

WESTERN AUSTRALIA

**Parliamentary Commissioner
Amendment (Reportable
Conduct) Bill 2020****DRAFT BILL FOR PUBLIC COMMENT**

The Government proposes to introduce into Parliament a Bill to amend the *Parliamentary Commissioner Act 1971* and the *Working with Children (Criminal Record Checking) Act 2004*.

This draft Bill has been prepared for public comment but it does not necessarily represent the Government's settled position.

All submissions must be received by 31 January 2021 and should be forwarded to: reportableconduct@ombudsman.wa.gov.au

For further information please see the Ombudsman Western Australia website at <http://www.ombudsman.wa.gov.au>

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Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020

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Western Australia

LEGISLATIVE ASSEMBLY

**Parliamentary Commissioner Amendment
(Reportable Conduct) Bill 2020**

A Bill for

***An Act to amend the *Parliamentary Commissioner Act 1971* and the
Working with Children (Criminal Record Checking) Act 2004.***

The Parliament of Western Australia enacts as follows:

Part 1 — Preliminary1
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12**1. Short title**

This is the *Parliamentary Commissioner Amendment (Reportable Conduct) Act 2020*.

2. Commencement

This Act comes into operation as follows —

- (a) Part 1 — on the day on which this Act receives the Royal Assent;
- (b) Part 2 Division 3 — on the day after the period of 12 months beginning on the day on which section 7 comes into operation;
- (c) the rest of the Act — on a day fixed by proclamation.

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- 1 (ii) if there is no chief executive officer —
2 the president, chairman or other
3 principal or presiding member of the
4 authority, or if the authority is
5 constituted by a single person, that
6 person; or
- 7 (iii) the delegate of a person referred to in
8 subparagraph (i) or (ii);
- 9 or
- 10 (c) a person prescribed, or a person of a class
11 prescribed, by the regulations to be the head of
12 an entity or a delegate of that person; or
- 13 (d) in any other case —
- 14 (i) the chief executive officer of the entity
15 (however described); or
- 16 (ii) if there is no chief executive officer —
17 the principal officer of the entity
18 (however described); or
- 19 (iii) if there is no chief executive officer or
20 principal officer — a person, or the
21 holder of a position, in the entity
22 nominated by the entity and approved
23 by the Commissioner; or
- 24 (iv) the delegate of a person referred to in
25 subparagraph (i), (ii) or (iii);

26 **relevant entity** means an entity to which the reportable
27 conduct scheme applies under section 19H;

28 **religious body** means a body established or operated
29 for a religious purpose that operates under the auspices
30 of 1 or more religious denominations or faiths;

31 **reportable allegation** has the meaning given in
32 section 19E;

33 **reportable conduct** has the meaning given in
34 section 19F;

35 **reportable conduct scheme** means the scheme
36 established under Part III Division 3B;

37 **reportable conviction** has the meaning given in
38 section 19G;

39

1 **6. Section 19A amended**

2 In section 19A(1) delete the definition of *CCS Act*.

3 **7. Part III Division 3B inserted**

4 After Part III Division 3A insert:

5

6 **Division 3B — Reportable conduct scheme**

7 **Subdivision 1 — Preliminary**

8 **19C. Terms used**

9 In this Division —

10 *assault* means —

11 (a) the intentional or reckless application of
12 physical force without lawful justification or
13 excuse; or

14 (b) any act that intentionally or recklessly causes
15 another person to apprehend immediate and
16 unlawful violence;

17 *child* means a person who is under 18 years of age;

18 *conduct* means an act or an omission to do an act;

19 *contractor* includes —

20 (a) an officer of, or a person employed or engaged
21 to work for, a contractor; and

22 (b) a subcontractor of a contractor; and

23 (c) an officer of, or a person employed or engaged
24 to work for, a subcontractor; and

25 (d) a volunteer working for a contractor or a
26 subcontractor;

27 *employee*, of a relevant entity —

28 (a) means an individual who has reached 18 years
29 of age and is —

30 (i) an officer or employee of the relevant
31 entity, whether or not the individual's
32 work is in connection with any work or
33 activities of the entity that relate to
34 children; or

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- 1 (ii) engaged by the entity to provide
2 services to children, including as a
3 volunteer or contractor; or
- 4 (iii) a carer as defined in the CCS Act
5 section 3;
- 6 and
- 7 (b) if the relevant entity is a religious body —
- 8 (i) includes a minister of religion and a
9 religious leader of the religious body;
10 but
- 11 (ii) does not include a person only because
12 the person participates in worship;
- 13 and
- 14 (c) if the relevant entity is the Police Force of
15 Western Australia, includes a person appointed
16 under the *Police Act 1892* Part I as an officer or
17 constable of the Police Force;
- 18 **investigation**, of a matter, includes any preliminary or
19 other inquiry into, or examination of, the matter;
- 20 **investigation information** means information —
- 21 (a) relating to a reportable allegation or a
22 reportable conviction; or
- 23 (b) obtained as a result of an investigation into a
24 reportable allegation or reportable conviction
25 conducted by the Commissioner or a relevant
26 entity; or
- 27 (c) relating to any of the following —
- 28 (i) the progress, conduct or findings of an
29 investigation referred to in
30 paragraph (b);
- 31 (ii) any action taken or not taken as a result
32 of the findings of an investigation
33 referred to in paragraph (b);
- 34 **investigator** means a person conducting an
35 investigation under this Act on behalf of the head of a
36 relevant entity for the purposes of the reportable
37 conduct scheme;
- 38 **relevant commencement day** means the day on which
39 the *Parliamentary Commissioner Amendment*
40 *(Reportable Conduct) Act 2020* section 7 comes into
41 operation;

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sexual misconduct —

- (a) includes misconduct against, with or in the presence of, a child that is sexual in nature; but
- (b) does not include a sexual offence;

sexual offence —

- (a) means an offence of a sexual nature under a law of this State, another State, a Territory or the Commonwealth, committed against, with or in the presence of, a child; and
- (b) includes, without limitation —
 - (i) an offence under *The Criminal Code* Chapter XXXI committed against, with or in the presence of, a child; and
 - (ii) an offence of a sexual nature under *The Criminal Code* Chapter XXV; and
 - (iii) an offence of a sexual nature under any other provision of *The Criminal Code* committed against, with or in the presence of, a child; and
 - (iv) an offence under a law of another State, a Territory or the Commonwealth the elements of which, if they had occurred in this State, would have constituted an offence of a kind referred to in subparagraph (i), (ii) or (iii); and
 - (v) an offence of attempting, or of conspiracy or incitement, to commit an offence of a kind referred to in subparagraphs (i) to (iv) or paragraph (a); and
 - (vi) an offence that, at the time it was committed —
 - (I) was an offence of a kind referred to in subparagraphs (i) to (v) or paragraph (a); or
 - (II) in the case of an offence committed before the relevant commencement day — was an offence of a kind referred to in subparagraphs (i) to (v) or paragraph (a).

- 1 **19D. Conviction**
- 2 (1) For the purposes of this Division, a reference to a
- 3 *conviction* in relation to an offence committed by a
- 4 person is a reference to any of the following —
- 5 (a) a court making a formal finding of guilt in
- 6 relation to the offence;
- 7 (b) if there has been no formal finding of guilt
- 8 before conviction — a court convicting the
- 9 person of the offence;
- 10 (c) a court accepting a plea of guilty from the
- 11 person in relation to the offence;
- 12 (d) a court acquitting the person following a
- 13 finding under *The Criminal Code* section 27
- 14 that the person is not guilty of the offence on
- 15 account of unsoundness of mind or an acquittal
- 16 following an equivalent finding under a law of
- 17 another State, a Territory or the
- 18 Commonwealth.
- 19 (2) For the purposes of this Division, a reference to a
- 20 *conviction* includes a reference to a conviction that is a
- 21 spent conviction.
- 22 (3) For the purposes of subsection (2), an offence becomes
- 23 spent if, under a law of this State, another State, a
- 24 Territory or the Commonwealth, the person concerned
- 25 is permitted not to disclose the fact that the person was
- 26 convicted or found guilty of the offence.
- 27 (4) For the purposes of this Division, a reference to a
- 28 *conviction* does not include a reference to a conviction
- 29 that is subsequently quashed or set aside by a court.
- 30 **19E. Reportable allegation**
- 31 In this Act —
- 32 *reportable allegation* —
- 33 (a) means any information that leads a person to
- 34 form a suspicion on reasonable grounds that an
- 35 employee has committed reportable conduct or
- 36 conduct that may involve reportable conduct,
- 37 whether or not the conduct is alleged to have
- 38 occurred within the course of the employee's
- 39 employment; but

- 1 (b) does not include information relating to a
2 reportable conviction.

3 **19F. Reportable conduct**

4 In this Act —

5 *reportable conduct* means —

- 6 (a) the following conduct, whether or not a
7 criminal proceeding in relation to the conduct
8 has been commenced or concluded and whether
9 the conduct occurred before, on or after the
10 relevant commencement day —
- 11 (i) a sexual offence;
 - 12 (ii) sexual misconduct;
 - 13 (iii) an assault committed against, with or in
14 the presence of, a child;
 - 15 (iv) an offence prescribed by the regulations
16 for the purposes of this definition;

17 but

- 18 (b) does not include conduct that is —
- 19 (i) reasonable for the discipline,
20 management or care of a child or of
21 another person in the presence of a
22 child, having regard to —
 - 23 (I) the characteristics of the child,
24 including the age, health and
25 developmental stage of the
26 child; and
 - 27 (II) any relevant code of conduct or
28 professional standard that at the
29 time applied to the discipline,
30 management or care of the child
31 or the other person;
 - 32 or
 - 33 (ii) trivial or negligible and that has been or
34 will be investigated and recorded as part
35 of another workplace procedure; or
 - 36 (iii) of a class or kind exempt from being
37 reportable conduct under
38 section 19L(1).

- 1 **19G. Reportable conviction**
- 2 In this Act —
- 3 *reportable conviction* —
- 4 (a) means a conviction for an offence under a law
- 5 of the State, another State, a Territory or the
- 6 Commonwealth that is an offence referred to in
- 7 paragraph (a)(i) or (iv) of the definition of
- 8 *reportable conduct* in section 19F; and
- 9 (b) in relation to a person, includes a conviction
- 10 entered for the person before, on or after the
- 11 relevant commencement day.
- 12 **19H. Entities to which reportable conduct scheme applies**
- 13 The reportable conduct scheme applies to an entity set
- 14 out in Column 2 of Schedule 2 that —
- 15 (a) exercises care, supervision or authority over
- 16 children as part of its primary functions or
- 17 otherwise; and
- 18 (b) is not exempt under section 19M(1).
- 19 **19I. Object and principles**
- 20 (1) The object of this Division is to protect children from
- 21 harm by establishing and implementing a scheme
- 22 for —
- 23 (a) reporting and investigating reportable
- 24 allegations and reportable convictions; and
- 25 (b) taking appropriate action in response to
- 26 findings of reportable conduct.
- 27 (2) The reportable conduct scheme is based on the
- 28 principles that —
- 29 (a) the protection and best interests of children are
- 30 paramount considerations; and
- 31 (b) if a child is able to form views on a matter
- 32 concerning a reportable allegation or reportable
- 33 conviction and it is appropriate in the
- 34 circumstances to consult the child —
- 35 (i) the child must be given the opportunity
- 36 to express the views freely; and
- 37 (ii) the views are to be given due weight in
- 38 the investigation in accordance with the

- 1 developmental capacity of the child and
2 the circumstances;
- 3 and
- 4 (c) criminal conduct or suspected criminal conduct
5 should be reported to the police; and
- 6 (d) the Commissioner and others involved in the
7 reportable conduct scheme should work in
8 collaboration to ensure a fair process is used in
9 the investigation of reportable allegations and
10 reportable convictions; and
- 11 (e) employees who are the subject of reportable
12 allegations are entitled to be afforded natural
13 justice in investigations into their conduct.

14 **Subdivision 2 — Role of Commissioner**

15 **19J. Administration, oversight and monitoring of**
16 **scheme**

17 The Commissioner is responsible for administering,
18 overseeing and monitoring the reportable conduct
19 scheme.

20 **19K. Functions of Commissioner**

- 21 (1) The Commissioner has the following functions in
22 relation to the reportable conduct scheme —
- 23 (a) to educate and provide advice to relevant
24 entities in order to assist them to identify
25 reportable conduct and to notify and investigate
26 reportable allegations and reportable
27 convictions;
- 28 (b) to oversee the investigation of reportable
29 allegations and reportable convictions by
30 relevant entities;
- 31 (c) if the Commissioner considers it to be in the
32 public interest to do so — to investigate
33 reportable allegations and reportable
34 convictions;
- 35 (d) if the Commissioner considers it in the public
36 interest to do so — to investigate whether
37 reportable allegations or reportable convictions
38 have been appropriately handled or investigated
39 or responded to by the head of a relevant entity;

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- 1 (e) to make recommendations to relevant entities in
2 relation to the findings of the investigations
3 referred to in paragraph (c) or (d);
- 4 (f) to monitor the compliance of relevant entities
5 with the reportable conduct scheme and
6 whether appropriate action is taken by a
7 relevant entity;
- 8 (g) to monitor a relevant entity's systems for
9 preventing, notifying and dealing with
10 reportable conduct;
- 11 (h) to report to Parliament on the reportable
12 conduct scheme;
- 13 (i) to perform any other function conferred on the
14 Commissioner under this Division.
- 15 (2) Without limiting the Commissioner's investigation
16 powers under this Act, the Commissioner may exercise
17 any power and perform any function the Commissioner
18 has under Divisions 3 and 4 for the purpose of
19 performing the Commissioner's functions under this
20 Division.

19L. Commissioner may exempt conduct

- 22 (1) The Commissioner may exempt a class or kind of
23 conduct of employees of a relevant entity from being
24 reportable conduct.
- 25 (2) The Commissioner must publish the details of an
26 exempt class or kind of conduct on the Commissioner's
27 website.

19M. Commissioner may exempt entities

- 29 (1) The Commissioner may exempt an entity from the
30 reportable conduct scheme.
- 31 (2) The Commissioner must give written notice to an
32 entity of an exemption under subsection (1) that relates
33 to the entity.
- 34 (3) An exemption under subsection (1) continues until the
35 Commissioner gives the entity written notice that the
36 exemption is revoked.

1 **19N. Commissioner may exempt investigations**

- 2 (1) The Commissioner may exempt the head of a relevant
3 entity from commencing or continuing an
4 investigation.
- 5 (2) An exemption under subsection (1) may be for a
6 specified period.
- 7 (3) Without limiting subsection (1), the Commissioner
8 may exempt the head of the relevant entity if —
9 (a) the matter is already being dealt with or
10 investigated by another appropriate person or
11 body; or
12 (b) the head of the relevant entity has made a
13 request for the exemption in a notice under
14 section 19U.
- 15 (4) The Commissioner must give written notice to the head
16 of the relevant entity of an exemption under
17 subsection (1) that relates to the entity.
- 18 (5) An exemption under subsection (1) continues until —
19 (a) the Commissioner gives the head of the
20 relevant entity written notice that the exemption
21 is revoked; or
22 (b) if the exemption is for a specified period — the
23 end of the specified period.
- 24 (6) The head of the relevant entity is not required to
25 provide a report of an investigation under
26 section 19V(1) if the investigation is exempt under this
27 section.

28 **Subdivision 3 — Systems to deal with reportable conduct**

29 **19O. Head of relevant entity must ensure systems in**
30 **place**

31 The head of a relevant entity must ensure that the
32 relevant entity has in place —

- 33 (a) a system for preventing reportable conduct by
34 an employee of the relevant entity in the course
35 of the person's employment; and
36 (b) a system for enabling any person, including an
37 employee of the relevant entity, to notify the
38 head of the relevant entity of a reportable

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- 1 allegation or reportable conviction involving an
2 employee of the relevant entity of which the
3 person becomes aware; and
- 4 (c) a system for enabling any person, including an
5 employee of the relevant entity, to notify the
6 Commissioner of a reportable allegation or
7 reportable conviction involving the head of the
8 relevant entity of which the person becomes
9 aware; and
- 10 (d) a system for investigating a reportable
11 allegation or reportable conviction relating to
12 an employee of the relevant entity and taking
13 appropriate action in response to a finding of
14 reportable conduct; and
- 15 (e) a system for the receipt, handling and
16 disclosure of information relating to
17 investigation information, reportable
18 allegations and reportable convictions.

19P. Commissioner must monitor relevant entity

- 20 (1) The Commissioner must monitor the compliance by a
21 relevant entity with the requirements of section 19O.
- 22 (2) If requested by the Commissioner, the head of a
23 relevant entity must provide to the Commissioner any
24 information about a system referred to in section 19O.
- 25 (3) The Commissioner may make recommendations for
26 action to be taken by the head of a relevant entity and
27 may provide the head of the relevant entity with any
28 necessary information relating to the recommendations
29 if a reasonable concern with a system referred to in
30 section 19O is identified.

31 Subdivision 4 — Notice, investigation and reporting**32 19Q. Report of reportable allegation or reportable
33 conviction**

- 34 (1) This section applies if a person becomes aware of a
35 reportable allegation or reportable conviction involving
36 an employee of a relevant entity.
- 37 (2) If the person is an employee of the relevant entity, the
38 employee must as soon as practicable after becoming

-
- 1 aware of the reportable allegation or reportable
2 conviction —
- 3 (a) report the matter to the head of the relevant
4 entity; or
- 5 (b) if the matter relates to the head of the relevant
6 entity — report the matter to the
7 Commissioner.
- 8 (3) If the person is not an employee of the relevant entity,
9 the person may —
- 10 (a) report the matter to the head of the relevant
11 entity; or
- 12 (b) if the matter relates to the head of the relevant
13 entity — report the matter to the
14 Commissioner.
- 15 (4) A person who has made a report to the head of the
16 relevant entity under this section may report the matter
17 to the Commissioner if the person is not satisfied with
18 the response of the head of the relevant entity to the
19 report.

20 **19R. Head of relevant entity must notify Commissioner**

- 21 (1) This section applies if the head of a relevant entity
22 becomes aware of a reportable allegation or a
23 reportable conviction involving a person who is an
24 employee of the relevant entity.
- 25 (2) The head of the relevant entity must give written notice
26 to the Commissioner of the following information
27 within 7 working days after becoming aware of the
28 reportable allegation or reportable conviction —
- 29 (a) details of the reportable allegation or reportable
30 conviction;
- 31 (b) the name (including any former name and alias)
32 and date of birth of the employee;
- 33 (c) whether the police have been contacted about
34 the reportable allegation or reportable
35 conviction;
- 36 (d) the risk assessment made and the risk
37 management action taken or proposed to be
38 taken by the relevant entity;

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- 1 (e) the name, address and telephone number of the
2 relevant entity;
- 3 (f) the name of the head of the relevant entity;
- 4 (g) how the head of the relevant entity intends to
5 proceed with the matter;
- 6 (h) any information prescribed by the regulations.
- 7 (3) The head of the relevant entity is only required to
8 provide information under subsection (2)(a), (b), (c)
9 and (h) of which the head of the relevant entity is
10 aware.
- 11 (4) The Commissioner, at the request of the head of the
12 relevant entity may, in writing, extend the time for
13 giving a notice under this section.
- 14 (5) This section does not apply in relation to conduct of
15 employees of a relevant entity that is of a class or kind
16 of conduct that is exempt under section 19L(1).
- 17 (6) It is an offence for the head of a relevant entity to fail,
18 without reasonable excuse, to comply with
19 subsection (2).
20 Penalty for this subsection: a fine of \$5 000.
- 21 (7) It is a defence to a charge for an offence against
22 subsection (6) for the person charged to prove that the
23 person honestly and reasonably believed that another
24 person had notified the Commissioner of the reportable
25 allegation or reportable conviction in accordance with
26 subsection (2).
- 27 **19S. Information may be disclosed to Commissioner or**
28 **head of entity**
- 29 (1) The head of a relevant entity may disclose any
30 information to the Commissioner that the head of the
31 relevant entity believes on reasonable grounds reveals
32 reportable conduct involving an employee of the
33 relevant entity.
- 34 (2) An employee of a relevant entity may disclose any
35 information to the Commissioner that the employee
36 believes on reasonable grounds reveals reportable
37 conduct involving the head of the relevant entity.
- 38 (3) A person who makes a report to the head of a relevant
39 entity under section 19Q may disclose any information

1 to the head of the relevant entity that the person
2 believes on reasonable grounds reveals reportable
3 conduct involving an employee of the relevant entity.

4 (4) A person who has made a report to the head of the
5 relevant entity under section 19Q and is not satisfied
6 with the response of the head of the relevant entity to
7 the report may disclose any information to the
8 Commissioner that the person believes on reasonable
9 grounds reveals reportable conduct involving an
10 employee of the relevant entity.

11 **19T. Head of relevant entity must respond to reportable**
12 **allegation or reportable conviction**

- 13 (1) As soon as practicable after the head of a relevant
14 entity becomes aware of a reportable allegation or
15 reportable conviction involving an employee of the
16 relevant entity, the head of the relevant entity —
17 (a) must —
18 (i) investigate the reportable allegation or
19 reportable conviction; or
20 (ii) arrange for an employee of the relevant
21 entity to investigate the reportable
22 allegation or reportable conviction on
23 behalf of the head of the relevant entity;
24 or
25 (iii) engage a person as an independent
26 investigator to investigate the reportable
27 allegation or reportable conviction on
28 behalf of the head of the relevant entity;
29 and
30 (b) must inform the Commissioner of the identity
31 of the person who will conduct the
32 investigation.
- 33 (2) The head of a relevant entity must give an employee
34 who is the subject of an investigation under this section
35 an opportunity to make submissions to the head of the
36 relevant entity setting out the employee's responses in
37 relation to —
38 (a) the reportable allegation or reportable
39 conviction; and

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- 1 (b) any proposed adverse findings of the
2 investigation; and
- 3 (c) any actions affecting the employee that are
4 proposed to be taken as a result of the findings
5 of the investigation.
- 6 (3) The head of a relevant entity must take all reasonable
7 steps to ensure that an investigation under this section
8 is carried out in a timely way.
- 9 (4) The Commissioner may, in writing, request the head of
10 a relevant entity to provide investigation information to
11 the Commissioner.
- 12 (5) The head of a relevant entity must comply with a
13 request under subsection (4).
- 14 (6) It is an offence for the head of a relevant entity to fail,
15 without reasonable excuse, to comply with
16 subsection (1) or (5).
17 Penalty for this subsection: a fine of \$5 000.
- 18 **19U. Commissioner must be notified of matters affecting**
19 **investigation**
- 20 (1) The head of a relevant entity must give the
21 Commissioner written notice, as soon as practicable, if,
22 in relation to a matter being investigated under
23 section 19T(1), the head of the relevant entity —
- 24 (a) forms the view that the matter does not
25 constitute reportable conduct; or
- 26 (b) becomes aware that another appropriate person
27 or body is dealing with or investigating the
28 matter; or
- 29 (c) is required by law to comply with the directions
30 of another person or body in relation to the
31 investigation of the matter; or
- 32 (d) is requested by another appropriate person or
33 body to cease, or discontinue for a period, the
34 investigation of the matter.
- 35 (2) The notice must be in a form and contain the
36 information required by the Commissioner.

- 1 (3) The head of the relevant entity may, in the notice,
2 request the Commissioner to exempt the head of the
3 relevant entity under section 19N(1) from the
4 requirement to continue the investigation.

5 **19V. Head of relevant entity must report outcome of**
6 **investigation**

- 7 (1) The head of a relevant entity must, as soon as
8 practicable after the end of an investigation under
9 section 19T(1) of a reportable allegation or reportable
10 conviction, give the Commissioner —
11 (a) a written report setting out —
12 (i) the findings of the investigation and the
13 reasons for those findings; and
14 (ii) any disciplinary or other action taken, or
15 proposed to be taken, in relation to the
16 reportable conduct; and
17 (iii) any submissions made by the employee
18 under section 19T(2); and
19 (iv) if the entity does not propose to take any
20 disciplinary or other action in relation to
21 the employee — the reasons why no
22 action is to be taken;
23 and
24 (b) any other information that the head of the
25 relevant entity considers relevant to the report.
26 (2) After receiving the report and other information, the
27 Commissioner may, by written notice given to the head
28 of the relevant entity, request any additional
29 information specified in the notice that the
30 Commissioner considers relevant to determine
31 whether —
32 (a) the reportable allegation or reportable
33 conviction was properly investigated; and
34 (b) appropriate action was taken as a result of the
35 investigation.
36 (3) The head of a relevant entity must comply with a
37 request of the Commissioner under subsection (2).

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- 1 (4) It is an offence for the head of a relevant entity to fail,
2 without reasonable excuse, to comply with
3 subsection (1) or (3).

4 Penalty for this subsection: a fine of \$5 000.

5 **19W. Commissioner may conduct own investigation**

- 6 (1) The Commissioner may conduct an investigation under
7 this section if the Commissioner considers it is in the
8 public interest to do so.
- 9 (2) The Commissioner may make a decision to conduct an
10 investigation under this section —
- 11 (a) on the Commissioner's own initiative; or
12 (b) in response to a report or disclosure under this
13 Division; or
14 (c) in response to a complaint made to the
15 Commissioner in relation to —
- 16 (i) the handling or investigation by the
17 head of a relevant entity under this
18 Division of a reportable allegation or
19 reportable conviction involving an
20 employee of the relevant entity; or
21 (ii) a finding of, or action taken or not taken
22 by, the head of a relevant entity under
23 this Division in relation to a reportable
24 allegation or reportable conviction
25 involving an employee of the relevant
26 entity.
- 27 (3) An investigation may be conducted into any of the
28 following —
- 29 (a) any reportable allegation or reportable
30 conviction involving an employee of a relevant
31 entity;
32 (b) any handling or investigation by the head of a
33 relevant entity of a reportable allegation or
34 reportable conviction involving an employee of
35 the relevant entity;
36 (c) any action taken or not taken by the head of a
37 relevant entity in response to a finding of
38 reportable conduct by an employee of the
39 relevant entity.

- 1 (4) The Commissioner may make the following findings
2 following an investigation under subsection (3)(a) —
3 (a) that there are reasonable grounds to suspect that
4 the employee has engaged in reportable
5 conduct;
6 (b) that the employee has a reportable conviction;
7 (c) that there are no, or no reasonable, grounds to
8 suspect that the employee has engaged in
9 reportable conduct;
10 (d) that the employee does not have a reportable
11 conviction.

12 **19X. Notice to head of relevant entity of Commissioner's**
13 **investigation**

- 14 (1) If the Commissioner decides to conduct an
15 investigation under section 19W, the Commissioner
16 must give the head of the relevant entity written notice
17 stating —
18 (a) that the Commissioner intends to carry out an
19 investigation under section 19W; and
20 (b) particulars of the investigation; and
21 (c) whether the Commissioner requires the head of
22 the relevant entity not to commence, or to
23 suspend, an investigation by the head of the
24 relevant entity into a matter the Commissioner
25 has decided to investigate.
- 26 (2) The Commissioner, on completing an investigation
27 under section 19W, may require the head of the
28 relevant entity to continue an investigation that is
29 suspended under subsection (1)(c).
- 30 (3) The head of a relevant entity must, as far as
31 practicable, comply with a requirement of the
32 Commissioner under subsection (1)(c) or (2).
- 33 (4) It is an offence for the head of a relevant entity to fail,
34 without reasonable excuse, to comply with
35 subsection (3).
36 Penalty for this subsection: a fine of \$5 000.

- 1 **19Y. Provisions relating to investigation under**
2 **section 19W(3)(a)**
- 3 (1) This section applies if the Commissioner decides to
4 conduct an investigation referred to in
5 section 19W(3)(a).
- 6 (2) The Commissioner must give the employee who is the
7 subject of the investigation written notice stating —
8 (a) that the Commissioner intends to carry out an
9 investigation under this section; and
10 (b) particulars of the investigation.
- 11 (3) As soon as practicable after the investigation ends, the
12 Commissioner —
13 (a) must give the head of the relevant entity written
14 notice stating that the investigation has ended;
15 and
16 (b) must report to the head of the relevant entity —
17 (i) the findings of the investigation; and
18 (ii) the reasons for the findings;
19 and
20 (c) may make any recommendations that the
21 Commissioner thinks fit.
- 22 (4) The head of a relevant entity must not take any action
23 to implement a recommendation of the Commissioner
24 under subsection (3)(c) involving an employee of the
25 relevant entity until the later of the following —
26 (a) the end of the period under section 19Z(2) for
27 the employee to apply for a review of the
28 finding;
29 (b) if the employee makes an application under
30 section 19Z(1) for a review of the finding —
31 the final determination of the review.
- 32 (5) As soon as practicable after the investigation ends, the
33 Commissioner must —
34 (a) give the employee who is the subject of the
35 investigation written notice stating that the
36 investigation has ended; and

- 1 (b) report to the employee —
2 (i) the findings of the investigation; and
3 (ii) the reasons for the findings.

4 **19Z. Application to State Administrative Tribunal for**
5 **review**

- 6 (1) A person aggrieved by a finding of the Commissioner
7 on an investigation conducted under section 19W(3)(a)
8 may apply to the State Administrative Tribunal for a
9 review of the finding.
- 10 (2) An application under subsection (1) must be made
11 within 28 days after the person is notified of the
12 finding for which the review is sought.
- 13 (3) For a review under this section, the State
14 Administrative Tribunal is to be constituted by a
15 judicial member as defined in the *State Administrative*
16 *Tribunal Act 2004* section 3(1).
- 17 (4) A finding of the Commissioner on an investigation
18 conducted under section 19W(3)(a) is taken to be a
19 decision for the purposes of the *State Administrative*
20 *Tribunal Act 2004* Part 3 Division 3.

21 **19ZA. Relevant entities that are agents of Crown**

22 Sections 19R(6), 19T(6), 19V(4) and 19X(4) do not
23 apply to a relevant entity that is an agent of the Crown.

24 **19ZB. Concurrent investigations or proceedings**

- 25 (1) This section applies if —
26 (a) the Commissioner of Police advises the
27 Commissioner or the head of a relevant entity
28 that an investigation or finding under this
29 Division is likely to compromise a police
30 investigation; or
31 (b) another person or body with authority to
32 investigate the conduct of an employee of a
33 relevant entity advises the Commissioner or the
34 head of the relevant entity that an investigation
35 or finding under this Division is likely to
36 compromise an investigation by that person or
37 body (a *relevant investigation*).

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- 1 (2) The Commissioner or the head of the relevant entity
2 may —
- 3 (a) suspend the investigation or finding until
4 otherwise advised; and
- 5 (b) take steps to manage any risks while the
6 investigation or finding is suspended; and
- 7 (c) if the investigation or finding was being
8 conducted by the head of the relevant entity —
- 9 (i) advise the Commissioner about the
10 suspension under this section; and
- 11 (ii) advise the Commissioner of the steps
12 being taken to manage the risks.
- 13 (3) Before making a decision about whether to suspend or
14 continue an investigation, the Commissioner or the
15 head of the relevant entity must consult with the
16 Commissioner of Police or the person conducting the
17 relevant investigation.
- 18 (4) Before making a decision under subsection (2)(b) about
19 the steps to be taken to manage risks the Commissioner
20 or the head of the relevant entity must consult with, as
21 the case requires —
- 22 (a) the Commissioner of Police or the officer in
23 charge of the police investigation; or
- 24 (b) the person or body conducting the relevant
25 investigation.
- 26 (5) If the Commissioner or the head of the relevant entity
27 decides not to suspend the investigation, the
28 Commissioner or the head of the relevant entity must
29 ensure the investigation is conducted in a way that does
30 not compromise the police investigation or the relevant
31 investigation, as the case requires.
- 32 (6) This section does not affect the operation of any other
33 Act.
- 34 (7) In this section, a police investigation or relevant
35 investigation includes any court proceeding (including
36 an appeal) arising out of the investigation.

1 **Subdivision 5 — Disclosure of information**

2 **19ZC. Investigation information may be disclosed to child**
3 **or parent**

4 (1) The Commissioner or the head of a relevant entity may
5 disclose investigation information to any of the
6 following —

7 (a) a child who is the subject of conduct that forms
8 the basis of a reportable allegation or a
9 reportable conviction that has been investigated
10 by the Commissioner or the head of the
11 relevant entity;

12 (b) a parent or guardian of a child referred to in
13 paragraph (a), or a person who has parental
14 responsibility for the child.

15 (2) The Commissioner or the head of a relevant entity must
16 not disclose information under subsection (1) —

17 (a) if the disclosure would —

18 (i) put the wellbeing of the child at risk; or

19 (ii) contravene the CCS Act section 124F or
20 240; or

21 (iii) compromise an investigation under this
22 Act, a police investigation, a relevant
23 investigation referred to in section 19ZB
24 or an investigation under another Act;

25 or

26 (b) in any circumstances prescribed by the
27 regulations.

28 **19ZD. Commissioner may request information about**
29 **reportable convictions**

30 (1) In this section —

31 *court* means the Supreme Court, the District Court, the
32 Magistrates Court or the Children's Court;

33 *Registrar* in relation to —

34 (a) the Supreme Court, means the Principal
35 Registrar of the Supreme Court; or

36 (b) the District Court, means the Principal
37 Registrar of the District Court; or

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- 1 (c) the Magistrates Court, means the Principal
2 Registrar of the Magistrates Court; or
- 3 (d) the Children’s Court, means a registrar of the
4 Children’s Court.
- 5 (2) The Commissioner may make a request to the Registrar
6 of a court to provide information relating to a
7 reportable conviction entered against an employee of a
8 relevant entity that the Commissioner reasonably
9 requires for the purposes of an investigation under the
10 reportable conduct scheme.
- 11 (3) The Commissioner is authorised to disclose
12 information obtained under this Division or Division 3
13 or 4 for the purpose of that request.
- 14 (4) The Registrar of the court to whom a request may be
15 made under subsection (2) is authorised to disclose
16 information to the Commissioner for the purposes of an
17 investigation under the reportable conduct scheme.
- 18 (5) This section applies despite section 13(2).

19 **Subdivision 6 — Review of amendments made by**
20 ***Parliamentary Commissioner Amendment (Reportable***
21 ***Conduct) Act 2020***

22 **19ZE. Review of amendments made by *Parliamentary***
23 ***Commissioner Amendment (Reportable Conduct)***
24 ***Act 2020***

- 25 (1) The Minister must review the operation and
26 effectiveness of the amendments made to this Act by
27 the *Parliamentary Commissioner Amendment*
28 *(Reportable Conduct) Act 2020*, and prepare a report
29 based on the review, as soon as practicable after the 5th
30 anniversary of the day on which section 7 of that Act
31 comes into operation.
- 32 (2) The review must include consideration as to whether
33 the reportable conduct scheme should be expanded to
34 apply to any other entities.
- 35 (3) The Minister must cause the report to be laid before
36 each House of Parliament as soon as practicable after it
37 is prepared, but not later than 12 months after the
38 5th anniversary.

- 1 (4) If, in the Minister’s opinion, a House of Parliament will
2 not sit during the period of 21 days after finalisation of
3 the report, the Minister must send the report to the
4 Clerk of the House.
- 5 (5) When the report is sent to the Clerk of a House it is
6 taken to have been laid before the House.
- 7 (6) The laying of the report that is taken to have occurred
8 under subsection (5) must be recorded in the Minutes,
9 or Votes and Proceedings, of the House on the first
10 sitting day of the House after the Clerk receives the
11 report.
12

13 **8. Section 19 amended**

14 After section 19(8) insert:
15

- 16 (9) This section applies to an investigation by the
17 Commissioner for the purposes of the reportable
18 conduct scheme as follows —
- 19 (a) subsections (1) and (1a) do not apply;
 - 20 (b) a reference to a department or authority is taken
21 to be a reference to a relevant entity;
 - 22 (c) a reference to the principal officer of a
23 department or authority is taken to be a
24 reference to the head of a relevant entity;
 - 25 (d) subsection (7)(b) applies only if the
26 investigation relates to a relevant entity that is a
27 department or authority.
28

29 **9. Section 20 amended**

30 (1) After section 20(2A) insert:
31

- 32 (2AA) No obligation to maintain secrecy or other restriction
33 upon the disclosure of information obtained by or
34 furnished to the head of a relevant entity or an
35 investigator conducting an investigation under
36 Division 3B, whether imposed by any enactment or by
37 any rule of law, applies to the disclosure of information
38 for the purposes of that investigation.
39

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1 (2) In section 20(2B) delete “Crown or any authority to which this
2 Act applies” and insert:

3

4 Crown, any authority to which this Act applies or a relevant
5 entity

6

7 (3) In section 20(3):

8 (a) delete “(2A)” and insert:

9

10 (2A), (2AA)

11

12 (b) delete “he” and insert:

13

14 the person

15

16 **10. Section 21 amended**

17 (1) In section 21 delete “For” and insert:

18

19 (1) For

20

21 (2) At the end of section 21 insert:

22

23 (2) For the purposes of conducting an investigation under
24 Division 3B, the Commissioner may, at any time, enter
25 any premises occupied or used by any relevant entity,
26 and inspect those premises or anything for the time
27 being in those premises.

28

29 **11. Section 22A amended**

30 In section 22A(1) delete “concerning any complaint under this
31 Act or any investigation under this Act.” and insert:

32

33 concerning —

34 (a) any complaint under this Act; or

35 (b) any investigation under this Act, other than an
36 investigation carried out for the purposes of the
37 reportable conduct scheme.

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Note: The heading to amended section 22A is to read:

Consultation other than in relation to reportable conduct scheme

12. Section 22AA inserted

After section 22A insert:

22AA. Consultation in relation to reportable conduct scheme

- (1) The Commissioner may consult the Corruption and Crime Commission, the Public Sector Commissioner, the Inspector of Custodial Services or the Director of Public Prosecutions concerning —
- (a) a reportable allegation or reportable conviction;
or
 - (b) any investigation under this Act carried out for the purposes of the reportable conduct scheme;
or
 - (c) any other matter that is relevant to the functions of the Commissioner under the reportable conduct scheme.
- (2) The Commissioner or the head of a relevant entity may consult with a specified person concerning —
- (a) a reportable allegation or reportable conviction;
or
 - (b) any investigation under this Act carried out for the purposes of the reportable conduct scheme;
or
 - (c) any other matter that is relevant to the functions of the Commissioner or the head of the relevant entity under the reportable conduct scheme.
- (3) In subsection (2) —
- specified person*** means —
- (a) the Commissioner of Police; or
 - (b) the Commissioner for Children and Young People; or
 - (c) the CEO as defined in the CCS Act section 3;
or

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- 1 (d) the CEO as defined in the *Working with*
 2 *Children (Criminal Record Checking) Act 2004*
 3 section 4.
- 4 (4) Information obtained by the Commissioner, the Deputy
 5 Commissioner or a member of the Commissioner's
 6 staff under this Act for the purposes of the reportable
 7 conduct scheme may be disclosed for the purposes of
 8 any consultation by the Commissioner under
 9 subsection (1) or (2).
- 10 (5) Information obtained by the head of a relevant entity or
 11 an investigator conducting an investigation under this
 12 Act for the purposes of the reportable conduct scheme
 13 may be disclosed for the purposes of any consultation
 14 by the head of the relevant entity under subsection (2).
 15

16 13. Section 22B amended**17** In section 22B:

- 18**
- (a) after "this Act" insert:
-
- 19**

20 (other than an investigation carried out for the purposes
21 of the reportable conduct scheme)
22

- 23**
- (b) in paragraph (e)(ii) delete "Commissioner," and insert:
-
- 24**

25 Commissioner for Children and Young People,
26**27 14. Section 22C inserted****28** After section 22B insert:
29**30 22C. Disclosure of certain information relating to**
31 reportable conduct scheme

- 32**
- (1) In this section —

33 *reportable conduct information* means information
34 obtained by the Commissioner, the Deputy
35 Commissioner or a member of the Commissioner's
36 staff for the purposes of the reportable conduct scheme.

- 1 (2) The Commissioner, the Deputy Commissioner or a
2 member of the Commissioner’s staff authorised for the
3 purposes of this section by the Commissioner or the
4 Deputy Commissioner may disclose reportable conduct
5 information if —
- 6 (a) the information —
- 7 (i) is disclosed to a person referred to in
8 section 22B(aa), (b), (c), (d) or (ea); and
- 9 (ii) concerns a matter of a kind for which
10 information can be disclosed to that
11 person under section 22B;
- 12 or
- 13 (b) the information —
- 14 (i) is disclosed to the Commissioner of
15 Police; and
- 16 (ii) concerns a matter that is relevant to the
17 functions of the Commissioner of
18 Police;
- 19 or
- 20 (c) the information —
- 21 (i) is disclosed to the Commissioner for
22 Children and Young People or a
23 member of the staff of the
24 Commissioner for Children and Young
25 People authorised for the purposes of
26 this subparagraph by the Commissioner
27 for Children and Young People; and
- 28 (ii) concerns a matter that is relevant to the
29 functions of the Commissioner for
30 Children and Young People under the
31 *Commissioner for Children and Young
32 People Act 2006*;
- 33 or
- 34 (d) the information —
- 35 (i) is disclosed to the CEO as defined in the
36 CCS Act section 3 or a member of the
37 staff of the Department as defined in
38 that section; and

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- 1 (ii) concerns a matter that is relevant to the
2 functions of the CEO under that Act;
- 3 or
- 4 (e) the information —
- 5 (i) is disclosed to the CEO as defined in the
6 *Working with Children (Criminal*
7 *Record Checking) Act 2004* section 4 or
8 a member of the staff of the Department
9 as defined in that section; and
- 10 (ii) concerns a matter that is relevant to the
11 functions of the CEO under that Act.
12

13 15. Section 23 amended

- 14 (1) In section 23(1):
- 15 (a) after “investigation” (first occurrence) insert:
16
17 by the Commissioner
18
- 19 (b) in paragraph (c) delete “section 22A or 22B.” and insert:
20
21 Division 3B or section 22A, 22AA, 22B or 22C(2).
22
- 23 (2) In section 23(1b):
- 24 (a) delete “his opinion,” and insert:
25
26 the Commissioner’s opinion,
27
- 28 (b) delete “person,” and insert:
29
30 person or of the proper operation of the reportable
31 conduct scheme,
32
- 33 (3) In section 23(1d)(a) after “authority” insert:
34
35 or relevant entity
36

- 1 (4) After section 23(1e)(a) insert:
2
3 (aa) if the opinions relate to a relevant entity, the
4 head of the relevant entity; or
5
- 6 **16. Section 23A amended**
- 7 (1) In section 23A delete “Any” and insert:
8
9 (1) Any
10
- 11 (2) At the end of section 23A insert:
12
13 (2) Subsection (1) does not apply to a document sent to the
14 Commissioner, the Deputy Commissioner or a member
15 of the Commissioner’s staff for the purposes of the
16 reportable conduct scheme.
17
- 18 **17. Section 25 amended**
- 19 After section 25(7) insert:
20
21 (8) This section applies in relation to an investigation by
22 the Commissioner for the purposes of the reportable
23 conduct scheme as follows —
24 (a) any reference to the appropriate authority is
25 taken to be a reference to the relevant entity;
26 (b) any reference to the principal officer of the
27 appropriate authority is taken to be a reference
28 to the head of the relevant entity;
29 (c) subsection (3) applies only if the investigation
30 relates to a relevant entity that is a department
31 or authority;
32 (d) for the purposes of an investigation referred to
33 in section 19W(3)(a) —
34 (i) subsections (1) and (2) do not apply;
35 and

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- 1 (ii) a reference in subsections (3) to (5) to a
2 recommendation under subsection (2) is
3 taken to be a reference to a
4 recommendation under
5 section 19Y(3)(c).
6

7 **18. Section 28 inserted**

8 At the end of Part III Division 5 insert:
9

10 **28. Annual report to include report on reportable**
11 **conduct scheme**

- 12 (1) The annual report of the accountable authority of the
13 Parliamentary Commissioner for Administrative
14 Investigations under the *Financial Management*
15 *Act 2006* Part 5 must include a report about the
16 operation of the reportable conduct scheme in the
17 financial year to which the report relates, including the
18 following —
19 (a) a description of the activities of the
20 Commissioner in relation to the reportable
21 conduct scheme;
22 (b) an evaluation of the response of relevant
23 entities to the recommendations of the
24 Commissioner under the reportable conduct
25 scheme;
26 (c) a description of matters relating to the
27 reportable conduct scheme, including trends,
28 notifications and investigations.
- 29 (2) A report under subsection (1) must not include
30 information that could lead to the identification of a
31 child or a person investigated under the reportable
32 conduct scheme.
- 33 (3) This section does not limit the power of the
34 Commissioner under section 27(1) to also, at any time,
35 lay before each House of Parliament a report in relation
36 to the reportable conduct scheme.
37

1 **19. Section 29 amended**

2 After section 29(2) insert:

3

- 4 (3) References in this section, in relation to an
5 investigation for the purposes of the reportable conduct
6 scheme, to the party subject to the investigation include
7 references to the relevant entity or the head of the
8 relevant entity.

9

10 **20. Section 29A inserted**

11 After section 29 insert:

12

13 **29A. Delegation by Commissioner of Police**

- 14 (1) The Commissioner of Police may delegate any power
15 or duty of the Commissioner of Police under
16 section 19ZB, 22AA or 22C(2) to the following
17 persons —
- 18 (a) a specified police officer;
 - 19 (b) police officers of a specified rank or class;
 - 20 (c) another person appointed or employed under
21 the *Police Act 1892*.
- 22 (2) The delegation must be in writing signed by the
23 Commissioner of Police.
- 24 (3) A person to whom a power or duty is delegated under
25 this section cannot delegate that power or duty.
- 26 (4) A person exercising or performing a power or duty that
27 has been delegated to the person under this section is
28 taken to do so in accordance with the terms of the
29 delegation unless the contrary is shown.
- 30 (5) Nothing in this section limits the ability of the
31 Commissioner of Police to perform a function through
32 an officer or agent.
- 33

1 **21. Section 30AA inserted**

2 After section 30A insert:

3

4 **30AA. Protection from liability for giving information:**
5 **reportable conduct scheme**

- 6 (1) This section applies if a person acting in good faith —
- 7 (a) gives a report, notification or information to the
8 Commissioner under Part III Division 3B or in
9 the course of, or for the purposes of, an
10 investigation into a reportable allegation or
11 reportable conviction under this Act; or
- 12 (b) gives a report, notification or information to the
13 head of a relevant entity under Part III
14 Division 3B; or
- 15 (c) gives information to an investigator carrying
16 out an investigation under Part III Division 3B.
- 17 (2) The report, notification or information may be given
18 despite any other enactment, law or agreement that
19 prohibits or restricts its disclosure.
- 20 (3) In giving the information or making the report or
21 notification the person —
- 22 (a) does not incur any civil or criminal liability or
23 liability to be punished for a contempt of court;
24 and
- 25 (b) is not to be taken to have breached any duty of
26 confidentiality or secrecy imposed by law; and
- 27 (c) is not to be taken to have breached any
28 professional ethics or standards or any
29 principles of conduct applicable to the person's
30 employment or to have engaged in
31 unprofessional conduct.
- 32 (4) Civil proceedings cannot be brought against a person in
33 respect of an act referred to in subsection (1)(a), (b)
34 or (c) without the leave of the Supreme Court, and the
35 Supreme Court must not give leave unless it is satisfied
36 that there is substantial ground for the contention that
37 the person to be proceeded against has acted in bad
38 faith.
39

1 **22. Section 30B amended**

2 After section 30B(1)(e) insert:

3

- 4 (ea) has provided, is providing or will or may in the
 5 future provide information in the course of, or
 6 for the purpose of, an investigation of a
 7 reportable allegation or reportable conviction to
 8 the Commissioner or the head of a relevant
 9 entity under this Act; or

10

11 **23. Section 33 replaced**

12 Delete section 33 and insert:

13

14 **33. Regulations**

15 The Governor may make regulations —

- 16 (a) amending Schedule 1 or 2; or
 17 (b) prescribing all matters that are required or
 18 permitted by this Act to be prescribed, or are
 19 necessary or convenient to be prescribed, for
 20 giving effect to the reportable conduct scheme.

21

22 **24. Schedule 1 amended**

23 In Schedule 1 delete the item relating to the *State Administrative*
 24 *Tribunal Act 2004*.

25 **25. Schedule 2 inserted**

26 After Schedule 1 insert:

27

28 **Schedule 2 — Relevant entities to which this Act**
 29 **applies**

30

[s. 19H]

Column 1

Column 2

Public bodies

A department.

An authority.

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020**Part 2** Parliamentary Commissioner Act 1971 amended**Division 2** General amendments**s. 25**

Column 1	Column 2
Providers of education services	<p>A school as defined in the <i>School Education Act 1999</i> section 4.</p> <p>A college or other vocational education and training institution as those terms are defined in the <i>Vocational Education and Training Act 1996</i> section 5(1).</p> <p>A registered training provider as defined in the <i>Vocational Education and Training Act 1996</i> section 5(1).</p> <p>A university established under a written law.</p> <p>An Australian university college, an authorised non-university institution or a recognised overseas university as those terms are defined in the <i>Higher Education Act 2004</i> section 3.</p>
Providers of health services	<p>A health service provider as defined in the <i>Health Services Act 2016</i> section 6.</p> <p>A private hospital service provider as defined in the <i>Private Hospitals and Health Services Act 1927</i> section 2(1).</p> <p>A provider of a mental health service as defined in the <i>Mental Health Act 2014</i> section 4 that has inpatient beds for children and young people.</p> <p>A provider of a drug and alcohol treatment service that has inpatient beds for children and young people.</p> <p>An ambulance service.</p>
Providers of out-of-home care services	<p>A person who has entered into an agreement under the CCS Act section 15(1) for the provision of placement services.</p>
Providers of child care services	<p>An education and care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> section 5(1).</p> <p>A child care service as defined in the <i>Child Care Services Act 2007</i> section 4.</p>

Column 1**Column 2**

Providers of youth
justice services

A provider of a detention centre as defined in the
Young Offenders Act 1994 section 3.

A provider of community justice services funded by
the department principally assisting in the
administration of the *Young Offenders Act 1994*.

1

2

Division 3 — Additional amendments

3

26. Section 19F amended

4

In section 19F in the definition of *reportable conduct* after
paragraph (a)(iii) insert:

5

6

7

(iiia) significant neglect of a child;

8

(iiib) any behaviour that causes significant
emotional or psychological harm to a
child;

9

10

11

12

27. Schedule 2 amended

13

In Schedule 2 after the item relating to Providers of youth
justice services insert:

14

15

Religious bodies

A religious body that provides, or has provided,
activities, facilities, programs or services that
provide a means for adults to have contact with
children.

Examples of activities, facilities, programs or services —

(a) altar serving;

(b) art groups;

(c) bible study groups;

(d) choirs and music groups;

(e) church-run creches;

(f) dance groups;

(g) faith-based children's and youth groups;

(h) multi-faith networks;

Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020**Part 2** Parliamentary Commissioner Act 1971 amended**Division 3** Additional amendments**s. 27**

- (i) open days;
- (j) prayer groups;
- (k) religious community engagement and outreach;
- (l) religious festivals and celebrations;
- (m) religious services;
- (n) sports teams;
- (o) Sunday schools;
- (p) tutoring services;
- (q) youth camps.

Providers of disability services

A service provider as defined in the *Disability Services Act 1993* section 3.

A registered provider of supports and services under the National Disability Insurance Scheme established under the *National Disability Insurance Scheme Act 2013* (Commonwealth).

Providers of accommodation and respite services for children

A provider of a homelessness service that provides overnight beds only for children and young people and is funded by the department principally assisting in the administration of the CCS Act.

A provider of boarding facilities for students who are children.

An entity that provides overnight camps for children and young people as part of its primary activity.

A provider of any other accommodation or respite services for children.

Part 3 — Working with Children (Criminal Record Checking) Act 2004 amended

28. Act amended

This Part amends the *Working with Children (Criminal Record Checking) Act 2004*.

29. Section 4 amended

In section 4 insert in alphabetical order:

head, of a relevant entity, has the meaning given in the *Parliamentary Commissioner Act 1971* section 4;

Parliamentary Commissioner means the Commissioner as defined in the *Parliamentary Commissioner Act 1971* section 4;

relevant entity has the meaning given in the *Parliamentary Commissioner Act 1971* section 4;

relevant reportable conduct means reportable conduct that is prescribed by the regulations for the purposes of this definition;

reportable conduct has the meaning given in the *Parliamentary Commissioner Act 1971* section 19F;

30. Section 12 amended

(1) In section 12(3) in the Table after item 6 insert:

6A	The CEO is aware that a finding of relevant reportable conduct has been made in relation to the applicant under the <i>Parliamentary Commissioner Act 1971</i> Part III Division 3B.	s. 12(5)
----	--	----------

(2) In section 12(8):

(a) delete “offence,” and insert:

offence or finding of relevant reportable conduct,

s. 31

- 1 (b) in paragraphs (b) and (c) delete “committed;” and insert:
2
3 committed or the relevant reportable conduct occurred
4 or is alleged to have occurred;
5
6 (c) in paragraph (d) after “offence” insert:
7
8 or relevant reportable conduct
9
10 (d) in paragraph (e)(ii) delete “applicant;” and insert:
11
12 applicant; or
13
14 (e) after paragraph (e)(ii) insert:
15
16 (iii) any finding of relevant reportable
17 conduct made in relation to the
18 applicant;
19

20 **31. Section 13 amended**

- 21 In section 13(1)(a)(ii) after “criminal record” insert:
22
23 or the findings of the applicant’s relevant reportable conduct
24

25 **32. Part 2 Division 3A inserted**

- 26 After Part 2 Division 3 insert:
27

28 **Division 3A — Findings of relevant reportable conduct**

29 **18A. Findings of relevant reportable conduct**

- 30 (1) In this section —
31 *employee*, of a relevant entity, has the meaning given
32 in the *Parliamentary Commissioner Act 1971*
33 section 19C;
34 *identifying information*, in relation to a person,
35 includes the person’s —
36 (a) name and any former name and alias; and

- 1 (b) date of birth; and
2 (c) address.
- 3 (2) The Parliamentary Commissioner may give written
4 notice to the CEO of a finding of relevant reportable
5 conduct under the *Parliamentary Commissioner*
6 *Act 1971* if —
- 7 (a) the Parliamentary Commissioner reasonably
8 believes that the finding is in respect of a
9 person who —
- 10 (i) has applied for an assessment notice
11 under section 9 or 10; or
12 (ii) has a current assessment notice;
13 and
- 14 (b) the finding relates to a person who is or was an
15 employee of a relevant entity that is prescribed,
16 or is of a class of relevant entity prescribed, by
17 the regulations.
- 18 (3) A notice under subsection (2) must include the
19 following information in relation to the person to
20 whom the finding relates —
- 21 (a) any identifying information the Parliamentary
22 Commissioner holds in relation to the person;
23 (b) a brief summary of the relevant reportable
24 conduct and the finding.
- 25 (4) The CEO must treat a notice of a finding given to the
26 CEO under subsection (2) as an application for an
27 assessment notice by the person to whom the finding
28 relates.
- 29 (5) Information may be disclosed under this section despite
30 any other enactment, law or agreement that prohibits or
31 restricts its disclosure.
- 32 (6) If the person to whom the finding relates has a current
33 assessment notice, section 12 applies to the application
34 as if a reference in that section to issuing an assessment
35 notice were a reference to issuing an assessment notice
36 or a further assessment notice.
37

s. 33

1 **33. Part 3A inserted**

2 After section 34 insert:

3

4 **Part 3A — Information gathering and sharing**

5 **34A. Exchange of information with Parliamentary**
6 **Commissioner or head of relevant entity**

7 (1) In this section —

8 *identifying information* has the meaning given in
9 section 18A(1);

10 *investigation information* has the meaning given in the
11 *Parliamentary Commissioner Act 1971* section 19C;

12 *reportable allegation* has the meaning given in the
13 *Parliamentary Commissioner Act 1971* section 19E;

14 *reportable conviction* has the meaning given in the
15 *Parliamentary Commissioner Act 1971* section 19G.

16 (2) The CEO may disclose to the Parliamentary
17 Commissioner or the head of a relevant entity any
18 identifying information held in relation to a person who
19 is an applicant for an assessment notice under section 9
20 or 10.

21 (3) The CEO may request the Parliamentary
22 Commissioner or the head of the relevant entity to
23 provide information and documents (including
24 investigation information) about a reportable
25 conviction or a reportable allegation to which a finding
26 of relevant reportable conduct relates.

27 (4) The Parliamentary Commissioner or the head of the
28 relevant entity may disclose the information or
29 documents requested to the CEO.

30 (5) Information may be disclosed under this section despite
31 any other enactment, law or agreement that prohibits or
32 restricts its disclosure.

33

34



Shire of
Katanning
Heart of the Great Southern

List of Accounts Paid
February 2021



Heart of the Great Southern

Schedule of Accounts Paid - February 2021

Cheque Payments

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
1 42360	05/02/2021	SHIRE OF KATANNING			120.00
INV DEDUCTION	03/02/2021	SHIRE OF KATANNING	Payroll deductions	72.00	
INV DEDUCTION	03/02/2021	SHIRE OF KATANNING	Payroll deductions	48.00	
2 42361	26/02/2021	SHIRE OF KATANNING			653.90
INV DEDUCTION	17/02/2021	SHIRE OF KATANNING	Payroll deductions	78.00	
INV DEDUCTION	17/02/2021	SHIRE OF KATANNING	Payroll deductions	48.00	
INV PETTYCSHFEB21	23/02/2021	SHIRE OF KATANNING	ADMIN Petty Cash February 21	527.90	
Cheque Total				\$ 773.90	

EFT Payments

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
3 PAY	3/02/2021	PAYROLL			109,938.54
PAY	3/02/2021	PAYROLL	Payroll PAY 16	109,938.54	
4 EFT31390	05/02/2021	REGIONAL RETAILERS PTY LTD			726.24
INV 068580/S0006	06/01/2021	REGIONAL RETAILERS PTY LTD	LIBRARY Lego & Craft Duel Purpose Table for Programs	150.00	
INV 011241/O0010	11/01/2021	REGIONAL RETAILERS PTY LTD	YOUTH Food & Snacks for Art & Craft Workshop	31.07	
INV 013502/O0010	25/01/2021	REGIONAL RETAILERS PTY LTD	YOUTH Back to School Pack Supplies	545.17	
5 EFT31391	05/02/2021	Activate Motivate			1,312.50
INV 0000006	14/11/2020	Activate Motivate	KLC Contract Fitness Instructor 031120 - 261120	797.50	
INV 0000007	07/01/2021	Activate Motivate	KLC Contract Fitness Instructor 011220 - 171220	515.00	
6 EFT31392	05/02/2021	Great Southern Distilling Company			380.00
INV 5688	11/01/2021	Great Southern Distilling Company	ADMIN Alcohol Based Surface Cleaner	380.00	
7 EFT31393	05/02/2021	Paull & Warner Resources (PWR)			330.00
INV S94570	27/01/2021	Paull & Warner Resources (PWR)	ADMIN BUILDING Inspection & Testing of Fire Indicator & Occupant Warning Panel January 21	330.00	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
8	EFT31394	05/02/2021	BGL Solutions Pty Ltd			7,625.11
	INV 0004084	16/12/2020	BGL Solutions Pty Ltd	WORKS Town Centre Installation of Reticulation & Plants	1,672.55	
	INV 0004110	15/01/2021	BGL Solutions Pty Ltd	ADMIN BUILDING Monthly Garden Maintenance 150121	335.96	
	INV 0004120	27/01/2021	BGL Solutions Pty Ltd	LIONS PARK Supply & Install Sprinklers	172.70	
	INV 0004122	27/01/2021	BGL Solutions Pty Ltd	WORKS Supply Box of Sprinklers	907.50	
	INV 0004123	27/01/2021	BGL Solutions Pty Ltd	WORKS Popup Sprinklers with Built In Valves for Pressure Retention	165.00	
	INV 0004121	27/01/2021	BGL Solutions Pty Ltd	AAPG Supply & Install Sprinklers	548.90	
	INV 0004116	27/01/2021	BGL Solutions Pty Ltd	AAPG Installation of Drainage Under Walkway	2,557.50	
	INV 0004125	29/01/2021	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 290121	1,265.00	
9	EFT31395	05/02/2021	GLEN FLOOD GROUP PTY LTD TRADING AS GFG TEMP ASSIST			10,086.10
	INV 1398	27/01/2021	GLEN FLOOD GROUP PTY LTD TRADING AS GFG TEMP ASSIST	WORKS Salary Costs AEMIA 110121 - 240121	10,086.10	
10	EFT31396	05/02/2021	Ashley Kemble			1,934.57
	INV A2606	01/02/2021	Ashley Kemble	Rates refund for assessment A2606 25 BOKARUP ST KATANNING 6317	1,934.57	
11	EFT31397	05/02/2021	Sammi King			610.96
	INV REIMBURSEMENT	28/01/2021	Sammi King	REIMBURSEMENT DOT Training 180121 - 220121	610.96	
12	EFT31398	05/02/2021	HL & JM BEECK			348.04
	INV A2086	03/02/2021	HL & JM BEECK	Rates refund for assessment A2086 Lot 2 Marracoonda South Road KATANNING WA 6317	348.04	
13	EFT31399	05/02/2021	Matt Kerin			1,605.55
	INV A3276	03/02/2021	Matt Kerin	Rates refund for assessment A3276 329 BADGER ROAD KATANNING 6317	1,078.10	
	INV A3714	03/02/2021	Matt Kerin	Rates refund for assessment A3714 LOT 1 RANFORD ROAD KATANNING WA 6317	376.57	
	INV A3727	03/02/2021	Matt Kerin	Rates refund for assessment A3727 LOT 1 RANFORD ROAD KATANNING WA 6317	150.88	
14	EFT31400	05/02/2021	ABA SECURITY			4,694.17
	INV 21589	23/12/2020	ABA SECURITY	KLC Installation of Wireless Duress Buttons Both Tills & Programming	2,062.01	
	INV 21587	23/12/2020	ABA SECURITY	KLC Rewire Reed Switch Ram Pavilion Exit Door	2,478.91	
	INV 21896	25/01/2021	ABA SECURITY	LIBRARY Inspect Security Alarm Due to a Communications Failure	153.25	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
15	EFT31401	05/02/2021	AMPAC DEBT RECOVERY (WA) PTY LTD			198.00
	INV 72986	31/01/2021	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES Debt Recovery January 21	198.00	
16	EFT31402	05/02/2021	AUSTRALIAN TAXATION OFFICE			26,757.00
	INV PAYG	03/02/2021	AUSTRALIAN TAXATION OFFICE	PAYG PAY 16	26,757.00	
17	EFT31403	05/02/2021	AVANT EDGE CONSULTING			3,080.00
	INV 2021-922	27/01/2021	AVANT EDGE CONSULTING	ADMIN Audit RfR SuperTown Heritage Centre Project Annual Report 19/20	3,080.00	
18	EFT31404	05/02/2021	BILLI AUSTRALIA PTY LTD			271.70
	INV SO333509	20/01/2021	BILLI AUSTRALIA PTY LTD	ADMIN BUILDING Replace Solenoid in Billi Downstairs	271.70	
19	EFT31405	05/02/2021	BLIGHTS AUTO ELECTRICS			23.50
	INV 14785	22/01/2021	BLIGHTS AUTO ELECTRICS	KA13761 Fuel Trailer Pin Trailer Plug	23.50	
20	EFT31406	05/02/2021	DEVELOPMENT CARTOGRAPHICS			291.50
	INV 5435	27/01/2021	DEVELOPMENT CARTOGRAPHICS	BUSHFIRE BRIGADE Fire Map Update	291.50	
21	EFT31407	05/02/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED			3,361.60
	INV CT68684	22/01/2021	ELDERS RURAL SERVICES AUSTRALIA LIMITED	KAC Pallet Dry Chlorine	3,361.60	
22	EFT31408	05/02/2021	GHD Pty Ltd			16,766.96
	INV 112-0066704	29/01/2021	GHD Pty Ltd	PIESSE LAKE Contract Administration & Construction Monitoring January 21 Progress Claim	12,914.61	
	INV 112-0066704	29/01/2021	GHD Pty Ltd	PIESSE LAKE Level 1 & 2 EPR Study	3,852.35	
23	EFT31409	05/02/2021	GREAT SOUTHERN FUEL SUPPLIES			4,171.88
	INV FUELCARDSJAN21	31/01/2021	GREAT SOUTHERN FUEL SUPPLIES	FUEL Cards January 2021	4,171.88	
24	EFT31410	05/02/2021	TOLL IPEC/ COURIER AUSTRALIA			86.63
	INV 0493-S408620	24/01/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT CHARGES Month of January 21	86.63	
25	EFT31411	05/02/2021	KATANNING GLAZING & SECURITY			247.50
	INV 17738	02/02/2021	KATANNING GLAZING & SECURITY	KAC Repairs to Roller Door	247.50	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
26	EFT31412	05/02/2021	KATANNING PLANT HIRE			1,705.00
	INV 0153	22/01/2021	KATANNING PLANT HIRE	PIESSE LAKE Supply of 20 MPA Concrete 210121	660.00	
	INV 0151	22/01/2021	KATANNING PLANT HIRE	PIESSE LAKE Supply of 20 MPA Concrete 210121	550.00	
	INV 0152	22/01/2021	KATANNING PLANT HIRE	PIESSE LAKE Supply of 20 MPA Concrete 220121	495.00	
27	EFT31413	05/02/2021	KEL VANN			195.60
	INV REIMBURSEMENT	07/02/2021	KEL VANN	REIMBURSEMENT Meals Attendance ROCS1 091120 - 131120	195.60	
28	EFT31414	05/02/2021	KOWALDS NEWS & GLASSHOUSE			1,061.65
	INV I0000019761	12/01/2021	KOWALDS NEWS & GLASSHOUSE	GOVERNANCE Consumables & Laminator	280.00	
	INV I0000019829	18/01/2021	KOWALDS NEWS & GLASSHOUSE	LIBRARY Dynamo Label Tape	61.90	
	INV I0000019938	25/01/2021	KOWALDS NEWS & GLASSHOUSE	YOUTH Back to School Pack Supplies	602.25	
	INV SN00003931012021	31/01/2021	KOWALDS NEWS & GLASSHOUSE	STATIONERY Newspapers 030121 - 310121	117.50	
29	EFT31415	05/02/2021	KATANNING H HARDWARE			285.25
	INV 101024359	08/01/2021	KATANNING H HARDWARE	LAKE EWLYAMARTUP Handle Chrome & Pillar Cock	62.94	
	INV 101024515	13/01/2021	KATANNING H HARDWARE	AMHERST VILLAGE Treated Pine Screws	17.45	
	INV 101025043	27/01/2021	KATANNING H HARDWARE	PIESSE PARK Dog Exercise Area Shelter Repair Hole Saws & Parts	144.50	
	INV 101025099	28/01/2021	KATANNING H HARDWARE	PIESSE LAKE Dog Exercise Area Shelter Repair Multi Tool	25.46	
	INV 102009895	01/02/2021	KATANNING H HARDWARE	PIESSE PARK Dog Exercise Area Shelter Repair Neo Bremick	34.90	
30	EFT31416	05/02/2021	MINI PROJECT WA (USE COLIN LOCKHART)			332.20
	INV 384	25/01/2021	MINI PROJECT WA (USE COLIN LOCKHART)	CCTV Maintenance Day Hire Cherry Picker	332.20	
31	EFT31417	05/02/2021	MARKET CREATIONS			240.63
	INV 15315	31/12/2020	MARKET CREATIONS	ADMIN Technical Network & Server Support Hours Ticket 504690	240.63	
32	EFT31418	05/02/2021	NORMAN DISNEY & YOUNG			1,100.00
	INV 0079025	23/12/2020	NORMAN DISNEY & YOUNG	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Design Documentation & Contract Administration	1,100.00	

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	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
33	EFT31419	05/02/2021	JAMES DANIELS PAINTING AND DECORATING			12,103.30
	INV 270121	27/01/2021	JAMES DANIELS PAINTING AND DECORATING	AMHERST Downpipe & Eave Painting All Units	9,309.30	
	INV 270121	27/01/2021	JAMES DANIELS PAINTING AND DECORATING	AMHERST VILLAGE Painting of Unit 5	2,794.00	
34	EFT31420	05/02/2021	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY			875.43
	INV 5027	01/01/2021	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY	ADMIN & CIVIC Building Alarm Monitoring Quarterly December 20	140.43	
	INV 5462	30/01/2021	SECURE CORPORATION PTY LTD T/A SOUTHERN LOCK SECURITY	ADMIN BUILDING Repairs to Automatic Door & Button Under Front Counter	735.00	
35	EFT31421	05/02/2021	SEEK LIMITED			495.00
	INV 97244816	22/01/2021	SEEK LIMITED	ADMIN Advertisement EHO Position	495.00	
36	EFT31422	05/02/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT			223.65
	INV 565945	31/12/2020	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	KLC Photocopier Charges December 20	59.90	
	INV 566785	31/01/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	KLC Photocopier Readings January 2021	20.31	
	INV 566716	31/01/2021	FUTURE TECH BUSINESS SYSTEMS PTY LTD T/AS SOS OFFICE EQUIPMENT	LIBRARY Photocopier Readings January 2021	143.44	
37	EFT31423	05/02/2021	WARREN BLACKWOOD WASTE			4,694.05
	INV 00017258	01/02/2021	WARREN BLACKWOOD WASTE	WASTE Collection Recycling 250121 - 270121	4,694.05	
38	EFT31424	05/02/2021	WA TRAFFIC PLANNING			385.00
	INV 1179	07/12/2020	WA TRAFFIC PLANNING	WORKS Carols by Candlelight Traffic Management Plan	385.00	
39	EFT31425	05/02/2021	WATER CORPORATION			9,979.67
	INV 9017943102	28/01/2021	WATER CORPORATION	WATER CHARGES 25 Marmion St 241120 - 270121	305.94	
	INV 9007680724	29/01/2021	WATER CORPORATION	WATER CHARGES Yard Pemble St 251120 - 280121	3,865.24	
	INV 9018411087	29/01/2021	WATER CORPORATION	WATER CHARGES Duplex U2/6 241120 - 280121	241.99	
	INV 9007680716	29/01/2021	WATER CORPORATION	WATER CHARGES Showgrounds 251120 - 280121	648.12	
	INV 9018411079	29/01/2021	WATER CORPORATION	WATER CHARGES Duplex U1/6 Hill Way 2241120 - 280121	282.19	
	INV 9007680644	29/01/2021	WATER CORPORATION	WATER CHARGES Standpipe Baker St 291120 - 280121	45.07	
	INV 9007688494	29/01/2021	WATER CORPORATION	WATER CHARGES Braeside Centre 241120 - 280121	188.12	

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Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV 9022529707	29/01/2021	WATER CORPORATION	WATER CHARGES Paddock Crosby St 251120 - 280121	49.33	
INV 9007680708	29/01/2021	WATER CORPORATION	WATER CHARGES House Crosby St 251120 - 280121	90.23	
INV 9007688726	29/01/2021	WATER CORPORATION	WATER CHARGES Playground Carinya Gardens 241120 - 280121	34.61	
INV 9010523500	01/02/2021	WATER CORPORATION	WATER CHARGES Vacant Land Aberdeen St 251120 - 290121	175.52	
INV 9007683714	01/02/2021	WATER CORPORATION	WATER CHARGES Home Units Amherst 251120 - 290121	1,504.66	
INV 9007681057	01/02/2021	WATER CORPORATION	WATER CHARGES Hall Austral Tce 251120 - 290121	125.31	
INV 9007684071	01/02/2021	WATER CORPORATION	WATER CHARGES Sports Ground Great Southern Highway 261120 - 290121	7.99	
INV 9010435295	01/02/2021	WATER CORPORATION	WATER CHARGES Centre 52 Austral Tce 261120 - 280121	945.57	
INV 9007680994	01/02/2021	WATER CORPORATION	WATER CHARGES Medical Centre 8 Austral Tce 251120 - 290121	81.43	
INV 9007681049	01/02/2021	WATER CORPORATION	WATER CHARGES Offices at Austral Tce 251120 - 290121	793.69	
INV 9007681022	01/02/2021	WATER CORPORATION	WATER CHARGES Library & Gallery 251120 - 290121	184.02	
INV 9007688427	01/02/2021	WATER CORPORATION	WATER CHARGES Paddock Kojonup Rd 261120 - 280121	2.66	
INV 9007684864	01/02/2021	WATER CORPORATION	WATER CHARGES Playground Albion St 261120 - 280121	334.53	
INV 9007681145	01/02/2021	WATER CORPORATION	WATER CHARGES Centre 42 Austral Tce 261120 - 280121	73.45	
40 EFT31426	05/02/2021	SYNERGY			11,034.45
INV 338348270	01/02/2021	SYNERGY	ELECTRICITY CHARGES Streetlighting 040121 - 010221	10,690.27	
INV 638847540	01/02/2021	SYNERGY	ELECTRICITY CHARGES Unmetered Powerwatch 311220 - 010221	344.18	
41 EFT31427	12/02/2021	AVANTGARDE TECHNOLOGIES			1,420.10
INV 00001544	08/02/2021	AVANTGARDE TECHNOLOGIES	CCTV Quarterly Maintenance February 21	1,420.10	
42 EFT31428	12/02/2021	REGIONAL RETAILERS PTY LTD			72.00
INV 014058/O0010	28/01/2021	REGIONAL RETAILERS PTY LTD	LIBRARY PJ Party Supplies	72.00	
43 EFT31429	12/02/2021	BELGRAVIA HEALTH & LEISURE GROUP			21,718.14
INV B032049	04/02/2021	BELGRAVIA HEALTH & LEISURE GROUP	KAC Management Fees February 21	21,718.14	
44 EFT31430	12/02/2021	ATC WORK SMART			361.86
INV GT19603	28/01/2021	ATC WORK SMART	ADMIN Salary Costs School Based Traineeship 12889	361.86	

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45	EFT31431	12/02/2021	BGC Construction Pty Ltd			43,260.14
	INV 70674-04	08/02/2021	BGC Construction Pty Ltd	KATANNING COMMUNITY MEDICAL CENTRE Progress Claim 4	39,457.72	
	INV 70674-04	08/02/2021	BGC Construction Pty Ltd	KATANNING COMMUNITY MEDICAL CENTRE Progress Claim 4	2,350.42	
	INV 70674-04	08/02/2021	BGC Construction Pty Ltd	KATANNING COMMUNITY MEDICAL CENTRE Progress Claim 4	1,452.00	
46	EFT31432	12/02/2021	Great Southern Distilling Company			1,140.00
	INV 5774	04/02/2021	Great Southern Distilling Company	KLC Cleaning Materials 40L Ethanol Hand Sanitizer	760.00	
	INV 5776	05/02/2021	Great Southern Distilling Company	COMMUNITIES Harmony Festival Hand Sanitiser 20L	380.00	
47	EFT31433	12/02/2021	BGL Solutions Pty Ltd			4,730.00
	INV 0004135	03/02/2021	BGL Solutions Pty Ltd	AAPG Grounds Maintenance Fungicide & Stamina Application	3,465.00	
	INV 0004138	05/02/2021	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 050221	1,265.00	
48	EFT31434	12/02/2021	Moore Australia			990.00
	INV 1688	04/02/2021	Moore Australia	ADMIN 2021 Local Government Budget Workshop 050321	990.00	
49	EFT31435	12/02/2021	Moco Investments Pty Ltd TA Connectiv			439.80
	INV 60174336	02/02/2021	Moco Investments Pty Ltd TA Connectiv	ADMIN Lifeproof iPhone Cases	439.80	
50	EFT31436	12/02/2021	SHERYL MARIE FULLER			402.18
	INV A1609	05/02/2021	SHERYL MARIE FULLER	Rates refund for assessment A1609 4 BOWDEN TERRACE KATANNING WA 6317	402.18	
51	EFT31437	12/02/2021	ABA SECURITY			8,828.55
	INV 21941	28/01/2021	ABA SECURITY	KLC Security Work to Upgrade Fire/Smoke Detection	8,828.55	
52	EFT31438	12/02/2021	ABC DISTRIBUTORS WA			1,270.52
	INV 146995	04/02/2021	ABC DISTRIBUTORS WA	CLEANING Various Shire Properties Toilet Paper & Gloves	1,270.52	
53	EFT31439	12/02/2021	ANISH PEEDIKAYIL PUNNOOSE			6,007.50
	INV 7	02/02/2021	ANISH PEEDIKAYIL PUNNOOSE	CLEANING Public Amenities January 21	6,007.50	
54	EFT31440	12/02/2021	AUSTRALIA POST			640.36
	INV 1010288925	03/02/2021	AUSTRALIA POST	DAILY POSTAGE Fee January 21	640.36	

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55	EFT31441	12/02/2021	SANDY BOXALL			435.00
	INV 00000406	29/01/2021	SANDY BOXALL	GOVERNANCE Afternoon Tea for Australia Day Ambassador 2021	105.00	
	INV 00000408	29/01/2021	SANDY BOXALL	BFB Catering for Bushfire Ground Controller Course	330.00	
56	EFT31442	12/02/2021	BTW RURAL SUPPLIES			761.30
	INV 28541	07/01/2021	BTW RURAL SUPPLIES	WORKS Standpipe Maintenance Two Camlocks	51.30	
	INV 28617	13/01/2021	BTW RURAL SUPPLIES	PLANT Two Husqvarna Brushcutter Heads	40.00	
	INV 28610	13/01/2021	BTW RURAL SUPPLIES	KA277 Mazda BT50 Yellow/Blue Flex Water Hose	90.00	
	INV 28780	29/01/2021	BTW RURAL SUPPLIES	WORKS Effluent Maintenance Two Poly Joiners	580.00	
57	EFT31443	12/02/2021	CAMPBELL BECK'S SMART SHOP			450.00
	INV 2037	03/02/2021	CAMPBELL BECK'S SMART SHOP	GOVERNANCE Framing for Citizen of the Year Awards & Citizenship Awards for Australia Day	450.00	
58	EFT31444	12/02/2021	COCA-COLA AMATIL			680.38
	INV 224751399	04/02/2021	COCA-COLA AMATIL	KLC Kiosk Refreshments February 21	680.38	
59	EFT31445	12/02/2021	CONNECT CALL CENTRE SERVICES			271.70
	INV 00104844	15/01/2021	CONNECT CALL CENTRE SERVICES	ADMIN After Hours Call Centre Services December 20	271.70	
60	EFT31446	12/02/2021	EDWARDS MOTORS PTY LTD			345.30
	INV GMCSK134633	03/02/2021	EDWARDS MOTORS PTY LTD	KA189 Holden Colorado 50,000km Service	345.30	
61	EFT31447	12/02/2021	GRANDE FOOD SERVICE			379.36
	INV 4173922	03/02/2021	GRANDE FOOD SERVICE	KLC Kiosk Refreshments February 2021	379.36	
62	EFT31448	12/02/2021	TOLL IPEC/ COURIER AUSTRALIA			708.80
	INV 0486-5408620	29/11/2020	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges November 20	488.46	
	INV 0489-5408620	22/12/2020	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges December 20	22.66	
	INV 0490-5408620	27/12/2020	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges December 20	57.64	
	INV 0492-5408620	17/01/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges January 21	115.78	
	INV 0494-5408620	31/01/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Library January 21	24.26	

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63	EFT31449	12/02/2021	JAKOVALL PROPERTY MAINTENANCE			1,619.75
	INV 0874	25/01/2021	JAKOVALL PROPERTY MAINTENANCE	ANIMAL CONTROL Ranger Relief 110121 - 220121	1,619.75	
64	EFT31450	12/02/2021	J P PROMOTIONS PTY LTD			1,863.96
	INV 22068	08/02/2021	J P PROMOTIONS PTY LTD	COMMUNITIES Harmony Festival Various Shirts	1,863.96	
65	EFT31451	12/02/2021	KATANNING DISTRICTS CARPET CARE			3,520.00
	INV 26	08/02/2021	KATANNING DISTRICTS CARPET CARE	ADMIN BUILDING Carpet Steam Cleaning	3,520.00	
66	EFT31452	12/02/2021	Katanning Pharmacy			749.25
	INV 1125876	02/02/2021	Katanning Pharmacy	ADMIN Cleaning 50 Reusable Face Masks	249.75	
	INV 1126696	09/02/2021	Katanning Pharmacy	ADMIN Cleaning 600 Reusable Face Masks	499.50	
67	EFT31453	12/02/2021	KATANNING STOCK & TRADING			674.90
	INV 1/77	05/01/2021	KATANNING STOCK & TRADING	WORKS Effluent Maintenance Two Sika 320 Tubes	34.00	
	INV 1/78	05/01/2021	KATANNING STOCK & TRADING	WORKS Effluent Maintenance Two Rubber Clamps	18.00	
	INV 1/79	06/01/2021	KATANNING STOCK & TRADING	LAKE EWLYAMARTUP Toilets Antex & Outdoor Barrier Spray	86.90	
	INV 1/81	07/01/2021	KATANNING STOCK & TRADING	WORKS Footpath Maintenance Masonry Drill Bits	19.00	
	INV 1/82	07/01/2021	KATANNING STOCK & TRADING	KA24397 Caterpillar Integrated Toolcarrier Paint for Stick Rake	19.80	
	INV 1/80	07/01/2021	KATANNING STOCK & TRADING	KLC Gate Hook Flushy Cone & Grate	25.70	
	INV 1/83	08/01/2021	KATANNING STOCK & TRADING	TOWN HALL & CEMETERY Broom Handles & Toilet Brush	44.25	
	INV 1/84	08/01/2021	KATANNING STOCK & TRADING	KLC Wall Plugs	4.00	
	INV 1/85	12/01/2021	KATANNING STOCK & TRADING	MAINTENANCE Sack Trolley & Hand Saw	187.25	
	INV 1/86	12/01/2021	KATANNING STOCK & TRADING	KA25148 John Deer Mower Tube Sickoflex	17.90	
	INV 1/87	18/01/2021	KATANNING STOCK & TRADING	KA277 Isuzu D-Max Two 300kg Straps	30.00	
	INV 1/88	22/01/2021	KATANNING STOCK & TRADING	PIESSE LAKE Contingency Blue Pipe to Connect Toilet Up	85.00	
	INV 1/89	27/01/2021	KATANNING STOCK & TRADING	CLEANING All Shire BBQ's Products	65.50	
	INV 1/90	28/01/2021	KATANNING STOCK & TRADING	PIESSE LAKE Contingency Rivets & Drill Bits	31.60	
	INV 1/91	29/01/2021	KATANNING STOCK & TRADING	MAINTENANCE 8 Austral Tce Fluro Globe	6.00	

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68	EFT31454	12/02/2021	LANDGATE ADMIN			154.66
	INV 361455-10000954	17/12/2020	LANDGATE ADMIN	RATES Rural UV's Schedule R2020/6	85.46	
	INV 362160-10000954	27/01/2021	LANDGATE ADMIN	RATES GRV Schedule G 2021/1	69.20	
69	EFT31455	12/02/2021	NATIONAL LIVESTOCK REPORTING SERVICE			1,485.00
	INV 2400011675	31/01/2021	NATIONAL LIVESTOCK REPORTING SERVICE	SALEYARDS Livestock Report January 21	1,485.00	
70	EFT31456	12/02/2021	PERLEX HOLDINGS PTY LTD T/AS MAD COW ENTERTAINMENT			1,195.00
	INV C9659	29/12/2020	PERLEX HOLDINGS PTY LTD T/AS MAD COW ENTERTAINMENT	YOUTH Mini Golf Hire 210121	1,195.00	
71	EFT31457	12/02/2021	MARKETFORCE PTY LTD			1,489.71
	INV 36957	27/01/2021	MARKETFORCE PTY LTD	ADMIN Advertisement for EHO in West Australian	745.05	
	INV 36956	27/01/2021	MARKETFORCE PTY LTD	GOVERNANCE Advertisement of Vacant Positions in GSH	425.44	
	INV 36955	27/01/2021	MARKETFORCE PTY LTD	GOVERNANCE Advertising Imposition of Fees for Food Trailer	319.22	
72	EFT31458	12/02/2021	MESSAGEMEDIA			658.30
	INV 01221227	31/01/2021	MESSAGEMEDIA	BFB SMS Messages January 21	658.30	
73	EFT31459	12/02/2021	MARKET CREATIONS			72.83
	INV 10215	24/12/2019	MARKET CREATIONS	ADMIN Meraki Enterprise License Final Payment	72.83	
74	EFT31460	12/02/2021	NORDIC FITNESS EQUIPMENT			258.00
	INV NFE-002497SF	05/02/2021	NORDIC FITNESS EQUIPMENT	KLC Cleaning Materials Antibacterial Wipes	258.00	
75	EFT31461	12/02/2021	PFD FOOD SERVICES			564.45
	INV KX201170	03/02/2021	PFD FOOD SERVICES	KLC Cleaning Materials Hand Towel & Toilet Tissue	564.45	
76	EFT31462	12/02/2021	CSG BUSINESS SOLUTIONS (WA) PTY LTD (PRINT SYNC)			1,654.91
	INV AA00506067	27/01/2021	CSG BUSINESS SOLUTIONS (WA) PTY LTD (PRINT SYNC)	ADMIN Photocopier Charges January 21	1,654.91	
77	EFT31463	12/02/2021	RECHARGE-IT			85.00
	INV 01612962	09/02/2021	RECHARGE-IT	KLC Black Toner Cartridge HP CE320A	85.00	

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78	EFT31464	12/02/2021	BURGESS RAWSON (WA) PTY LTD			2,668.97
	INV 10647	02/02/2021	BURGESS RAWSON (WA) PTY LTD	WATER CHARGES Various Gardens Austral & Dore St 231120 - 220121	1,448.04	
	INV 10685	08/02/2021	BURGESS RAWSON (WA) PTY LTD	WATER Charges Standpipe at Austral Tce 251120 - 290121	418.74	
	INV 10686	08/02/2021	BURGESS RAWSON (WA) PTY LTD	WATER Charges Garden at Austral Tce 251120 - 290121	802.19	
79	EFT31465	12/02/2021	SOUTH WEST ABORIGINAL LAND AND SEA COUNCIL			300.00
	INV REIMBURSEMENT	08/02/2021	SOUTH WEST ABORIGINAL LAND AND SEA COUNCIL	REIMBURSEMENT Town Hall Hire Bond	300.00	
80	EFT31466	12/02/2021	TYREPOWER KATANNING			48.00
	INV 142412	29/01/2021	TYREPOWER KATANNING	KA25498 John Deer Mower Tyre Repair	48.00	
81	EFT31467	12/02/2021	WARREN BLACKWOOD WASTE			715.00
	INV 00017293	05/02/2021	WARREN BLACKWOOD WASTE	REFUSE Domestic Sanitation 060121 - 270121	715.00	
82	EFT31468	12/02/2021	WEST AUSTRALIAN NEWSPAPERS LTD			180.00
	INV 1007010420210131	31/01/2021	WEST AUSTRALIAN NEWSPAPERS LTD	GOVERNANCE Advertising for Australia Day West Australian & GSH	180.00	
83	EFT31469	12/02/2021	SYNERGY			1,620.80
	INV 312951080	03/02/2021	SYNERGY	ELECTRICITY CHARGES 52 Austral Tce 200121 - 030221	1,620.80	
84	EFT31470	12/02/2021	THE WORKWEAR GROUP			255.20
	INV 12681193	04/11/2020	THE WORKWEAR GROUP	UNIFORMS Library KT 20/21	211.20	
	INV 827935 CN	30/11/2020	THE WORKWEAR GROUP	CREDIT NOTE Uniforms Not as Ordered	-48.00	
	INV 12753551	02/12/2020	THE WORKWEAR GROUP	UNIFORMS Library KT 20/21	92.00	
	INV 831308 CN	18/12/2020	THE WORKWEAR GROUP	CREDIT NOTE Uniforms Faulty Goods	-48.00	
	INV 12822786	30/12/2020	THE WORKWEAR GROUP	ADMIN Uniforms PM	48.00	
85	EFT31471	12/02/2021	WYWURRY ELECTRICAL			1,171.50
	INV 4896	03/02/2021	WYWURRY ELECTRICAL	LIBRARY Replace Power Cord on Fridge	120.00	
	INV 4895	03/02/2021	WYWURRY ELECTRICAL	ANIMAL CONTROL Pound Repairs to Electrical Issues	104.50	
	INV 4897	03/02/2021	WYWURRY ELECTRICAL	AMHERST VILLAGE Unit One Install Power Outlet for HWS	214.75	

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INV 4894	03/02/2021	WYWURRY ELECTRICAL	WORKS Building Maintenance Materials Electrical Test & Tags	260.00	
INV 4910	05/02/2021	WYWURRY ELECTRICAL	STAFF HOUSING U1/6 Hill Way Repairs to Lights & Bathroom Fan	472.25	
86 PAY	17/02/2021	PAYROLL			116,450.71
PAY	17/02/2021	PAYROLL	Payroll PAY 17	116,450.71	
87 EFT31472	18/02/2021	AVANTGARDE TECHNOLOGIES			1,100.00
INV 00001547	16/02/2021	AVANTGARDE TECHNOLOGIES	CCTV Vandalism Cambium PTMP Radio Replacement	330.00	
INV 00001546	16/02/2021	AVANTGARDE TECHNOLOGIES	ADMIN NUC Monitoring Computer & Configuration	770.00	
88 EFT31473	18/02/2021	REGIONAL RETAILERS PTY LTD			6,400.00
INV 0076	12/02/2021	REGIONAL RETAILERS PTY LTD	COMMUNITIES Winter Warmer Program Food Gift Vouchers	6,400.00	
89 EFT31474	18/02/2021	SMALL CHANGE WHOLEFOODS			236.61
INV 10	30/08/2020	SMALL CHANGE WHOLEFOODS	COMMUNITIES Cooler Bags for Connecting Through Cooking Program	236.61	
90 EFT31475	18/02/2021	WHITE GUM HOLDINGS WA PTY LTD			535.00
INV 0034	09/02/2021	WHITE GUM HOLDINGS WA PTY LTD	COMMUNITIES Catering for Thank-a-Volunteer Day 20	535.00	
91 EFT31476	18/02/2021	BGL Solutions Pty Ltd			335.96
INV 0004207	15/02/2021	BGL Solutions Pty Ltd	ADMIN BUILDING Monthly Garden Maintenance February 21	335.96	
92 EFT31477	18/02/2021	PREMIER SMASH REPAIRS			275.00
INV 14935	12/02/2021	PREMIER SMASH REPAIRS	KA25148 John Deere Mower Fit Glass & Seal	275.00	
93 EFT31478	18/02/2021	Liberty Oil Australia Pty Ltd			11,120.00
INV FI1352719	03/02/2021	Liberty Oil Australia Pty Ltd	FUEL Bulk Diesel January 21	11,120.00	
94 EFT31479	18/02/2021	Southwest Civil Services Pty Ltd			13,203.85
INV 00000000047	05/02/2021	Southwest Civil Services Pty Ltd	WORKS Clive Street West Footpath Preliminaries	13,203.85	
95 EFT31480	18/02/2021	Solutions IT Balcatta			1,032.42
INV S55662	15/01/2021	Solutions IT Balcatta	ADMIN IT Equipment Docking Station & Head Set	1,032.42	
96 EFT31481	18/02/2021	STANTEC AUSTRALIA PTY LTD			4,950.00
INV 1862085	03/02/2021	STANTEC AUSTRALIA PTY LTD	WORKS Engineering Design Austral Terrace	4,950.00	

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97	EFT31482	18/02/2021	Trash Test Dummies PTY LTD			2,475.00
	INV 0175	19/01/2021	Trash Test Dummies PTY LTD	TOWN HALL 50% Fee Splash Test Dummies Performance	2,475.00	
98	EFT31483	18/02/2021	Blue Frog Innovations			1,160.00
	INV 019	29/01/2021	Blue Frog Innovations	BFB Training Aid	1,160.00	
99	EFT31484	18/02/2021	PH & KE Gow (Licensed Surveyors)			3,960.00
	INV 1566	11/02/2021	PH & KE Gow (Licensed Surveyors)	ROADS Blackspot Survey McKenzie/Withers & North Coyrecup/Nyabing	3,960.00	
100	EFT31485	18/02/2021	Let's Talk Flowers			100.00
	INV 0537568	04/02/2021	Let's Talk Flowers	GOVERNANCE Flowers for SJ	100.00	
101	EFT31486	18/02/2021	DORIS QUARTERMAINE			14.14
	INV A1114	10/02/2021	DORIS QUARTERMAINE	Rates refund for assessment A1114 17 Braeside Road KATANNING WA 6317	14.14	
102	EFT31487	18/02/2021	ABC DISTRIBUTORS WA			1,528.61
	INV 147043	10/02/2021	ABC DISTRIBUTORS WA	KLC Cleaning Materials Floor Maintainer & Gym Clean	219.61	
	INV 147015	10/02/2021	ABC DISTRIBUTORS WA	HARMONY FESTIVAL Hand Sanitiser & Anti-bacterial Cloths	1,309.00	
103	EFT31488	18/02/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD			1,532.86
	INV 2001855	10/02/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	KA25148 John Deer Mower Seal & Window	1,532.86	
104	EFT31489	18/02/2021	CGS TYRES			477.00
	INV 78621	31/01/2021	CGS TYRES	KA1993 HINO 700 Series Truck Tyre	477.00	
105	EFT31490	18/02/2021	BOC GASES AUSTRALIA			110.79
	INV 4027598725	29/01/2021	BOC GASES AUSTRALIA	GAS Various Shire Properties January 21	110.79	
106	EFT31491	18/02/2021	CANNON HYGIENE			753.62
	INV 96988324	15/02/2021	CANNON HYGIENE	SANITARY Unit Collection 300321 - 290621	753.62	
107	EFT31492	18/02/2021	CONNECT CALL CENTRE SERVICES			378.24
	INV 00105227	15/02/2021	CONNECT CALL CENTRE SERVICES	ADMIN After Hours Call Services January 21	378.24	
108	EFT31493	18/02/2021	GERALDINE NOMINEES T/A DAIMLER TRUCKS			75.13
	INV 6214353D	10/02/2021	GERALDINE NOMINEES T/A DAIMLER TRUCKS	KA24635 Prime Mover Door Handle & Striker	75.13	

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109	EFT31494	18/02/2021	DIAMOND LOCK & SECURITY			660.00
	INV 258603	11/01/2021	DIAMOND LOCK & SECURITY	STANDPIPE UPGRADES Short Shackled Padlocks	660.00	
110	EFT31495	18/02/2021	RAY FORD SIGNS			38.50
	INV 12029	05/02/2021	RAY FORD SIGNS	CEMETERIES Grave Marker Plate	38.50	
111	EFT31496	18/02/2021	KATANNING GLAZING & SECURITY			860.00
	INV 17825	15/02/2021	KATANNING GLAZING & SECURITY	ADMIN Building Repair Rear Door	243.50	
	INV 17825	15/02/2021	KATANNING GLAZING & SECURITY	ADMIN Building Repairs Rear Door	616.50	
112	EFT31497	18/02/2021	WESFARMERS KLEENHEAT GAS PTY LTD			120.67
	INV 21724602	04/02/2021	WESFARMERS KLEENHEAT GAS PTY LTD	SALEYARDS Canteen Gas Refill January 21	120.67	
113	EFT31498	18/02/2021	LUKE LENZARINI			2,950.00
	INV 169	15/02/2021	LUKE LENZARINI	HARMONY FESTIVAL Logo Design & Style	2,950.00	
114	EFT31499	18/02/2021	PERLEX HOLDINGS PTY LTD T/AS MAD COW ENTERTAINMENT			3,000.00
	INV C9694	11/02/2021	PERLEX HOLDINGS PTY LTD T/AS MAD COW ENTERTAINMENT	HARMONY FESTIVAL Youth Zone Human Fooseball	3,000.00	
115	EFT31500	18/02/2021	MARKET CREATIONS			5,221.77
	INV 14845	30/11/2020	MARKET CREATIONS	ADMIN Office 365 Subscription December 20	2,032.42	
	INV 15468	28/01/2021	MARKET CREATIONS	ADMIN Monthly Preventive Maintenance January 21	550.00	
	INV 15696	29/01/2021	MARKET CREATIONS	ADMIN Technical Network & Server Support Ticket 513468	171.88	
	INV 15609	29/01/2021	MARKET CREATIONS	ADMIN Cisco WebEx collaboration Flex Plan January 21	22.55	
	INV 15619	29/01/2021	MARKET CREATIONS	ADMIN Office 365 Subscription January 21	2,032.42	
	INV 15720	31/01/2021	MARKET CREATIONS	ADMIN Technical Network & Server Support Ticket 513088	137.50	
	INV 15721	31/01/2021	MARKET CREATIONS	ADMIN Technical Network & Server Support Ticket 512079	275.00	
116	EFT31501	18/02/2021	MOMAR AUSTRALIA PTY LTD			187.00
	INV 199997	12/02/2021	MOMAR AUSTRALIA PTY LTD	KLC Cleaning Materials 5 Litres of Momar Blue Thunder	187.00	
117	EFT31502	18/02/2021	PERTH SAFETY PRODUCTS PTY LTD			1,152.80
	INV 00010364	29/01/2021	PERTH SAFETY PRODUCTS PTY LTD	SIGNS for Langaweira Road Multi Message Frame	1,152.80	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
118	EFT31503	18/02/2021	PFD FOOD SERVICES			205.35
	INV KX267867	10/02/2021	PFD FOOD SERVICES	KLC Kiosk Refreshments February 21	205.35	
119	EFT31504	18/02/2021	PLASTICS PLUS			99.00
	INV 311565	13/02/2021	PLASTICS PLUS	DEPOT Cleaning Thirty Spray Bottles Sterilizing Liquid	99.00	
120	EFT31505	18/02/2021	SIGNS PLUS			148.50
	INV 00160588	21/01/2021	SIGNS PLUS	ADMIN Uniforms Name Badges	148.50	
121	EFT31506	18/02/2021	SOUTH REGIONAL TAFE			32.44
	INV I0013868	15/02/2021	SOUTH REGIONAL TAFE	ADMIN Training Design & Development Text Books	32.44	
122	EFT31507	18/02/2021	SPORTSPOWER KATANNING			417.00
	INV 20-00011981	22/12/2020	SPORTSPOWER KATANNING	KLC Sports Equipment Turbo Jav's & Speed Hurdle	417.00	
123	EFT31508	18/02/2021	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE			14,319.31
	INV 241	04/02/2021	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE	PIESSE LAKE Materials & Consumables 290121 - 030221	5,489.06	
	INV 242	04/02/2021	SOUTHERN STONE & WOOD CONSTRUCTION & MAINTENANCE	PIESSE LAKE Consumables 180121 - 050221	8,830.25	
124	EFT31509	18/02/2021	SWAGS n WAGS			319.80
	INV S0000010648	11/02/2021	SWAGS n WAGS	ANIMAL CONTROL Four Cat Traps	319.80	
125	EFT31510	18/02/2021	TYREPOWER KATANNING			899.00
	INV 142419	10/02/2021	TYREPOWER KATANNING	KA457 Hyundai iLoad Four Tyres	899.00	
126	EFT31511	18/02/2021	WARREN BLACKWOOD WASTE			3,414.82
	INV CRN 00017127	07/11/2020	WARREN BLACKWOOD WASTE	CREDIT NOTE Paid Twice	-682.00	
	INV 00017307	07/02/2021	WARREN BLACKWOOD WASTE	WASTE Collection General 250121 - 050221	4,096.82	
127	EFT31512	18/02/2021	WATER CORPORATION			125.46
	INV 9007679424	21/01/2021	WATER CORPORATION	WATER CHARGES Saleyard Daping St 231120 - 200121	125.46	
128	EFT31513	18/02/2021	SYNERGY			656.52
	INV 155057680	11/02/2021	SYNERGY	ELECTRICITY CHARGES Refuse Site 141220 - 110221	656.52	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
129	EFT31514	18/02/2021	WYWURRY ELECTRICAL			4,486.50
	INV 4919	15/02/2021	WYWURRY ELECTRICAL	TOURISM Installation of Power for Digital Sign at AAPG	4,486.50	
130	EFT31515	26/02/2021	Paull & Warner Resources (PWR)			330.00
	INV S95385	22/02/2021	Paull & Warner Resources (PWR)	ADMIN BUILDING Inspection & Testing of Fire Indicator & Occupant Warning Panel February 21	330.00	
131	EFT31516	26/02/2021	BGL Solutions Pty Ltd			13,745.50
	INV 0004131	03/02/2021	BGL Solutions Pty Ltd	WORKS Spray Various Shire Gardens for Broadleaf	5,605.50	
	INV 0004132	03/02/2021	BGL Solutions Pty Ltd	WORKS Spray Various Gardens for Insects/Beetles	5,610.00	
	INV 0004190	12/02/2021	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 120221	1,265.00	
	INV 0004215	19/02/2021	BGL Solutions Pty Ltd	AAPG Grounds Maintenance 190221	1,265.00	
132	EFT31517	26/02/2021	WA Communications			5,994.15
	INV 182530	13/01/2021	WA Communications	PLANT Five Radio Kits & Antenna's	5,994.15	
133	EFT31518	26/02/2021	Godfreys Albany			99.94
	INV 1136	19/02/2021	Godfreys Albany	ADMIN Cleaning Replacement Vacuum Bags	99.94	
134	EFT31519	26/02/2021	Yellow Gum B&B			130.00
	INV 1023	18/02/2021	Yellow Gum B&B	SANITATION Contract EHO Accommodation 170221	130.00	
135	EFT31520	26/02/2021	GLEN FLOOD GROUP PTY LTD TRADING AS GFG TEMP ASSIST			8,694.93
	INV 1410	09/02/2021	GLEN FLOOD GROUP PTY LTD TRADING AS GFG TEMP ASSIST	WORKS Salary Costs AEMIA 250121 - 070221	8,694.93	
136	EFT31521	26/02/2021	ABC DISTRIBUTORS WA			2,007.94
	INV 147030	10/02/2021	ABC DISTRIBUTORS WA	ADMIN Cleaning Hand Sanitiser & Papertowel	2,007.94	
137	EFT31522	26/02/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD			1,945.39
	INV 1996427	13/01/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	KA25148 John Deere Mower Right Hand Door Glass	1,945.39	
138	EFT31523	26/02/2021	AUSTRALIAN TAXATION OFFICE			29,023.00
	INV PAYG	17/02/2021	AUSTRALIAN TAXATION OFFICE	PAYG PAY 17	29,023.00	
139	EFT31524	26/02/2021	AYTON BAESJOU PLANNING			7,500.00
	INV 2470	10/02/2021	AYTON BAESJOU PLANNING	PLANNING Consultant Fee January 21	7,500.00	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
140	EFT31525	26/02/2021	BASKETBALL RINGLEADER			3,630.00
	INV 2115	30/01/2021	BASKETBALL RINGLEADER	KLC Maintenance & Operational Inspection & Site Attendance Fee	3,630.00	
141	EFT31526	26/02/2021	CGS TYRES			1,095.00
	INV 78673	08/02/2021	CGS TYRES	KA25566 John Deere Backhoe Replacement Tyre	658.00	
	INV 78679	10/02/2021	CGS TYRES	1TGR236 Road Train Dolly Tyre Replacement	437.00	
142	EFT31527	26/02/2021	BOC GASES AUSTRALIA			696.36
	INV 4027182180	30/11/2020	BOC GASES AUSTRALIA	PLANT Gas Aroshield Light & Oxygen	358.19	
	INV 4027430155	06/01/2021	BOC GASES AUSTRALIA	PLANT Gas Oxygen G & Argoshield Light G	338.17	
143	EFT31528	26/02/2021	BTW RURAL SUPPLIES			1,078.90
	INV 28511	05/01/2021	BTW RURAL SUPPLIES	WORKS 1L Bottle of 2-Stroke Oil	29.90	
	INV 28562	08/01/2021	BTW RURAL SUPPLIES	WORKS Hunter I20 Sprinkler	90.00	
	INV 28646	15/01/2021	BTW RURAL SUPPLIES	WORKS Heavy Duty Lay Flat Hose & Camlock	750.00	
	INV 29018	17/02/2021	BTW RURAL SUPPLIES	CLEANING Husqvarna Backpack Sprayer	209.00	
144	EFT31529	26/02/2021	COCA-COLA AMATIL			434.26
	INV 224862749	18/02/2021	COCA-COLA AMATIL	KLC Kiosk Refreshments February 21	434.26	
145	EFT31530	26/02/2021	CUTTING EDGES EQUIPMENT PARTS PTY LTD			251.79
	INV 3294550	11/01/2021	CUTTING EDGES EQUIPMENT PARTS PTY LTD	1DPP247 CAT Grader Ripper Teeth	251.79	
146	EFT31531	26/02/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES			62,258.95
	INV 151832	19/02/2021	DEPARTMENT OF FIRE & EMERGENCY SERVICES	ESL Quarter Three 2020/21	62,258.95	
147	EFT31532	26/02/2021	RAY FORD SIGNS			50.60
	INV 11968	25/11/2020	RAY FORD SIGNS	ROADS Warren RSA Green Tag Sign	50.60	
148	EFT31533	26/02/2021	GRANDE FOOD SERVICE			168.09
	INV 4174545	17/02/2021	GRANDE FOOD SERVICE	KLC Kiosk Refreshments February 21	168.09	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
149	EFT31534	26/02/2021	HOWARD & HEAVER ARCHITECTS			4,630.31
	INV 00006383	17/02/2021	HOWARD & HEAVER ARCHITECTS	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Construction Management Contract Administration Stage Three	3,310.31	
	INV 00006383	17/02/2021	HOWARD & HEAVER ARCHITECTS	GREAT SOUTHERN AGED ACCOMMODATION PROJECT Disbursements Architectural Fees	1,320.00	
150	EFT31535	26/02/2021	iiNET LIMITED			79.99
	INV 124879795	14/02/2021	iiNET LIMITED	INTERNET Expenses CEO March 21	79.99	
151	EFT31536	26/02/2021	TOLL IPEC/ COURIER AUSTRALIA			1,739.60
	INV 0487-5408620	06/12/2020	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges 011220 - 021220	998.91	
	INV 0495-5408620	07/02/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges 020221 - 050221	228.25	
	INV 0491-5408620	10/02/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges Month of January 21	14.63	
	INV 0496-5408620	15/02/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Month of February 080221 - 120221	81.57	
	INV 0497-5408620	21/02/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Charges Month of February 21	426.97	
	INV 0495-5408620CM-1	21/02/2021	TOLL IPEC/ COURIER AUSTRALIA	FREIGHT Credit Incorrect Account Number Charged	-10.73	
152	EFT31537	26/02/2021	IW PROJECTS PTY LTD			3,360.50
	INV 1246	31/10/2020	IW PROJECTS PTY LTD	REFUSE Site Updating Site Plan & Projected Site Costs	2,068.00	
	INV 1282	16/02/2021	IW PROJECTS PTY LTD	REFUSE Site Finalise & Send Off Compliance Document to DWER	1,292.50	
153	EFT31538	26/02/2021	WOOD JAMES			194.31
	INV REIMBURSEMENT	18/11/2020	WOOD JAMES	REIMBURSEMENT Meals & Parking 101120 - 121120	194.31	
154	EFT31539	26/02/2021	JASON SIGN MAKERS			49,557.02
	INV 216356	11/02/2021	JASON SIGN MAKERS	TOWN SIGNAGE One Large & Small Outdoor LED Screens	49,007.02	
	INV 216591	17/02/2021	JASON SIGN MAKERS	TOWN SIGNAGE Ongoing Data Rental to June 30 2021	550.00	
155	EFT31540	26/02/2021	KATANNING GLAZING & SECURITY			1,196.00
	INV 17842	19/02/2021	KATANNING GLAZING & SECURITY	KAC Replace Floor Safe	1,196.00	
156	EFT31541	26/02/2021	Katanning Pharmacy			760.00
	INV 1125625	01/02/2021	Katanning Pharmacy	ADMIN PPE Face Masks	360.00	
	INV 1127692	15/02/2021	Katanning Pharmacy	ADMIN Cleaning Reusable Face Masks	400.00	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
157	EFT31542	26/02/2021	KATANNING BOBCAT HIRE			9,900.00
	INV 0348	19/02/2021	KATANNING BOBCAT HIRE	WORKS Cornwall St Footpath Preparation Works	9,900.00	
158	EFT31543	26/02/2021	LIONS CLUB OF KATANNING			100.00
	INV 85	12/02/2021	LIONS CLUB OF KATANNING	KLC Entry Lions Business Directory 2021	100.00	
159	EFT31544	26/02/2021	MJB INDUSTRIES			3,118.50
	INV 00006693	16/02/2021	MJB INDUSTRIES	WORKS Installation of Fifteen Tree Pits to Pathways	3,118.50	
160	EFT31545	26/02/2021	NATASSIA SHIRAZEE			126.25
	INV REIMBURSEMENT	22/02/2021	NATASSIA SHIRAZEE	REIMBURSEMENT Meals & Advertising for Event	126.25	
161	EFT31546	26/02/2021	PERTH SAFETY PRODUCTS PTY LTD			4,565.00
	INV 00010407	17/02/2021	PERTH SAFETY PRODUCTS PTY LTD	ROADS Barrier Boards & Traffic Cones	4,565.00	
162	EFT31547	26/02/2021	PFD FOOD SERVICES			305.95
	INV KX335166	17/02/2021	PFD FOOD SERVICES	KLC Kiosk Refreshments February 21	305.95	
163	EFT31548	26/02/2021	SEEK LIMITED			605.00
	INV 97304238	16/02/2021	SEEK LIMITED	ADMIN Advertising Various Vacant Positions	605.00	
164	EFT31549	26/02/2021	SOUTH REGIONAL TAFE			2,865.80
	INV I0013739	12/02/2021	SOUTH REGIONAL TAFE	YOUTH First Aid Training	186.60	
	INV I0013696	12/02/2021	SOUTH REGIONAL TAFE	YOUTH First Aid Training	1,994.20	
	INV I0013707	12/02/2021	SOUTH REGIONAL TAFE	YOUTH First Aid Training	25.00	
	INV I0013738	12/02/2021	SOUTH REGIONAL TAFE	YOUTH First Aid Training	448.20	
	INV A0002102	15/02/2021	SOUTH REGIONAL TAFE	ADJUSTMENT Note First Aid Course Withdrawal SB	-25.00	
	INV A0002103	15/02/2021	SOUTH REGIONAL TAFE	ADJUSTMENT Note First Aid Course Withdrawal SB	-186.60	
	INV A0002101	15/02/2021	SOUTH REGIONAL TAFE	ADJUSTMENT Note First Aid Course Withdrawal TAW	-211.60	
	INV I0013905	19/02/2021	SOUTH REGIONAL TAFE	TRAINING Excel Course's	635.00	

Schedule of Accounts Paid - February 2021

	Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
165	EFT31550	26/02/2021	BURGESS RAWSON (WA) PTY LTD			178.75
	INV 10786	16/02/2021	BURGESS RAWSON (WA) PTY LTD	SALEYARDS Rent for Dore St 010321 - 310521	178.75	
166	EFT31551	26/02/2021	T-QUIP			8,630.00
	INV 97950#6	08/01/2021	T-QUIP	KA25148 New Mower Front	8,630.00	
167	EFT31552	26/02/2021	IT VISION AUSTRALIA PTY LTD			275.00
	INV 34765	16/02/2021	IT VISION AUSTRALIA PTY LTD	RATES Manual OSR Claims Program	275.00	
168	EFT31553	26/02/2021	WARREN ELECTRICAL SERVICE			1,770.00
	INV I733627	26/11/2020	WARREN ELECTRICAL SERVICE	ADMIN BUILDING Three HDMI Cables Council Chambers	1,770.00	
169	EFT31554	26/02/2021	WARREN BLACKWOOD WASTE			4,694.05
	INV 00017308	15/02/2021	WARREN BLACKWOOD WASTE	WASTE Collection Recycling 080221 - 100221	4,694.05	
170	EFT31555	26/02/2021	WATSON'S LIQUID WASTE DISPOSAL			560.00
	INV 1999	22/02/2021	WATSON'S LIQUID WASTE DISPOSAL	KLC Clean Out of Grease Trap	560.00	
171	EFT31556	26/02/2021	WATER CORPORATION			5,286.08
	INV 9007809305	17/02/2021	WATER CORPORATION	WATER CHARGES Standpipe Katanning Nyabing Rd 101220 - 160221	2,571.31	
	INV 9007809508	17/02/2021	WATER CORPORATION	WATER CHARGES Standpipe Langerweira Rd 111220 - 160221	939.50	
	INV 9007809065	17/02/2021	WATER CORPORATION	WATER CHARGES Cemetery Fenwick Rd 121220 - 160221	26.62	
	INV 9007810322	18/02/2021	WATER CORPORATION	WATER CHARGES Hall Kojonup Katanning Rd 121220 - 170221	5.32	
	INV 9007810138	18/02/2021	WATER CORPORATION	WATER CHARGES Standpipe Trimmer Rd 121220 - 170221	321.92	
	INV 9007810357	18/02/2021	WATER CORPORATION	WATER CHARGES Standpipe Kojonup Katanning Rd 121220 - 170221	130.44	
	INV 9007810672	19/02/2021	WATER CORPORATION	WATER CHARGES Standpipe Great Southern Highway 121220 - 180221	1,290.97	
172	EFT31557	26/02/2021	SYNERGY			16,699.62
	INV 977854430	15/02/2021	SYNERGY	GROUPED ELECTRICITY Charges 150121 - 150221	11,093.89	
	INV 154025290	16/02/2021	SYNERGY	ELECTRICITY CHARGES Saleyards Katanning - Nyabing Rd 151220 - 170221	2,545.86	
	INV 251079810	17/02/2021	SYNERGY	ELECTRICITY CHARGES Tower Kierle 151220 - 170221	151.73	

Schedule of Accounts Paid - February 2021

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
INV 328938170	18/02/2021	SYNERGY	ELECTRICITY CHARGES Railway Station Austral Tce 161220 - 180221	222.60	
INV 299567230	18/02/2021	SYNERGY	ELECTRICITY CHARGES 8 Austral Tce 161220 - 180221	126.84	
INV 154025290	19/02/2021	SYNERGY	ELECTRICITY CHARGES Saleyards 190121 - 150221	2,558.70	
173 EFT31558	26/02/2021	WETDECK POOLS			770.00
INV 0865	16/02/2021	WETDECK POOLS	KAC Grating for Around the Pool	770.00	
174 EFT31559	26/02/2021	WINTHROP AUSTRALIA			2,571.80
INV 512114	17/02/2021	WINTHROP AUSTRALIA	ADMIN IT Lenovo ThinkPad & Lenovo Bag	2,571.80	
175 EFT31560	26/02/2021	WYWURRY ELECTRICAL			14,219.75
INV 4939	23/02/2021	WYWURRY ELECTRICAL	KLC Fluro LED Light Fitting & Installation	176.50	
INV 4937	23/02/2021	WYWURRY ELECTRICAL	KLC Replace Garden Post Top Luminaires	4,965.40	
INV 4936	23/02/2021	WYWURRY ELECTRICAL	KLC External Lighting Repairs	4,102.85	
INV 4941	23/02/2021	WYWURRY ELECTRICAL	TOWN HALL Replace Stage Switchboard	4,975.00	

EFT Total \$ 843,290.57

Direct Debit Payments

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
176 SUPER	3/02/2021	Superchoice			13,752.27
SUPER	3/02/2021	Superchoice	Superannuation Payments February Pay 16	13,752.27	
177 DD30181.1	04/02/2021	TELSTRA			3,615.36
INV 4253504000	21/01/2021	TELSTRA	LANDLINE Charges January 2021	2,722.34	
INV 3376774455	25/01/2021	TELSTRA	MOBILE Charges January 21	893.02	
178 DD30213.1	15/02/2021	SG FLEET AUSTRALIA PTY LTD			1,054.37
INV CESM VEHICLE LEASE	31/01/2021	SG FLEET AUSTRALIA PTY LTD	CESM Vehicle Lease Payment January 2021	1,054.37	
179 SUPER	17/02/2021	Superchoice			14,496.39
SUPER	17/02/2021	Superchoice	Superannuation Payments February Pay 17	14,496.39	

Schedule of Accounts Paid - February 2021

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Total
180 DD30228.1	22/02/2021	CUSTOM SERVICE LEASING LTD			341.92
INV LCDC VEHICLE LEASE K	22/02/2021	CUSTOM SERVICE LEASING LTD	LCDC Vehicle Lease Payment January 21	341.92	
Direct Debit Total \$				33,260.31	

General Credit Card Purchases

Direct Debit Number	Date	GENERAL Credit Card Purchases			
181 DD30239.1	25/02/2021	COMMONWEALTH BANK			3,388.49
INV HRFEB21	26/01/2021	COMMONWEALTH BANK	CREDIT CARD Accommodation for DOT Training	1,128.38	
INV CESMFEB21	18/02/2021	COMMONWEALTH BANK	CREDIT CARD Catering for Bushfire Course	798.00	
INV HRFEB21	29/01/2021	COMMONWEALTH BANK	CREDIT CARD Cleaners Vaccination	32.35	
INV HRFEB21	04/02/2021	COMMONWEALTH BANK	CREDIT CARD Resignation Gift Voucher Works	267.85	
INV HRFEB21	22/02/2021	COMMONWEALTH BANK	CREDIT CARD Accommodation for Finance Training	244.61	
INV HRFEB21	22/02/2021	COMMONWEALTH BANK	CREDIT CARD Accommodation for Aerodrome Training	417.00	
INV KLCFEB21	15/02/2021	COMMONWEALTH BANK	CREDIT CARD Hole Cutter/Turf Repairer	434.50	
INV EMCCFEB21	02/02/2021	COMMONWEALTH BANK	CREDIT CARD Hand Sanitiser & Spray Bottles	65.80	
182 DD30239.2	25/02/2021	KATANNING BETTA HOME LIVING			398.00
INV KLCFEB21	19/02/2021	KATANNING BETTA HOME LIVING	CREDIT CARD Simpson Vented Dryer	398.00	
183 DD30239.3	25/02/2021	REGIONAL RETAILERS PTY LTD			23.00
INV CEOFEB21	09/02/2021	REGIONAL RETAILERS PTY LTD	CREDIT CARD Councillor Drinks	23.00	
Credit Card Totals				\$3,809.49	

Cheque Total	\$773.90	0.09%
EFT Total	\$616,901.32	70.01%
Payroll Total	\$226,389.25	25.69%
Direct Debit Total	\$33,260.31	3.77%
Credit Card Total	\$3,809.49	0.43%
	\$881,134.27	100.00%



Shire of
Katanning
Heart of the Great Southern

Monthly Statement of Financial Activity
For the period ended
28 February 2021

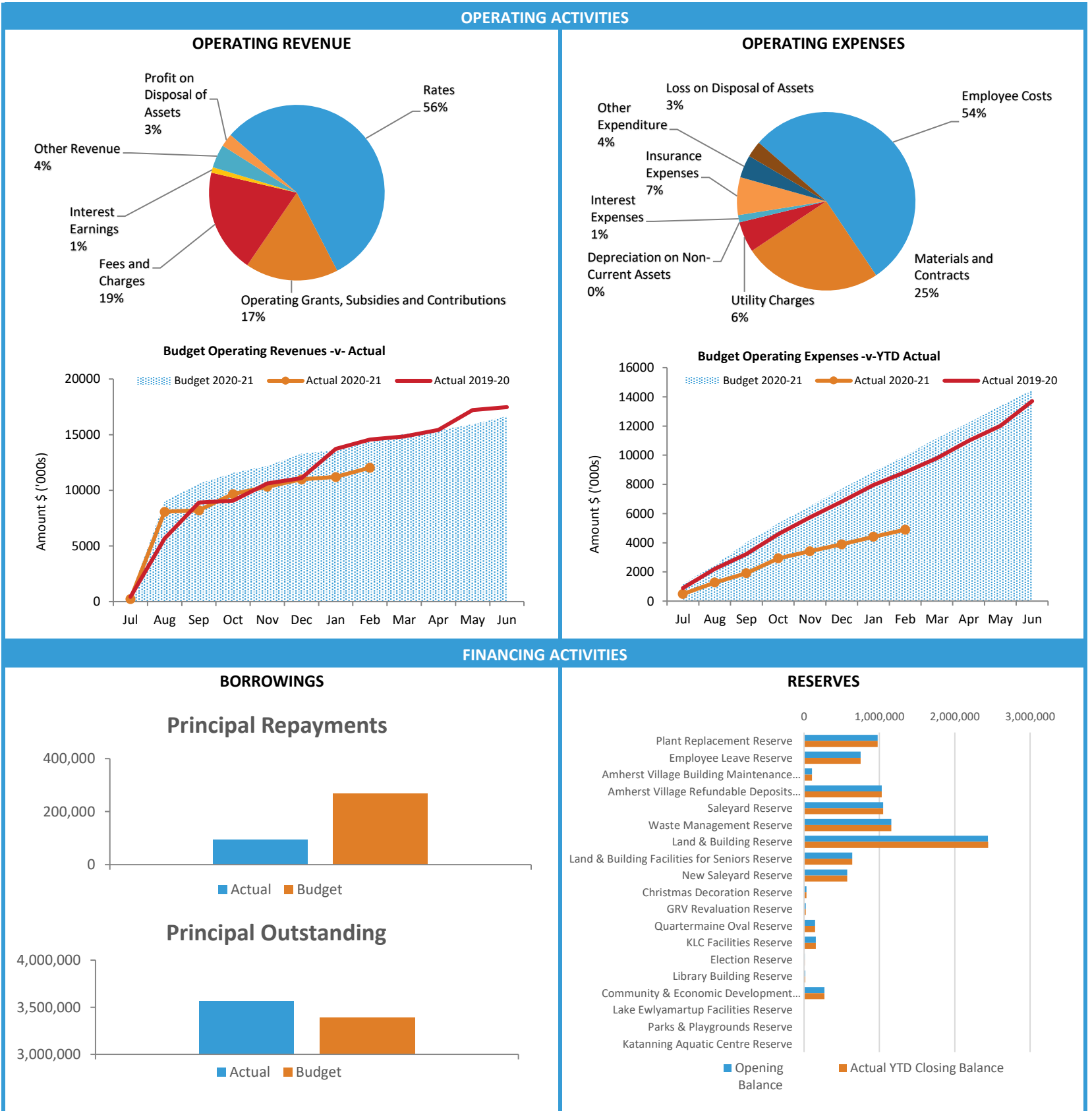


MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 28 February 2021

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

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

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.48 M	\$2.48 M	\$2.51 M	\$0.04 M
Closing	\$0.00 M	\$4.20 M	\$3.95 M	(\$0.26 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$	% of total
Total	\$16.32 M	
Unrestricted Cash	\$2.46 M	15.1%
Restricted Cash	\$13.86 M	84.9%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$	% Outstanding
Total	\$5.91 M	
Trade Payables	\$0.02 M	
Over 30 Days		7.2%
Over 90 Days		3.2%

Refer to Note 5 - Payables

Receivables

	\$	% Collected
Total	\$0.99 M	
Rates Receivable	\$1.26 M	72.2%
Trade Receivable	\$0.99 M	
Over 30 Days		64.3%
Over 90 Days		56.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.47 M	\$2.08 M	\$2.61 M	\$0.53 M

Refer to Statement of Financial Activity

Rates Revenue

	\$	% Variance
YTD Actual	\$4.19 M	
YTD Budget	\$4.23 M	(1.0%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

	\$	% Variance
YTD Actual	\$1.28 M	
YTD Budget	\$1.57 M	(18.3%)

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges

	\$	% Variance
YTD Actual	\$1.43 M	
YTD Budget	\$1.38 M	3.5%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$4.14 M)	(\$1.68 M)	(\$2.20 M)	(\$0.52 M)

Refer to Statement of Financial Activity

Proceeds on sale

	\$	%
YTD Actual	\$0.61 M	
Adopted Budget	\$0.76 M	(19.7%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

	\$	% Spent
YTD Actual	\$6.93 M	
Adopted Budget	\$12.73 M	(45.6%)

Refer to Note 8 - Capital Acquisition

Capital Grants

	\$	% Received
YTD Actual	\$4.12 M	
Adopted Budget	\$7.84 M	(47.4%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$1.20 M	\$1.32 M	\$1.02 M	(\$0.30 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.09 M
Interest expense	\$0.07 M
Principal due	\$3.56 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$9.38 M
Interest earned	\$0.01 M

Refer to Note 11 - Cash Reserves

Lease Liability

Principal repayments	\$0.01 M
Interest expense	\$0.00 M
Principal due	\$0.05 M

Refer to Note 10 - Lease Liabilities

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Food quality and pest control, inspection of abattoir and operation of child health clinic, analytical testing and Environmental Health administration.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Year round care, housing for the aged and educational services.

HOUSING

To provide and maintain staff and elderly residents housing.

Provision and maintenance of staff and elderly residents housing.

COMMUNITY AMENITIES

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.

RECREATION AND CULTURE

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.

TRANSPORT

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.

ECONOMIC SERVICES

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.

OTHER PROPERTY AND SERVICES

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 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,475,548	2,475,548	2,511,243	35,695	1.44%	
Revenue from operating activities							
Governance		276,495	253,854	139,223	(114,631)	(45.16%)	▼
General purpose funding - general rates	6	4,234,971	4,232,123	4,188,864	(43,259)	(1.02%)	
General purpose funding - other		1,192,931	888,920	825,333	(63,587)	(7.15%)	
Law, order and public safety		237,218	140,223	145,269	5,046	3.60%	
Health		2,550	1,688	1,548	(140)	(8.29%)	
Education and welfare		193,815	171,024	79,085	(91,939)	(53.76%)	▼
Housing		182,423	121,640	95,635	(26,005)	(21.38%)	▼
Community amenities		938,144	892,017	884,929	(7,088)	(0.79%)	
Recreation and culture		415,066	358,043	282,747	(75,296)	(21.03%)	▼
Transport		215,971	178,860	402,802	223,942	125.21%	▲
Economic services		787,482	557,326	440,312	(117,014)	(21.00%)	▼
Other property and services		146,462	122,461	(6,684)	(129,145)	(105.46%)	▼
		8,823,528	7,918,179	7,479,063	(439,116)		
Expenditure from operating activities							
Governance		(1,175,403)	(818,689)	(696,785)	(121,904)	(14.89%)	▼
General purpose funding		(295,149)	(193,790)	(148,928)	(44,862)	(23.15%)	▼
Law, order and public safety		(568,163)	(388,422)	(276,477)	(111,945)	(28.82%)	▼
Health		(193,486)	(140,628)	(95,578)	(45,050)	(32.03%)	▼
Education and welfare		(547,531)	(392,133)	(214,190)	(177,943)	(45.38%)	▼
Housing		(577,900)	(472,151)	(266,890)	(205,261)	(43.47%)	▼
Community amenities		(1,199,431)	(825,380)	(668,909)	(156,471)	(18.96%)	▼
Recreation and culture		(4,011,072)	(2,740,105)	(1,543,785)	(1,196,320)	(43.66%)	▼
Transport		(4,306,153)	(2,871,500)	(935,938)	(1,935,562)	(67.41%)	▼
Economic services		(1,511,717)	(1,024,739)	(406,598)	(618,141)	(60.32%)	▼
Other property and services		(116,565)	(123,755)	219,195	(342,950)	(277.12%)	▼
		(14,502,570)	(9,991,292)	(5,034,883)	4,956,409		
Non-cash amounts excluded from operating activities	1(a)	6,144,973	4,157,112	165,669	(3,991,443)	(96.01%)	▼
Amount attributable to operating activities		465,931	2,083,999	2,609,849	525,850		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	14	7,838,032	6,444,297	4,124,214	(2,320,083)	(36.00%)	▼
Proceeds from disposal of assets	7	757,200	497,200	607,831	110,631	22.25%	▲
Payments for property, plant and equipment and infrastructure	8	(12,734,757)	(8,619,086)	(6,928,797)	(1,690,289)	(19.61%)	▼
Amount attributable to investing activities		(4,139,525)	(1,677,589)	(2,196,753)	(519,164)		
Financing Activities							
Proceeds from new debentures	9	1,130,000	1,130,000	1,130,000	0	0.00%	
Transfer from reserves	11	1,462,709	869,640	0	(869,640)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(13,634)	(8,178)	(8,178)	0	0.00%	
Repayment of debentures	9	(269,271)	(94,696)	(94,696)	0	0.00%	
Transfer to reserves	11	(1,111,758)	(574,884)	(6,421)	(568,463)	(98.88%)	▼
Amount attributable to financing activities		1,198,046	1,321,882	1,020,705	(301,177)		
Closing funding surplus / (deficit)	1(c)	0	4,203,840	3,945,045			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 17 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% 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 28 FEBRUARY 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers 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 identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

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

Shortfall between the value of assets received over the net book value for assets on their disposal.

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, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,475,548	2,475,548	2,511,243	35,695	1.44%	
Revenue from operating activities							
Rates	6	4,234,971	4,232,123	4,188,864	(43,259)	(1.02%)	
Operating grants, subsidies and contributions	13	1,952,912	1,570,864	1,282,976	(287,888)	(18.33%)	▼
Fees and charges		1,726,003	1,381,939	1,429,846	47,907	3.47%	
Interest earnings		202,669	144,784	76,033	(68,751)	(47.49%)	▼
Other revenue		582,295	482,200	321,089	(161,111)	(33.41%)	▼
Profit on disposal of assets	7	124,678	106,269	180,255	73,986	69.62%	▲
		8,823,528	7,918,179	7,479,063	(439,116)		
Expenditure from operating activities							
Employee costs		(4,178,391)	(2,831,641)	(2,727,082)	104,559	3.69%	
Materials and contracts		(2,722,161)	(1,915,241)	(1,262,908)	652,333	34.06%	▲
Utility charges		(480,420)	(319,201)	(280,084)	39,117	12.25%	▲
Depreciation on non-current assets		(6,018,038)	(4,011,768)	0	4,011,768	100.00%	▲
Interest expenses		(123,742)	(64,067)	(65,862)	(1,795)	(2.80%)	
Insurance expenses		(355,621)	(355,596)	(344,778)	10,818	3.04%	
Other expenditure		(372,584)	(242,165)	(205,994)	36,171	14.94%	▲
Loss on disposal of assets	7	(251,613)	(251,613)	(148,175)	103,438	41.11%	▲
		(14,502,570)	(9,991,292)	(5,034,883)	4,956,409		
Non-cash amounts excluded from operating activities	1(a)	6,144,973	4,157,112	165,669	(3,991,443)	(96.01%)	▼
Amount attributable to operating activities		465,931	2,083,999	2,609,849	525,850		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	14	7,838,032	6,444,297	4,124,214	(2,320,083)	(36.00%)	▼
Proceeds from disposal of assets	7	757,200	497,200	607,831	110,631	22.25%	▲
Payments for property, plant and equipment and infrastructure	8	(12,734,757)	(8,619,086)	(6,928,797)	1,690,289	19.61%	▲
Amount attributable to investing activities		(4,139,525)	(1,677,589)	(2,196,753)	(519,164)		
Financing Activities							
Proceeds from new debentures	9	1,130,000	1,130,000	1,130,000	0	0.00%	
Transfer from reserves	11	1,462,709	869,640	0	(869,640)	(100.00%)	▼
Payments for principal portion of lease liabilities	10	(13,634)	(8,178)	(8,178)	0	0.00%	
Repayment of debentures	9	(269,271)	(94,696)	(94,696)	0	0.00%	
Transfer to reserves	11	(1,111,758)	(574,884)	(6,421)	568,463	98.88%	▲
Amount attributable to financing activities		1,198,046	1,321,882	1,020,705	(301,177)		
Closing funding surplus / (deficit)	1(c)	0	4,203,840	3,945,045	(258,796)		

KEY INFORMATION

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

Refer to Note 17 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 03 March 2021

SIGNIFICANT ACCOUNTING POLICES

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.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

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.

ROUNDING OFF FIGURES

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(124,678)	(106,269)	(180,255)
Less: Movement in liabilities associated with restricted cash		0	0	(11,311)
Less: Amherst Reducing Equity		0	0	209,060
Add: Loss on asset disposals	7	251,613	251,613	148,175
Add: Depreciation on assets		6,018,038	4,011,768	0
Total non-cash items excluded from operating activities		6,144,973	4,157,112	165,669

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

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

		Last Year Closing 30 June 2020	This Time Last Year 28 February 2020	Year to Date 28 February 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(9,369,287)	(8,375,326)	(9,375,708)
Add: Borrowings	9	190,853	106,294	96,157
Add: Provisions - employee	12	657,975	667,575	646,664
Add: Lease liabilities	10	19,589	0	11,411
Add: Amherst Deposits		1,036,928	859,355	1,245,988
Add: Local Government House Trust		124,637	122,620	124,637
Total adjustments to net current assets		(7,339,305)	(6,619,482)	(7,250,851)

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

Current assets				
Cash and cash equivalents	2	18,553,847	19,620,773	16,091,661
Rates receivables	3	954,475	1,453,483	1,264,215
Receivables	3	684,005	478,857	991,564
Other current assets	4	15,336	17,690	15,439
Less: Current liabilities				
Payables	5	(8,664,218)	(7,674,567)	(5,905,360)
Borrowings	9	(190,853)	(106,294)	(96,157)
Contract liabilities	12	(824,480)	0	(507,391)
Lease liabilities	10	(19,589)	0	(11,411)
Provisions	12	(657,975)	(667,575)	(646,664)
Less: Total adjustments to net current assets	1(b)	(7,339,305)	(6,619,482)	(7,250,851)
Closing funding surplus / (deficit)		2,511,243	6,502,885	3,945,045

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Petty cash and floats	Cash and cash equivalents	2,199		2,199			Nil	On hand
Municipal Bank Account	Cash and cash equivalents	2,456,971		2,456,971		CBA	Nil	
OCDF - Main ECH	Cash and cash equivalents	0	4,207,864	4,207,864		WATC	0.05%	31/01/2021
OCDF - Heritage Centre	Cash and cash equivalents	0	272,505	272,505		WATC	0.05%	31/01/2021
Reserves At-call Account	Cash and cash equivalents	0	9,375,787	9,375,787		CBA	0.01%	31/01/2021
Trust Bank Account	Cash and cash equivalents	0		0	74,049	CBA	Nil	
Total		2,459,170	13,856,156	16,315,326	74,049			
Comprising								
Cash and cash equivalents		2,459,170	13,856,156	16,315,326	74,049			
		2,459,170	13,856,156	16,315,326	74,049			

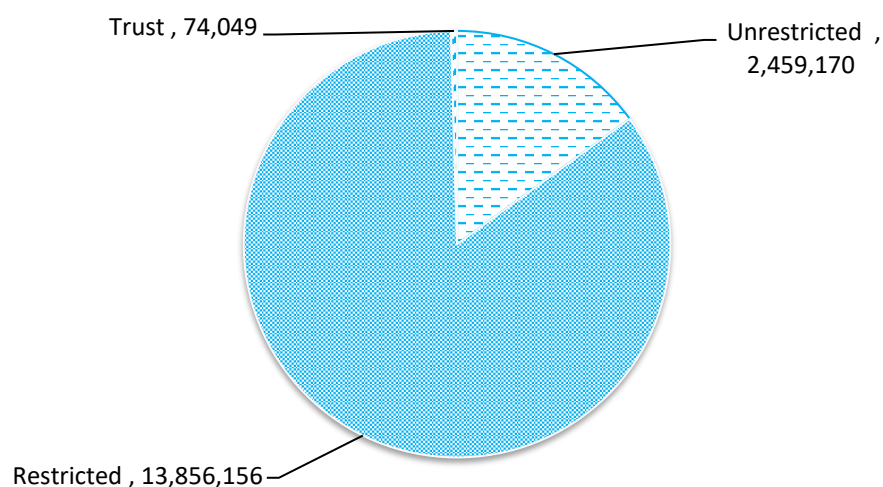
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

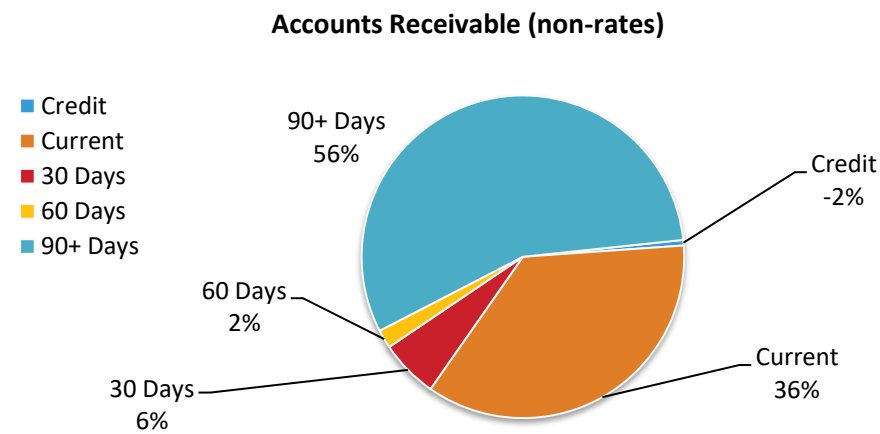
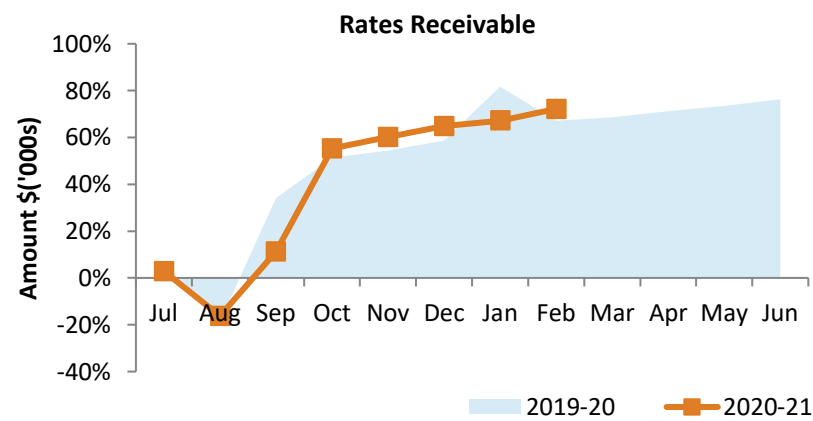
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2020	28 Feb 2021
	\$	\$
Opening arrears previous years	652,094	954,475
Opening pensioner deferred rates	231,016	261,467
Rates levied this year	4,129,783	4,188,864
Penalty charges levied this year	117,519	78,895
Less - collections to date	(3,914,471)	(3,958,019)
Equals current outstanding	1,215,941	1,525,681
Less Pensioner deferred rates	(261,467)	(261,467)
Net rates collectable	954,475	1,264,215
% Collected	76.3%	72.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(6,983)	454,098	74,053	23,606	708,796	1,253,570
Percentage	(0.6%)	36.2%	5.9%	1.9%	56.5%	
Balance per trial balance						
Sundry receivable						1,253,570
GST receivable						41,602
Allowance for impairment of receivables						(303,608)
Accrued Income						0
Total receivables general outstanding						991,564
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Significant Rates Debtors Outstanding Exceeding \$10,000:			
Assessment #	Rates Outstanding	Rates Total	Comments
A37	\$ 11,875	0.78%	Legal Action
A86	\$ 23,275	1.53%	Legal Action
A108	\$ 14,661	0.96%	Legal Action
A183	\$ 33,896	2.22%	Legal Action
A184	\$ 95,605	6.27%	Legal Action
A267	\$ 15,823	1.04%	Pensioner
A467	\$ 11,105	0.73%	
A569	\$ 22,214	1.46%	
A682	\$ 11,237	0.74%	Pensioner/DD
A831	\$ 12,930	0.85%	Pensioner
A897	\$ 18,339	1.20%	Legal Action
A905	\$ 27,916	1.83%	2 yrs rates
A1048	\$ 14,581	0.96%	Legal Action
A1095	\$ 13,067	0.86%	Pensioner
A1148	\$ 10,655	0.70%	Pensioner
A1165	\$ 14,970	0.98%	Legal Action
A1192	\$ 13,299	0.87%	Pensioner
A1232	\$ 15,169	0.99%	Pensioner
A1238	\$ 10,405	0.68%	Pensioner
A1260	\$ 17,110	1.12%	Pensioner
A1310	\$ 10,267	0.67%	
A1347	\$ 22,576	1.48%	Legal Action
A1458	\$ 16,223	1.06%	Pensioner
A1514	\$ 27,806	1.82%	Legal Action
A1617	\$ 13,967	0.92%	Deceased Est.
A2264	\$ 22,412	1.47%	Legal Action
A2693	\$ 25,442	1.67%	Legal Action
A2695	\$ 15,350	1.01%	Legal Action
A2712	\$ 20,547	1.35%	
A2842	\$ 38,436	2.52%	Current yr rates
A3128	\$ 39,112	2.56%	Legal Action
A3222	\$ 36,927	2.42%	Deceased Est.
A3341	\$ 33,821	2.22%	Legal Action
A3652	\$ 12,734	0.83%	
	\$ 743,753	48.75%	

Significant Receivables - General Outstanding Exceeding \$10,000:				
Debtor #	Outstanding	Receivables - General	Age	Comments
ATO	\$ 117,611	9.38%	Current	
DFES	\$ 54,911	4.38%	30 Days	
BRIDE	\$ 250,906	20.02%	90+ Days	Ongoing
Elders Limited	\$ 27,169	2.17%	Current	
Lesley Black	\$ 129,925	10.36%	Current	
Lynette Coleman	\$ 120,000	9.57%	Current	
Nutrien Ag Solutions	\$ 45,007	3.59%	90+ Days	
Shire of Broomehill-Tambellup	\$ 12,342	0.98%	30 Days	
Tricoast Holding P/L	\$ 15,653	1.25%	90+ Days	In liquidation
	\$ 773,523	61.71%		

Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
	\$	\$	\$	\$
Inventory				
Fuel and materials	15,086	103	0	15,189
Prepayments				
Prepayments	250	0	0	250
Total other current assets	15,336	103	0	15,439
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

Contract assets

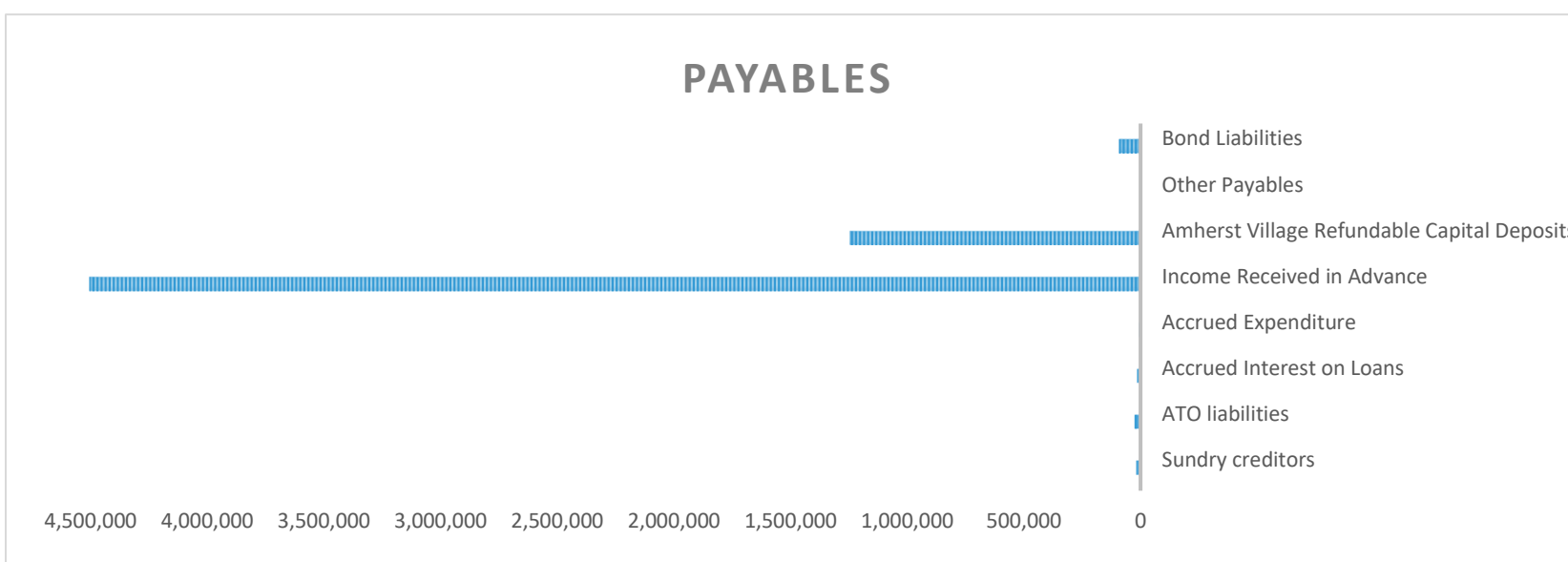
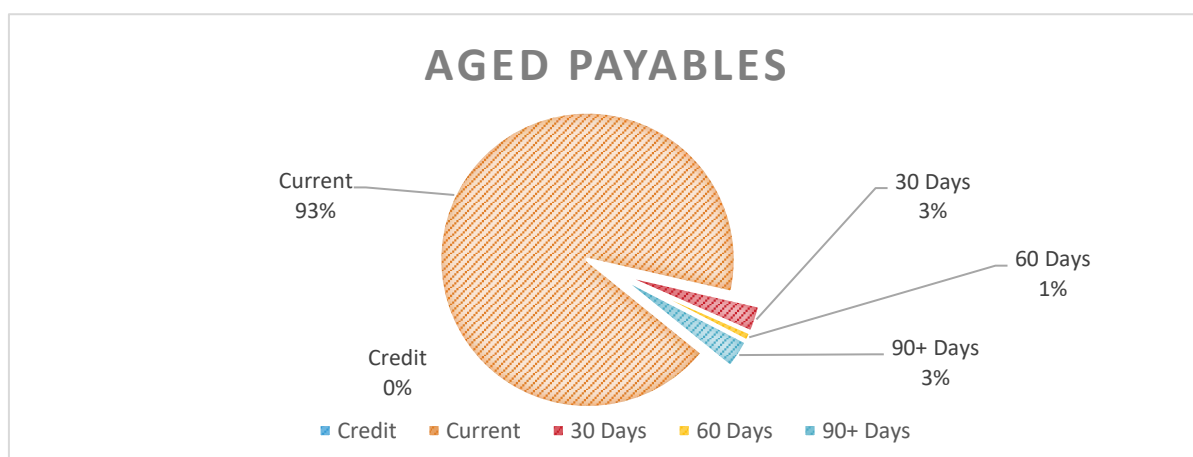
A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	17,105	554	189	595	18,443
Percentage	0%	92.7%	3%	1%	3.2%	
Balance per trial balance						
Sundry creditors						18,443
ATO liabilities						24,640
Accrued Interest on Loans						14,437
Accrued Expenditure						5,307
Income Received in Advance						4,505,284
Amherst Village Refundable Capital Deposits						1,245,988
Other Payables						(1,637)
Bond Liabilities						92,898
Total payables general outstanding						5,905,360

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



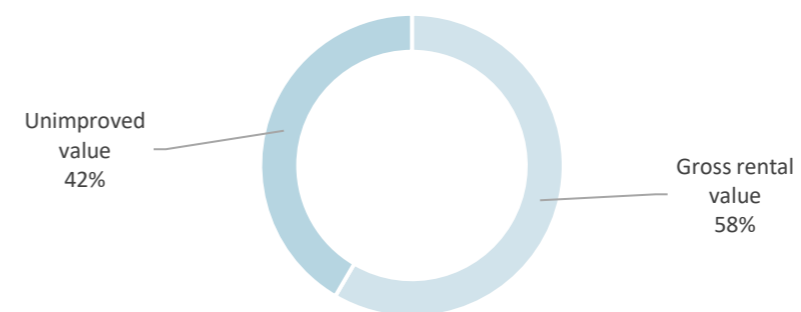
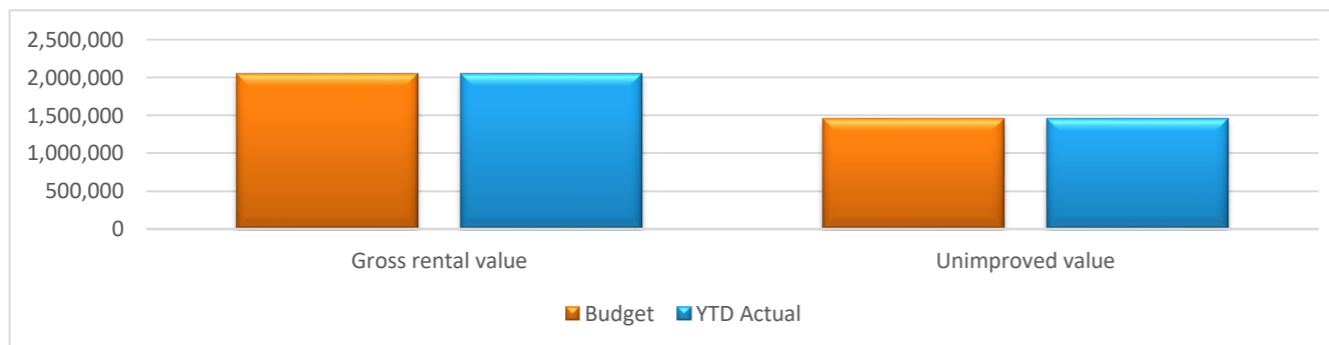
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

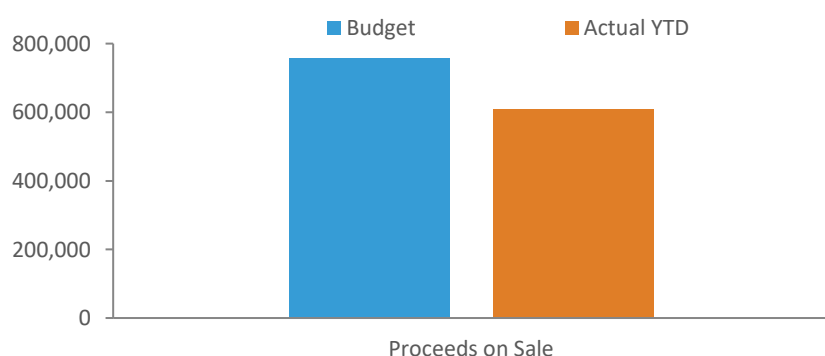
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Gross rental value	10.1250	1,197	20,226,681	2,047,954	0	2,000	2,049,954	2,047,954	3,649		2,051,603
Unimproved value											
Unimproved value	1.0400	207	140,297,500	1,459,094	2,000	0	1,461,094	1,459,094	(305)		1,458,789
Sub-Total		1,404	160,524,181	3,507,048	2,000	2,000	3,511,048	3,507,048	3,344	0	3,510,392
Minimum payment	Minimum \$										
Gross rental value											
Gross rental value	979	609	3,921,486	596,211	0	0	596,211	596,211			596,211
Unimproved value											
Unimproved value	979	128	6,250,188	125,312	0	0	125,312	125,312			125,312
Sub-total		737	10,171,674	721,523	0	0	721,523	721,523	0	0	721,523
Discounts & Write-offs							0				(44,782)
Concessions							(1,500)				(1,835)
Rates Adjustment							(500)				(792)
Amount from general rates							4,230,571				4,184,506
Ex-gratia rates							4,400				4,358
Total general rates							4,234,971				4,188,864

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Land								
LB0075	17 Marri Drive, Katanning	13,000	13,000	0	0	0	0	0	0
L53	Lot 523 Dore Street, Katanning	0	0	0	0	909	909	0	0
	Buildings								
B2080	17 Marri Drive, Katanning	372,710	237,000	0	(135,710)	0	0	0	0
L55	55B Beaufort Street - Lot 98 (A3314)	375,903	260,000	0	(115,903)	379,182	252,564	0	(126,618)
	Plant and equipment								
	Governance								
MV122	Prado CEO	34,008	53,000	18,992	0	35,392	53,636	18,244	0
MV123	Pool Car KA1100	0	0	0	0	14,217	24,000	9,783	0
MV127	Colorado EXEC 1 KA062	23,548	32,000	8,452	0	25,098	34,773	9,675	0
MV125	Colorado EXEC 2 KA00	23,538	32,000	8,462	0	25,098	33,182	8,084	0
	Recreation and culture								
MV126	Colorado Ute 4x4 KA566	4,238	7,200	2,962	0	22,384	31,818	9,434	0
	Transport								
MV114	Colorado Trailblazer WS KA09	5,690	25,000	19,310	0	6,415	24,773	18,358	0
MV62	Hyundai iLoad	0	10,000	10,000	0	0	0	0	0
MV61	Mazda BT50 P&G KA277	0	3,000	3,000	0	0	6,364	6,364	0
MV79	Ford Ranger P&G	0	5,000	5,000	0	0	12,273	12,273	0
PE105	Fuso Canter - Works KA24951	13,500	25,000	11,500	0	13,500	17,270	3,770	0
PE108	Fuso Canter - Civil KA0287	13,500	25,000	11,500	0	13,500	17,270	3,770	0
MV109	Colorado 4x4 Ranger KA369	0	0	0	0	0	26,364	26,364	0
MV71	Colorado 4x4 KA24568	0	0	0	0	0	13,636	13,636	0
P6101	Volvo Front End Loader - Waste site	4,500	30,000	25,500	0	4,500	45,000	40,500	0
	Economic services								
PE199	Saleyard Skid Steer KA25223	0	0	0	0	35,557	14,000	0	(21,557)
		884,135	757,200	124,678	(251,613)	575,752	607,831	180,255	(148,175)



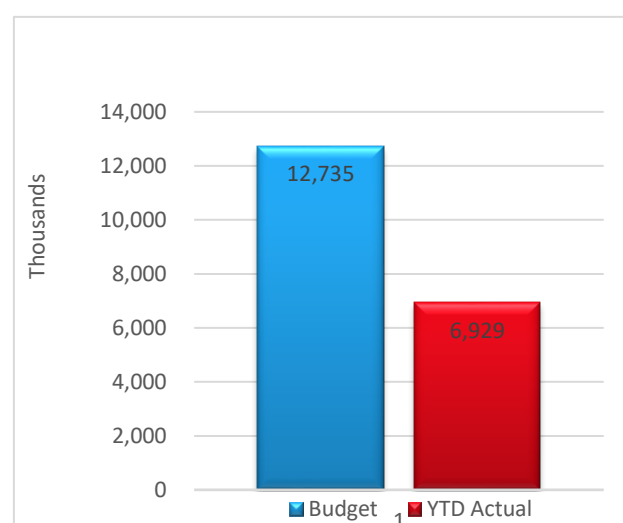
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**


Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	8,107,318	5,429,408	4,436,311	(993,097)
Furniture and fittings	25,000	16,664	0	(16,664)
Plant	1,508,759	1,331,060	1,867,173	536,113
Infrastructure - Roads	1,519,918	770,004	310,163	(459,841)
Infrastructure - Footpaths	721,812	490,000	35,112	(454,888)
Infrastructure - Other	851,950	581,950	280,039	(301,911)
Total Capital Acquisitions	12,734,757	8,619,086	6,928,797	(1,690,289)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	7,838,032	6,444,297	4,124,214	(2,320,083)
Borrowings	1,130,000	1,130,000	1,130,000	0
Other (disposals & C/Fwd)	757,200	497,200	607,831	110,631
Cash backed reserves				
Plant Replacement Reserve	447,999	304,640	0	(304,640)
Amherst Village Building Maintenance Reserve	58,210	0	0	0
Waste Management Reserve	565,000	565,000	0	(565,000)
Land & Building Reserve	106,000	0	0	0
Land & Building Facilities for Seniors Reserve	125,000	0	0	0
New Saleyard Reserve	150,000	0	0	0
KLC Facilities Reserve	2,500	0	0	0
Library Building Reserve	8,000	0	0	0
Contribution - operations	1,546,816	(322,051)	1,066,753	1,388,804
Capital funding total	12,734,757	8,619,086	6,928,797	(1,690,289)

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.



Capital expenditure total


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

	Account Description	Program	Key Information Note	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
Buildings - non specialised							
83%	Regional Waste Initiative Stage 1	Community amenities		148,350	98,904	123,681	(24,669)
7%	Construction - New Admin & Civic Building	Governance		43,558	29,040	2,990	(40,568)
478%	Supertowns - Heritage Precinct Project - Town Welcome Precinct	Governance	1	123,368	82,248	589,341	465,973
36%	Supertowns - Heritage Precinct - Piesse Park Relocate Lawn Bowls	Governance	1	4,024,288	2,682,856	1,468,424	(2,555,864)
43%	Land & Buildings (OHE) - Katanning Community Medical Centre	Health		624,307	416,208	271,013	(353,294)
65%	Aged & Key Worker Accommodation Project Expenditure (ST)	Housing		2,954,237	1,969,488	1,931,595	(1,022,642)
51%	Amherst - 3 x Bathroom Renovations	Housing		30,000	30,000	15,224	(14,776)
30%	Amherst - Painting all downpipes & eaves	Housing		28,210	0	8,463	(19,747)
0%	Cctv Upgrade & Install Additional 3 Cameras KLC	Recreation and culture		25,000	16,664	0	(25,000)
89%	KLC Gym Extension Fans	Recreation and culture		5,500	5,500	4,905	(595)
0%	KLC Landscaping Entrance (inc. Shire removal of existing)	Recreation and culture		45,000	45,000	0	(45,000)
92%	KLC External Lighting & Security	Recreation and culture		9,000	9,000	8,244	(756)
0%	KLC Feasibility Study - 24 hour Gym	Recreation and culture		25,000	25,000	0	(25,000)
23%	KLC Server Room Airconditioner	Recreation and culture		2,500	2,500	582	(1,918)
128%	KAC - Concreting at Pool Cover area & other works	Recreation and culture		5,000	5,000	6,385	1,385
74%	Katanning Library - gate to stop public access behind counter	Recreation and culture		3,000	3,000	2,214	(786)
108%	Katanning Library - repair and re lay existing paving	Recreation and culture		3,000	3,000	3,250	250
0%	Katanning Library Courtyard	Recreation and culture		2,000	2,000	0	(2,000)
0%	Katanning Gallery - Art Storage - Airconditioning/Black out Curtains front and annexe	Recreation and culture		6,000	4,000	0	(6,000)
Buildings - non specialised Total				8,107,318	5,429,408	4,436,311	(3,671,007)
Furniture and fittings							
0%	Purchase of Equipment	Law, order, public safety		25,000	16,664	0	(25,000)
Furniture and fittings Total				25,000	16,664	0	(25,000)
Plant							
100%	Landfill Compactor	Community amenities		565,000	565,000	563,400	(1,600)
87%	Tourism & Attraction Development - Food Van	Economic services		45,960	45,960	39,939	(6,021)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021


INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

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


	Account Description	Program	Key Information Note	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
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	270,000	237,460	(32,540)
174%	(P&G) Fuso Canter (KA 1337)	Other property and services	3	45,000	0	78,150	33,150
163%	(Syd) Fuso Canter (KA 1808)	Other property and services	3	48,000	0	78,150	30,150
0%	Skid Steer - Saleyards	Transport	4	0	0	67,126	67,126
0%	John Deere Backhoe KA25566	Transport	4	0	0	163,810	163,810
0%	Prado 01Ka	Governance	4	0	0	65,221	65,221
0%	2. P979 Colorado Ute - net cost KA24568	Other property and services	5	27,800	27,800	0	(27,800)
121%	3. P508 Mazda BT50 KA277	Other property and services	3	33,000	33,000	39,857	6,857
103%	4. P733 Ford Ranger KA108	Other property and services		36,000	36,000	37,157	1,157
140%	5. P732 Ford Ranger KA24621	Other property and services	3	29,000	29,000	40,533	11,533
0%	Trailer unit to carry fire unit for BFB	Other property and services	5	3,500	3,500	0	(3,500)
100%	2 x Weather Stations for BFB	Other property and services		9,800	9,800	9,800	0
152%	Pool Car (KA1100)	Other property and services		16,000	16,000	24,273	8,273
0%	Trailblazer (KA 189)	Other property and services	3	5,000	5,000	0	(5,000)
0%	Trailblazer (KA 472)	Other property and services	3	5,000	5,000	0	(5,000)
364%	Trailblazer (KA 09) * Deferred from 19/20	Other property and services	3	10,000	10,000	36,432	26,432
775%	Colorado Ute (KA 566)	Other property and services	3	5,000	5,000	38,740	33,740
258%	Colorado Ute (KA 369)	Other property and services	3	15,899	0	41,097	25,198
143%	Colorado Ute (KA 24568) * Deferred from 19/20	Other property and services	3	28,800	0	41,097	12,297
0%	Pedestrian Roller Compactor (KA8838)	Other property and services		10,000	0	0	(10,000)
109%	1.5 tonne digger for cemetery	Other property and services		30,000	0	32,750	2,750
	Plant Total			1,508,759	1,331,060	1,867,173	358,414
	Infrastructure - Roads						
0%	Kowald Road SLK 0.00-4.66 Resheet	Transport	4	0	0	10,170	10,170
0%	Robinson Road SLK 0.00-4.00 (Verge Cleaning & Drainage Improvement)	Transport	4	0	0	4,346	4,346
0%	RRG - Warren Road SLK 0.97-4.8	Transport	5	193,050	128,704	0	(193,050)
1%	RRG - Warren Road SLK 4.8-5.6	Transport		81,600	54,400	844	(80,756)

Capital expenditure total

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

	Account Description	Program	Key Information Note	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
0%	RRG - Clive Street SLK 0.05-1.93	Transport	5	54,600	54,600	0	(54,600)
1%	RRG - Creek Street SLK 0.35-0.5	Transport		34,800	34,800	425	(34,375)
4%	RRG - Fairfield Road SLK 4.7-6.91	Transport		168,000	168,000	6,967	(161,033)
3%	Blackspot - North Coyrecup/Nyabing Road	Transport		75,000	0	1,900	(73,100)
3%	Blackspot - McKenzie/Withers	Transport		63,000	0	1,700	(61,300)
32%	R2R - Wolyaming Road SLK 4.548-11.048	Transport		130,000	130,000	41,312	(88,688)
44%	R2R - Langaweira Road	Transport		100,368	0	44,300	(56,068)
23%	R2R - Onslow Road SLK 0-1.4	Transport		35,000	35,000	8,007	(26,993)
64%	R2R - Lake Coyrecup	Transport		165,000	0	105,065	(59,935)
0%	Council Roads - Rogers Avenue (Park St to Harris St)	Transport		75,000	0	0	(75,000)
0%	Council Roads - Coate Street (Carew St to Conroy St)	Transport		80,000	0	0	(80,000)
0%	Emu Lane Resurfacing	Transport		100,000	0	0	(100,000)
51%	Special Projects - Various re-sheets & repairs	Transport		150,000	150,000	76,125	(73,875)
62%	Mitigation Works for BFB Near Roundabout	Transport		14,500	14,500	9,000	(5,500)
Infrastructure - Roads Total				1,519,918	770,004	310,163	(1,209,755)
Infrastructure - Footpaths							
5%	Cornwall Street Footpath	Transport		200,000	200,000	9,467	(190,533)
8%	Clive Street West Footpath	Transport		170,000	140,000	14,074	(155,927)
3%	Federal - Local Roads & Community Infrastructure Expenditure	Transport		351,812	150,000	11,390	(340,422)
0%	Carew Street Asphalt Dual Use Path	Transport	4	0	0	182	182
Infrastructure - Footpaths Total				721,812	490,000	35,112	(686,700)
Infrastructure - Other							
0%	Paving around Ram & Landscaping Improvements Saleyards	Economic services	4	0	0	40,280	40,280
0%	Cctv Cameras At Saleyards	Economic services	5	5,200	5,200	0	(5,200)
0%	Saleyard Sustainable Energy Improvements	Economic services	5	150,000	150,000	0	(150,000)
0%	Katanning Landcare/Katanning Creek Project	Economic services		10,000	0	0	(10,000)
98%	Standpipe Upgrades	Economic services		200,000	200,000	196,706	(3,294)
1%	KLC Dam Expansion	Economic services		230,000	0	2,273	(227,727)

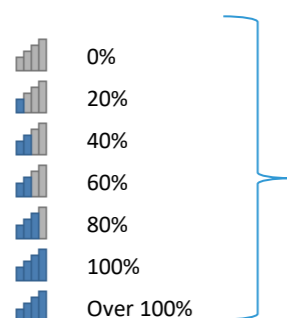
Capital expenditure total

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

	Account Description	Program	Key Information Note	Adopted		YTD Actual	Variance (Under)/Over
				Budget	YTD Budget		
0%	Wayfinding Signage	Economic services	5	20,000	20,000	0	(20,000)
3%	Tourism Business Promotion	Economic services		50,000	50,000	1,650	(48,350)
0%	Katanning Art Prize	Economic services	5	20,000	20,000	0	(20,000)
88%	Variable Message Sign 2	Economic services	2	30,000	30,000	26,460	(3,540)
6%	Kupara Park	Recreation and culture		80,000	80,000	4,540	(75,460)
0%	Fencing at Aerodrome	Transport		30,000	0	0	(30,000)
0%	Airport - Linemarking to meet regulations	Transport	5	20,000	20,000	0	(20,000)
120%	Bunded Fuel Tank at Depot - Unleaded	Transport		6,750	6,750	8,130	1,380
Infrastructure - Other Total				851,950	581,950	280,039	(571,911)
				12,734,757	8,619,086	6,928,797	(11,611,919)

KEY INFORMATION

- 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 Budgeted as net changeover. Will be addressed in the budget review.
- 4 Expenditure relating to 2019/20 budget. Will be addressed in the budget review.
- 5 Project has not yet commenced.



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
New Admin Building	158	2,325,940	0	0	45,601	92,069	2,280,339	2,233,871	60,573	87,519
Aged & Key Worker Accommodation	159	0	710,000	710,000	0	40,431	710,000	669,569	763	15,399
Recreation and culture										
Katanning Aquatic Centre	148	0			0	0	0	0	88	0
Other property and services										
Road Sweeper	156	121,030	0	0	29,714	59,787	91,316	61,243	2,414	2,569
Tipping Truck	157	78,942	0	0	19,381	38,997	59,561	39,945	1,574	1,676
WaterCart	160	0	170,000	170,000	0	15,376	170,000	154,624	183	3,660
CAT Grader (1DPP247)	161	0	250,000	250,000	0	22,611	250,000	227,389	268	5,376
Total		2,525,912	1,130,000	1,130,000	94,696	269,271	3,561,216	3,386,641	65,862	116,200
Current borrowings		269,271					96,157			
Non-current borrowings		2,256,641					3,465,059			
		2,525,912					3,561,216			

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Aged & Key Worker Accommodation	710,000	710,000	WATC	Debenture	15	15,399	2.20	710,000	710,000	0
WaterCart	170,000	170,000	WATC	Debenture	10	3,660	2.20	170,000	170,000	0
CAT Grader (1DPP247)	250,000	250,000	WATC	Debenture	10	5,376	2.20	250,000	250,000	0
	1,130,000	1,130,000				24,435		1,130,000	1,130,000	0

Unspent borrowings

The Shire has no unspent debenture funds as at 30th June 2020, nor is it expected to have unspent funds as at 30th June 2021.

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Law, order, public safety										
CESM Vehicle - Isuzu D-Max Ute	522401/003	44,428	0	0	5,691	9,903	38,737	34,525	1,519	2,643
Community amenities										
LCDC Vehicle - Holden Colorado	1706081/1	4,010	0	0	2,487	3,731	1,523	279	0	0
Recreation and culture										
Matrix Spin Bicycles (x11)	41	9,870	0	0	0	0	9,870	9,870	3,343	4,899
Total		58,308	0	0	8,178	13,634	50,130	44,674	4,862	7,542
Current lease liabilities		19,589					11,411			
Non-current lease liabilities		38,719					38,719			
		58,308					50,130			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

OPERATING ACTIVITIES

NOTE 11

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Plant Replacement Reserve	976,153	9,765	669	(579)	0	(447,999)	0	537,340	976,822
Employee Leave Reserve	749,637	7,420	513	25,000	0	0	0	782,057	750,150
Amherst Village Building Maintenance Rese	104,444	1,045	71	0	0	(58,210)	0	47,279	104,515
Amherst Village Refundable Deposits Reser	1,030,341	10,311	706	0	0	0	0	1,040,652	1,031,047
Saleyard Reserve	1,048,271	10,490	719	0	0	0	0	1,058,761	1,048,990
Waste Management Reserve	1,158,216	11,589	794	0	0	(565,000)	0	604,805	1,159,010
Land & Building Reserve	2,440,279	24,420	1,673	510,000	0	(106,000)	0	2,868,699	2,441,952
Land & Building Facilities for Seniors Reserv	638,305	6,387	437	0	0	(125,000)	0	519,692	638,742
New Saleyard Reserve	573,521	5,739	394	270,000	0	(150,000)	0	699,260	573,915
Christmas Decoration Reserve	30,900	309	21	10,000	0	0	0	41,209	30,921
GRV Revaluation Reserve	21,447	215	14	20,000	0	0	0	41,662	21,461
Quartermaine Oval Reserve	146,755	1,468	100	50,000	0	0	0	198,223	146,855
KLC Facilities Reserve	157,022	1,571	108	50,000	0	(2,500)	0	206,093	157,130
Election Reserve	9,872	99	7	10,000	0	0	0	19,971	9,879
Library Building Reserve	15,293	153	10	2,500	0	(8,000)	0	9,946	15,303
Community & Economic Development Proje	268,831	2,688	185	0	0	0	0	271,519	269,016
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	6,421	1,018,089	0	(1,462,709)	0	9,018,336	9,375,708

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 28 February 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	13	273,327	0	(46,076)	227,251
- non-operating	14	551,153	0	(271,013)	280,140
Total unspent grants, contributions and reimbursements		824,480	0	(317,089)	507,391
Provisions					
Annual leave		369,929			369,929
Long service leave		288,046		(11,311)	276,735
Total Provisions		657,975	0	(11,311)	646,664
Total other current assets		1,482,455	0	(328,400)	1,154,055
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase	Liability	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2020	in Liability	Reduction (As revenue)	28 Feb 2021	Liability 28 Feb 2021	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
KCC Redevelopment Project Grant Revenue - Auspicing (\$	170,000	0	0	170,000	170,000	170,000	170,000	0
General purpose funding								
General Purpose Grant (GPF)	0	0	0	0	0	714,269	535,701	543,240
Untied Road Grant (GPF)	0	0	0	0	0	217,778	163,335	166,430
Special Bridge Grant (FAGS)	35,545	0	0	35,545	35,545	0	0	0
Law, order, public safety								
BFB LGGs Income	0	0	0	0	0	41,781	20,890	19,115
Cat Act Implementation Project (inc)	254	0	0	254	254	254	254	0
Driver Reviver Signage	20,000	0	(20,000)	0	0	20,000	20,000	20,000
Education and welfare								
Fostering Integration Grant Income	1,291	0	(1,291)	0	0	1,291	1,291	1,291
National Youth Week Grant Income (CDOW)	0	0	0	0	0	1,000	664	0
NAIDOC Week Grant Income (CDOW)	1,091	0	0	1,091	1,091	1,091	1,091	0
Thank-A-Volunteer Day Grant Income	0	0	0	0	0	1,500	1,500	700
Piaf Grant Income	1,000	0	0	1,000	1,000	1,000	1,000	0
Youth Engagement Grant Income	0	0	0	0	0	10,000	6,664	0
Covid Crisis Relief - Lotterywest	0	0	0	0	0	20,000	20,000	0
Cultural Awareness	0	0	0	0	0	20,000	20,000	0
Covid 19 Community Relief	0	0	0	0	0	20,000	20,000	21,890
Grant Income Indigenous Governance	3,500	0	0	3,500	3,500	3,500	3,500	0
Harmony Festival Grant Income (CDOW)	7,595	0	(6,976)	619	619	7,595	5,064	5,000
All Ways 5 Days Project Income (CDOW)	5,130	0	0	5,130	5,130	5,130	5,130	0
Recreation and culture								
Sports Engagement & Inclusion Program	0	0	0	0	0	89,572	89,572	67,179
International People With Disabilities Day	0	0	0	0	0	0	0	1,000
Kidsport	332	0	0	332	332	332	332	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase	Liability	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2020	in Liability	Reduction (As revenue)	28 Feb 2021	Liability 28 Feb 2021	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Get Online Week Grant	180	0	0	180	180	180	180	0
Regional Venues Improvement Fund Grant	70	0	0	70	70	5,070	5,070	25,700
RETB Exhibition Reimbursements	0	0	0	0	0	3,000	3,000	6,272
ARC Grant - Athletics Income	0	0	0	0	0	0	0	2,000
Transport								
Community Safe Speed Promise Grant	1,004	0	0	1,004	1,004	1,004	1,004	0
Direct Road Grant (MRBD)	0	0	0	0	0	110,000	110,000	123,752
Street Light Subsidy (MRBD)	0	0	0	0	0	2,367	0	2,010
Economic services								
BBRF - Economic Innovation	0	0	0	0	0	19,000	19,000	12,500
Tourism Attraction And Development Grant	0	0	0	0	0	80,000	80,000	10,960
Wheatbelt NRM - Lake Ewlyamartup	3,782	0	(1,221)	2,561	2,561	3,783	2,520	1,221
Auspicing - Hidden Treasures (TOU)	13,015	0	(7,050)	5,965	5,965	13,015	8,680	7,050
	263,789	0	(36,538)	227,251	227,251	1,583,511	1,315,442	1,037,309
Operating contributions								
Governance								
ADM - LSL Reimbursement	0	0	0	0	0	0	0	12,463
Insurance Scheme Surplus (ADM)	0	0	0	0	0	28,478	28,478	34,780
General purpose funding								
ESL Commission (GPF)	0	0	0	0	0	4,000	4,000	4,000
Rates Legal Fees Reimbursement (GPI)	0	0	0	0	0	30,000	20,000	17,116
Law, order, public safety								
CESM Contributions & Reimbursements	0	0	0	0	0	113,983	56,992	68,356
Emergency Incidents Reimbursements (FPV)	0	0	0	0	0	5,000	3,336	0
Education and welfare								
Youth Activities Grant Income (CDOW)	9,538	0	(9,538)	0	0	42,208	28,136	34,449
Seniors Week Grant Income (CDOW)	0	0	0	0	0	1,000	1,000	0
Harmony Festival Contributions (CDOW)	0	0	0	0	0	51,000	51,000	14,840

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

NOTE 13

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase	Liability	Liability	Current	Adopted Budget	YTD	YTD Revenue
	1 July 2020	in Liability	Reduction (As revenue)	28 Feb 2021	Liability 28 Feb 2021	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities								
LCDC Vehicle Lease Reimbursement (POE)	0	0	0	0	0	3,731	2,488	2,487
Transport								
Commissions & Contributions (TPL)	0	0	0	0	0	90,000	59,992	57,177
	9,538	0	(9,538)	0	0	369,401	255,422	245,667
TOTALS	273,327	0	(46,076)	227,251	227,251	1,952,912	1,570,864	1,282,976

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

NOTE 14

NON-OPERATING GRANTS AND CONTRIBUTIONS

Unspent non operating grants, subsidies and contributions liability

Provider	Liability	Increase	Liability	Liability	Current
	1 July 2020	in Liability	Reduction (As revenue)	28 Feb 2021	Liability 28 Feb 2021
	\$	\$	\$	\$	\$
Non-operating grants and subsidies					
Governance					
Heritage Centre Project DPIRD Grant Funds (ST)	0	0	0	0	0
Heritage Centre Project Other Grant Funds (ST)	0	0	0	0	0
Great Southern Aged Accommodation Project R	0	0	0	0	0
Health					
Medical Centre	499,307	0	(271,013)	228,294	228,294
Community amenities					
CLGF Regional re Regional Waste Initiative Incon	0	0	0	0	0
Transport					
Regional Road Group Funding (CRBD)	0	0	0	0	0
Black Spot Funding (R.R.G.)	0	0	0	0	0
Roads to Recovery Funding (CRBD)	26,846	0	0	26,846	26,846
Grant Income (AERO)	0	0	0	0	0
Economic services					
Tourism Attraction And Development Grant Incc	25,000	0	0	25,000	25,000
Drought Affected Communities Grant	0	0	0	0	0
Local Roads & Community Infrastructure Grant	0	0	0	0	0
	551,153	0	(271,013)	280,140	280,140
Non-operating contributions					
Recreation and culture					
Contribution towards KCC Clubhouse (ORS)	0	0	0	0	0
	0	0	0	0	0
TOTALS	551,153	0	(271,013)	280,140	280,140

Non operating grants, subsidies and contributions revenue

Adopted Budget	YTD	YTD Revenue
Revenue	Budget	Actual
\$	\$	\$
2,083,354	2,083,354	2,083,354
966,037	644,024	513,951
1,668,693	834,346	334,751
499,307	332,872	271,013
148,350	148,350	128,005
354,700	283,760	141,880
92,000	92,000	36,800
338,736	338,736	0
15,000	15,000	0
10,960	10,960	0
1,000,000	1,000,000	454,545
351,812	351,812	159,915
7,528,949	6,135,214	4,124,214
309,083	309,083	0
7,838,032	6,444,297	4,124,214

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 15
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 1 July 2020	Amount Received	Amount Paid	Closing Balance 28 Feb 2021
	\$	\$	\$	\$
Carpark Contribution Liability	8,168	0	0	8,168
Public Open Space Contribution Liability A/c	38,000	0	0	38,000
	46,168	0	0	46,168

KEY INFORMATION

Accounts deemed to not be Trust through the final audit process are now held as municipal funds:
Ag Society Contributions, Katanning Cinema Project Contributions, Local Fire Brigade Funds.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 16
BUDGET AMENDMENTS**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(114,631)	(45.16%)	▼ 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), ATO refund (\$31,457) and staff long service leave reimbursements from other Councils (\$12,463), which will be accounted for in the budget review.
General purpose funding - rates	(43,259)	(1.02%)	Permanent	Rates writeoff (July OCM) and rates exemptions (August OCM) unbudgeted.
General purpose funding - other	(63,587)	(7.15%)	Permanent	Reserves and municipal interest lower than budgeted, low interest rates and no current multi-month investments (\$73,363 variance). Financial assistance grants \$10,633 more than budgeted and will be accounted for in the budget review.
Law, order and public safety	5,046	3.60%	Timing	CESM reimbursement greater than ytd budget (\$11,364 variance).
Health	(140)	(8.29%)		No material variances.
Education and welfare	(91,939)	(53.76%)	▼ Timing	Awaiting a covid relief grant (\$20,000), cultural awareness grant (\$20,000) and Harmony Festival grants (\$36,224).
Housing	(26,005)	(21.38%)	▼ 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	(7,088)	(0.79%)	Permanent	Planning assessment fees exceeding full year budget (\$6,341).
Recreation and culture	(75,296)	(21.03%)	▼ Permanent	Art on the Move funding unbudgeted in 2020/21 (\$25,700). Revenue relating to the Piesse Park Irrigation Project was processed in FY 2019/20 as per audit processes. Both referred to budget review. Sports Engagement & Inclusion Program funding has not yet been fully received (\$22,393). KLC entry fees \$4,163 greater than full year budget.
Transport	223,942	125.21%	▲ 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. Direct road grant received greater than budgeted (\$13,752).
Economic services	(117,014)	(21.00%)	▼ Permanent	Standpipe revenue under budget (\$32,077 variance) awaiting recovery of usage data from some standpipes. Saleyards fees for February yet to be invoiced (\$29,430), and truckwash income higher than YTD budget (\$12,937).
Other property and services	(129,145)	(105.46%)	▼ Permanent	Proceeds from the disposal of assets (\$176,949) and profit on sale of assets (\$103,478) will be processed once audit has been finalised. Fuel rebate lower than budgeted (\$23,360 variance) and will be referred to the budget review.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Expenditure from operating activities				
Governance	(121,904)	(14.89%)	▼ Permanent	Depreciation will be processed following the finalisation of the audit. Admin Salary costs (\$39,352) under budget. Computer software subscriptions are over budget by timing. Professional services are over full year budget (\$15,201), Consultants (\$22,456) and integrated planning (\$30,000) under budget. Administration allocation less than budgeted ytd, anticipate to meet full year budget. The final audit fees will be invoiced upon completion of the audit (\$60,940).
General purpose funding	(44,862)	(23.15%)	▼ Timing	Administration allocation less than budgeted ytd, anticipate to meet full year budget (\$35,216).
Law, order and public safety	(111,945)	(28.82%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Works program fire prevention lower than YTD budget (\$22,848).
Health	(45,050)	(32.03%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Health Consultants budget has not yet been expended (\$30,000).
Education and welfare	(177,943)	(45.38%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Expenditure on Harmony Festival (\$32,078 variance), COVID community relief grant (\$20,000) cultural awareness grant (\$20,000) and other community projects (\$12,193) below YTD budget.
Housing	(205,261)	(43.47%)	▼ 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).
Community amenities	(156,471)	(18.96%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Works Program refuse site under budget allocation (\$38,653 variance).
Recreation and culture	(1,196,320)	(43.66%)	▼ Permanent	Depreciation will be processed following the finalisation of the audit. Works Program - other reserves over budget (\$84,658), and KLC works program under budget (\$12,168). Sports Engagement Officer expenditure below budget due to timing of commencement (\$47,723).
Transport	(1,935,562)	(67.41%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Timing of works program; Footpath maintenance (\$87,196) and drainage maintenance (\$59,926) are below budget.
Economic services	(618,141)	(60.32%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Rural utilities under budget (\$21,058 variance), spread evenly across FY but higher standpipe use occurs December - April. Saleyard plant expenses below budget (\$25,444 variance). Visitor servicing under budget (\$13,336). BBRF (\$19,000) and tourism attraction and development (\$80,000) funding expenditure have not commenced.
Other property and services	(342,950)	(277.12%)	▼ Timing	Depreciation will be processed following the finalisation of the audit. Fuel purchases under budget (\$74,995).

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(2,320,083)	(36.00%)	▼ Timing	Timing of budget allocations. KCC clubhouse contribution has not yet been recouped (\$309,083). Roads grants (\$535,816 variance) have not yet been received, awaiting next payment round. Part payments of the drought affected communities grant (\$545,455 variance), GS aged accommodation project (\$499,595 variance) regional waste initiative (\$20,345 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 (\$61,859 variance).
Proceeds from disposal of assets	110,631	22.25%	▲ Timing	Proceeds from disposal of assets will be processed once the audit has been finalised.
Payments for property, plant and equipment and infrastructure	(1,690,289)	(19.61%)	▼ Timing	Variances relating to the timing of expenditure on large projects (under ytd budget - Heritage, medical centre, accommodation, saleyards energy project), plant purchases (over budget - \$536,113 variance due to carry forward projects), footpath projects that have not commenced (\$454,818) and roads under budget (\$459,841).
Financing activities				
Transfer from reserves	(869,640)	(100.00%)	▼ Timing	Timing, transfers will be carried out as projects are complete.
Transfer to reserves	(568,463)	(98.88%)	▼ Permanent	Timing, transfers will be carried out during 2021.

Information about the proposed Reportable Conduct Scheme for Western Australia

The office of the Ombudsman acknowledges Aboriginal and Torres Strait Islander people of Australia as the traditional custodians of Australia. We recognise and respect the exceptionally long history and ongoing cultural connection Aboriginal and Torres Strait Islander people have to Australia, recognise the strength, resilience and capacity of Aboriginal and Torres Strait Islander people and pay respect to Elders past, present and future.

We acknowledge the Whadjuk Noongar people as the traditional custodians of the land on which the office of the Ombudsman is located.

What is this Information Sheet about?

This Information Sheet is about the proposed Reportable Conduct Scheme for Western Australia.

What is the proposed Reportable Conduct Scheme?

It is a scheme to report employee misconduct involving children. The Royal Commission into Institutional Responses to Child Sexual Abuse found that organisations need to improve their responses to child abuse and recommended that state and territory governments set up schemes which oblige heads of organisations to notify an independent body of misconduct involving children, known as reportable conduct, by their employees, volunteers and contractors.

The proposed Reportable Conduct Scheme for Western Australia will provide independent oversight of how certain organisations prevent and handle allegations and convictions of child abuse involving any of the organisation's employees.

The proposed Reportable Conduct Scheme will apply to organisations that exercise a high degree of responsibility for children and where there is a heightened risk of child abuse. These organisations will need to notify the Ombudsman of allegations and convictions of child abuse involving their employees (please see below for who is considered an employee).

The Ombudsman can then review the findings made and the action taken by the organisation or undertake their own investigation.

Why do we need a Reportable Conduct Scheme?

Reportable conduct schemes aim to prevent harm to children and make children safer. The Royal Commission into Institutional Responses to Child Sexual Abuse recommended the introduction of nationally consistent reportable conduct schemes.

The objective of the proposed Reportable Conduct Scheme Bill is to protect children from harm by implementing a scheme for:

- reporting and investigating allegations and convictions of child abuse involving employees of certain organisations; and
- taking appropriate action in response to findings of child abuse.

The proposed Reportable Conduct Scheme is based on the principles that:

- the protection and best interests of children are paramount considerations; and
- if a child is able to form views on an allegation or conviction of child abuse and it is appropriate to consult the child —
 - the child must be given the opportunity to express their views freely; and
 - their views are to be given due weight in accordance with the child's development and the circumstances; and
- criminal conduct or suspected criminal conduct should be reported to the police; and
- the Ombudsman and others involved in the reportable conduct scheme should work in collaboration to ensure a fair process is used in the investigation of allegations and convictions of child abuse; and
- employees who are the subject of allegations of child abuse are entitled to be afforded natural justice in investigations into their conduct.

What is Reportable Conduct?

The conduct of an employee that must be notified to the Ombudsman is:

- a sexual offence or sexual misconduct against, with or in the presence of a child;
- physical assault committed against, with, or in the presence of a child;
- significant neglect of a child;
- any behaviour that causes significant emotional or psychological harm to a child; and
- other offences that might be decided by Parliament after the introduction of the Reportable Conduct Scheme.

What organisations are covered?

The types of organisations covered by the proposed scheme will include:

- accommodation and residential services;
- religious institutions;
- childcare services;
- child protection and out-of-home care services;
- disability services;
- education services;
- health services; and
- justice and detention services.

The scheme will not apply to organisations that do not have care, supervision or authority over children.

Who are Employees?

For an organisation covered by the proposed scheme, an 'employee' will include:

- any officer or employee of the organisation;
- a volunteer, contractor or subcontractor who provides services to children;
- for a religious body, a minister of religion or a religious leader; and
- a carer under the *Children and Community Services Act 2004*.

What is the Ombudsman's role?

The Ombudsman will work with organisations covered by the proposed scheme to build on existing procedures and reporting requirements. The Ombudsman will:

- assist organisations to identify, notify and investigate reportable conduct by their employees;
- provide oversight of the organisation's investigation of reportable conduct by an employee and the action taken if a finding of reportable conduct is made;
- if it is in the public interest to do so, undertake their own investigation and make recommendations to the organisation;
- monitor the organisations' systems for preventing, notifying and dealing with reportable conduct; and
- report to Parliament on the scheme.

The Ombudsman will also share information with police and key institutions to better protect children from abuse, including informing the Chief Executive Officer of the Department of Communities of a finding of reportable conduct to enable an assessment or re-assessment of a person who has a Working with Children Check card.

What does an organisation need to do?

The proposed Reportable Conduct Scheme will require heads of organisations that are covered by the scheme to:

- have certain systems in place, including systems for preventing, notifying and dealing with any allegations or convictions of child abuse involving an employee;
- notify the Ombudsman about any allegations or convictions of child abuse involving an employee;
- investigate any allegations or convictions of child abuse involving an employee and provide a report to the Ombudsman at the end of the investigation on any findings made and actions taken; and
- report to other bodies, such as WA Police, the Department of Communities or professional bodies as required.

How will the Reportable Conduct Scheme interact with the Working with Children Check Scheme?

The proposed Bill will also make amendments to the *Working with Children (Criminal Record Checking) Act 2004 (WA)* so that reportable conduct findings can cause an assessment or re-assessment of a person who has a Working with Children Check card.

When would the proposed Reportable Conduct Scheme start?

If approved by Parliament, the scheme will be phased in, with childcare services, child protection and out-of-home care services, education services, health services and justice and detention services covered in the first year and the remaining services after 12 months of operation of the scheme. The phased commencement of the scheme over two years will assist organisations to prepare for the new requirements.

Can I have a say on the proposed Reportable Conduct Scheme?

Yes you can. For the proposed Reportable Conduct Scheme to start, Parliament must change the law. The first part of changing the law is introducing a Bill into Parliament. The Bill for the proposed Reportable Conduct Scheme is called a 'Green Bill' which allows for the public to be consulted about the Bill and provide submissions before the final Bill is introduced into Parliament. The Green Bill has been tabled in Parliament and can be viewed by any member of the public [here](#).

All submissions must be received by 31 January 2021.

Where can I get a copy of the Green Bill?

If you would like to read the *Parliamentary Commissioner Amendment (Reportable Conduct) Bill 2020* that would create the Reportable Conduct Scheme please go to this [link](#).

How do I provide my submission?

You can provide your submission directly to the office of the Ombudsman. We want to make it as easy for you as possible, so you can provide your submission in an email to:

reportableconduct@ombudsman.wa.gov.au

What if I have read this Information Sheet but still have questions?

If you have any questions that are not answered by this Information Sheet you should not hesitate to contact our office on:

Telephone: (08) 9220 7471

Email: reportableconduct@ombudsman.wa.gov.au

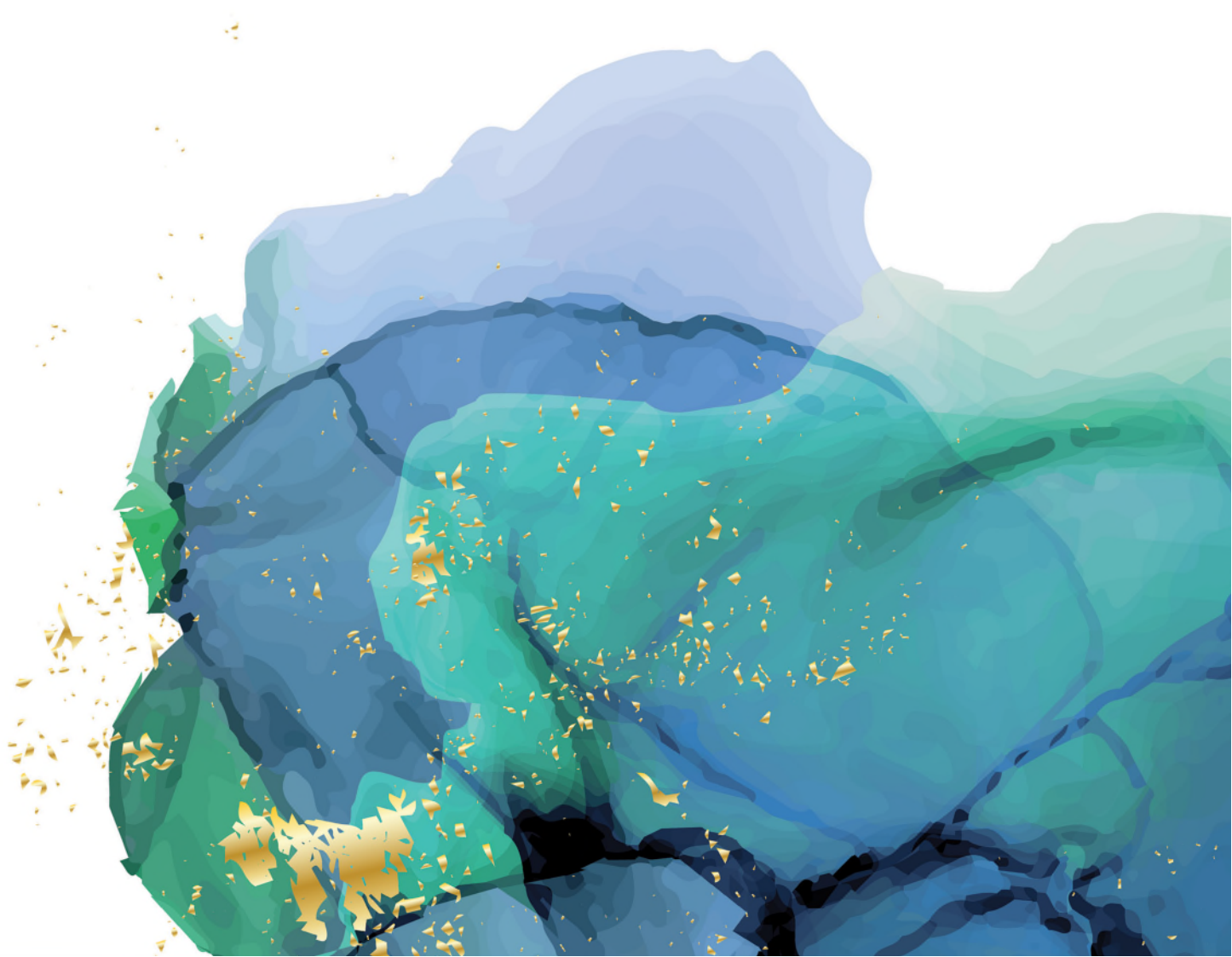


10.2.3
This initiative is part of the WA Government's action to create a Safer WA for Children by implementing the recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Discussion paper on the implementation of child safety officers in local governments

Recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse

December 2020



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1. Background

1.1 Royal Commission into Institutional Responses to Child Sexual Abuse

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission (Royal Commission)) was established in response to allegations of child sexual abuse in institutional contexts that had been emerging in Australia for many years. The Royal Commission's Final Report¹ made 409 recommendations, with 310 applicable to the Western Australian State Government.

The recommendations of the Royal Commission emphasised that organisations working with children must be able to provide safe environments where the rights, needs and interests of children are met. The Royal Commission recommended a range of mechanisms to support child safe organisations, including 10 Child Safe Standards (rec 6.5), which organisations the standards should apply to (rec 6.9) and the role of an independent oversight body to monitor and enforce the standards (rec 6.10 and 6.11) to promote child safety across organisations and the role of child safety officers in local government (rec 6.12).

The Royal Commission also envisioned that the National Office for Child Safety (rec 6.16 and 6.17) would have a key role in collaborating with the Commonwealth, state and territory governments to support national consistency. It would do this by leading capacity building, continuous improvement of child safe initiatives through resources development, best practice material and evaluation. They also expected the National Office for Child Safety to promote participation and empowerment of children and young people.

1.2 National Principles for Child Safe Organisations

The Royal Commission defined child safe organisations as those which create cultures, adopt strategies and take actions to prevent harm to children, including child sexual abuse. The Royal Commission proposed 10 Child Safe Standards be adopted to foster child safety and wellbeing in organisations across Australia, as referenced above.

The Council of Australian Governments endorsed the National Principles for Child Safe Organisations (National Principles) in February 2019. The National Principles (Appendix 1) incorporate the 10 Child Safe Standards recommended by the Royal Commission, with a broader scope that goes beyond child sexual abuse to include all forms of abuse or potential harm to children.

1.3 What is happening in Western Australia to support implementation?

In Western Australia, the Royal Commission recommendations related to the National Principles are being led by the Department of Communities and the Department of the Premier and Cabinet in partnership with key government agencies and the Commissioner for Children and Young People (CCYP).

The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system, which will include the monitoring and enforcing of the National Principles for organisations engaged in child-related work. The Royal Commission was of the view that all organisations should strive to be child safe but

¹ <https://www.childabuseroyalcommission.gov.au/final-report>

recommended that organisations providing the following services should be required to implement the National Principles:

- accommodation and residential services for children;
- activities or services under the auspices of a religious denomination;
- childcare or childminding services;
- child protection services;
- activities or services where clubs and associations have a significant involvement by children;
- coaching or tuition services for children;
- commercial services for children;
- services for children with a disability;
- education services for children;
- health services for children;
- justice and detention services for children; and
- transport services for children.

The Department of Communities is leading the implementation of the National Principles through a range of administrative and legislative levers such as funding agreements and regulatory frameworks. They are also providing support to government and non-government agencies to implement the National Principles in preparation for independent oversight.

Western Australia currently has a voluntary approach to the implementation of the National Principles focused on capacity building, led by CCYP, while options for legally requiring implementation are developed. CCYP has enabling legislation to raise awareness, provide capacity building and consult with children. In 2019, CCYP revised their child safe resources to align with the National Principles.

2. Role of local governments

The Royal Commission cited the fundamental role local governments play in assisting and resourcing communities across Australia, particularly in regional and remote areas where access to resources and services is often more limited than for their urban counterparts.

The Royal Commission highlighted the important roles local governments play in communities that impact on the safety of children including:

- providing services to children, for example libraries, swimming pools and childcare;
- providing spaces for community activities, for example halls, theatres and sports grounds;
- funding or contracting services;
- facilitating community education or outreach programs;
- regulating planning and development approvals, infrastructure and property services; and
- water and food inspection².

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised as an opportunity to integrate their direct responsibilities to children with their wider role within the community. Local governments are recognised as well placed to support smaller organisations within their communities to implement the National Principles and create child safe environments.

Through this consultation process the State Government has two key aims:

- to develop a better understanding of the current role of local governments in promoting child safety and how the outcomes of this work are reported internally, to executive and to council; and
- to use this understanding of current work promoting child safety to inform development of an approach to meet recommendation 6.12 of the Royal Commission in implementing the child safety officer role.

2.1 Engagement with the local communities

As part of the response to this consultation process it would be useful for local governments to consider how to engage their local communities in relation to this issue. This active engagement can ensure that the community's expectations and the local government's outcomes and investment in child safety are well understood.

Local governments undertaking the required periodical review of their Integrated Planning and Reporting, may choose to include discussions on child safety as part of the engagement with the local community.

² Final Report: Volume 6, Making institutions child safe, p.300

3. Child safety officers

Recommendation 6.12 of the Royal Commission recommended that, with support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a) developing child safe messages in local government venues, grounds and facilities;
- b) assisting local institutions to access online child safe resources;
- c) providing child safety information and support to local institutions on a need's basis; and
- d) supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.

Child safety officers are intended to promote child safety within the organisation and support smaller community-based organisations providing services to children to create child safe environments. The role would be expected to support local staff and volunteers to build existing capacity around child safety within their organisations by providing information and assistance.

The Royal Commission's view was that a child safety officer proximate to services and local industries would be especially important in regional and remote areas, given these communities are known to routinely miss out on resources and access to services that are available in urban centres. In regional and remote communities, child safety officers could be a conduit for information.

The Royal Commission's view was that child safety officers should work closely with the independent state oversight body responsible for monitoring and enforcing the National Principles, as they would be well placed to support smaller organisations to understand how they can be child safe.

The intent of the Royal Commission is for local governments to identify where they already have existing staff who could fulfil a role of promoting child safety within the organisation and supporting smaller local organisations to develop capacity in this area. Local governments could create new positions to facilitate implementation of this role where desired and resourcing allows. Volume 6³ and Volume 14⁴ of the Royal Commission's Final Report provide this recommendation in detail.

Acknowledging the existing investment local governments make to promoting community safety, including child safety, the Royal Commission stated that local governments do not need to provide additional financial investment into implementing a child safety officer role and suggest that existing community safety positions within local governments could be expanded to align existing responsibility to strengthen child safety.

The following portfolios may have existing roles that could be considered for alignment with child safety responsibilities and it is recognised that significant work is already occurring in

³ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_6_making_institutions_child_safe.pdf

⁴ https://www.childabuseroyalcommission.gov.au/sites/default/files/final_report_-_volume_14_sport_recreation_arts_culture_community_and_hobby_groups.pdf

these areas within some local governments to promote child safety, as recommended by the Royal Commission:

- Community safety;
- Community and club development;
- Governance and risk;
- Communications; and
- Disability Access and Inclusion.

It is also recognised that not all local governments have existing community safety positions or have limited capacity to expand the functions of these roles to include child safety. In fulfilling the functions of the child safety officer role, it is recognised that local government staff will need access to appropriate training. Where local governments have limited resources to create child safety officer positions the Royal Commission suggested that state and territory governments may be able to provide assistance.

3.1 Functions of the child safety officer

The four key functions of child safety officers, recommended by the Royal Commission, are outlined below with suggestions as to how each function may look in practice. It is noted that some of these examples may represent work already occurring in many local governments.

a) Developing child safe messages in local government venues, grounds and facilities

Developing child safe messages in local government venues, grounds and facilities promotes the knowledge and understanding of child safety by community members. Public messaging promotes the rights of children to feel safe as well as increasing the understanding of child safety by staff, volunteers and community members and acting as a deterrent for those who may intend to cause harm to children.

To implement this function would include:

- Working with key stakeholders including CCYP and the Working with Children Screening Unit to ensure that nationally consistent child safe messages are identified for use in local governments' venues, grounds and facilities.
- Working with internal communication teams to print posters/signs outlining nationally consistent child safe messages for their various venues, grounds and facilities.

b) Assisting local institutions to access online child safe resources

Institutions in local communities such as sole traders (i.e. music teachers, tennis coaches), private and community organisations (i.e. arts, cultural, community, sport and recreation groups, clubs and associations) may require assistance to access online child safe resources.

To implement this function would include:

- Facilitating the inclusion of information about child safety on their local government website including links to online child safe resource created by CCYP and the National Office of Child Safety. This would be in line with the current practice of many local governments in providing information and a link to Kidsport⁵ on their websites.

⁵ Kidsport is a scheme that enables low income families to participate in community sport through provision of financial assistance towards club fees).

- Signposting local government staff and local organisations to CCYP, the National Office of Child Safety, and other relevant resources on the local government's website.

Other local government resources may also assist in facilitating this function. Community Resource Centres and libraries provide physical access to computers and the internet, and library staff could provide support to access suitable online child safe resources. Community, Club Development and Community Safety Officers may signpost to online resources within newsletters.

c) Provide child safety information and support to local institutions on a need's basis

Child safety officers are expected to provide general advice around promoting child safety and the implementation of the National Principles within organisations. For some local governments this may include hosting workshops/seminars with external providers.

It is expected that child safety officers would be supported by relevant agencies, such as CCYP, the National Office of Child Safety, or in the case of child protection concerns, the Western Australia Police Force or Department of Communities in meeting this function.

While it is not the intention of the Royal Commission for local government child safety officers to be a direct point of contact for community members or staff seeking advice on child protection matters, it would be important for anyone in this role to have appropriate knowledge and understanding of child abuse and neglect, as well as local child safeguarding procedures, in order to provide appropriate information, guidance and signposting. It is important for the local government to consider what support mechanisms are in place, to ensure the wellbeing of child safety officers when dealing with these matters and what specific areas of training would be required to build upon existing skills and knowledge of staff.

d) Support local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds

Communities within local government areas differ based on social demographics. The needs of supporting children from diverse backgrounds will differ based on the local population.

To implement this function would include:

- Identifying needs within the local community and key services providing support in meeting these needs.
- Working collaboratively with local government staff, responsible for supporting disability inclusion and access and promoting the needs of Aboriginal and culturally diverse children, to provide advice and support to local organisations on implementing child safe approaches that are accessible and inclusive for children with diverse needs.
- Linking local institutions with key services, including disability advocacy services, Aboriginal family support services or professional interpreters.

4. Progress to date across jurisdictions

Information relating to implementation of the recommendation for local government child safety officers in each state/territory is outlined below. The National Office for Child Safety intends to work with the Australian Local Government Association to develop a plan for implementation at a national level.

Jurisdiction	Action to date
Western Australia	Accepted in principle. The Department of Communities is leading implementation of child safety officers in partnership with the Department of Local Government, Sport and Cultural Industries. The Department of the Premier and Cabinet is leading the development of advice to the State Government on an independent oversight system.
Victoria	Accepted in principle. Volume 6 of the Final Report identifies that a rural city council in Victoria has appointed two child safety officers to help prevent and respond to concerns of abuse. With the Victorian Government's support, Vicsport provides a 'helpdesk', which delivers assistance and advice to state sporting associations, regional sport assemblies, regional academies of sport, clubs and associations to assist them with cultural change, policy development, change management and communications to meet obligations in Victoria's Child Safe Standards.
New South Wales	Accepted in principle.
Australian Capital Territory	Accepted in principle. No reported progress.
Northern Territory	Accepted in principle. No reported progress.
Queensland	Listed for further consideration. The Queensland Government notes this recommendation is primarily the responsibility of the local government sector. The Queensland Government notes there are likely to be resource implications associated with implementing this recommendation, particularly for smaller remote, rural and Indigenous local governments, and will collaborate with the local government sector to identify the best way to support local institutions.
South Australia	Noted. This recommendation is seen to be the responsibility of local governments and is outside the scope of the South Australian Government's response to the Final Report
Tasmania	Accepted in principle. The Tasmanian Government agreed to work with the Local Government Association to progress this work.

5. Process for consultation with the local government sector

Phase 1 – Endorsement of consultation process (complete)

September 2020

The Department of Communities and the Department of Local Government, Sport and Cultural Industries developed a proposed consultation process, which was shared, discussed and endorsed with the Local Government Professionals of Western Australia's (LG Pro) Community Development Network on 1 October 2020. The paper was also shared with the leadership group of the Western Australian Local Government Association's (WALGA) Local Government Community Safety Network for comment and feedback.

Phase 2 – Consultation process (in progress)

December 2020 – April 2021

This discussion paper was developed by the Department of Communities and the Department of Local Government, Sport and Cultural Industries, in consultation with the Department of the Premier and Cabinet, CCYP and WALGA. It will be distributed to individual local governments through WALGA and LG Pro by Wednesday, 2 December 2020, with feedback required from individual local governments and peak bodies by Close of Business on Friday, 2 April 2021.

The State Government will facilitate presentations for local governments on the discussion paper via webinar on Monday, 14 December 2020 and Thursday, 4 February 2021. The webinars will be presented by the Department of Communities and the Department of Local Government, Sport and Cultural Industries with support from WALGA and LG Pro. To register your interest please email childsafeguarding@dlqsc.wa.gov.au prior to each webinar.

This consultation process aligns with the consultation on the design of the independent oversight system, which includes the monitoring and enforcing of the National Principles. Between November 2020 and February 2021, feedback is being sought from organisations likely to be impacted by the independent oversight and broader community stakeholders on particular elements of the system and how they will work. The local government sector is encouraged to provide feedback through the dedicated consultation webpage <http://www.wa.gov.au/independent-oversight-system-consultation>.

It is recommended that local government officers seek a position in relation to both consultation issues, child safety officers and the independent oversight system, from their respective councils during the consultation period to inform the organisation's feedback. Each local government should then respond individually to the consultation questions with specific feedback relevant to their geographical context.

Phase 3 – Presentation of policy position and guidance on implementation

April – June 2021

The consultation findings from this discussion paper will inform a draft report by Friday, 7 May 2021. The draft report will outline the State Government's proposed implementation of recommendation 6.12 and provide guidance as to how local governments can implement the role of child safety officers, including what support will be needed.

The draft report will be shared with WALGA, LG Pro, the Department of the Premier and Cabinet and CCYP for comments and feedback before being made publicly available and distributed to the local government sector as a final report by Friday, 4 June 2021.

6. Consultation questions

Responses to consultation questions are due to the Department of Communities by Close of Business on Friday, 2 April 2021. Responses can be emailed to csaroyalcommission@communities.wa.gov.au.

- 1) Please specify which local government you are responding on behalf of.

Click or tap here to enter text.

- 2) What is your role within the organisation?

Click or tap here to enter text.

- 3) Please consider each of the functions of a child safety officer and the three accompanying questions for each.

a) Developing child safe messages in local government venues, grounds and facilities;

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

b) Assisting local institutions to access online child safe resources

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

c) *Providing child safety information and support to local institutions on a need's basis;*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

d) *Supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds.*

In what ways is this function already being delivered within your local government and by which existing role/s and portfolio/s?

Click or tap here to enter text.

In what ways can this existing work be built upon to implement the function, as recommended by the Royal Commission?

Click or tap here to enter text.

What supports or training might be needed to achieve full implementation of this function?

Click or tap here to enter text.

- 4) Please specify any additional feedback in relation to the proposed implementation of child safety officers within Western Australia.

Click or tap here to enter text.

7. Further information and resources

Contact information

Please contact any of the State Government representatives below to discuss queries relating to this paper or the consultation process.

Amanda Furnell
Manager Royal Commission Implementation Team
Strategy and Partnerships
Department of Communities
Phone:
Email: csaroyalcommission@communities.gov.wa.au

Ben Armstrong
Acting Director Strategic Coordination and Delivery
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9622
Email: childsafeguarding@dlgsc.wa.gov.au

Gordon MacMile
Acting Executive Director Local Government
Department of Local Government, Sport and Cultural Industries
Phone: 08 9492 9752
Mobile: 0418 968 952
Email: childsafeguarding@dlgsc.wa.gov.au

Resources

Further detail about the National Principles and resources relating to their implementation in organisations can be found on the websites listed below.

The Commissioner for Children and Young People Western Australia's website has a range of resources related to implementation of the National Principles, as well as links to provide information, resources and practical examples on each of the 10 National Principles.

<https://www.ccp.wa.gov.au/our-work/child-safe-organisations-wa/>

The National Office for Child Safety provides further resources to help organisations, children and young people, parents and carers learn about the National Principles and how they should be used.

<https://childsafety.pmc.gov.au/what-we-do/national-principles-child-safe-organisations>

A Working with Children Check is a compulsory screening strategy in Western Australia and one strategy to keep children safe. The website includes a range of resources including creating a child safe organisation through recruitment and staff management.

<https://workingwithchildren.wa.gov.au/about/safeguarding-children>

Appendix 1:

National Principles for Child Safe Organisations

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

A full description of the National Principles can be found at:

[National Principles for Child Safe Organisations \(humanrights.gov.au\)](https://www.humanrights.gov.au/national-principles-for-child-safe-organisations)



**Child Safe
Organisations**
National Principles



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Foreword

The Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) uncovered shocking abuse of children within institutions in Australia.

The Commission recommended taking action to make organisations across the country safe for children.

The development of the National Principles for Child Safe Organisations (National Principles) is a key national reform in response to these recommendations.

The Principles have been endorsed by all Commonwealth, state and territory governments.

They provide a nationally consistent approach to embedding child safe cultures within organisations that engage with children, and act as a vehicle to give effect to all Royal Commission recommendations related to child safe standards.

I would like to thank all who contributed to the development of the National Principles and their accompanying guidance material.

Development of the National Principles was led by Community Services Ministers across Australia under the *Third Action Plan 2015-2018 of the National Framework for Protecting Australia's Children 2009-2020* and the National Children's Commissioner, Megan Mitchell, in consultation with a broad range of sectors engaging with children.

Representatives from key advocacy groups and academia also contributed, as well as children and young people themselves.

Adopting the National Principles is an important step to better protecting Australia's children.



Scott Morrison
Prime Minister of Australia
Chair of the Council of Australian Governments

Preamble

A wide range of organisations work with children and young people throughout Australia. These may be small and community based, such as a sports club or playgroup where families and community members contribute voluntarily, through to more highly organised structures like schools, hospitals and churches. They may also be businesses or organisations employing staff and/or volunteers providing services to and working with children and young people. Some may work across state boundaries.

In 2013, the Australian Government established a Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission) in response to community concern about widespread reports of cases where Australian institutions failed to protect children from sexual abuse. The Commission's final recommendations emphasised that members of the public, children and young people, parents, carers, families and communities should feel confident that organisations working with children provide safe environments in which children's rights, needs and interests are met.

The National Principles draw on the work of the Royal Commission, Australia's Children's Commissioners and Guardians and the 2005 National Framework for Creating Safe Environments for Children.

They provide a national approach to embedding a child safe culture across all sectors of Australian society in which children are involved.

Underpinned by a child-rights approach and based on the standards recommended by the Royal Commission, the National Principles are designed to build capacity and deliver child safety and wellbeing in organisations, families and communities and prevent future harm. In order to allow flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities,

the National Principles outline at a high level the 10 elements that are fundamental for making an organisation safe for children.

The National Principles emphasise the importance of culturally safe environments and practices for Aboriginal and Torres Strait Islander children and young people. Aboriginal and Torres Strait Islander families and communities are more likely to access services that are culturally safe and experience better outcomes in such services. This includes improving the way organisations engage with Aboriginal and Torres Strait Islander children and their families, recognising the impact of intergenerational trauma, and respecting cultural diversity.

The National Principles collectively show that a child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people. A child safe organisation consciously and systematically:

- ✱ creates an environment where children's safety and wellbeing is the centre of thought, values and actions
- ✱ places emphasis on genuine engagement with, and valuing of children
- ✱ creates conditions that reduce the likelihood of harm to children and young people
- ✱ creates conditions that increase the likelihood of identifying any harm
- ✱ responds to any concerns, disclosures, allegations or suspicions.

The adoption and application of national child safe principles in any institution or organisation across Australia, in which children are involved, is a significant milestone in promoting child safety and wellbeing.



Wheel of Child Safety

National Principles for Child Safe Organisations

- 1.** Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- 2.** Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3.** Families and communities are informed and involved in promoting child safety and wellbeing.
- 4.** Equity is upheld and diverse needs respected in policy and practice.
- 5.** People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6.** Processes to respond to complaints and concerns are child focused.
- 7.** Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8.** Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9.** Implementation of the national child safe principles is regularly reviewed and improved.
- 10.** Policies and procedures document how the organisation is safe for children and young people.

10.2.3

As of 1 February 2019, all Parties have confirmed their commitment to the National Principles for Child Safe Organisations as follows:

<p><i>The Prime Minister of Australia on behalf of the Commonwealth of Australia</i></p> <p>The Hon Scott Morrison MP</p>	
<p><i>The Premier of New South Wales on behalf of the State of New South Wales</i></p> <p>The Hon Gladys Berejiklian MP</p>	<p><i>The Premier of Victoria on behalf of the State of Victoria</i></p> <p>The Hon Daniel Andrews MP</p>
<p><i>The Premier of Queensland on behalf of the State of Queensland</i></p> <p>The Hon Anastacia Palaszczuk MP</p>	<p><i>The Premier of Western Australia on behalf of the State of Western Australia</i></p> <p>The Hon Mark McGowan MLA</p>
<p><i>The Premier of South Australia on behalf of the State of South Australia</i></p> <p>The Hon Steven Marshall MP</p>	<p><i>The Acting Premier of Tasmania on behalf of the State of Tasmania</i></p> <p>The Hon Jeremy Rockliff MP</p>
<p><i>The Acting Chief Minister of the Australian Capital Territory on behalf of the Australian Capital Territory</i></p> <p>Ms Yvette Berry MLA</p>	<p><i>The Chief Minister of the Northern Territory on behalf of the Northern Territory</i></p> <p>The Hon Michael Gunner MLA</p>

Guidance

Australia ratified the United Nations Convention on the Rights of the Child (CRC) in 1990. Under the Convention, children, like adults, possess human rights. They also have the right to special protection because of their vulnerability to exploitation and abuse. Under the Convention, a child is defined as every human being below eighteen years of age.

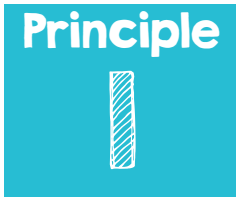
The following pages provide detailed guidance on each of the principles to support the adoption of the National Principles across all organisations engaging with children across Australia.

For each principle, the guidance provides:

- the intent and key elements of the principle
- key action areas, showing where organisations should take action to create a culture of child safety
- indicators that the principle is upheld, providing practical examples of signs that the principle is effectively in place
- references to examples of relevant Articles of the CRC.

This guidance is intended to support organisations to consistently and effectively implement the National Principles. It is provided as a best practice guide and allows flexibility in implementation and in recognition of the variety of organisational types, sizes and capacities.

A set of tools and resources to support implementation of the National Principles within organisations can be accessed through the National Office for Child Safety webpage (<https://pmc.gov.au/domestic-policy/national-office-child-safety>).



10.2.3 Child safety and wellbeing is embedded in organisational leadership, governance and culture.

This principle provides guidance on the role of organisational leadership and governance in promoting inclusive and welcoming environments for children and young people, a culture of accountability and the ways in which a child safe culture is developed and maintained.

Adoption of this principle shows that the organisation has a commitment to child safety and wellbeing through all levels of the organisation. Governance arrangements are transparent and include a child safety and wellbeing policy, practice guidance, a Code of Conduct and a risk management framework. Governance arrangements vary depending on the type, nature and size of an organisation. Organisational leadership provides an authorising environment for the sharing of information about risks to children and young people.

Key action areas:

- 1.1 The organisation makes a public commitment to child safety.
- 1.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and the bottom up.
- 1.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 1.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 1.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 1.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Indicators that this principle is upheld:

- * The organisation can demonstrate they have publicly available and current documents such as a child safety and wellbeing policy, practice guidance, information sharing protocols, staff and volunteer codes of conduct and risk management strategies.
- * The organisational leadership models and regularly reinforces attitudes and behaviours that value children and young people and a commitment to child safety, child wellbeing and cultural safety. This commitment is clear in duty statements, performance agreements and staff and volunteer review processes.
- * Staff, volunteers, children and young people have a sound knowledge of children's rights, including their rights to feel safe and be heard, and the accountabilities that accompany these rights.
- * Leaders promote sharing good practice and learnings about child safety and wellbeing.

Principle

2

Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.

This principle describes an organisational culture that supports children and young people to understand what child safety and wellbeing means. They are informed about their rights and responsibilities in an age appropriate way. They contribute and actively participate in building an organisational culture that is safe for them.

Children and young people know about the organisation's commitment to child safety and wellbeing and access relevant information and programs. They recognise safe environments and understand protective strategies. In such environments, children and young people feel comfortable participating in decisions and communicating their views and concerns. Ultimately, however, the responsibility for child safety and wellbeing in an organisation rests with the organisation and its workers.

Staff and volunteers value and respect children and young people's identity and culture, are comfortable and skilled in engaging with them, understand their developmental needs and build on children and young people's strengths and capacities.

Key action areas:

- 2.1 Children and young people are informed about all of their rights, including to safety, information, and participation.
- 2.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.
- 2.3 Where relevant to the setting or context, children may be offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.
- 2.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns.

Indicators that this principle is upheld:

- * The organisation has programs and resources to educate children and young people on their rights including their right to safety and right to be listened to.
- * The organisation is proactive in providing age appropriate platforms to regularly seek children and young people's views and encourage participation in decision-making.
- * Staff and volunteers have a good understanding of children and young people's developmental needs.
- * Opportunities for participating are documented and regularly reviewed.
- * The organisational environment is friendly and welcoming for children and young people.
- * Children and young people participate in decision-making in the organisation, including in relation to safety issues and risk identification.
- * Children and young people can identify trusted adults and friends.
- * Children and young people are informed about their roles and responsibilities in helping to ensure the safety and wellbeing of their peers.

Principle

3

Families and communities are informed, and involved in promoting child safety and wellbeing.

This principle outlines the range of ways an organisation can involve families and the community in its approach to child safety and wellbeing, relevant policies and practices and the provision of accessible information. This will help inform parents and carers about safeguarding children and young people and encourage their feedback and input. They will be empowered to speak up and drive conversations regarding child safety and wellbeing and how and when they can raise issues and concerns.

Families have the primary responsibility for the upbringing of their children, and are aware of their children's primary protective networks. There is wide variety in the structure of families, the role different family members may play in a child's life, their backgrounds and cultures. Families and carers are best placed to advise about their children's needs and capabilities and can inform organisations about practices and environments that are safe for them. In a safe environment, children, young people, family and community members feel that their culture and identity are respected.

Key action areas:

- 3.1 Families participate in decisions affecting their child.
- 3.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.
- 3.3 Families and communities have a say in the development and review of the organisation's policies and practices.
- 3.4 Families, carers and the community are informed about the organisation's operations and governance.

Indicators that this principle is upheld:

- * The organisation is responsive to the needs of families and communities, including to cultural safety aspects.
- * The organisation creates opportunities for families and communities to be involved in how the organisation operates, including encouraging their children's participation and feedback.
- * The organisation has clear and accessible information for families and communities about the organisation's operations and policies, including child safety and wellbeing policy, Code of Conduct, record keeping practices and complaints and investigation processes.
- * The organisation seeks feedback from families and communities on issues of child safety and wellbeing and incorporates this into their policies and practices.
- * The organisation engages with and supports approaches that build cultural safety through partnerships and respectful relationships.

Article 5 of the CRC: Families have the responsibility to help children learn to exercise their rights, and to ensure that their rights are protected.



Principle

4

Equity is upheld and diverse needs respected in policy and practice.

Article 2 of the CRC: All children have rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, their sex or gender, what their culture is, whether they have disability, whether they are rich or poor.

This principle examines how recognition of children and young people's diverse circumstances enables an organisation to work in a more child centred way and empowers children and young people to participate more effectively. This builds an organisational culture that acknowledges the strengths and individual characteristics of children, and embraces all children regardless of their abilities, sex, gender, or social, economic or cultural background.

A welcoming organisation is one where all children and young people feel comfortable and where services are provided in culturally safe and inclusive ways. This reduces the risk of discrimination, exclusion, bullying and abuse.

Key action areas:

- 4.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.
- 4.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.
- 4.3 The organisation pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

Indicators that this principle is upheld:

- * The organisation has specific policies in place that promote equity and respect diversity for the safety and wellbeing of all children and young people.
- * The organisation produces child-friendly material in accessible language and formats that promotes inclusion and informs all children and young people of the support and complaints processes available to them.
- * Board members, employees and volunteers champion attitudes and behaviours that respect the human rights of all children and young people, and are inclusive, well informed and responsive to diverse needs.
- * Board members, staff and volunteers reflect on how discrimination and exclusion, whether intentional or unintentional, may work against a safe and inclusive culture and they develop proactive strategies to address this.
- * Staff and volunteers are trained to recognise and respond effectively to children and young people with diverse needs.



Principle 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

This principle describes recruitment and staff development policies, including appropriate screening, that are a foundation of child safe organisations. This principle also includes induction training, understanding child safety responsibilities and cultural safety concepts, and appropriate supervision of staff and volunteers. Reporting obligations, training in record keeping and information sharing provide staff and volunteers with relevant practice tools to better safeguard children and young people.

Key action areas:

- 5.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.
- 5.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.
- 5.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.
- 5.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Indicators that this principle is upheld:

- * The organisation emphasises its commitment to child safety and wellbeing when advertising for, recruiting and screening staff and volunteers.
- * Duty statements, selection criteria and referee checks demonstrate children and young people are valued and respected, commitment to child safety and wellbeing, understanding of children's developmental needs and culturally safe practices.
- * Employers, staff and volunteers in an organisation have completed background check requirements.
- * Staff and volunteers understand the child safety policy and procedures of the organisation and meet their record keeping, information sharing and reporting responsibilities.
- * Ongoing staff support, supervision and performance management processes involve child safety elements.
- * The organisation maintains suitable record keeping systems and protocols for staff and volunteers.
- * The organisation has a range of tools and processes to monitor and mitigate risk.

Article 3.3 of the CRC: Children should feel confident about the standards established in an organisation, particularly in the areas of safety, health, number and suitability of staff, as well as supervision.

Principle

6

Processes to respond to complaints and concerns are child focused.

This principle provides guidance on how human resource management policies and practices and effective complaints management processes should be accessible, responsive to and understood by children and young people, families, staff and volunteers. Complaint management processes will be linked to the Code of Conduct and provide details about where breaches of the Code have occurred. Training will help staff and volunteers to recognise and respond to neglect, grooming and other forms of harm, provide appropriate support to children and young people in these instances and meet legal requirements. This includes training to assist in responding to different types of complaints, privacy considerations, listening skills, disclosures of harm and reporting obligations.

Key action areas:

- 6.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.
- 6.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.
- 6.3 Complaints are taken seriously, and responded to promptly and thoroughly.
- 6.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.
- 6.5 Reporting, privacy and employment law obligations are met.

Indicators that this principle is upheld:

- * Staff and volunteers are well-informed about their roles and responsibilities, reporting and privacy obligations and processes for responding to disclosures. They feel empowered and supported to draw attention to breaches of the Code of Conduct within the organisation and to challenge these behaviours.
- * The complaints handling policy prioritises the safety and wellbeing of children and young people and recognises the role of families and communities in understanding and using the policy.
- * Policies and procedures demonstrate regard for fairness to all parties to a complaint or investigation including support and information as appropriate.
- * Staff and volunteers have a good knowledge of the different ways children and young people express concerns or distress and disclose harm.
- * Information about all complaints and concerns, including breaches of relevant policies or the Code of Conduct, is recorded and analysed, including in relation to processes, timeframes and record keeping practices. Systemic issues are identified and mitigated through this process.
- * Children and young people know who to talk to if they are feeling unsafe and know what will happen.
- * Timely feedback is provided to children and young people, families, staff and volunteers who raise concerns or complaints. This includes reporting back on incidents, concerns and complaints.

Principle 7

Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

This principle emphasises the importance of information, ongoing education and training for staff and volunteers. Staff and volunteers build on their knowledge and skills and evidence-based practice tools through professional seminars and memberships, supervised peer discussions, team training days and access to research and publications. This ensures staff and volunteers develop awareness and insights into their attitudes towards children and young people, and have a contemporary understanding of child development, safety and wellbeing. They are able to identify indicators of child harm, respond effectively to children and young people and their families and support their colleagues. Staff and volunteers are able to respond in culturally appropriate ways to children and young people who disclose or show signs that they are experiencing harm inside or outside the organisation.

Staff and volunteers are trained in the rights of children and young people in relation to record keeping, and the possible uses and audiences for records that may be created.

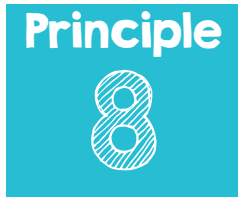
Key action areas:

- 7.1** Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.
- 7.2** Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.
- 7.3** Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.
- 7.4** Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Indicators that this principle is upheld:

- * The organisation provides regular opportunities to educate and train staff on child safety and wellbeing policies and procedures and evidence-based practice.
- * The organisation provides a supportive and safe environment for staff and volunteers who disclose harm or risk to children and young people.
- * Staff and volunteers receive training on the rights of children and young people in relation to records being created about children and young people and their use.
- * Staff and volunteers recognise the range of indicators of child harm.
- * Staff and volunteers respond effectively when issues of child safety and wellbeing or cultural safety arise.





Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

This principle highlights that reducing the risk of harm in physical and online environments is an important preventative mechanism. Risk management strategies clarify potential risks where adult to child or child to child interactions occur, or where the physical environment is unsafe.

Technological platforms within organisations provide valuable tools in education, communication and help seeking. Risks associated with these platforms are minimised through all necessary means, including: education of children and young people, parents, staff and volunteers about expectations of online behaviour; the application of safety filters; and communication protocols.

Key action areas:

- 8.1** Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.
- 8.2** The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.
- 8.3** Risk management plans consider risks posed by organisational settings, activities, and the physical environment.
- 8.4** Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Indicators that this principle is upheld:

- * The organisation's risk management strategy addresses physical and online risks, including risks arising from child to child and adult to child interactions and the state and nature of physical spaces.
- * The organisation's policies promote the use of safe online applications for children and young people to learn, communicate and seek help.
- * The organisation considers ways in which the physical environment might promote cultural safety.
- * Staff and volunteers are proactive in identifying and mitigating physical and online risks.
- * Staff and volunteers access and use online environments in line with the organisation's Code of Conduct and relevant communication protocols.
- * Children and young people and their families are informed, in culturally appropriate ways, about the use of the organisation's technology and safety tools.
- * Third party contractors for the provision of facilities and services have appropriate measures in place to ensure the safety and wellbeing of children and young people.

Article 17 of the CRC: Children have the right to get information that is important to their wellbeing from radio, newspapers, books, computers and other sources. Adults should make sure that the information children get is not harmful, and help them find and understand the information they need.

Principle 9

Implementation of the national child safe principles is regularly reviewed and improved.

This principle emphasises that child safe organisations seek to continuously improve their delivery of child safe services and their operations. They also conduct reviews to ensure that organisational policies and procedures, including record keeping practices, are being implemented by staff and volunteers. The participation and involvement of staff, volunteers, children and young people, families and community mentors in these reviews will strengthen the organisation's child safeguarding capacities. This includes the importance of reporting on the findings of reviews, and sharing good practice and learnings on a regular basis. Regular reviews ensure that organisations address new challenges or concerns that arise.

Key action areas:

- 9.1 The organisation regularly reviews, evaluates and improves child safe practices.
- 9.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures so as to inform continuous improvement.
- 9.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Indicators that this principle is upheld:

- * The organisation seeks the participation of children and young people, parents and communities in its regular reviews of child safety and wellbeing policies, procedures and practices.
- * Child safety and wellbeing indicators are included in documentation used for reviews.
- * Review outcomes are considered and implemented to improve child safe practices.
- * Regular analysis of complaints demonstrates improvement in child safe practices.



Principle 10

Policies and procedures document how the organisation is safe for children and young people.

This principle outlines the importance of organisations having a clearly documented child safety and wellbeing policy. This will ensure that all stakeholders, including organisational staff and volunteers, children and young people and their families and carers, are aware of how the organisation is planning to meet its obligations to create an environment that is safe for children. Partner agencies or organisations funded to provide services to children and young people should demonstrate adherence to child safety and wellbeing policies and practices.

Documenting policies and procedures ensures consistent application of child safe practices across the organisation. It also enables organisations to examine, through review processes, adherence to child safety and wellbeing principles and practices.

Key action areas:

- 10.1** Policies and procedures address all national child safe principles.
- 10.2** Policies and procedures are documented and easy to understand.
- 10.3** Best practice models and stakeholder consultation informs the development of policies and procedures.
- 10.4** Leaders champion and model compliance with policies and procedures.
- 10.5** Staff and volunteers understand and implement policies and procedures.

Indicators that this principle is upheld:

- * The organisation's child safety and wellbeing policy is comprehensive and addresses all ten of these Principles.
- * The organisation's child safety and wellbeing policy and procedures are documented in a language and format that is easily understood and accessible to staff, volunteers, families and children and young people.
- * Audits of the organisation's policies and procedures provide evidence of how the organisation is child safe through its governance, leadership and culture.
- * Practice within the organisation is consistent across the board and compliant with child safe policies and procedures, including culturally safe work practices.
- * Interviews or surveys of children and young people, families and community members demonstrate confidence in and awareness of the organisation's policies and procedures on promoting a child safe culture.
- * Surveys of executive, staff and volunteers demonstrate high levels of understanding of policies, procedures and practice requirements of the organisation.

The Australian Human Rights Commission was engaged by the Australian Government Department of Social Services to lead consultations and development of the National Principles for Child Safe Organisations. The goal is to build cultures in all organisational settings to advance the safety and wellbeing of children and young people.

Work continues with national sector organisations on the implementation of the National Principles and development of related resources.

For more information on Child Safe Organisations please go to:

<https://childsafe.humanrights.gov.au/>

Contact: childsafe@humanrights.gov.au

For more information on the National Office for Child Safety go to:

<https://pmc.gov.au/domestic-policy/national-office-child-safety>

Contact: nationalofficeforchildsafety@pmc.gov.au

