



ATTACHMENT BOOK

ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY
21 OCTOBER 2020



WILDFLOWER COUNTRY



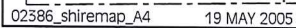
CONTENTS OF ATTACHMENTS ORDINARY COUNCIL MEETING 21 OCTOBER 2020

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WILDFLOWER COUNTRY

Attachment 10.5



SHIRE OF THREE SPRINGS

MAP PREPARED FOR THE SHIRE OF THREE SPRINGS BY
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SHIRE OF THREE SPRINGS

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

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

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MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2020

INFORMATION

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 October 2020

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 13.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

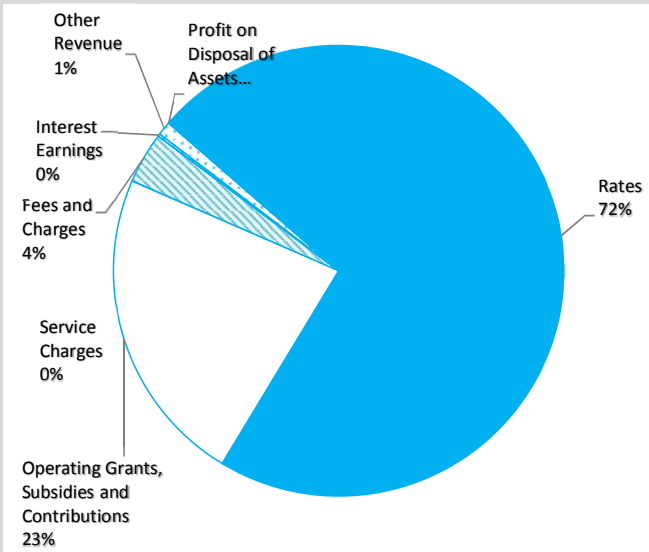
CRITICAL ACCOUNTING ESTIMATES

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

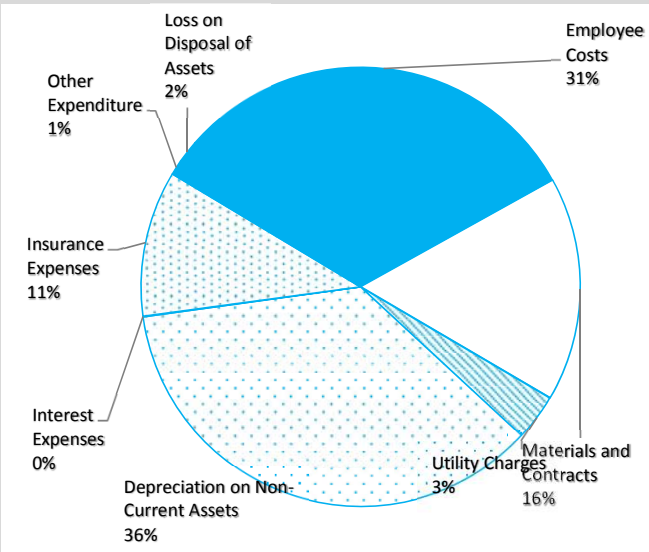
ROUNDING OFF FIGURES

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

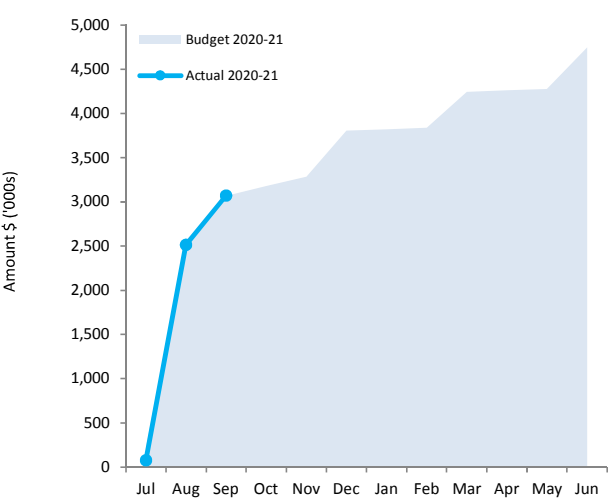
OPERATING REVENUE



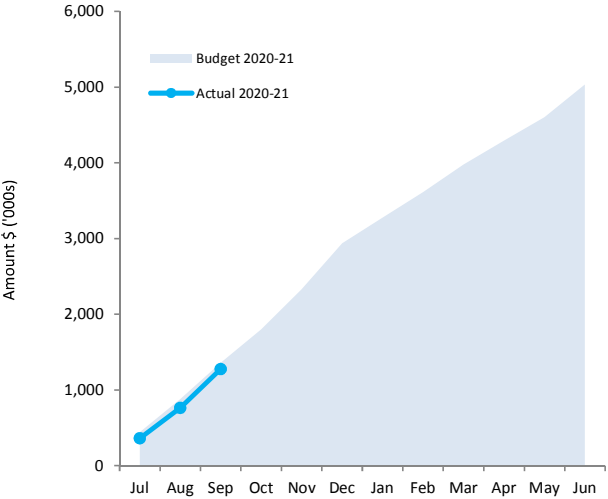
OPERATING EXPENSES



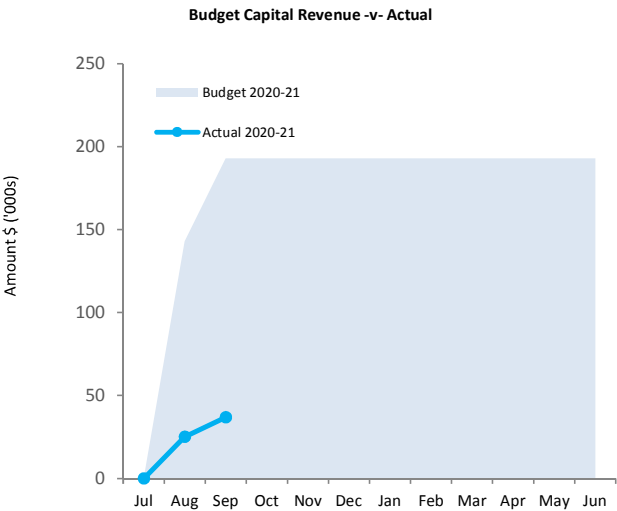
Budget Operating Revenues -v- Actual



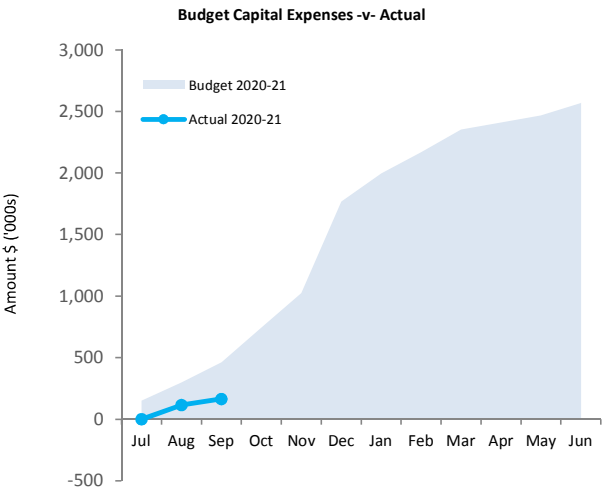
Budget Operating Expenses -v- YTD Actual



CAPITAL REVENUE



CAPITAL EXPENSES



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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

STATUTORY REPORTING PROGRAMS

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

	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of council. Other costs that relate to the tasks of assisting elected members and taxpayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING To collect revenue to fund provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To ensure a safer community in which to live.	Supervision of various local laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Food quality and pest control, maintenance of child health centre, medical centre, dental clinic and administration of group health scheme.
EDUCATION AND WELFARE To support the needs of the community in education and welfare.	Assistance to Day Care Centre, Playgroup, Youth activities and other voluntary services.
HOUSING Provide adequate housing to attract and retain staff and non-staff.	Maintenance of council owned housing.
COMMUNITY AMENITIES Provide services as required by the community.	Rubbish collection services, tip operation, noise control, town planning administration.
RECREATION AND CULTURE To establish and efficiently manage infrastructure and resources which will help the social well-being of the community.	Maintenance of swimming pool, recreation centre, library, parks, gardens and reserves.
TRANSPORT To provide effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, cleaning and lighting of streets, traffic lights, cycleways, depot maintenance and airstrip maintenance.
ECONOMIC SERVICES To help promote the shire and improve its economic well-being.	The regulation and provision of tourism, area promotion, building control, noxious weeds, vermin control, plant nursery and standpipes.
OTHER PROPERTY AND SERVICES To monitor and control overheads operating accounts.	Private works operations, plant repairs and operations and engineering costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

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)	1,012,765	1,012,765	833,617	(179,148)	(17.69%)	
Revenue from operating activities							
Governance		47,186	8,665	19,029	10,364	119.61%	▲
General purpose funding - rates	6	2,148,202	2,148,202	2,148,202	0	0.00%	
General purpose funding - other		1,473,062	374,898	583,821	208,923	55.73%	▲
Law, order and public safety		31,957	7,989	(7,056)	(15,045)	(188.32%)	▼
Health		78,573	4,200	4,391	191	4.55%	
Education and welfare		2,300	325	1,607	1,282	394.46%	
Housing		115,260	28,811	30,755	1,944	6.75%	
Community amenities		79,125	70,912	69,848	(1,064)	(1.50%)	
Recreation and culture		14,650	785	(425)	(1,210)	(154.14%)	
Transport		129,585	116,858	115,246	(1,612)	(1.38%)	
Economic services		6,140	1,534	3,597	2,063	134.49%	
Other property and services		53,000	11,165	2,104	(9,061)	(81.16%)	
		4,179,040	2,774,344	2,971,119	196,775		
Expenditure from operating activities							
Governance		(754,555)	(186,980)	(160,206)	26,774	14.32%	▲
General purpose funding		(136,189)	(34,044)	(28,193)	5,851	17.19%	
Law, order and public safety		(392,705)	(154,129)	(53,947)	100,182	65.00%	▲
Health		(253,233)	(38,734)	(41,417)	(2,683)	(6.93%)	
Education and welfare		(46,183)	(11,685)	(28,815)	(17,130)	(146.60%)	▼
Housing		(399,163)	(103,907)	(102,571)	1,336	1.29%	
Community amenities		(356,002)	(89,562)	(110,106)	(20,544)	(22.94%)	▼
Recreation and culture		(938,598)	(188,256)	(202,829)	(14,573)	(7.74%)	
Transport		(1,557,135)	(459,925)	(432,326)	27,599	6.00%	
Economic services		(224,826)	(60,333)	(62,616)	(2,283)	(3.78%)	
Other property and services		(21,625)	(41,081)	(51,270)	(10,189)	(24.80%)	▼
		(5,080,214)	(1,368,636)	(1,274,296)	94,340		
Non-cash amounts excluded from operating activities	1(a)	1,700,496	443,973	480,125	36,152	8.14%	
Amount attributable to operating activities		799,322	1,849,681	2,176,948	327,267		▲
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	568,458	291,999	100,533	(191,466)	(65.57%)	▼
Proceeds from disposal of assets	7	143,000	36,950	36,950	0	0.00%	
Purchase of property, plant and equipment	8	(2,494,513)	(452,493)	(154,603)	297,890	65.83%	▲
Amount attributable to investing activities		(1,783,055)	(123,544)	(17,120)	106,424		▲
Financing Activities							
Transfer from reserves	10	50,000	50,000	0	(50,000)	(100.00%)	▼
Repayment of debentures	9	(21,065)	0	0	0	0.00%	
Transfer to reserves	10	(53,000)	(4,261)	(4,261)	0	0.00%	
Amount attributable to financing activities		(24,065)	45,739	(4,261)	(50,000)		
Closing funding surplus / (deficit)	1(c)	4,967	2,784,641	2,989,185			

KEY INFORMATION

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

The material variance adopted by Council for the 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 30 SEPTEMBER 2020

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

PROFIT ON ASSET DISPOSAL

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

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)	1,012,765	1,012,765	833,617	(179,148)	(17.69%)	▼
Revenue from operating activities							
Rates	6	2,148,202	2,148,202	2,148,202	0	0.00%	
Operating grants, subsidies and contributions	12(a)	1,599,960	483,953	680,334	196,381	40.58%	▲
Fees and charges		242,375	107,633	109,261	1,628	1.51%	
Interest earnings		30,600	7,649	5,306	(2,343)	(30.63%)	
Other revenue		157,903	26,907	29,732	2,825	10.50%	
		4,179,040	2,774,344	2,972,835	198,491		
Expenditure from operating activities							
Employee costs		(1,565,153)	(372,732)	(389,784)	(17,052)	(4.57%)	
Materials and contracts		(1,300,732)	(394,774)	(210,519)	184,255	46.67%	▲
Utility charges		(243,355)	(43,528)	(43,996)	(468)	(1.08%)	
Depreciation on non-current assets		(1,671,065)	(417,756)	(458,439)	(40,683)	(9.74%)	
Interest expenses		(6,795)	(873)	(832)	41	4.70%	
Insurance expenses		(183,795)	(92,111)	(136,844)	(44,733)	(48.56%)	▼
Other expenditure		(83,100)	(20,645)	(14,222)	6,423	31.11%	
Loss on disposal of assets	7	(26,218)	(26,217)	(21,373)	4,844	18.48%	
		(5,080,213)	(1,368,636)	(1,276,009)	92,627		
Non-cash amounts excluded from operating activities	1(a)	1,700,496	443,973	480,125	36,152	8.14%	
Amount attributable to operating activities		799,323	1,849,681	2,176,951	327,270		▲
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12(b)	568,458	291,999	100,533	(191,466)	(65.57%)	▼
Proceeds from disposal of assets	7	143,000	36,950	36,950	0	0.00%	
Payments for property, plant and equipment	8	(2,494,513)	(452,493)	(154,603)	297,890	(65.83%)	▲
Amount attributable to investing activities		(1,783,055)	(123,544)	(17,120)	106,424		▲
Financing Activities							
Transfer from reserves	10	50,000	50,000	0	(50,000)	(100.00%)	▼
Repayment of debentures	9	(21,065)	0	0	0	0.00%	
Transfer to reserves	10	(53,000)	(4,261)	(4,261)	0	0.00%	
Amount attributable to financing activities		(24,065)	45,739	(4,261)	(50,000)		▼
Closing funding surplus / (deficit)	1(c)	4,968	2,784,641	2,989,188			

KEY INFORMATION

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

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

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

(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: Movement in liabilities associated with restricted cash		3,213	0	313
Add: Loss on asset disposals		26,218	26,217	21,373
Add: Depreciation on assets		1,671,065	417,756	458,439
Total non-cash items excluded from operating activities		1,700,496	443,973	480,125

(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 30 September 2019	Year to Date 30 September 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(1,858,011)		(1,862,272)
Add: Borrowings	9	21,065		21,065
Add: Provisions - employee	11	134,449		134,762
Total adjustments to net current assets		(1,702,497)	0	(1,706,444)

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

Current assets				
Cash and cash equivalents	2	2,912,470		4,306,859
Rates receivables	3	50,723		720,473
Receivables	3	138,212		36,670
Other current assets	4	4,805		2,243
Less: Current liabilities				
Payables	5	(426,637)		(227,155)
Borrowings	9	(21,065)		(21,065)
Provisions	11	(122,394)		(122,394)
Less: Total adjustments to net current assets	1(b)	(1,702,497)	0	(1,706,444)
Closing funding surplus / (deficit)		833,617	0	2,989,186

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								
Cash at Bank Muni A/C	Cash and cash equivalents	2,444,564	0	2,444,564	0	NAB	0.55%	ongoing
Cash at Licensing Bank A/C	Cash and cash equivalents	(4)	0	(4)	0	NAB	Variable	ongoing
Cash on Hand	Cash and cash equivalents	27	0	27	0	n/a	n/a	n/a
Reserve Funds	Cash and cash equivalents	0	1,862,272	1,862,272	0	NAB	0.70%	08-Dec-20
Total		2,444,587	1,862,272	4,306,859	0			
Comprising								
Cash and cash equivalents		2,444,587	1,862,272	4,306,859	0			
		2,444,587	1,862,272	4,306,859	0			

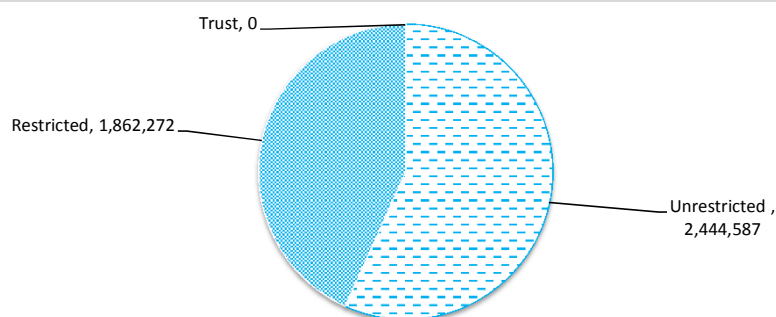
KEY INFORMATION

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

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

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

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



Total Cash	Unrestricted
\$4.31 M	\$2.44 M

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

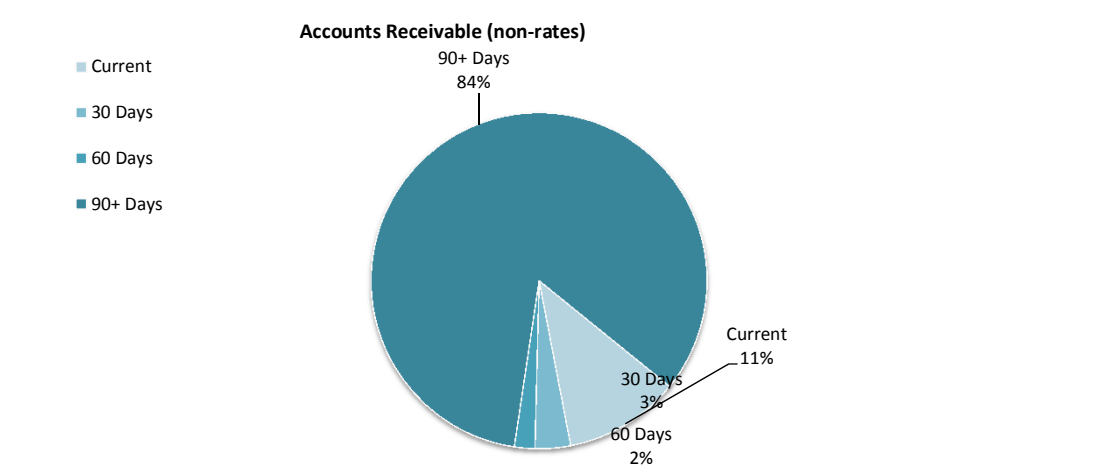
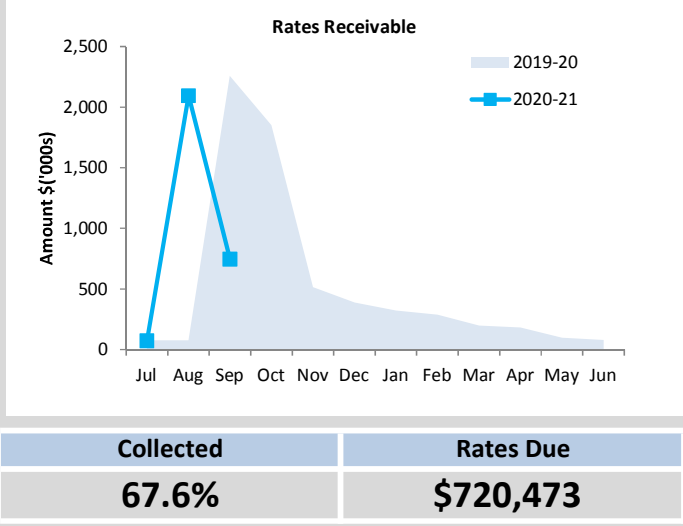
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2020	30 Sep 20
	\$	\$
Opening arrears previous years	82,187	76,668
Levied this year	2,217,026	2,148,202
Less - collections to date	(2,222,545)	(1,504,397)
Equals current outstanding	76,668	720,473
Net rates collectable	76,668	720,473
% Collected	96.7%	67.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(599)	2,092	640	370	15,664	18,168
Percentage	(3.3%)	11.5%	3.5%	2%	86.2%	
Balance per trial balance						
Sundry receivable						18,168
GST receivable						18,582
Provision for doubtful debts						(80)
Total receivables general outstanding						36,670
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Debtors Due
\$36,670
Over 30 Days
92%
Over 90 Days
86.2%

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 September 2020
Other current assets	\$	\$	\$	\$
Inventory				
Stock on hand	4,805	0	0	2,243
Total other current assets				2,243
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.

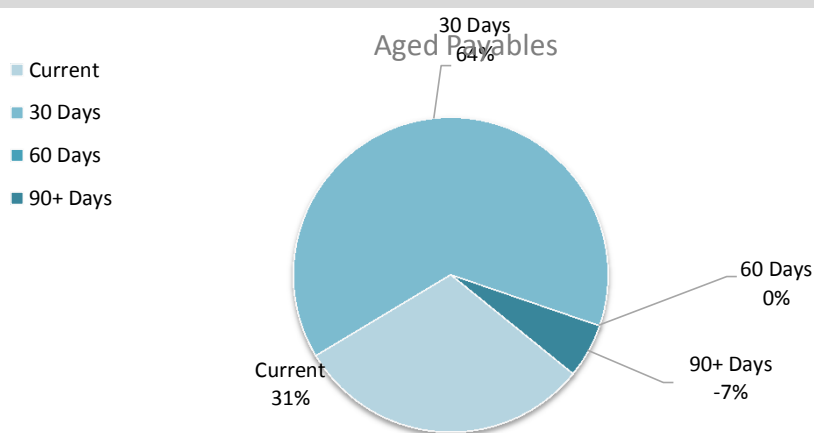
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,435	2,996	0	(262)	4,170
Percentage	0.0%	34.4%	71.9%	0%	-6.3%	
Balance per trial balance						
Sundry creditors						30,116
ATO liabilities						36,947
Income received in advance						58,965
Bonds and deposits held						101,127
Total payables general outstanding						227,155
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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



Creditors Due

\$227,155

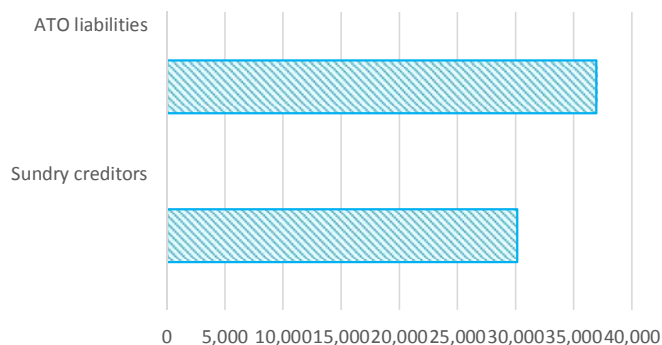
Over 30 Days

66%

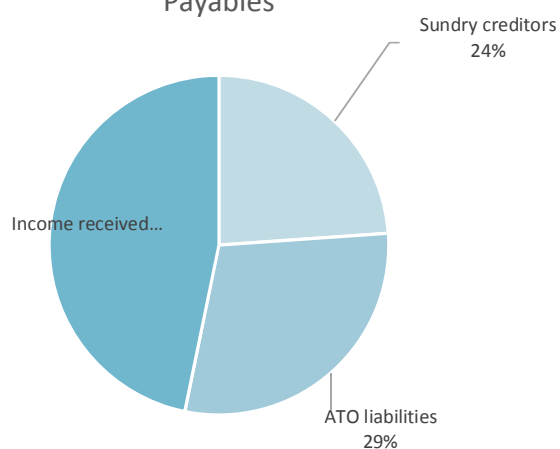
Over 90 Days

-6.3%

Payables



Payables



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

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue

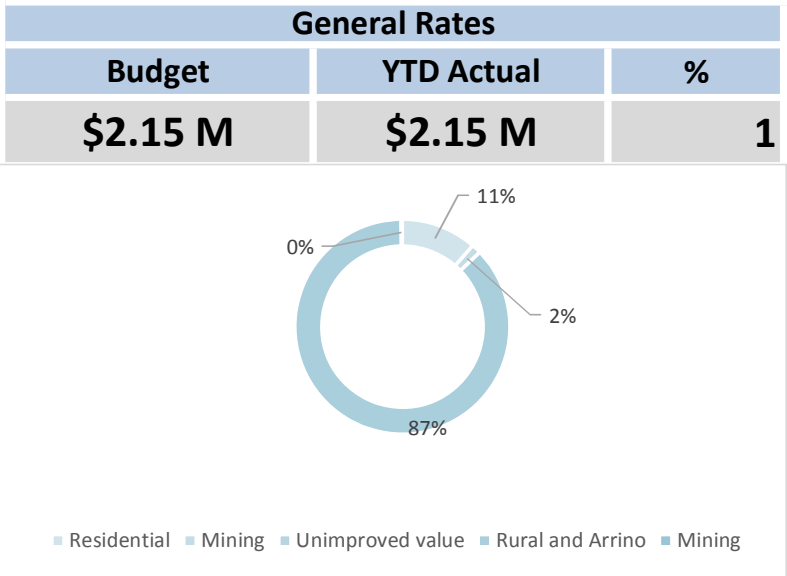
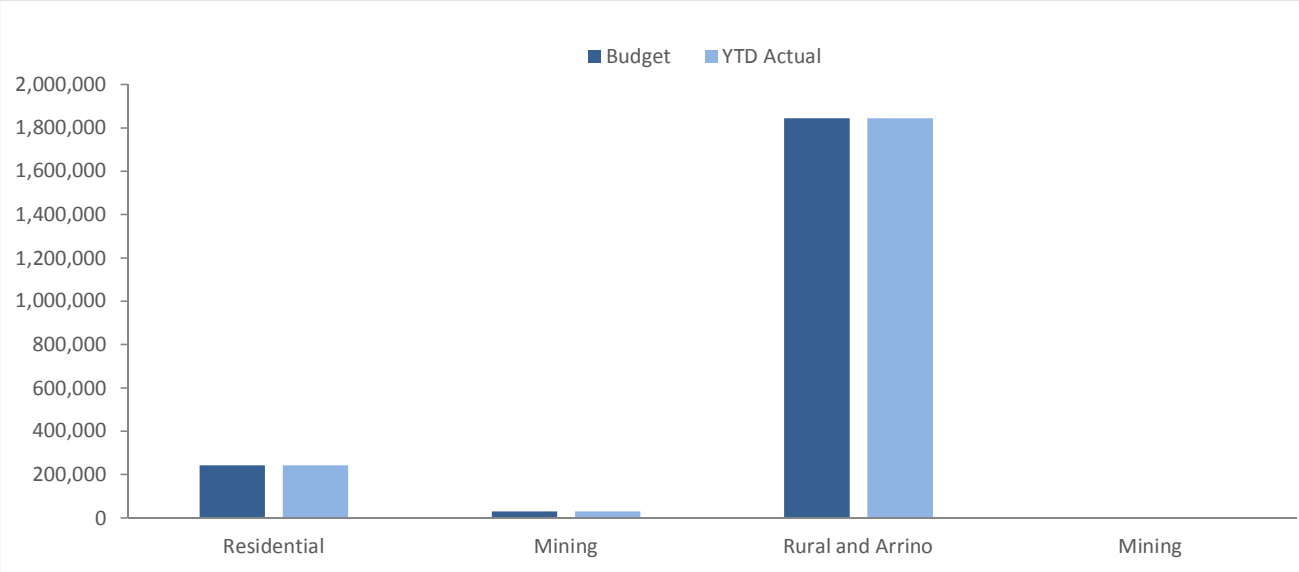
	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.119607	206	2,021,136	241,742	0	0	241,742	241,742	0	0	241,742
Mining	0.119607	1	252,500	30,201	0	0	30,201	30,201	0	0	30,201
Unimproved value											
Rural and Arrino	0.014416	182	127,974,500	1,844,880	0	0	1,844,880	1,844,880	0	0	1,844,880
Mining	0.014416	5	251,385	3,624	0	0	3,624	3,624	0	0	3,624
Sub-Total		394	130,499,521	2,120,447	0	0	2,120,447	2,120,447	0	0	2,120,447
Minimum payment	Minimum \$										
Gross rental value											
Residential	455	19	308,100	8,645	0	0	8,645	8,645			8,645
Unimproved value											
Rural and Arrino	455	24	39,089	10,920	0	0	10,920	10,920			10,920
Mining	455	18	158,827	8,190	0	0	8,190	8,190			8,190
Sub-total		61	506,016	27,755	0	0	27,755	27,755	0	0	27,755
Amount from general rates							2,148,202				2,148,202
Total general rates							2,148,202				2,148,202

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

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

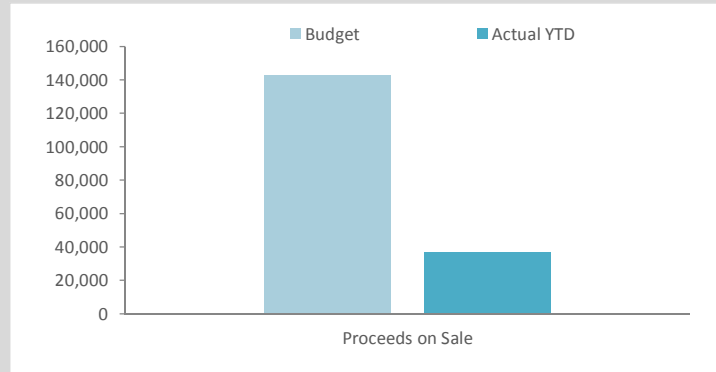
KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
Transport									
P50306	Western Star Prime Mover TS 5003	81,512	80,000	0	(1,512)	0	0	0	0
P50100	Mitsubishi Canter TS 5010	7,437	5,000	0	(2,437)	0	0	0	0
PM005	2017 Holden Calais Auto White 0TS	27,919	20,000	0	(7,919)	0	0	0	0
PM001A	2019 For Escape SUV TS 125	21,523	18,000	0	(3,523)	0	0	0	0
PM003	2017 Volkswagon Amrok Dual Cab TS 5	30,827	20,000	0	(10,827)	30,830	25,142	0	(5,688)
P50022	Caterplilar Highway Truck	0	0	0	0	27,492	11,808	0	(15,684)
		169,218	143,000	0	(26,218)	58,323	36,950	0	(21,372)

KEY INFORMATION



Proceeds on sale		
Annual Budget	YTD Actual	%
\$143,000	\$36,950	26%

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

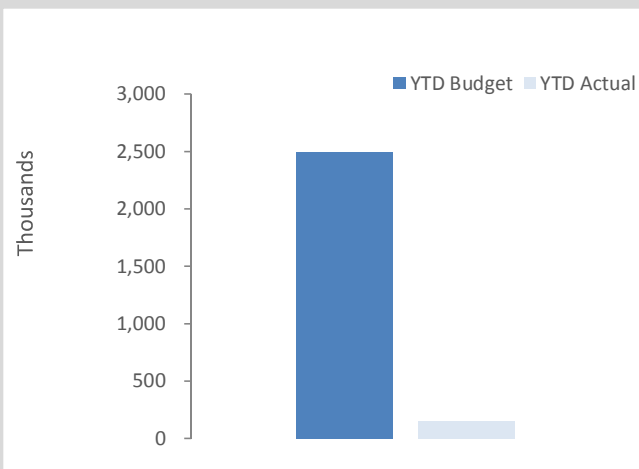
**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	474,695	46,944	29,175	(17,769)
Furniture & Equipment	62,000	0	0	0
Plant & Equipment	176,000	165,999	101,920	(64,079)
Infrastructure - Roads	1,554,255	239,550	22,266	(217,284)
Infrastructure - Footpaths	62,563	0	1,150	1,150
Infrastructure - Parks & Ovals	165,000	0	92	92
Capital Expenditure Totals	2,494,513	452,493	154,603	(297,890)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	568,458	291,999	100,533	(191,466)
Other (disposals & C/Fwd)	143,000	36,950	36,950	0
Cash backed reserves				
Swimming Pool Equipment	50,000		0	0
Day Care Centre	0	500,000	0	(500,000)
Contribution - operations	1,733,055	(376,456)	17,120	393,576
Capital funding total	2,494,513	452,493	154,603	(297,890)

SIGNIFICANT ACCOUNTING POLICIES

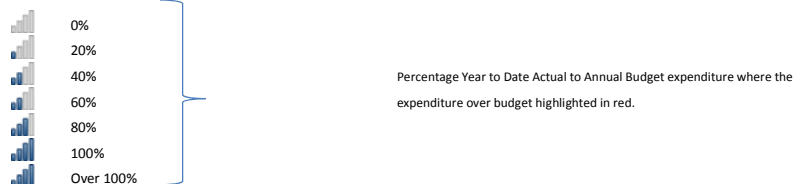
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.49 M	\$0.15 M	6%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.57 M	\$0.1 M	18%

Capital expenditure total
Level of completion indicators



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

		Adopted			
	Account Description	Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
1732		16,900	0	0	0
1744	Building Capital -Staff Housing	63,900	0	0	0
2404	Buildings	10,000	4,998	110	(4,888)
2814	Building - Pavilion	185,000	0	0	0
2834	Buildings	105,000	0	7,091	7,091
3494	Buildings	83,895	41,946	21,974	(19,972)
0024	Buildings	10,000	0	0	0
Buildings Total		474,695	46,944	29,175	(17,769)
Furniture & Equipment					
2854	Furniture & Equipment (Pool)	62,000	0	0	0
Furniture & Equipment Total		62,000	0	0	0
Plant & Equipment					
3544	Purchase of Motor Vehicles	96,000	96,000	0	(96,000)
3554	Purchase Plant & Equipment	60,000	60,000	93,288	33,288
3564	Tools & Equipment	20,000	9,999	8,632	(1,367)
Plant & Equipment Total		176,000	165,999	101,920	(64,079)
Infrastructure - Footpaths					
3224	Footpaths	62,563	0	1,150	1,150
Infrastructure - Footpaths Total		62,563	0	1,150	1,150
Infrastructure - Parks & Ovals					
2865	Infrastructure - Parks & Ovals	165,000	0	0	0
3854	Infrastructure - Tourism Promotion	0	0	92	92
Infrastructure - Parks & Ovals Total		165,000	0	92	92
Infrastructure - Roads					
3134	Roads To Recovery Grants	395,483	0	0	0
3154	MRWA - Road Projects	369,688	0	14,392	14,392
3164	Road Construction - Municipal Fund	734,729	239,550	6,284	(233,266)
5594	Town Streets - Kerbing & Drainage	54,356	0	568	568
5584	Arrino South Road - 2nd coat seal	0	0	1,021	1,021
Infrastructure - Roads Total		1,554,255	239,550	22,266	(217,284)
Grand Total		2,494,513	452,493	154,602	(297,891)

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

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

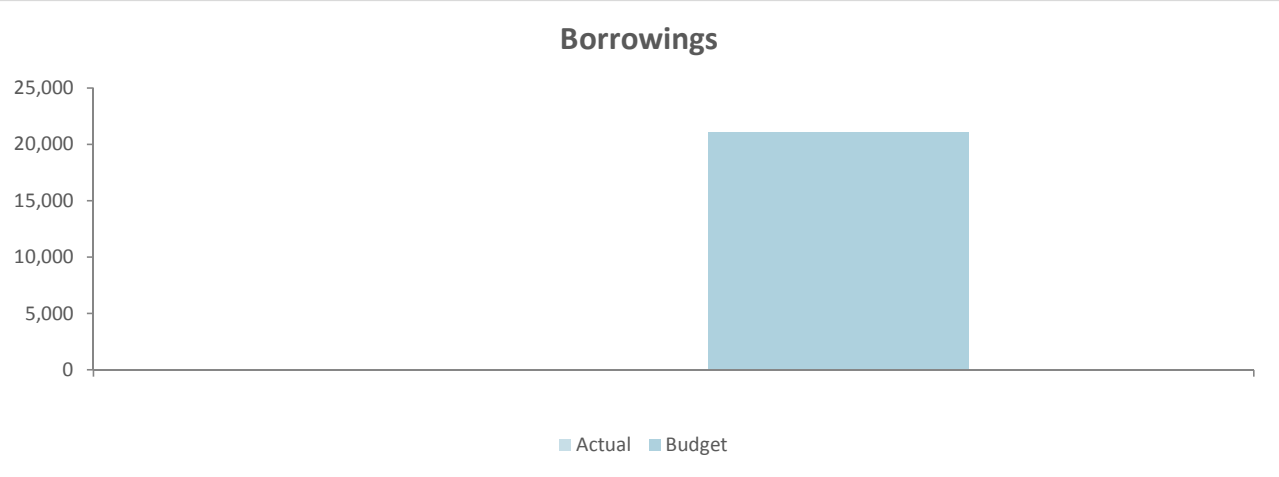
Repayments - borrowings

Information on borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture									
Loan 160 Swimming pool	89,385	0	0		21,065	89,385	68,320	0	3,291
	89,385	0	0	0	21,065	89,385	68,320	0	3,291
Total	89,385	0	0	0	21,065	89,385	68,320	0	3,291
Current borrowings	21,065					21,065			
Non-current borrowings	68,320					68,320			
	89,385					89,385			

All debenture repayments were financed by general purpose revenue.

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.



	Principal repayments
	\$0
Interest earned	Interest expense
\$5,306	\$0
Reserves balance	Loans due
\$1.86 M	\$.09 M

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

OPERATING ACTIVITIES

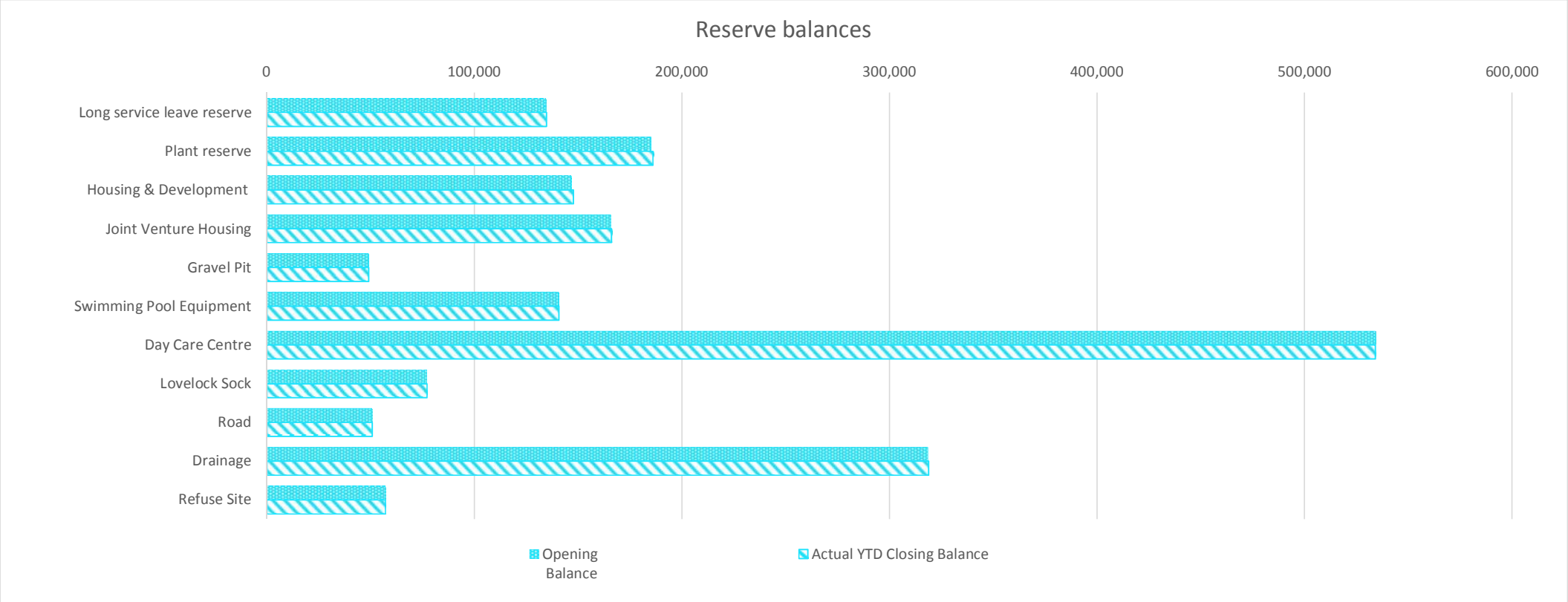
NOTE 10

CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long service leave reserve	134,449	1,500	313					135,949	134,762
Plant reserve	185,200	3,838	848	32,562				221,600	186,048
Housing & Development	146,418	6,000	1,245					152,418	147,663
Joint Venture Housing	165,623	2,000	386					167,623	166,009
Gravel Pit	48,906	500	114					49,406	49,020
Swimming Pool Equipment	140,343	1,250	291			(50,000)		91,593	140,634
Day Care Centre	534,030	500	85					534,530	534,115
Lovelock Sock	76,912	1,000	237					77,912	77,149
Road	50,631	1,200	233					51,831	50,864
Drainage	318,499	2,000	376					320,499	318,875
Refuse Site	57,000	650	133					57,650	57,133
	1,858,011	20,438	4,261	32,562	0	(50,000)	0	1,861,011	1,862,272

KEY INFORMATION



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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 30 September 2020
		\$	\$	\$	\$
Provisions					
Annual leave		92,050	0	0	92,050
Long service leave		30,344	0	0	30,344
Total Provisions					122,394
Total other current assets					122,394
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

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

NOTE 12(a)

Provider	Unspent operating grant, subsidies and contributions liability					OPERATING GRANTS AND CONTRIBUTIONS Operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
General purpose funding								
FAGS - Local road grant	0	0	0	0	0	251,001	62,750	54,901
FAGS - General purpose grant	0	0	0	0	0	1,203,217	300,804	519,004
Law, order, public safety								
Grants - Fire protection	0	0	0	0	0	30,857	7,714	(7,256)
Education and welfare								
Seniors Events Grants	0	0	0	0	0	1,000	0	1,000
Recreation and culture								
Community Grant	0	0	0	0	0	1,000	0	0
Transport								
Grants - Street lighting	0	0	0	0	0	200	0	0
Grants - Direct MRWA	0	0	0	0	0	112,685	112,685	112,685
	0	0	0	0	0	1,599,960	483,953	680,334
TOTALS	0	0	0	0	0	1,599,960	483,953	680,334

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

NOTE 12(b)

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1-Jul	Increase in Liability	Liability Reduction (As revenue)	Liability 30-Jun	Current Liability 30-Jun	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
Grants - Fire protection	0	0	0	0	0	0	7,714	0
Transport								
Grants - RRG projects	0	0	0	0	0	246,458	0	100,533
Grants - Roads to Recovery	0	0	0	0	0	292,000	291,999	0
Grants - Country Pathways	0	0	0	0	0	30,000	0	0
	0	0	0	0	0	568,458	299,713	100,533
TOTALS	0	0	0	0	0	568,458	299,713	100,533

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

**NOTE 13
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 30 September 2020
	\$	\$	\$	\$
Nomination Fees	0	400	(400)	0
	0	400	(400)	0

NOTE 14

BUDGET AMENDMENTS

[illegible]

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

NOTE 14
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
							0
							0
							0
							0
				0	35,000	(35,000)	

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

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 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	10,364	119.61%	▲ Timing	Employment Incentives received early
General purpose funding - other	208,923	55.73%	▲ Permanent	Early Payment of Draught & Local Roads Grants
Law, order and public safety	(15,045)	(188.32%)	▼ Permanent	DFES payment for Fitout late for 2019-2020
Expenditure from operating activities				
Governance	26,774	14.32%	▲ Timing	Various Accounts under budget including Community Funds
Law, order and public safety	100,182	65.00%	▲ Timing	Various Accounts under budget including COVID-19 response
Education and welfare	(17,130)	(146.60%)	▼ Timing	Expense Over Budget including ECLC
Community amenities	(20,544)	(22.94%)	▼ Permanent	Expense Over Budget including Storm Water Drainage
Other property and services	(10,189)	(24.80%)	▼ Timing	Expense Over Budget including Staffs Training
Investing activities				
Non-operating grants, subsidies and contributions	(191,466)	(65.57%)	▼ Timing	RTR Funding is now in Oct-Nov 20
Capital acquisitions	297,890	65.83%	▲ Timing	Late start of Capital Projects including Mian St Revitalisation
Financing activities				
Transfer from reserves	(50,000)	(100.00%)	▼ Timing	Transfer from Reserve to Muni - March 2021

		Debtors Trial Balance						
		As at 30.09.2020						
Debtor #	Name	Credit Limit	02.07.2020		01.08.2020	31.08.2020	30.09.2020	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
		Of						
		Oldest						
		Invoice						
		(90Days)						
B76			70.00	91	70.00	0.00	0.00	140.00
B101			0.00	0	0.00	0.00	100.00	100.00
C6			0.00	0	0.00	0.00	80.00	80.00
C68			0.00	0	0.00	0.00	100.00	100.00
D14			0.00	0	0.00	0.00	0.00	-60.00
D57			0.00	0	0.00	0.00	68.00	68.00
D87			0.00	0	240.00	0.00	0.00	240.00
H54			0.00	0	0.00	0.00	199.98	199.98
L94			0.00	0	0.00	0.00	280.00	280.00
N7			0.00	0	0.00	0.00	59.68	59.68
N22			0.00	0	0.00	0.00	60.00	60.00
O17			0.00	0	0.00	0.00	0.00	-360.00
P43			0.00	0	0.00	0.00	0.00	-40.00
P52			0.00	0	0.00	0.00	30.00	30.00
P60			0.00	0	59.90	0.00	0.00	59.90
T52			1776.90	152	0.00	640.00	800.00	3216.90
W60			0.00	0	0.00	0.00	0.00	-138.61
W69			30.00	152	0.00	0.00	0.00	30.00
W101			0.00	0	0.00	0.00	314.62	314.62
Totals --- Credit Balances:		-598.61	1876.90		369.90	640.00	2092.28	4380.47

National Business Visa Card

21 August, 2020 to 21 September, 2020

Chief Executive Officer

NIL	\$	-
	\$	-

Deputy Chief Executive Officer

Refridgeration Licence for Mechanic	\$	33.00
Fuel for 001TS	\$	38.19
Fuel for 001TS	\$	65.95
Plate Change for OTS	\$	34.60
Application for Disposal of Bond Money	\$	71.70
Overuse Charge for Medical Centre J2 Efax Service	\$	11.00
	\$	254.44

Bank Charges	\$	18.33
	\$	18.33

Total Direct Debit Payment made on 28/09/2020	\$	272.77
--	-----------	---------------

Police Licensing

Direct Debits from Trust Account

1 September, 2020 to 30 September, 2020

Tuesday, 1 September 2020	\$	507.45
Wednesday, 2 September 2020	\$	583.60
Thursday, 3 September 2020	\$	1,772.00
Thursday, 10 September 2020	\$	3,697.35
Tuesday, 15 September 2020	\$	79.25
Thursday, 17 September 2020	\$	478.25
Tuesday, 22 September 2020	\$	3,515.10
Wednesday, 23 September 2020	\$	1,326.15
Wednesday, 23 September 2020	-\$	311.95
Thursday, 24 September 2020	\$	2,612.50
Tuesday, 29 September 2020	\$	706.45
	\$	14,966.15

Bank Fees

Direct Debits from Muni Account
1 September, 2020 to 30 September, 2020

Total direct debited from Municipal Account	573.11
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Payroll

Direct Payments from Muni Account
1 September, 2020 to 30 September, 2020

Wednesday, 2 September 2020	\$	38,230.82
Wednesday, 16 September 2020	\$	38,870.47
Wednesday, 30 September 2020	\$	41,650.93
	\$	118,752.22

Date: 01/10/2020
Time: 4:25:14PM

SHIRE OF THREE SPRINGS
Statement of Payments for the Month of September 2020

USER: Donna Newton
PAGE: 1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Telstra		
11615	04/09/2020	Monthly Account		5.72
		Telstra		
11616	18/09/2020	Monthly Account		16.72
		Allmark & Associates Pty Ltd		
EFT16393	04/09/2020	Plaque		517.00
		Burgess Rawson (WA) Pty Ltd		
EFT16394	04/09/2020	Water Usage Charges		31.43
		Bunnings Group Limited		
EFT16395	04/09/2020	Monthly Account		492.41
		Blackwoods		
EFT16396	04/09/2020	Monthly Account		3,798.50
		Book Mark Library Services Pty Ltd		
EFT16397	04/09/2020	Annual Support Fee		242.00
		Commercial Hotel Three Springs		
EFT16398	04/09/2020	Catering		120.00
		Anne Marie Connaughton		
EFT16399	04/09/2020	North End Entrance Statement Painting		500.00
		Eastman Poletti Sherwood Architects		
EFT16400	04/09/2020	Professional Services		2,959.00
		Department of Fire and Emergency Services (DFES)		
EFT16401	04/09/2020	2020/21 ESL Quarter 1		10,936.80
		Great Basket Pty Ltd T/A Geraldton Motor Inn		
EFT16402	04/09/2020	Accommodation		960.00
		Frank Gilmour Pest Control		
EFT16403	04/09/2020	Annual Pest Control Inspection and Spray		3,778.00
		Health Insurance Fund (HIF) Of Australia Ltd		
EFT16404	04/09/2020	Payroll deductions		283.50
		Stephen Walter Hunter		
EFT16405	04/09/2020	Contractor		695.20
		IT Vision Australia Pty Ltd		
EFT16406	04/09/2020	Additional User Licences		4,409.06
		Irwin Plumbing Services		
EFT16407	04/09/2020	Contractor		1,867.25
		INFINITUM TECHNOLOGIES PTY LTD		
EFT16408	04/09/2020	Medical Centre It Services		660.00
		John Hughes Fleet		
EFT16409	04/09/2020	Purchase Triton Dual Cab Ute		50,957.90
		M & B (Building Products) Sales Pty Ltd		
EFT16410	04/09/2020	Monthly Account		175.04
		Marketforce Pty Ltd		
EFT16411	04/09/2020	Advertising Account		641.74
		Mingenew Painting Group		
EFT16412	04/09/2020	Paintings		700.00
		The Trustee For McAuliffe Family Trust T/A Mingnew		
		Tyre Services Pty Ltd		
EFT16413	04/09/2020	Monthly Account		926.20
		Lydia Elizabeth Haeusler T/A One L of a Good Feed		
		Catering & Events		
EFT16414	04/09/2020	Catering		625.00
		Perfect Computer Solutions Pty Ltd		
EFT16415	04/09/2020	Computer and IT Services		382.50

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EFT16416	04/09/2020	Quest Innaloo Accommodation		1,080.00
EFT16417	04/09/2020	Ray's Farm Services Contractor		3,148.20
EFT16418	04/09/2020	Australian Communications And Media Authority (ACMA) Annual Licenance Renewal - FM Station		45.00
EFT16419	04/09/2020	Shire of Morawa Street Sweeper		560.00
EFT16420	04/09/2020	State Library of Western Australia Better Beginnings Program 2020/2021		49.50
EFT16421	04/09/2020	Sweetman's Hardware Monthly Account		213.70
EFT16422	04/09/2020	Sweetman's Ampol Cafe Catering		140.00
EFT16424	04/09/2020	Three Springs Rural Services Monthly Account		4,626.16
EFT16425	04/09/2020	Three Springs Nutrien Ag Solutions (Landmark Operations Ltd) Monthly Account		545.16
EFT16426	04/09/2020	Industrial Automation Group Pty Ltd T/A Waterman Irrigation Remote Access Annual Fee		1,279.30
EFT16427	04/09/2020	WBHO Civil Pty Ltd Licence To Perform Dogging Training		1,110.00
EFT16428	04/09/2020	Wavecom Instruments Pty Ltd Printer		3,176.80
EFT16429	08/09/2020	BOC Gases Monthly Account		46.07
EFT16430	08/09/2020	Robert Ross Waddell T/A Bob Waddell Consultant Contractor		396.00
EFT16431	08/09/2020	Winc Australia Pty Limited Monthly Meterplan Charges		1,574.64
EFT16432	08/09/2020	Government Of Western Australia - Central Regional TAFE Training		990.00
EFT16433	08/09/2020	Excel Consulting Solutions Pty Ltd T/A Nexacu Training		2,376.00
EFT16434	08/09/2020	Great Basket Pty Ltd T/A Geraldton Motor Inn Accommodation		480.00
EFT16435	08/09/2020	Frank Gilmour Pest Control Contractor		4,541.00
EFT16436	08/09/2020	Irwin Plumbing Services Contractor		914.10
EFT16437	08/09/2020	Kidsafe Western Australia Inc. Training		900.00
EFT16438	08/09/2020	Leeman Plumbing & Excavation Contractor		1,778.04
EFT16439	08/09/2020	LGISWA Property Scheme Annual Motor Vehicle Insurance		72,047.09
EFT16440	08/09/2020	Somerbank Pty Ltd as Trustee for Franco Family Trust T/A Midwest Windscreens Windscreen Replacement		935.00

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT16441	08/09/2020	Shire of Mingenew Annual Fee		513.33
EFT16442	08/09/2020	Shire of Morawa Dog Handling Training		560.00
EFT16443	08/09/2020	Three Springs IGA Monthly IGA Account		256.38
EFT16444	08/09/2020	Three Springs Rural Services Monthly Account		1,485.55
EFT16445	08/09/2020	Talis Consultants Pty Ltd Contractor		5,106.75
EFT16446	08/09/2020	Van't Veer Services Monthly Account		62.85
EFT16447	08/09/2020	Western Australian Local Government Association (WALGA) Councillor Training		195.00
EFT16448	18/09/2020	Australian Taxation Office BAS Remittance for August 2020		5,241.00
EFT16449	18/09/2020	Tutt Bryant Equipment Compactor		3,575.00
EFT16450	18/09/2020	Bunnings Group Limited Monthly Account		50.15
EFT16451	18/09/2020	BAGOC Health Group T/A Three Springs Medical Centre Pre-Employment Medical		297.00
EFT16452	18/09/2020	Breeze Connect Pty Ltd Monthly Account		49.02
EFT16453	18/09/2020	Robert Ross Waddell T/A Bob Waddell Consultant Consultant		33.00
EFT16454	18/09/2020	Toll Transport Pty Ltd Freight Account		1,720.86
EFT16455	18/09/2020	Winc Australia Pty Limited Cleaning Order		307.87
EFT16456	18/09/2020	Christopher Shaun Connaughton Councillor Sitting Fees		1,368.75
EFT16457	18/09/2020	Government Of Western Australia - Central Regional TAFE Staff Training		1,989.44
EFT16458	18/09/2020	Cleanaway Pty Ltd Refuse Collection Charges		3,605.90
EFT16459	18/09/2020	Dormakaba Australia Service Agreement		1,231.49
EFT16460	18/09/2020	Government Of Western Australia Department Of Communities Return of Unspent Funding		7,200.60
EFT16461	18/09/2020	Nadine Eva Councillor Sitting Fees		906.93
EFT16462	18/09/2020	Julia Ennor Councillor Sitting Fees		900.00
EFT16463	18/09/2020	Geraldton Fuel Company Pty Ltd (Refuel Australia) Monthly Fuel Account		7,322.50
EFT16464	18/09/2020	Mitchell & Brown Air Conditioner		7,800.00
EFT16465	18/09/2020	Great Blasket Pty Ltd T/A Geraldton Motor Inn Accommodation		480.00

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT16466	18/09/2020	JR & A Hersey Pty Ltd Monthly Account		958.98
EFT16467	18/09/2020	High Steel Buildings Pty Ltd Contractor		22,000.00
EFT16468	18/09/2020	Health Insurance Fund (HIF) Of Australia Ltd Payroll deductions		141.75
EFT16469	18/09/2020	Stephen Walter Hunter Contractor		250.00
EFT16470	18/09/2020	Robert James Heal Councillor Sitting Fees		800.00
EFT16471	18/09/2020	HLS Legal Pty Ltd T/A HLS Legal Legal Services		3,367.21
EFT16472	18/09/2020	IT Vision Australia Pty Ltd Contractor		5,460.19
EFT16473	18/09/2020	INFINITUM TECHNOLOGIES PTY LTD Medical Center IT Services		2,099.13
EFT16474	18/09/2020	KCTT T/A KC TRAFFIC AND TRANSPORT PTY LTD Contractor		4,140.32
EFT16475	18/09/2020	Chris Lane Councillor Sitting Fees		2,975.00
EFT16476	18/09/2020	Leeman Plumbing & Excavation Contractor		627.00
EFT16477	18/09/2020	Totally Workwear Geraldton Crew Uniform		164.13
EFT16478	18/09/2020	Moore Australia Audit (WA) Pty Ltd Professional Services		1,140.15
EFT16479	18/09/2020	Mcleods Barristers and Solicitors Professional Services		404.79
EFT16480	18/09/2020	Medelect Biomedical Services Medical Equip Maintenance		3,327.50
EFT16481	18/09/2020	Jennifer Dorothy Mutter Councillor Sitting Fees		700.00
EFT16482	18/09/2020	Zachary Thomas Kennedy Mills Councillor Sitting Fees		800.00
EFT16483	18/09/2020	Shire of Perenjori Staff Training		587.00
EFT16484	18/09/2020	Perfect Computer Solutions Pty Ltd Computer & IT Services		212.50
EFT16485	18/09/2020	Cathy M Reed Painting		500.00
EFT16486	18/09/2020	Sweetman's Hardware Monthly Account		205.10
EFT16487	18/09/2020	Silverwing Holding Pty Ltd t/a Three Springs Sandblasting Contractor		1,996.50
EFT16488	18/09/2020	Three Springs Rural Services Monthly Account		4,821.23
EFT16489	18/09/2020	Three Springs Nutrien Ag Solutions (Landmark Operations Ltd) Monthly Account		57.50
EFT16490	30/09/2020	Department Of Transport - Daily Licensing POLICE LICENSING PAYMENTS FOR SEPTEMBER 2020 WA Super		14,571.65

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
DD12502.1	01/09/2020	WA Super Payroll deductions		5,143.81
DD12502.2	01/09/2020	Colonial First State - FirstChoice Wholesale Personal Super Payroll deductions		484.62
DD12502.3	01/09/2020	Australian Super Superannuation contributions		330.31
DD12502.4	01/09/2020	ANZ Smart Choice Super Superannuation contributions		182.65
DD12502.5	01/09/2020	Retail Employees Superannuation Pty Ltd (REST) Superannuation contributions		194.60
DD12502.6	01/09/2020	Cbus Super Superannuation contributions		204.18
DD12519.1	15/09/2020	Telstra Monthly Account		208.26
DD12523.1	07/09/2020	Telstra Monthly Account		1,331.91
DD12527.1	01/09/2020	Water Corporation Water Service Charges		7,813.18
DD12528.1	17/09/2020	Synergy Electricity Usage Charges		6,060.04
DD12535.1	25/09/2020	Synergy Electricity Usage		576.20
DD12536.1	23/09/2020	Synergy Electricity Usage		63.03
DD12537.1	22/09/2020	Synergy Monthly Electricity Account		2,312.50
DD12538.1	07/09/2020	Water Corporation Water Service Charges		567.79
DD12539.1	24/09/2020	Synergy Electricity Usage		3,838.40
DD12539.2	24/09/2020	Telstra Monthly Account		440.46
DD12541.1	15/09/2020	WA Super Payroll deductions		5,230.55
DD12541.2	15/09/2020	Colonial First State - FirstChoice Wholesale Personal Super Payroll deductions		518.70
DD12541.3	15/09/2020	Australian Super Superannuation contributions		352.07
DD12541.4	15/09/2020	ANZ Smart Choice Super Superannuation contributions		205.85
DD12541.5	15/09/2020	Retail Employees Superannuation Pty Ltd (REST) Superannuation contributions		208.13
DD12541.6	15/09/2020	Cbus Super Superannuation contributions		204.18
DD12549.1	30/09/2020	Telstra Monthly Account		50.00
DD12552.1	29/09/2020	WA Super Payroll deductions		5,464.02
DD12552.2	29/09/2020	Colonial First State - FirstChoice Wholesale Personal Super Payroll deductions		518.70

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Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		Australian Super		
DD12552.3	29/09/2020	Superannuation contributions		352.07
		ANZ Smart Choice Super		
DD12552.4	29/09/2020	Superannuation contributions		278.57
		Retail Employees Superannuation Pty Ltd (REST)		
DD12552.5	29/09/2020	Superannuation contributions		208.13
		Cbus Super		
DD12552.6	29/09/2020	Superannuation contributions		201.49
		National Mastercard		
DD12554.1	28/09/2020	Monthly Credit Card Account		272.77

REPORT TOTALS

Bank Code	Bank Name	TOTAL
L	POLICE LICENSING	14,571.65
M	MUNICIPAL BANK	343,445.25
TOTAL		358,016.90



COMMUNITY GRANTS PROGRAM

Guidelines

SUPPORTING
EVENTS

SUPPORTING
VOLUNTEERS

SUPPORTING
ARTS AND
CULTURE

SUPPORTING
TOURISM

SUPPORTING
BUILDING
CAPACITY

SUPPORTING
PROGRAMS

SUPPORTING
INITIATIVES

SUPPORTING
CONNECTIONS

DOCUMENT CONTROL

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1. Governance and Structures

1.1 Introduction

In recognition of the pivotal role that community groups and organisations play in developing vibrant and diverse communities, Council is committed to the provision of support and assistance through the Shire of Three Springs Community Small Grant Program.

Each financial year Council will invite community-based not-for-profit organisations in the Shire of Three Springs to submit Community Small Grant / Sponsorship / Support Applications to Council for consideration.

This document has been prepared to assist community groups in preparing an application for the scheme.

1.2 Target Groups

The program is of particular interest to community organisations who are seeking funding for projects and / or events.

Consideration will be given to projects and / or events in the area of emergency services, education, youth, sports, age friendly communities, recreation, heritage, health, culture and social engagement.

1.3 Overall Purpose

The overall purpose of the grants program is to provide a funding scheme that strengthens the involvement of community organisations in the development of services, management of facilities, events, arts and culture, tourism, promotion of environmental sustainability and infrastructure in the community. Council recognises the economic, socio-cultural and health benefits projects and events can bring to the Three Springs community.

1.4 Council Policy

The Community Small Grants Fund is aligned to Council Policy 28 - Community Small Grants Fund.

Council's Register of policies is reviewed annually and is published on the Shire's website.

1.5 Promotion

The program will be promoted via the following methods:

- Shire of Three Springs website
- Shire of Three Springs Facebook
- Media releases and advertisements in the Yakabout

1.6 Funding Rounds

Two funding rounds will be available for the Community Small Grants, with applications closing in the following months:

- November
- March

Closing dates will be determined annually to coincide with advertising and Council meeting timeframes.

Funding round opening and closing dates will be advertised.

Waiving of fees and sponsorship applications can be made at any time of the year.

1.7 Council Fund Allocation

Council provides an annual allowance within its annual budget for the funding of the Community Small Grants Program. 50% of the total allocation will be made available for the first round of applications. The balance of the funding after the first round less any approved sponsorship will be available within the second round.

1.8 Objectives

The objectives of the Shire of Three Springs Community Small Grants program is to provide funds of up to \$3,000 to community-based organisations in support of the development of social, economic, recreational, art and cultural benefits.

The Community Small Grant program is focus on assisting groups in delivering the following:

1. Supporting volunteers by building the capacity of local clubs and organisations with small equipment purchases;
2. Support programs, activities and initiatives delivered by community groups;
3. Support community development initiatives;
4. Increasing the range of events, activities and services within the Shire;
5. Providing mentoring opportunities to community organisations to strengthen their organisation; and
6. Generating local economic activity, tourism and development.

1.9 Community Budget Requests

In line with Council Policy, organisations seeking funding outside of the Community Small Grants program and / or over the value of \$3,000 will need to submit a request, in writing, to the CEO by 31 March for consideration in the upcoming budget deliberations.

Requests that exceed \$25,000 or require an ongoing commitment of Council must be discussed with the Chief Executive Officer prior to making a submission. The Chief Executive Officer may require additional supporting documentation, such as business plans / formal proposals to be submitted with their requests; as a result it is recommended that contact be made in advance.

All applications will be notified of the outcome of their submission within one month of Council's decision regarding budget requests.

1.10 Grant Categories

Funding will be allocated under the following categories. Council retains the right to vary the amounts granted.

Community Small Grants

Up to \$3,000 - two rounds per annum

Council's Community Small Grants program is to assist with funding towards infrastructure and equipment and sponsorship requests in excess of \$250. Examples of this type of funding may include uniforms or equipment.

Waiving of Fees

Open round - Up to \$1,500

Council's Waiving of Fees stream is to assist with funding of programs with a reduction or waiving of Council's fees and charges, including but not limited to Community Bus use, facility hire and photocopying.

For example, this type of funding can be used towards Senior Day trips, facility hire for school holiday programs.

Sponsorship

Up to \$250 - open round

Council's Sponsorship program is to assist with funding towards running events, projects (annual or once off). Examples of this type of funding may include significant events of local/ state / national level, community workshops / information sessions, school holiday programs and activities.

Preference is given for events and projects held within the Shire.

1.11 Guidelines

General

The following guidelines are applicable for all funding streams under the Community Small Grants program.

- Be committed to providing direct benefits to residents in the Shire of Three Springs. Consideration will be given to projects and /or events in the area of emergency services, education, youth, sports, age friendly communities, recreation, heritage, health, culture and social engagement.
- Only one application for assistance towards one project will be assessed for the provision of minor sporting, recreation, culture or other project.

- The applicant organisation must operate within the Shire of Three Springs and beneficiaries must be residents of the Shire of Three Springs. If managed by an outside group, the application must demonstrate, within the application, evidence that a high percentage of members or beneficiaries are Shire of Three Springs residents.
- Groups must be an incorporated not-for-profit community organisation with open membership to residents in the Shire of Three Springs
- Have an Australian Business Number (ABN) or have a community organisation that is willing to auspice the application and accept responsibility for the administration of the grant.
- Groups must be operating for a minimum of six months within the Shire of Three Springs.
- Hold adequate public liability insurance to cover the project or event as applicable.
- Has satisfactorily accounted to Council for the expenditure of any previous Council grants.
- Comply with all relevant Local Laws, Australian or Western Australian legislation and standards.
- Not have their own grant giving program or fundraising program that provides money to finance other organisations community initiatives or activities.

Funding Amounts

- Grants of up to \$3,000 will be considered
- For funding requests over \$500, a copy of your group's current financial statement must be attached.
- Council's contribution will generally be limited to one third of the total project costs and will not fund more than 50% of the total project costs.
- In-kind contributions can be attributed towards the community group contributions. The value of in-kind work undertaken by volunteers may not exceed one third of the complete value of the

project. The voluntary work should be described and valued at the rate of no more than \$40 per hour (generally \$25 for unskilled works and \$40 for skilled labour).

1.12 In-Kind Contributions

Council recognises that organisations or groups contribute to a project with their own resources, reducing the amount of actual dollars needed.

Even though no actual expense has been incurred by the organisation, the in-kind expense should be recognised to reflect the true costs of the project and true contribution made by the organisation.

In-Kind support includes the donations of goods or services that you may receive towards the project.

In-Kind contributions are categorised as:

- Volunteer labour
- Donated materials

Volunteer labour is recognised as skilled or unskilled.

Skilled labour is for services performed by a volunteer who is qualified in that area. For example a qualified painter painting a room.

Unskilled labour is for services performed by a volunteer who does not hold qualification in the particular field.

Donated materials is recognised for materials donated. For example a sign writer volunteers his time and reduces the cost of purchase.

Donated materials can also include the cost of equipment required for works. For example a member's truck is used to cart debris during site works.

Rates must be justified. It is recommended that applicants use the Shire's private works rates as a guide for large plant or reference to local hire equipment rates.

All in-kind claims must be fully supported. Council reserves the rights to request the in-

kind support calculations as additional supporting documentation.

1.13 Funding Application Amount

A maximum of \$250 will be granted for sponsorship requests.

A maximum of \$1,500 will be granted for waiving and / or reduction of Council fees. Please note that waiving of statutory fees is not permitted.

A maximum of \$3,000 will be granted for Community Small Grants.

Organisations intending to request amounts exceeding the above mentioned maximum amounts will need to make an application through the Budget Requests process.

It should be noted that it is the intention of Council to support a variety of programs, activities and initiatives. Applications for \$1,500 or less are preferred, however it does not prevent applications being made up to \$3,000.

1.14 Funding Exclusions

The following will not be funded:

- Individuals or private profit-making organisations.
- Any project which is deemed by Council to be of direct benefit of a business, person or any other profit making venture, or any government department or agency (school P&Cs are exempt).
- A project deemed eligible under other external funding streams, unless applications have been unsuccessful.
- Projects that have already commenced (no retrospective funding).
- Requests that are considered by Council to be the funding responsibility of other levels of Government (state or federal agencies).
- Community organisations that are in debt to Council and are not meeting the agreed repayment arrangements.
- Projects or events that:

- Have demonstrated self-sufficiency by running at a profit that is not reinvested back into the community organisation or their next event.
- Have been, or are being, funded by other parts of Council.
- Have already started or have been completed (no retrospective funding).
- Are run by (or involved with) political or religious groups seeking to promote core beliefs.
- Are not open to the general public.
- Are for interstate or overseas travel.
- Are for operational expenses.
- Are for funding of prizes, sponsorships, donations or gifts.
- Will have a negative impact on the environment.

2. Application Process

2.1 Applications and Requests

Eligible community organisations can apply for a grant by the following methods:

Waiving of fees

Submission of the Shire of Three Springs' 'Request to Waive Fee' form.

Sponsorship

Submission of the Shire of Three Springs' 'Request for Sponsorship' form.

Community Small Grant

Submission of the Shire of Three Springs' 'Community Small Grant' form.

Forms availability

All forms are available on the Shire of Three Springs website or by contacting the Shire Admin Centre.

2.2 Application Support

It is important to the Shire of Three Springs that applicants are able to submit a well thought through and well developed

application that answers all compliance questions, addresses all the criteria and provides the evidence and support document required.

Many questions will be answered throughout these guidelines. Should you wish to discuss your project or application, please do not hesitate to contact staff at the Shire Admin Centre.

2.3 Application General Conditions

The following information is designed to guide applicants in preparing and submitting their applications. Adhering to these conditions is compulsory. Please read carefully, as failure to comply with these conditions may have a negative impact on the assessment of the application.

- a. Applications must be received by the due date and in the prescribed format.
- b. Funded projects and / or events must be for a specific project and / or event and have a defined operating period. Funding cannot be used for any other purpose without prior consultation and agreement by Council.
- c. Applicants must indicate all other sources of funding they have sought and / or received in relation to the project and / or event in their application.
- d. Each community organisation must provide copies of the previous year's Financial Statements.
- e. For funding over \$500, community organisations must provide a copy of their current financials.
- f. Applicants are to contribute an amount which Council believes adequate based on the type of project, their financial position and their ability to secure alternative funding. Subject to this the degree of contribution will be considered in the assessment process.
- g. Grantee is to agree to the terms and conditions of the grant.

- h. Recipients must adhere to any additional terms and conditions applied to the conditions of funding.
- i. If required, a Completion Report must be submitted at the completion of the project and / or event.
- j. The Community Small Grants are made on the basis of a one off payment and no ongoing commitment by Council is implied.
- k. Grant monies must be accounted for separately within the organisation's records and any unspent monies must be returned to Council.
- l. If the project and / or event is discontinued within 12 months from receipt of the grant, all unspent funds must be returned to Council and / or approval to reuse the funds must be negotiated with the CEO.
- m. Council's support must be acknowledged on all promotional materials.

2.4 Funding Acknowledgement

Organisations that receive funding via any of the funding streams must acknowledge the Shire's financial support.

Acknowledgements can include the following:

- Shire logo and / or acknowledgement included on promotional materials.
- Acknowledgement of Shire's contribution in any speeches.
- Acknowledgement of Shire's contribution in media releases.
- Shire logo or 'Shire of Three Springs' wording included on uniform and / or clothing for funding that contributes to its purchase.
- Shire logo included on appropriate signage.
- If applicable, as prescribed within funding conditions.

2.5 Shire Assessment

Assessment Criteria is directly based on that outlined in the Community Small Grants Policy.

An independent committee will assess the grant applications, ranking the applications

against the key criteria, with recommendations being considered by Council for their endorsement.

Allocation of grant funding is not guaranteed and will depend upon how well the applications meet the selection criteria, the number and quality of the applications received, funds held by community organisations and the amount available in Council's budget.

2.6 Key Selection Criteria

1. Alignment with the guidelines and eligibility criteria;
2. Demonstration of the community need for the project;
3. Benefit to the Three Springs community (i.e. contribution to community well-being);
4. Alignment to the Shire of Three Springs Strategic Community Plan;
5. Capacity to make a significant financial or in-kind contribution to the project / event;
6. Past funding history and profile of organisation; and
7. Levels of volunteer participation and wider community participation.

2.7 Lower Priorities

Applications that encompass the following attributes will receive a lower priority level in the assessment process:

1. Seeking funding for bonds, employee salaries and wages;
2. Requests that are deemed to be regular ongoing operational costs of an organisation;
3. Funding for recurring projects; and
4. Events / projects where other funding avenues have been identified.

2.7 Other Conditions

1. Council reserves the right to consider an application without the right of appeal.
2. Council reserves the right to request further information.

3. Council reserves the right to apply conditions on funding.
4. Council reserves the right to make public announcements regarding grant allocations and recipients.
5. All applications will be advised, in writing, of the outcome of their application.

2.9 Checklist

All Applications

- ☐ Applicant is an incorporated organisation (or is auspiced by an incorporated organisation)
- ☐ Application has been signed by an authorised committee member
- ☐ Answers have been provided for every question. Please attach any additional information you feel will give more weight to your application
- ☐ Application is aligned to a funding objective
- ☐ Where applicable, any previous funding has been acquitted
- ☐ Bank account details are supplied

Waiving of fees and Small Grants

- ☐ Financial Details - Income and Expenditure
- ☐ For requests over \$500, Income and Expenditure Statements for the current year (less than 2 months old)
- ☐ Income and Expenditure Statements for the prior financial year.

Other Useful Documents

- ☐ Quotations
- ☐ Confirmation of applied funding
- ☐ Applied funding - advice of outcome
- ☐ Letters of support
- ☐ Project Plan
- ☐ Design Plan
- ☐ In-kind calculations
- ☐ Audit report
- ☐ Copy of bank statements
- ☐ Incorporation certificate

3. Awarding of Grant

3.1 Assessment

Small Grants applications will initially be assessed by a committee, who will then prepare and submit recommendations to the Ordinary Council Meeting. The assessment will be carried out as outlined below.

1. Applications will be first assessed to ensure they meet eligibility criteria.
2. Applications will be assessed against the program's assessment criteria and objectives. Applicants may be requested to provide additional supporting information considered appropriate.
3. Council report will be prepared for consideration and determination.
4. Council to consider recommendations and approve funding allocations.
5. Successful and unsuccessful applicants will be notified immediately after the Council meeting.

As stated, the initial assessment of the applications will be carried out by a committee. The committee will prepare and submit recommendations to the Ordinary Council Meeting. The Council cannot amend a committee recommendation, however, they can return a proposal to the committee with suggested amendments.

Council reserves the right to offer less funding than requested, if it believes that the project or event can still proceed with a greater contribution from the applicant. Bank balance, equity and other funding opportunities are also taken into consideration during the assessment of applications.

Council will also give consideration to the funding pool available and reserves the right to offer less funding than requested to enable support of multiple applications.

It should be noted that it is the intention of Council to support a variety of programs, activities and initiatives. Applications for \$1,500 or less is preferred, however, it does

not prevent applications being made up to \$3,000.

Waiving of fees and sponsorship applications

will be initially assessed by relevant Council Officers. The final assessment and decision will be made by the Chief Executive Officer, unless it has been deemed to fall outside the CEO delegated authority. Where the CEO does not have delegated authority, the request will be considered as per the Small Grants process.

3.2 Notification Process

Notification of successful and unsuccessful applications will take place immediately following the Ordinary Council Meeting.

Successful applicants will be notified by email, including request to sign any applicable grant agreement documents.

Unsuccessful applicants will be notified by email, including details of the Council Officer to discuss the application and provide feedback.

4. Managing Grants

4.1 Funding Agreements

If applicable, successful applicants will be required to enter a Funding Agreement with Council by completing Terms and Conditions and Appendices.

4.2 Payment Arrangements

The payment process for the Community Small Grants Program is as follows:

- Payments are made by Council on receipt of the completed Terms and Conditions and Appendices, if required.
- Payments will be made electronically or via cheque.
- Council reserves the right to pay a pro-rata portion of the grant upfront and the remainder on the completion of the grant.
- Council reserves the right to withhold payment until the acceptance of the completion form.

4.3 Application of GST for Funding

The imposition of the Goods and Services Tax (GST) applies to some funding submissions. In order for Council to comply, the following approach will be taken so that no applicant will be worse off:

- a. Successful applicants must have an Australian Business Number (ABN) to apply or be auspiced by a group / organisation that has an ABN
- b. Applicants who are registered for GST must provide their GST details. Applicants that have applied for an ABN or for GST registration but have not yet received confirmation must state so on the form. Successful applicants will be required to provide completed details before funding can be paid.
- c. The Council will determine if the funding is considered a taxable supply for GST purposes and add GST to the funding if those conditions (set by the ATO) are met.
- d. If GST is added to the funding submission, applicants that are registered for GST will be required to report the funding on their BAS statement. Applicants that are not registered for GST will not be required to take any further action.
- e. Council will raise a Recipient Created Tax Invoice for funding payment, based on the GST status of the organisation.

4.4 Terms and Conditions of Grant

If successful in this funding round, applicants will be subject to the following conditions:

1. The Grant must be used solely for the project and / or event as detailed in the Application Form.
2. The Grant will be paid in full when Council receives all of the required documentation.
3. The Completion Report must be signed off by the Grantee's appointed committee member or Project Sponsor.
4. The Grantee shall satisfactorily complete the project and / or event by the date nominated in the Terms and Conditions signed by successful applicants.
5. The Grantee must ensure that the Shire of Three Springs' contribution to the project and / or event is acknowledged on promotional materials, media releases and / or by appropriate signage.
6. The Grant is made on the basis that the Grantee provides a financial contribution to the project and / or event.
7. The Grant recipient must advise Council immediately if the project and / or event is terminated. If a termination occurs, Council will request the refund of whole or part of the Grant previously paid to the Grantee.
8. The Grantee shall advise Council if the project and / or event is completed for less than the project and/ or event total cost as set out in the Application Form. In such cases the Grant may be reduced on a pro rata basis.
9. Upon reasonable notice, the Grantee shall permit a Council Officer access to accounting records relating to the project and / or event and where relevant, to inspect any project and / or event site, works and / or equipment.
10. Any variation to the conditions of the Grant (as detailed in the Application Form) must be in writing and signed by both parties. Variations may be subject to approval by Council. Council reserves the right to deny any variations.
11. If any Grant conditions are breached, or if Council is of the reasonable opinion that the project and / or event is not proceeding satisfactorily, Council may withhold payment to be made under this Grant and / or require the repayment to Council of the amount determined.
12. Council reserves the right to publicise the benefits accruing as a result of this Grant.
13. Council has the right to issue a mutually agreed media release regarding the project and / or event.

14. Council may include the name of the Grantee and the amount of the Grant in any of its public documents.
15. The Grantee shall comply with all applicable Acts and Legislations.
16. The Grantee shall engage where and when required, suitably qualified trades persons to complete works requiring certification.
17. The Grantee shall ensure that their funded project and / or event and all contractors / employees have appropriate insurance coverage.
18. The Grantee must obtain any necessary permits (for example - building, planning) and thereafter comply with the requirements of such permits.
19. Should the Grantee not commence the project and / or event by the nominated date in the returned Terms and Conditions document, the Grant may be terminated at the discretion of Council and the funds returned to Council.
20. The Grantee will sign and return the Terms and Conditions document by the date nominated.

Chief Executive Officer
Shire of Three Springs
PO Box 117
Three Springs WA 6519

☎ 08 9954 1001

✉ ceo@threesprings.wa.gov.au

5. Review and Evaluation

5.1 Reporting

The reporting arrangements for this program vary between grants. Reports are to be submitted as per time frames identified in the successful applicant's administration package.

Grant	Reporting Requirements
Waiving of Fee/s	Nil
Sponsorship	Nil
Community Small Grants	Completion Report

5.2 Feedback

In order to continually improve the manner of grant allocation, feedback from the community regarding the criteria, timing and targeting of these grants is encouraged.

Any comments regarding these matters should be directed to:

REQUEST FOR WAIVING OF FEES



132 Railway Road
PO Box 117
THREE SPRINGS WA 6519

(08) 9954 1001

general@threesprings.wa.gov.au
www.threesprings.wa.gov.au

Office Hours
8.00am - 4.00pm
Monday - Friday

Section A: APPLICANTS DETAILS

Name of Organisation:						
Postal Address:						
Contact Person:						
Email: (will be used for funding remittance)						
Phone:	(B/H)				(Mob)	
Is your organisation registered for GST		YES		NO	ABN	
Is your organisation Incorporated		YES		NO	Incorporation No.	
Do you have Public Liability Insurance?		YES		NO		

Section B: PROJECT / EVENT SUMMARY

Type of Project / Event:						
Name of Project / Event:						
Project or Event Date/s:						
Total Budget:						
Requested Funding:						
Project Description Objectives, expected outcomes, proposed actions / purchases You are welcome to attach additional pages, or your project plan, should there be insufficient space.						
Will revenue be generated as a result of the project / event?		YES		NO	Expected Revenue:	\$
Is this a fund raising project / event?		YES		NO	Beneficiaries?	
Are you working with any other community groups or businesses in delivery of this project / event?	Group / Business			Contact Name		Phone
Have you applied for other external funding?	Funding Body			Status		Amount
						\$
						\$
Type of fee / charge that you are requesting be waived or reduced						

REQUEST FOR WAIVING OF FEES



Section C: PROJECT /EVENT BENEFITS

You are welcome to attach additional pages, or your project plan, should there be insufficient space.

Why is this project / event important?

Please describe how this project / event will benefit members of your organisation

Does your project benefit the wider community? Please CLEARLY explain how others will benefit from your project / event

Does your project / event meet any of the Community Small Grant objective/s

If YES, please state which objective/s your project / event meets and how your project / event will achieve that objective/s

YES

NO

If NO, please provide a comprehensive explanation as to why Council should consider your proposal

REQUEST FOR WAIVING OF FEES



Section D: FINANCIAL DETAILS

BUDGET: Please provide a detailed budget for the project / event you are requesting support for from Council. All costs should be itemised in the space provided below. Please note that your income and expenditure should match. If the project / event is fundraising to be retained, please indicate as retained profit. Please refer to the Guidelines for in-kind support information.

INCOME

INTERNAL FUNDING - CASH						AMOUNT
1.	Applicants Cash Contribution					\$
2.	In-Kind Volunteer Labour		Hours @ \$25		Hours @ \$40	\$
3.	In-Kind Donated Materials					\$
4.	Other					\$
5.	Fundraising - Retained Profit					\$
6.	TOTAL INTERNAL FUNDING (SUM OF 1:5)					\$

EXTERNAL FUNDING

7.	Shire of Three Springs Funding					\$
8.	Funding Organisation 1					\$
9.	Funding Organisation 2					\$
10.	Participant Fees (if applicable)					\$
11.	Other					\$
12.	Other					\$
13.	TOTAL EXTERNAL FUNDING (SUM OF 7:12)					\$
14.	TOTAL INCOME (SUM OF 6 + 13)					\$

EXPENDITURE

	ITEM	AMOUNT
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.		\$
21.		\$
22.		\$
23.		\$
24.		\$
25.	TOTAL EXPENDITURE	\$

REQUEST FOR WAIVING OF FEES



Total cost of project / event (25)	\$
Amount of council funding requested (7)	\$
Your internal funding (6 - 5)	\$
Fundraising Profit	\$
Contribution from other sources (13 - 7)	\$

Section E: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I also declare that I have read the Shire of Three Springs Community Small Grants Guidelines and agree to comply with the provisions included.

Signature			
Name		Date	
Position * (Must be an executive committee member)			
Bank Account	BSB		ACC
Account Name			

Office Use Only

Date Received		Records Ref		File Ref	
Approval under delegated Authority?		<input type="checkbox"/> YES <input type="checkbox"/> NO*	*Report to Council required		
Authorised Officer under the instrument of Delegation Number					
<input type="checkbox"/> Approved	\$	<input type="checkbox"/> Declined	Reason:		
*If No, Council Meeting Date		*Outcome of Council Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Declined, OMC No		
Applicant Notified	<input type="checkbox"/> YES	Date		Records Ref	File Ref

Name of Committee Chairperson

Signature

Date

REQUEST FOR SPONSORSHIP



132 Railway Road
PO Box 117
THREE SPRINGS WA 6519

(08) 9954 1001

general@threesprings.wa.gov.au
www.threesprings.wa.gov.au

Office Hours
8.00am - 4.00pm
Monday - Friday

Section A: APPLICANTS DETAILS

Name of Organisation:			
Postal Address:			
Contact Person:			
Email: (will be used for funding remittance)			
Phone:	(B/H)	(Mob)	
Is your organisation registered for GST	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ABN
Is your organisation Incorporated	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Incorporation No.
Do you have Public Liability Insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section B: PROJECT / EVENT SUMMARY

Type of Project / Event:	
Name of Project / Event:	
Project / Event Date/s:	
Project / Event Venue	
Requested Funding (max \$250):	
Project / Event Description Objectives, expected outcomes.	

Section C: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I also declare that I have read the Shire of Three Springs Community Small Grants Guidelines and agree to comply with the provisions included.

Signature			
Name		Date	
Position * (Must be an executive committee member)			
Bank Account	BSB	ACC	
Account Name			

REQUEST FOR SPONSORSHIP



Office Use Only							
Date Received		Records Ref		File Ref			
Approval under delegated Authority?		<input type="checkbox"/> YES <input type="checkbox"/> NO*		*Report to Council required			
Authorised Officer under the instrument of Delegation Number							
<input type="checkbox"/> Approved	\$	<input type="checkbox"/> Declined	Reason:				
*If No, Council Meeting Date		*Outcome of Council Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Declined, OMC No				
Applicant Notified	<input type="checkbox"/> YES	Date		Records Ref		File Ref	

Name of Committee Chairperson

Signature

Date

COMMUNITY SMALL GRANT ACQUITTAL



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Section A: APPLICANTS DETAILS

Name of Organisation:					
Postal Address:					
Contact Person:					
Email: (will be used for funding remittance)					
Phone:	(B/H)		(Mob)		
Is your organisation registered for GST	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ABN		
Is your organisation Incorporated	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Incorporation No.		
Do you have Public Liability Insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO			

Section B: PROJECT / EVENT SUMMARY

Type of Project / Event:						
Name of Project / Event:						
Project or Event Date/s:						
Total Budget:						
Received Funding:						
Project Description Did your Project / event achieve the proposed objectives, expected outcomes, proposed actions?						
Was revenue generated as a result of the project / event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Expected Revenue:	\$	Actual Revenue:	\$
Was this a fund raising project / event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Beneficiaries?			
Did you work with any other community groups or businesses in delivery of this project / event?	Group / Business		Contact Name		Phone	
Did you applied for other external funding?	Funding Body		Status		Expected Amount	Actual Amount
					\$	\$
					\$	\$

COMMUNITY SMALL GRANT ACQUITTAL



Section C: PROJECT /EVENT BENEFITS

You are welcome to attach additional pages should there be insufficient space.

Why was this project / event important?

Please describe how this project / event benefited members of your organisation

Did your project benefit the wider community? Please CLEARLY explain how others benefited from your project / event

Did your project / event meet any of the Community Small Grant objective/s

If YES, please state which objective/s your project / event met and how your project / event achieved that objective/s

☐ YES

☐ NO

If NO, please provide a comprehensive explanation as to why it did not meet any objectives

COMMUNITY SMALL GRANT ACQUITTAL



Section D: FINANCIAL DETAILS

BUDGET: Please provide a detailed budget for the project / event you requested support for from Council. All costs should be itemised in the space provided below. Please note that your income and expenditure should match. If the project / event is fundraising to be retained, please indicate as retained profit. Please refer to the Guidelines for in-kind support information. Please provide copies of all invoices received as proof of expenditure.

INCOME

INTERNAL FUNDING - CASH						BUDGETED AMOUNT	ACTUAL AMOUNT
1.	Applicants Cash Contribution					\$	\$
2.	In-Kind Volunteer Labour		Hours @ \$25		Hours @ \$40	\$	\$
3.	In-Kind Donated Materials					\$	\$
4.	Other					\$	\$
5.	Fundraising - Retained Profit					\$	\$
6.	TOTAL INTERNAL FUNDING (SUM OF 1:5)					\$	\$

EXTERNAL FUNDING

7.	Shire of Three Springs Funding					\$	\$
8.	Funding Organisation 1					\$	\$
9.	Funding Organisation 2					\$	\$
10.	Participant Fees (if applicable)					\$	\$
11.	Other					\$	\$
12.	Other					\$	\$
13.	TOTAL EXTERNAL FUNDING (SUM OF 7:12)					\$	\$
14.	TOTAL INCOME (SUM OF 6 + 13)					\$	\$

EXPENDITURE

	ITEM	BUDGETED AMOUNT	ACTUAL AMOUNT
15.		\$	\$
16.		\$	\$
17.		\$	\$
18.		\$	\$
19.		\$	\$
20.		\$	\$
21.		\$	\$
22.		\$	\$
23.		\$	\$
24.		\$	\$
25.	TOTAL EXPENDITURE	\$	\$

COMMUNITY SMALL GRANT ACQUITTAL



	BUDGETED AMOUNT	ACTUAL AMOUNT
Total cost of project / event (25)	\$	\$
Amount of council funding received (7)	\$	\$
Your internal funding (6 - 5)	\$	\$
Fundraising Profit	\$	\$
Contribution from other sources (13 - 7)	\$	\$
Is there a difference between budgeted and actual amounts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain why. Unspent Council funds will need to be returned to the Shire of Three Springs.		

Section E: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this acquittal. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I also declare that I have read the Shire of Three Springs Community Small Grants Guidelines and agree to comply with the provisions included.

Signature			
Name		Date	
Position * (Must be an executive committee member)			
Bank Account	BSB		ACC
Account Name			

Office Use Only

Date Received		Records Ref		File Ref	
Approval under delegated Authority?		<input type="checkbox"/> YES <input type="checkbox"/> NO*		*Report to Council required	
Authorised Officer under the instrument of Delegation Number					
<input type="checkbox"/> Approved	\$	<input type="checkbox"/> Declined	Reason:		
*If No, Council Meeting Date		*Outcome of Council Decision	<input type="checkbox"/> Approved <input type="checkbox"/> Declined, OMC No		
Applicant Notified	<input type="checkbox"/> YES	Date		Records Ref	File Ref

Name of Committee Chairperson

Signature

Date

COMMUNITY SMALL GRANT APPLICATION



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Is your organisation registered for GST	<input type="checkbox"/> YES	<input type="checkbox"/> NO	ABN
Is your organisation Incorporated	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Incorporation No.
Do you have Public Liability Insurance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Section B: PROJECT / EVENT SUMMARY

Type of Project / Event:			
Name of Project / Event:			
Project or Event Date/s:			
Total Budget:			
Requested Funding:			
Project Description Objectives, expected outcomes, proposed actions / purchases You are welcome to attach additional pages, or your project plan, should there be insufficient space.			
Will revenue be generated as a result of the project / event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Expected Revenue:
			\$
Is this a fund raising project / event?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Beneficiaries?
Are you working with any other community groups or businesses in delivery of this project / event?	Group / Business	Contact Name	Phone
Have you applied for other external funding?	Funding Body	Status	Amount
			\$
			\$

COMMUNITY SMALL GRANT APPLICATION



Section C: PROJECT /EVENT BENEFITS

You are welcome to attach additional pages, or your project plan, should there be insufficient space.

Why is this project / event important?

Please describe how this project / event will benefit members of your organisation

Does your project benefit the wider community? Please CLEARLY explain how others will benefit from your project / event

Does your project / event meet any of the Community Grant objective/s

If YES, please state which objective/s your project / event meets and how your project / event will achieve that objective/s

☐ YES

☐ NO

If NO, please provide a comprehensive explanation as to why Council should consider your proposal

COMMUNITY SMALL GRANT APPLICATION



Section D: FINANCIAL DETAILS

BUDGET: Please provide a detailed budget for the project / event you are requesting support for from Council. All costs should be itemised in the space provided below. Please note that your income and expenditure should match. If the project / event is fundraising to be retained, please indicate as retained profit. Please refer to the Guidelines for in-kind support information.

INCOME

INTERNAL FUNDING - CASH						AMOUNT
1.	Applicants Cash Contribution					\$
2.	In-Kind Volunteer Labour		Hours @ \$25		Hours @ \$40	\$
3.	In-Kind Donated Materials					\$
4.	Other					\$
5.	Fundraising - Retained Profit					\$
6.	TOTAL INTERNAL FUNDING (SUM OF 1:5)					\$

EXTERNAL FUNDING

7.	Shire of Three Springs Funding					\$
8.	Funding Organisation 1					\$
9.	Funding Organisation 2					\$
10.	Participant Fees (if applicable)					\$
11.	Other					\$
12.	Other					\$
13.	TOTAL EXTERNAL FUNDING (SUM OF 7:12)					\$
14.	TOTAL INCOME (SUM OF 6 + 13)					\$

EXPENDITURE

	ITEM	AMOUNT
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$

COMMUNITY SMALL GRANT APPLICATION



20.		\$
21.		\$
22.		\$
23.		\$
24.		\$
25.	TOTAL EXPENDITURE	\$

Total cost of project / event (25)	\$
Amount of council funding requested (7)	\$
Your internal funding (6 - 5)	\$
Fundraising Profit	\$
Contribution from other sources (13 - 7)	\$

Section E: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I also declare that I have read the Shire of Three Springs Community Small Grants Guidelines and agree to comply with the provisions included.

Signature			
Name		Date	
Position * (Must be an executive committee member)			
Bank Account	BSB		ACC
Account Name			

Office Use Only

Date Received		Records Ref		File Ref	
Approval under delegated Authority?		<input type="checkbox"/> YES	<input type="checkbox"/> NO*	*Report to Council required	

COMMUNITY SMALL GRANT APPLICATION



Authorised Officer under the instrument of Delegation Number							
<input type="checkbox"/> Approved	\$	<input type="checkbox"/> Declined		Reason:			
*If No, Council Meeting Date		*Outcome of Council Decision		<input type="checkbox"/> Approved <input type="checkbox"/> Declined, OMC No			
Applicant Notified	<input type="checkbox"/> YES	Date		Records Ref		File Ref	

Name of Committee Chairperson

Signature

Date