writing to Seller within 14 days of receiving the invoice. Notwithstanding the communication, the full amount of the invoice shall remain as the amount owed by the Buyer to Seller.
16. **Assignment** – The Seller has the right to assign to a third party any obligations that it has to the Buyer in relation to the supply of Goods and/or Services.
17. **Default** – Interest of 7% per annum calculated daily will accrue on any unpaid amounts for the supply of Goods and/or Services from the date upon which the amount is payable in accordance with these terms until the date upon which the amount and all accrued interest is received as cleared funds by Seller.
18. **Rights in relation to goods** - Seller reserves the following rights in relation to the Goods and any materials used in the supply of Services until all amounts owed by the Buyer to Seller are fully paid:
  - (1) ownership of and title in the Goods;
  - (2) to enter the Buyer's premises (or the premises of any associated company or agent where the goods are located) without liability for trespass or any resulting damage and retake possession of the Goods;
  - (3) to keep or resell any Goods repossessed pursuant to the terms herein; and
  - (4) If the Goods are resold, or products manufactured using the Goods are sold, by the Buyer, the Buyer shall hold such part of the proceeds of any such sale as represents the invoice price of the Goods and/or Services or used in the manufacture of the Goods in a separate identifiable account as the beneficial property of Seller and shall pay such amount to the Seller upon request. Notwithstanding the provisions above, the Seller shall be entitled to maintain an action against the Buyer for any unpaid Goods and/or Services.
19. **PPSR & PPSA** – The Buyer consents to the Seller effecting a registration on the PPSR (in any manner the Seller considers appropriate) in relation to any Security Interest arising under or in connection with the supply of Goods and/or Services and the Buyer agrees to provide all assistance reasonably required by the Seller to facilitate this.
20. **Storage** – The Seller reserves the right to make a reasonable charge to the Buyer for storage of Goods if delivery instructions are not provided by the Buyer or the Buyer fails to collect the Goods within 14 days of a request by the Seller for the same. The parties agree that Seller may charge for storage from the first day after Seller requests the Buyer to provide delivery instructions or collect the Goods.
21. **Returned Goods** – The Seller is not under any duty to accept Goods returned by the Buyer and will do so only on terms to be agreed in writing in each individual case. If Seller agrees to accept returned Goods from the Buyer, the Buyer must return the Goods to the Seller at the Seller's selected location.
22. **Place of contract** - This contract for sale of Goods and/or Services is made in the State of Western Australia and the Buyer agrees to submit all disputes arising between it and Seller to the courts or tribunals of Western Australia.
23. **Validity** – If any provision of these terms and conditions is deemed invalid, void, illegal or unenforceable, the validity, existence, legality and enforceability of the remaining provisions shall not be affected, prejudiced or impaired.

# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

KATANNING COUNTRY CLUB INC  
PO BOX 100  
KATANNING WA 6317

## Elders Insurance

ELDERS INSURANCE KATANNING

**ABN: 43 061 775 424**

ATTN:CALLUM FROBY

PO BOX 134 KATANNING 6317

(P) 0898213747

(F) 0898211397

(E) katanninginsurance@elders.com.au

## Period of Insurance

**From** 01/03/2020 **To** 01/03/2021 at 4pm

Issued By

Elders Insurance (Underwriting Agency) Pty Limited

This certificate acknowledges that the policy referred to is in force for the period shown.

Details of the cover are listed below.

## The Insured

KATANNING COUNTRY CLUB INC

## Cover Details

**Location** ROUND DRIVE KATANNING WA 6317

**Risk Number 1**

**Business** GOLF CLUB, LICENSED

**Interested Party** None Noted

## Property Section

Particulars	Total Sum Insured	Excess
Buildings	\$2,470,000	\$500
Contents	\$165,000	\$500

Reinstatement / extra cost conditions apply

Earthquake excess as per the policy wording

## Clauses

### Removal of Debris

It is agreed and declared that the Property Section of this Policy is extended to include the cost of removal, storage and disposal of debris or the demolition, dismantling, shoring up, propping, underpinning or other temporary repairs as a direct result of an Insured Event up to a limit of \$200000 .

### CONTENTS INCLUDES STOCK

The sum insured against contents in the Policy Schedule includes stock as defined in the Policy wording.

### COVER FOR SPECIFIED ITEMS

# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

## Cover Details *continued*

**Location** ROUND DRIVE KATANNING WA 6317

**Risk Number** 1

**Business** GOLF CLUB, LICENSED

## Clauses *continued*

In accordance with the definitions in the Policy wording, the sum insured shown in the Policy Schedule for building and/or contents includes cover for the following specified item(s):

Item	Sum Insured(\$)
32 TEE BOX SIGNS	10000
SQUASH AND TENNIS COURT SURFACES	300000
SYNTHETIC BOWLING GREEN SURFACE	180000

It is a condition of this policy that the Insured ensures that in relation to any commercial cooking facilities at the Location, the following minimum standards are complied with:

1. That the exhaust / extraction system ducting is professionally cleaned annually
2. That the exhaust / extraction system filters are cleaned weekly
3. That a minimum of 2 x 4.5kg dry chemical extinguishers are located within the kitchen at a suitable location which generally complies with the following requirements:
  - 3.1 the extinguishers shall be in a conspicuous and readily accessible position.
  - 3.2 where practicable, the extinguishers shall be located along normal paths of travel and near exits.
  - 3.3 they shall not be located in areas where they will be exposed to temperatures outside of the range 50C to - 50C.
4. That a fire blanket is located in the kitchen.
5. Charcoals must either be removed from the premises and extinguished, or a stainless steel lid placed over the top of the charcoal bed during non trading hours.

If You do not carry out or maintain these minimum standards, We may reduce or refuse to pay a claim or may cancel this policy.

In all other respects this policy remains unaltered.

# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

## Cover Details

<b>Location</b>	ROUND DRIVE KATANNING WA 6317	<b>Risk Number 2</b>
<b>Business</b>	GOLF CLUB, LICENSED	
<b>Interested Party</b>	None Noted	

## Theft Section

Particulars	Total Sum Insured
Contents	\$2,000
Stock	Not Insured
Theft without forcible entry	As per Policy wording
Tobacco, cigarettes, cigars	Not Insured
Liquor	\$2,500
<b>Excess \$500</b>	

## Money Section

Particulars	Total Sum Insured
Money in transit	\$5,000
Money on premises during business hours	\$5,000
Money on premises outside business hours	\$3,000
Money on premises in safes or strongrooms	\$5,000
Money in residences	Not Insured
<b>Excess \$500</b>	

## Glass Section

Particulars	Total Sum Insured
External and internal glass	Replacement value
All additional benefits	As per Policy wording
<b>Excess \$500</b>	

# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

## Cover Details

<b>Location</b>	ROUND DRIVE KATANNING WA 6317	<b>Risk Number</b> 3
<b>Business</b>	GOLF CLUB, LICENSED	
<b>Interested Party</b>	None Noted	

## Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Property in Your physical and legal control	\$250,000	
<b>Excess</b>	\$500 for property damage claims only	
	\$0 for personal injury claims	

## Clauses

### PARTICIPANTS ENDORSEMENT

Exclusion 23. Participants is amended to note the following additional activities:

Amusement involving bodily contact with persons, machines or devices (amusement includes but is not limited to sumo wrestling, bar flying, arm wrestling and mud wrestling.)

Machines or devices means machines or devices designed to challenge the user to contests of strength and/or other physical skills.

### TOBACCO EXCLUSION

The Broadform Liability section of this policy does not cover liability in respect of Personal Injury or Property Damage arising directly or indirectly out of, or caused by, or in connection with the inhalation or ingestion of, or exposure to:

- (a) tobacco or tobacco smoke;
- (b) any ingredient or additive present in any articles, items or goods which contain or include tobacco;
- (c) electronic cigarettes, cigarette substitutions or vaping liquids.

### Your Business

Your Business specified in the Schedule is more fully described as:  
Golf club licensed including squash  
and tennis



# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

## Cover Details

<b>Location</b>	ROUND DRIVE KATANNING WA 6317	<b>Risk Number</b> 4
<b>Business</b>	GOLF CLUB, LICENSED	
<b>Interested Party</b>	None Noted	

## General Property Section

Particulars	Total Sum Insured	Sum Insured	Excess
Insured property	\$4,000	\$4,000	\$250
IRRIGATION CONTROL UNIT		\$4,000	
Serial Number: VARIOUS			

## Machinery Breakdown Section

Particulars	Total Sum Insured	Sum Insured	Excess
<b>Blanket Cover</b> 2 Items		\$5,000	\$500
<b>Specified machinery items</b>	\$50,000		
COOL ROOM		\$10,000	
4 LOWARA IRRIGATION PUMPS @ \$10000 EACH		\$40,000	
<b>Deterioration of stock in cold storage</b>		NIL	\$500

# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

## Motor Vehicle Section

**Risk Number 7**

### Particulars

<b>Description of Vehicle</b>	JACOBSON 400D ROLLER MOWER
<b>Type of Cover</b>	COMPREHENSIVE
<b>Registration Number</b>	Unregistered
<b>Model Number</b>	400D
<b>Year Manufactured</b>	2014
<b>Postcode where vehicle parked at night</b>	6317
<b>No Claim Discount</b>	60%
<b>Finance Type</b>	Fully Owned

### Section 1

<b>Sum Insured</b>	\$35,000 or Market Value whichever is lesser
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### Section 2

**Third Party Liability: Not Insured**

A loyalty discount applies to this risk.

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

**Motor Vehicle Section**

**Risk Number 8**

**Particulars**

<b>Description of Vehicle</b>	TORO SAND PRO SAND SWEEPER
<b>Type of Cover</b>	COMPREHENSIVE
<b>Registration Number</b>	Unregistered
<b>Model Number</b>	5040
<b>Year Manufactured</b>	2010
<b>Postcode where vehicle parked at night</b>	6317
<b>No Claim Discount</b>	60%
<b>Finance Type</b>	Fully Owned

**Section 1**

<b>Sum Insured</b>	\$9,000 or Market Value whichever is lesser
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**Section 2**

**Third Party Liability: Not Insured**

A loyalty discount applies to this risk.

# Business Insurance Certificate of Currency

# 10.3.2

**Policy Number** EKU362075BPK

**Client Number** EK092599

**Client Name** KATANNING COUNTRY CLUB INC

## Motor Vehicle Section

**Risk Number 9**

### Particulars

<b>Description of Vehicle</b>	KUBOTA M8540D TRACTOR W/- FEL
<b>Type of Cover</b>	COMPREHENSIVE
<b>Registration Number</b>	Unregistered
<b>Model Number</b>	M8540D
<b>Year Manufactured</b>	2018
<b>Postcode where vehicle parked at night</b>	6317
<b>No Claim Discount</b>	60%
<b>Finance Type</b>	Fully Owned

### Section 1

<b>Sum Insured</b>	\$50,000 or Market Value whichever is lesser
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### Section 2

#### Third Party Liability: Not Insured

A loyalty discount applies to this risk.

### Clauses

#### EARTHMOVING VEHICLES AND EQUIPMENT THEFT COVER

Theft cover will not be provided where the keys to the vehicle, conveying vehicle or towing vehicle are left unattended or in the vicinity of one or any one of the vehicles.  
In all other respects this policy remains unaltered.

The following accessories are included in the sum insured:

<b>Description</b>	<b>Sum Insured</b>
KUBOTA LA 1353E LOADER	\$

**End of Certificate.**

## GREAT SOUTHERN TREASURES

## STRATEGIC PLAN and FORWARD DIRECTIONS 2020 - 2023

<b>PURPOSE</b> To build the brand and awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide.		<b>MISSION</b> Collectively plan and promote the tourism assets, experiences and events across member local governments.	<b>VISION</b> The communities of Great Southern Treasures are the most visited and known in Australia’s South West	<b>ABOUT US</b> Great Southern Treasures is a collective of member local governments working under an MoU with a resourced Executive Officer. Established in 2004
<b>OUR BOLD STEPS (1-3yrs)</b>	<b>ACTIONS TO ACHIEVE BOLD STEPS</b>		<b>MEASUREMENTS</b>	<b>LONG TERM GOALS (3yrs plus)</b>
1. Branding and Communications	a. Annual GST marketing plan is developed and linked to the Treasures Trail marketing plan	Marketing Plan strategies implemented Visitation increases (data) Awareness of tourism assets increases (data) GSCORE		1. Locals and businesses are promoters of Great Southern Treasures and the tourism assets 2. Appropriate governance structure adopted by members
	b. Build marketing collateral for GST and partners to use	Marketing collateral builds each year (images, GST brochure, website, stories etc) Marketing collateral is current and reflective of members tourism assets Marketing material is shared amongst members and GST		
	c. Partner with Australia’s South West and other tourism stakeholders to increase the reach of our marketing expenditure	ASW financial contribution towards GST marketing (\$)		
	d. Work with LGs, Visitor Centres and CRCs in the communities to deliver consistent marketing and messages	Regular contact with LGs, Visitor Centres and CRCs to implement the GST purpose, mission and marketing strategies GST brand is used by LGs, Visitor Centres, businesses and CRCs Key messages are adopted by members and partners		
2. BLOOM Festival	a. Resourced BLOOM Festival Coordinator	Employment of a BLOOM Festival Coordinator BLOOM festival patronage increases annually GST signature event held during BLOOM and a positive financial return		
3. Festivals	a. Taste Great Southern features member events and tourism activities	All member LG’s promoted in Taste Great Southern guides Increasing participation by local businesses, groups and members in the Taste Great Southern festival		
	b. Other Festivals	Increasing participation by local businesses, groups and members		
4. Operations	a. Streamline financial management of the group	Annual budget adopted and adhered to Financial management is reflective of the GST governance Pros and cons of various trading structures presented for decision Annual GST audit		
	b. Annual allocation to reserves to leverage external investment / funding	Successful external funding every two years outside of BLOOM		
5. Governance	a. Forward Plan delivers upon our vision and mission	Strategic Plan and Activity Plan adopted and initiatives completed		
	b. Governance structure – MoU is appropriate to our purpose and goals	MoU signed by all member local governments Organisational structure and position descriptions endorsed		
	c. Collect data throughout the year and also during BLOOM to inform LGs, stakeholders and RTO so that they understand our needs and tourism trends	GST Annual report and finances in each member Council Annual Report Data Plan developed and population begins		
<b>HOW DO WE ASSESS WHAT WE DO AND DON’T DO</b> To achieve our purpose and strategic goals, we use the following values to guide our mission. The values of the Great Southern Treasures members are:  1. Working together to be a preferred regional destination 2. Shared benefits 3. Championing each other’s tourism assets				

# 10.3.3

<b>Challenges</b> <ul style="list-style-type: none"> <li>Financial sustainability of the group may be impacted by Shire budgets</li> <li>Education regarding the value of tourism to the local economy – Councils and stakeholders</li> <li>Additional governance may impact group's existing collaboration and goodwill</li> <li>Implementing systems and processes</li> <li>Host Shire and financial record keeping</li> <li>Lack of forward direction and plan</li> <li>Delegate responsibilities</li> <li>Data collection and analysis of tourism / visitor stats</li> <li>Feedback loop</li> </ul>	<b>Opportunities</b> <ul style="list-style-type: none"> <li>Positive financial position</li> <li>Group's collaboration and wide network</li> <li>Resourced Executive Officer</li> <li>Good track record of grant execution</li> <li>Forward plan to drive the organisation forward</li> <li>Group Event during BLOOM</li> <li>Social media profile</li> <li>Close partnership with Australia's South West, joint marketing</li> <li>Leveraging % of reserves to attract external funding</li> <li>Increasing marketing collateral / resources for members</li> <li>Tourism linked to economic development</li> <li>Data collection</li> <li>Caravan and Camping show presence</li> </ul>
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## 12 MONTH ACTIVITY PLAN

BOLD STEPS (1-3yrs)	ACTIONS TO ACHIEVE BOLD STEPS	DETAILS	12 MONTH ACTIVITIES	OWNER
Branding and Communications	Annual GST marketing plan is developed and linked to the Treasures Trail marketing plan Build marketing collateral for GST and partners to use	Marketing Plan	Marketing Plan written	EO
		Social Media	Manage Facebook & Instagram and update the website as required.	EO
		Tour Guide	Continue to manage through Vanguard	EO
Bloom Festival	Resourced BLOOM Festival Coordinator	Find funding for the coordinator or alternative arrangement	Funding applications made Feb 2021	EO
		Employ coordinator	Advertise Jan 2021. Support coordinator when contract begins	EO & Committee
		Create signature event	Work with committee to plan signature GST event for Bloom for 2022	EO & Committee
Festivals	Taste Great Southern features member events and tourism activities Other Festivals	Taste Great Southern 2021	Help Shire of Katanning with Opera in the Park event	EO & KA
			Promote all events taking place during Taste Great Southern	EO
			Promote all events taking place in the Great Southern via social media channels	EO
Operations	Streamline financial management of the group	Arrange bi monthly committee meetings	Agendas, minutes, finances	EO & Chair & Shire BHT
	Grants	REDs acquittal	Final Report due November 2020	EO
		FRRR acquittal	Complete Toolkit and business planning . Final report due November 2020	EO
		REDS Round 3 – Shire of Katanning 2021	Support implementation of Noongar Pilot Tour as well as training support	EO
Governance	Governance structure – MoU is appropriate to our purpose and goals	Finalise MOU	Get MOU signed by December 2020. Advise of financial requirements for 2021/22 in March	EO & Committee
	Forward Plan delivers upon our vision and mission	Annual report prepared	May 2021 TBC	EO & Chair
Other		GSCORE & Bobtail Trail	Support GSCORE will Bobtail Trail implementation	EO & LGA & GSCORE
			Implement Bobtail Trail marketing plan	

## GREAT SOUTHERN TREASURES

### MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made the                      day of                      2020

#### **BETWEEN:**

**the SHIRE OF BROOMEHILL-TAMBELLUP** of 46-48 Norrish Street, TAMBELLUP, WA;

**the SHIRE OF CRANBROOK** of Gathorne Street, CRANBROOK, WA;

**the SHIRE OF GNOWANGERUP** of 28 Yougenup Road, GNOWANGERUP, WA;

**the SHIRE OF KATANNING** of 52 Austral Terrace, KATANNING, WA;

**the SHIRE OF KENT** of 24-26 Richmond Street, NYABING, WA;

**the SHIRE OF KOJONUP** of Albany Highway, KOJONUP, WA;

**the SHIRE OF PLANTAGENET** of 22-24 Lowood Road, MOUNT BARKER, WA;

**the SHIRE OF WOODANILLING** of 3316 Robinson Road, WOODANILLING, WA.

collectively known as the ('Member Councils')

#### **BACKGROUND**

- A. Each of the Member Councils are local government authorities established under the Local Government Act 1995.
- B. The Member Councils desire to formalise their agreement and understanding in relation to Great Southern Treasures and have agreed to enter into this Memorandum of Understanding in this regard. However, the Member Councils agree that this Memorandum shall not create any legal obligations and whilst recognising that there are no enforceable obligations between them, the Member Councils agree to perform their obligations pursuant to this Memorandum in good faith and to the best of their abilities.
- C. The purpose of this Memorandum of Understanding is to affirm the partnership and collaboration of the local governments and to further the shared aims as below. The purpose for which the Scheme is established is to provide a means for the Participants, through voluntary participation and the integration and sharing of resources:
  - 1. To maximise the economic return from tourists and visitors to the participant local governments
  - 2. To promote and develop the tourism assets of the participant local governments
  - 3. To cooperate and take an active interest in tourism matters affecting the participant communities
  - 4. Nurture industry partners and key stakeholders within the local, regional, state and national tourism industry



D. The values of the member councils guiding participation in this memorandum of understanding are that they are:

1. Working together to be a preferred regional destination
2. Shared benefits
3. Championing each other's tourism assets

## **AND THE MEMBER COUNCILS AGREE:**

### **1. Definitions & Interpretation**

#### **1.1 Definitions**

- 1.1.1 **'Act'** means the Local Government Act 1995;
- 1.1.2 **'Costs'** means all costs incurred by the Host Council including, but not limited to, the engagement of the Executive Officer (salary, training costs, sick leave, annual leave, long service leave and reimbursement of expenses), costs for time incurred by any other staff member or consultant, hardware, software licenses, vehicle costs, communication costs, stationery, and any other resources associated with operating the Scheme;
- 1.1.3 **'Billing Period'** means the quarterly periods of each financial year when Tax invoices are issued by the Host Council;
- 1.1.4 **'Costs Schedule'** means the Cost Schedule attached to this Memorandum;
- 1.1.5 **'Host Council'** means one Member Council that agrees to undertake the duties in 4.1 on behalf of the member Councils to administer the Scheme
- 1.1.6 **'Committee'** means the group of representatives appointed by each of the Member Councils in accordance with Clause 4.1 of this Memorandum;
- 1.1.7 **'Scheme'** means the Great Southern Treasures scheme;
- 1.1.8 **'Memorandum'** means this Memorandum of Understanding;
- 1.1.9 **'Operating Guidelines'** means the guidelines (as amended from time to time) referred to in Clause 6 of this Memorandum;
- 1.1.10 **'Other Member Councils'** means the Member Councils that are not the Host Council.

#### **1.2 Interpretation**

- 1.2.1 The Background set out above forms part of this Memorandum and the Member Councils agree that the Background is true and accurate.
- 1.2.2 Unless the contrary intention appears:
  - 1.2.2.1 Words noting the singular shall include the plural and vice versa.
  - 1.2.2.2 Reference to any gender shall include every other gender and

words denoting individuals shall include corporations and vice versa.

- 1.2.2.3 Reference to any Act of Parliament, statute or regulation shall include any amendment currently in force at the relevant time and any Act of Parliament, statute or regulation enacted or passed in substitution therefore.
- 1.2.2.4 Headings are for convenience of reference only and do not affect the interpretation or construction of this Memorandum.
- 1.2.2.5 A requirement in this Memorandum for liaison and consultation is a requirement for full and frank discussion and includes a requirement where necessary and appropriate, for full disclosure of relevant information and material.

## **2. Term**

- 2.1 The term of this Memorandum shall be three (3) years
  - 2.1.1 The first MoU will commence on 1 Jan 2021 and expire on the 30 June 2023, unless otherwise agreed or extended by the Member Councils in writing.
- 2.2 The term shall be reviewed by the Member Councils not more than twelve (12) months and not less than six (6) months prior to the expiration of the term subject to the term being reviewed prior to this period.

## **3. Negotiate in Good Faith**

The Member Councils agree that they will cooperate with each other and at all times act in good faith and with the joint objective of successfully and expeditiously concluding and carrying out all of the arrangements and agreements contemplated in this Memorandum.

## **4. The Member Councils' Obligations**

The Member Councils agree that each of them shall have the following obligations in respect of the **Great Southern Treasures Scheme**;

### **4.1 Host Council**

On behalf of the Other Member Councils, the Host Council agrees;

#### **4.1.1 Administration**

- 4.1.1.1 to administer the Scheme in accordance with this Memorandum and the Operating Guidelines; and
- 4.1.1.2 to be accountable to the Other Member Councils in a manner determined for the administration of the Scheme and the facilitation of the Scheme;

## **4.1.2 Membership of the Committee**

- 4.1.2.1 to appoint the Chief Executive Officer or the CEOs nominated representative to the Committee;
- 4.1.2.2 to appoint a proxy for each of the representatives in Clause 4.1.2.1.
- 4.1.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;
- 4.1.2.4 to delegate such powers to the Chief Executive Officer of the Host Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines;

## **4.1.3 Finances**

- 4.1.3.1 to administer and account to the Other Member Councils in accordance with the method set out in the Cost Schedule for the Scheme Costs and the Administration Costs and to issue to the Other Member Councils on a yearly basis a tax invoice specifying the amount of the Scheme Costs and Administration Costs that each of the Other Member Councils are responsible for during that Billing Period. An adjustment will be made in the following July invoice to reflect the actual expenditure for the previous year.
- 4.1.3.2 to prepare with the assistance from the Other Member Councils and EO, in accordance with this Memorandum, the budgets for the Scheme; and
- 4.1.3.3 to meet all auditing requirements for all moneys received and paid for in relation to the Scheme;

## **4.1.4 Executive Officer (EO)**

- 4.1.4.1 to enter into, on behalf of the Other Member Councils, an employment or contractual arrangement with the Executive Officer on terms and conditions that the Member Councils determine as appropriate;
- 4.1.4.2 to instruct the Executive Officer in accordance with directions given to it by the Committee (if any);
- 4.1.4.3 to provide the Executive Officer with office facilities, office equipment and resources, (including but not limited to stationery, postage resources, and telephone facsimile and photocopying facilities) and any other administrative assistance or resources required to be provided to enable the Executive Officer to effectively carry out their duties;
- 4.1.4.4 to nominate a representative (which at the commencement of the Memorandum shall be the Chief Executive Officer) to;

- (a) liaise with the Executive Officer in relation to the terms, conditions and operation of the Scheme; and
- (b) supervise the conduct of and compliance of the Executive Officer;

4.1.4.5 not to terminate the Executive Officer without the approval of the Other Member Councils. For the purposes of this clause, 'approval' means the written approval of a majority of the Other Member Councils received after a request has been made by the Host Council to the Other Member Councils requesting their vote;

## **4.2 The Other Member Councils**

The Other Member Councils agree;

### **4.2.1 Finance**

to pay to the Host Council within fourteen (14) days of having received a tax invoice the amount specified in the tax invoice (GST inclusive) given during each Billing Period in accordance with Clause 4.1.3.1 for its share of the Scheme Costs and the Administration Costs.

### **4.2.2 Membership of the Committee**

4.2.2.1 to appoint the Chief Executive Officer or representative to the Committee;

4.2.2.2 to appoint a proxy for each of the representatives in Clause 4.2.2.1;

4.2.2.3 to delegate such powers to the representatives as are required and necessary to give effect to this Memorandum, the Operating Guidelines and the Scheme;

4.2.2.4 to delegate such powers to the Chief Executive Officer of the relevant Member Council as are required and necessary to give effect to the preparation, amendment and implementation of the Operating Guidelines.

## **4.3 All Member Councils**

The Member Councils agree:

### **4.3.1 Reporting**

To consider reports and recommendations from its respective representatives on the Committee in relation to the administration of the Scheme.

## 4.3.2 Collaboration

- a) Achievement of the GST purpose
- b) Strategic direction of the GST and its management;
- c) Oversee the delivery of the annual implementation plan;
- d) Work cooperatively with other members
- e) Promote the GST
- f) Participate in GST decision-making processes at meetings;
- g) Represent and undertake actions on behalf of GST as authorised by the Committee;
- h) Form sub committees of the GST and
- i) Perform such other functions as are given to the member by the Act or any other written law.

## 5. Scheme Committee

- 5.1 The Member Councils agree to establish a Committee for the purposes specified below.
- 5.2 The Committee representatives shall meet at the times and places determined by the Committee (but in any case, at least quarterly) for the purposes of:
  - 5.2.1 considering the strategic direction of the Scheme;
  - 5.2.2 considering any major policy issues in relation to the Scheme; and
  - 5.2.3 reviewing, discussing and preparing budgets for the Scheme.
- 5.3 Each Member Council representative on the Committee shall be responsible for exercising their delegated authority and for the reporting back to their respective Council upon the exercise of those powers.
- 5.4 In the event of a conflict arising between the representatives of the Committee or if the Committee is divided in its votes on a decision required to be made by it, then the Committee will be required to report to their respective Councils for their determination.
- 5.5 The Member Councils agree that their respective Chief Executive Officer shall have delegated to them the necessary powers to make such decisions on behalf of the respective Member Council with respect to the Scheme.
- 5.6 The Committee shall appoint an Independent Chairperson (a person who is not a representative on the committee) for a term of the MoU who will be eligible for reappointment unless he/she resigns in which case the Committee will appoint a new Chairperson to chair the meetings.
- 5.7 In the event that the appointed Chairperson is absent from a Committee meeting the representatives present shall appoint an acting Chairperson, who shall preside over that meeting or until the Chairperson is present.
- 5.8 One representative of each Member Council (Chief Executive Officer or other such representative) has one vote on the Committee

## 6. Operational Guidelines

- 6.1 Upon execution of this Memorandum, the Chief Executive Officer or representative of each of the Member Councils shall prepare and implement Operational Guidelines which the Chief Executive Officers or representatives shall be capable of amending from time to time as the Chief Executive Officers or representatives see fit.
- 6.2 Notwithstanding the provisions of this Memorandum, the Member Councils agree that the Operational Guidelines shall be the principal document that facilitates the operational management of the Scheme.
- 6.3 The Member Councils shall delegate to their respective Chief Executive Officers such powers as are required and necessary to prepare and amend the Operational Guidelines and to manage the Scheme in accordance with the Operational Guidelines.
- 6.4 The Councils agree to negotiate and cooperate with each other at all times and to act in good faith in the operation of the Operational Guidelines and to comply with its terms.

## 7. Variation

The Member Councils agree that the terms and conditions of this Memorandum may be varied upon written agreement of the proposed variation by **all** the Member Councils.

## 8. Withdrawal

- 8.1 Member Councils agree to commit to the term (3yrs) of the MoU. They can not withdraw prior to the conclusion of the MoU term.
- 8.2 If a Member Council of the **Great Southern Treasures** wishes to no longer participate, that Council must give twelve (12) months written notice (the 'Notice Period') to the other Member Councils at the commencement (first month) of the final year of the MoU.
- 8.3 Notwithstanding withdrawing from the Scheme that Council shall still be liable for its contribution to all costs as per the Cost Schedule for the duration of the Notice Period.

## 9. Additional Members

- 9.1 If another council wishes to join the Scheme, subject to the unanimous agreement of the Member Councils, that council may join in this Memorandum and the Scheme, provided that the council agrees;
  - 9.1.1 to be bound by the terms and conditions of this Memorandum;
  - 9.1.2 to contribute a share of the initial Scheme Costs and Administration Costs, with the contribution and use thereof to be determined by the Member Councils.

## **10. No Partnership**

This Memorandum does not create or evidence a partnership between the Member Councils.

## **11. Winding Up**

11.1 Subject to the Member Councils extending or otherwise entering into a new agreement, at the expiration of this Memorandum, each of the participating Member Councils at that time shall be provided with the following:

11.1.1 a readable copy of all records (hard copy or otherwise), in an appropriate format, associated with the Scheme; and

11.1.2 a share of the proceeds in accordance with the percentages specified in the Cost Schedule upon the realisation of any of the assets forming part of the Scheme (as opposed to those owned by the individual Councils) after the payment of all liabilities (outstanding or contingent) if any.

11.2 If upon winding up the liabilities (outstanding or contingent) exceed the assets forming part of the Scheme (as opposed to those owned by the individual Councils) each Member Council shall contribute a share towards the payment of the liabilities in accordance with the formula specified in the CostSchedule.

## **12. Disputes Between Member Councils**

12.1 The Member Councils agree to work together in good faith to resolve any matter requiring their direction or resolution.

12.2 In the event of any dispute or difference ('dispute') arising between the Member Councils or any of them at any time as to any matter or thing of whatsoever nature arising under or in connection with this Memorandum of Understanding, then a Member Council may give to the other Member Council/s (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute and the giving of the dispute notice shall be a condition precedent to the commencement by any Member Council of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

12.3 At the expiration of 35 days from the date of receipt of the dispute notice by the persons to whom it was sent, the person giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985.

12.4 The costs (if any) of arbitration shall be borne equally by the Member Councils involved in the arbitration.



**EXECUTED** as a Memorandum of Understanding

**THE COMMON SEAL** of SHIRE OF BROOMEHILL-TAMBELLUP     )  
was hereunto affixed in the presence of:                             )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF CRANBROOK                             )  
was hereunto affixed in the presence of:                             )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF GNOWANGERUP                             )  
was hereunto affixed in the presence of:                             )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF KATANNING                             )  
was hereunto affixed in the presence of:                             )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF KENT )  
was hereunto affixed in the presence of: )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF KOJONUP )  
was hereunto affixed in the presence of: )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF PLANTAGENET )  
was hereunto affixed in the presence of: )

President

Chief Executive Officer

**THE COMMON SEAL** of SHIRE OF WOODANILLING )  
was hereunto affixed in the presence of: )

President

Chief Executive Officer

## **SERVICES SCHEDULE**

The following Services will be provided by the Scheme:

### **GST Purpose**

To build the brand and awareness of the tourism assets within Great Southern Treasures locally, nationally and worldwide.

### **GST Mission**

Collectively plan and equally promote the tourism assets, experiences and events across member local governments.

### **Chair Services**

- a. Achievement of the GST purpose
- b. Assist in the strategic direction of the GST and its management;
- c. Identify opportunities for the GST;
- d. Participates in GST decision-making processes at meetings of the Committee;
- e. Represent and undertake actions as directed by the Committee;
- f. Assist to ensure the advice and information is available to the Committee so that informed decisions can be made;
- g. Performs such other functions as are given by the GST Council.

### **Executive Officer Services**

- a. Action GST decisions
- b. Keep the accounts of the GST in order and receive all monies
- c. Adhere to all financial and legal responsibilities
- d. Custody of all books, documents, records and registers of the GST
- e. Assist in implementing the Strategic Plan
- f. Compile agendas, minutes, grant applications, discussion papers, project plans (including implementation)
- g. Foster partnerships
- h. Regular communication within the GST and to key stakeholders
- i. Any other function as specified or directed by the GST Committee or Chair

## **COSTS SCHEDULE**

Annual subscription (12 months) for Member Councils is for the life of the MoU (ex GST). It is reviewed at the end of the MoU by Participants.

- a) Member Council - Tier 1 (under 1000 population) \$7,000p.a
- b) Member Council - Tier 2 (1001 – 2000 population) \$11,000p.a
- c) Member Council - Tier 3 (2001 plus population) \$17,500p.a

## **HOST COUNCIL FOR THE TERM OF THIS MOU**

Shire of Broomehill-Tambellup