



SHIRE OF WILLIAMS AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 18 NOVEMBER 2020



NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members,

You are respectfully advised the next Ordinary Meeting of the Shire of Williams will be held on Wednesday 18 November 2020, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3.30 pm.

A handwritten signature in black ink, appearing to read 'Geoff McKeown', is positioned above the printed name.

Geoff McKeown
Chief Executive Officer

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Williams for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Williams disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Williams during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Williams. The Shire of Williams warns that anyone who has any application lodged with the Shire of Williams must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Williams in respect of the application.

SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

To support industry and business development through the development of sustainable infrastructure and investment opportunities.

ED1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

ED2. To have appropriate levels of housing to cater for population retention and growth.

SOCIAL AND CULTURAL

To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong.

SCD1. To provide community infrastructure and facilities that meet the needs of the population.

SCD2. To support a safe and healthy community with a strong sense of community pride.

SCD3. To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

LAND USE & ENVIRONMENT

To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community split.

LUE1. To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community.

LUE2. Natural assets and public open spaces are accessible, well utilised and managed.
LUE3. Recognising and implementing sustainability measures.

LUE4. To have safe and well maintained transport network that supports local economy.

CIVIC LEADERSHIP

Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.

CL1. The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community needs.

CL2. The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

CL3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

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AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, will declare the Meeting open at 3.30pm.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

Cr Jarrad Logie - President
Cr Natalie Major - Deputy President
Cr Moya Carne
Cr Gil Medlen
Cr Simon Harding
Cr Alex Watt
Cr Bob Baker
Cr Tracey Price
Cr Bernie Panizza

Staff

Geoff McKeown - Chief Executive Officer
Trevor Brandy - Environmental Health Officer/Building Surveyor
Cara Ryan - Manager of Finance
Manuela Lenehan - Minute Taker

Visitors – Nil
Apologies - Nil
Leave of Absence – Nil

3.0 Public Question Time

4.0 Petitions / Deputations / Presentations

5.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	
Item No. / Subject	
Type of Interest	

6.0 Confirmation of Minutes of Previous Meetings

6.1 Ordinary Council Meeting Held 21 October 2020

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 21 October 2020, as previously circulated, be confirmed as a true and accurate record.

7.0 Announcements by Presiding Member Without Discussion

8.0 Matters Which Require Decisions

8.1 Development and Regulatory Services

8.1.1 Building Permits

File Reference	13.34.10
Statutory Ref.	<i>Building Act 2011, Building Regulations 2012</i>
Author & Date	Trevor Brandy 8 November 2020
Attachments	Nil

Background

The Environmental Health Officer/ Building Surveyor undertakes a number of activities in accordance with legislation that require a decision by Council. This report includes detail of these activities.

Comment

Building Permits issued for the Month of October 2020:

Permit Number	Owner	Address	Description
446	G Medlen	Lot 772 Medlen Road	S/F Patio
447	Caltex Australia	56-58 Albany Highway	Refrigeration Unit

Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Plan 2017 to 2032. Specifically, it relates to the following strategy(s);
 CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

Fees are received for processing Building Permits in accordance with the *Building Regulations 2012*.

Voting Requirements

Simple Majority

Officer’s Recommendation
That Council endorse the issue of building permits for the month of October 2020.

8.2 Office of the Chief Executive Officer

8.2.1 Council Meeting Dates in 2021

File Reference	4.1.20
Statutory Ref.	<i>Local Government Act 1995 Section 5.25(1)(g)</i>
Author & Date	Geoff McKeown 2 November 2020
Attachments	Nil

Background

To provide suggested dates for Council approval for meeting dates in 2021 to enable public advertising as required by the *Local Government Act 1995*.

Comment

Below is a draft schedule of proposed dates for Council Meetings for 2021 which are set for the third Wednesday of each month, with the exception of January where no meeting is held:

- Wednesday - 17 February
- Wednesday - 17 March
- Wednesday - 21 April
- Wednesday - 19 May
- Wednesday - 23 June
- Wednesday - 21 July
- Wednesday - 18 August
- Wednesday - 15 September
- Wednesday - 20 October
- Wednesday - 17 November
- Wednesday - 15 December

Section 5.25(1)(g) of the *Local Government Act 1995* mentions that regulations may make provisions in relation to the giving of public notice of the date and agenda for Council or committee meetings. The *Local Government (Administration) Regulations 1996* states:

12. Meetings, public notice of (Acts. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,
 are to be held in the next 12 months.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Adopts the meeting schedule for the period January 2021 to December 2021 as listed; and
2. Advertise the meeting dates and commencement times in accordance with Section 5.25(1)(g) of the *Local Government Act 1995* and Regulation 12(1) of the *Local Government (Administration) Regulations 1996*.

8.2.2 Christmas/New Year Period – Office Closure

File Reference	4.20.50
Statutory Ref.	Nil
Author & Date	Geoff McKeown 2 November 2020
Attachments	Nil

Background

In recent years the Shire Office has closed during the Christmas/New Year's period. This year Council is asked to approve a closure from 4.00pm Thursday, 24 December 2020 to reopen at 8.00am Monday, 4 January 2021. This period includes three working days with the balance being public holidays.

Comment

The Public Holidays are:

- Friday 25 December 2020 (Christmas Day)
- Monday 28 December 2020 (Boxing Day)
- Friday 1 January 2021 (New Year's Day)

The scheduled working days during the proposed closure period are Tuesday, 29 December 2020 to Thursday, 31 December 2020

If approved, the Administration Staff will take annual leave for these working days.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approves the Shire Office closure from 4.00pm Thursday, 24 December 2020 and to reopen 8.00am Monday, 4 January 2021, and that the appropriate advertising of the closure be undertaken and suitable emergency contacts be listed for the duration of the closure period.

8.2.3 Keeping of Bees – 26 Brooking Street

File Reference	10.60.15
Statutory Ref.	<i>Shire of Williams Health Consolidated Health Local Laws 2000 and Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013</i>
Author & Date	Geoff McKeown 12 November 2020
Attachments	Nil

Background

A request has been received from Ms Sandra Lea to install a single beehive at her property at 26 Brooking Street, Williams.

The *Shire of Williams Health Consolidated Health Local Laws 2000* states in relation to bees and beehives that:

Restrictions on Keeping of Bees in Hives

- 6.7.2 (1) *A person shall not keep or permit the keeping of bees anywhere within Town sites unless approval to do so has been given by the Council.*
- (2) *If in the opinion of an Environmental Health Officer, the approved beehives are causing a nuisance, the Council may direct any bees or approved beehives to be removed.*
- (3) *A person shall comply with a direction within the time specified.*

Comment

The request is for the installation of a “Flow Hive” product in the following style:



The Western Australian Apiarist's Society has produced a best practice guideline for urban beekeeping. It indicates that when bees are properly managed they present a low risk of adverse impact on the community. Further, one of the primary controls to minimise the potential for bees to become a nuisance in urban areas is to manage the density, or concentration, of hives. The table below recommends the number of hives per property that should not be exceeded.

Property area	Maximum Number of Hives
up to 400 square metres	2
400-1000 square metres	4
1000-2000 square metres	8
2000-4000 square metres	16
>4000 square metres, if zoned urban	40
For hives on rooftops:	Refer to Property area

Table 1. Recommended maximum density of hives on urban properties.³

Source: Western Australian Apiarist's Society Best Practice Guidelines for Urban Beekeeping

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approve the application to install a single beehive at 26 Brooking Street, Williams subject to the following conditions:

1. the beekeeping activity being conducted with reference to the Western Australian Apiarist's Society Best Practice Guidelines for Urban Beekeeping;
2. if in the opinion of an Environmental Health Officer, the approved beehive is causing a nuisance, the Council may direct any bees or approved beehive to be removed; and
3. compliance with the *Biosecurity and Agriculture Management (Identification and Movement of Stock and Apiaries) Regulations 2013*.

8.2.4 Art Gallery – Lot 50 Albany Highway – “Millbrook on the Williams”

File Reference	10.60.15
Statutory Ref.	Shire of Williams Town Planning Scheme No.2
Author & Date	Geoff McKeown 12 November 2020
Attachments	Nil

Background

A development application has been received from Mrs Heather Higham seeking approval to operate an art gallery at Lot 50 Albany Highway, Williams in a building on the property known as “Millbrook on the Williams”.

Comment

The application includes a letter from Mrs Higham with the following information:

“I am writing this letter to notify my intention to open a new art gallery, to be named “Millbrook Gallery” in the building known as “Millbrook on the Williams” situated on Lot 50 Albany Hwy, Williams.

The building has been used as an exhibition space periodically for many years now and the opportunity has arisen for me to operate a gallery 5 days a week between the hours of 10am to 4pm.

Only WA handmade artworks will be on sale, from local and other regions of the state.

Looking further ahead next year I may consider hosting some art classes and other art related small events.

The building is already fitted out to host art exhibitions so no changes need to be made.

I am at present setting up the required legalities with insurance, accountants, etc.

I feel this venture could offer another interest in Williams for the many people that are passing through or visiting Williams from other regions.”

The property known as Lot 50 Albany Highway, Williams is zoned rural in the Shire of Williams Town Planning Scheme No.2 (“Scheme”).

There is no land-use definition for art gallery under the Scheme, so it is a ‘use not listed’.

Council has two options for dealing with a ‘use not listed’ as outlined in Clause 4.3.2 of the Scheme:

- Option 1 - Determine that the ‘art gallery’ use is not consistent with the objectives and purposes of the Rural zone and is therefore not permitted; or

- Option 2 - Determine by Absolute Majority that the proposed ‘art gallery’ use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering the application for planning consent.

It is recommended that Council pursue Option 2 as the proposed activity is unlikely to create detrimental impacts and the building has previously been used for art exhibitions.

The Shire is required to advertise the application for public comment. Advertising can consist of a notice being displayed in a prominent location on the property; or a notice placed in a newspaper circulated locally; or a notice to adjoining owner(s) in the vicinity which Council considers to be likely to be affected by the proposed development. Submissions are invited for a period of fourteen (14) days.

In this situation it is recommended that Council agree to placement of a notice on the property.

To expedite processing of the application it is further recommended that Council delegate authority to the Chief Executive Officer to determine the application after completion of advertising, subject to no adverse submission being received.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

A development application fee applies.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Determine that the proposed 'art gallery' use may be consistent with the objectives and purpose of the Rural zone, and note that the application is being advertised in accordance with the Shire of Williams Town Planning Scheme No.2.
2. In accordance with Regulation 82 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* delegate authority to the Chief Executive Officer to determine the planning application for an art gallery Lot 50 Albany Highway, Williams, subject to no adverse submissions being received.
3. Subject to planning approval being granted, designate the entry and exit location(s) to the property to the satisfaction of the Shire.
4. Subject to planning approval being granted, the applicant is to ensure that the building complies with requirements for toilet facilities for the public.

8.2.5 Use of Common Seal and Actions Performed Under Delegated Authority

File Reference	4.50.60
Statutory Ref.	Sections 5.42 and 9.49A Local Government Act 1995
Author & Date	Geoff McKeown 12 November 2020
Attachments	Nil

Background

The purpose of this Agenda Item is to report to Council for endorsement, the use of the Common Seal and actions performed under delegated authority requiring referral to Council.

There is a requirement under the *Local Government Act 1995* that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under delegated authority. A report will be completed for Council at each meeting that identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Delegations Register.

Comment

Actions performed under delegation during the preceding month is provided below:

- **Investment of Shire Monies – Delegation LGA4**

Delegation - The Chief Executive Officer has delegated authority, subject to Part 3 of the *Trustees Act 1962*, to invest money held in the Municipal Fund or the Trust Fund that is not, for the time being, required by the local government for any other purpose.

Action - The Chief Executive Officer approved a transfer of:

1. \$500,000.00 from the Municipal Fund to the Municipal Fund Cash Management Account to earn interest.
2. \$500,000.00 from the Municipal Fund to the Municipal Fund Cash Management Account to earn interest.
3. \$500,000.00 from the Municipal Fund to the WA Treasury Corporation to earn interest.
4. \$500,000.00 from the Municipal Fund Cash Management Account to the WA Treasury Corporation to earn interest.
5. \$50,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors.
6. \$200,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors.
7. \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors.

- **Common Seal – Delegation LGA7**

Delegation - The Chief Executive Officer has delegated authority to affix the common seal of the Shire of Williams to any document which requires the affixing of the common seal to be validly executed.

Action - The President and Chief Executive Officer affixed the common seal to the Transfer of Land document for the transfer of Lot 22 Pinjarra Williams Road and Lot 23 Millbrook Place to the Shire of Williams.

Action - The President and Chief Executive Officer affixed the common seal to the new Employment Contract for the Chief Executive Officer.

- **Payment of Creditors – Delegation FMR1**

Delegation - Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in regard to the making of payments from the municipal and trust funds.

Action - Payments from the Municipal Fund and Trust Fund as per financial report attached to this Agenda.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

- CL 2.2 Maintain accountability, transparency and financial responsibility.
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of August, September and October 2020.

8.3 Corporate and Community Services

8.3.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 12 November 2020
Attachments	Payment listing for month ending 31 October 2020

Background

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shires municipal or trust account. In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council in the following month.

Statutory Implications

Local Government (Financial Management) Regulations 1996 - Reg 13

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) *the payee's name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

Comment

The list of accounts for payment is a separate attachment to this agenda.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officer's Recommendation

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104850 – 104857 totalling \$403,876.09 approved by the Chief Executive Officer during the month of October 2020 be endorsed.

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 OCTOBER 2020

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
05/10/2020	WA SUPER	Superannuation - September 2020	\$ 17,395.96
07/10/2020	FDC EDUCATORS	FDC Educators PE 4 October 2020	\$ 14,900.50
07/10/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 7 October 2020	\$ 45,097.89
08/10/2020	AMPAC DEBT RECOVERY	Debt Recovery Charge	\$ 32.28
08/10/2020	NARROGIN TOYOTA (EFT)	11487 - Purchase of Toyota Ute (Minus Trade-in)	\$ 27,898.29
08/10/2020	PALUMBO, SHARON	Reimbursement - Staff Accommodation (FDC)	\$ 192.85
08/10/2020	TELSTRA CORPORATION LTD (EFT)	Damage Cost Recovery (Tree Removal)	\$ 990.51
08/10/2020	TOLL TRANSPORT PTY LTD	Freight - Various	\$ 615.07
09/10/2020	BUILDING AND ENERGY (EFT)	BSL collection - September 2020	\$ 6,084.86
13/10/2020	DOCUMENTARY SERVICES PTY LTD (EFT)	11564 - Settlement Lots 22 & 23	\$ 1,189.32
13/10/2020	LGIS (EFT)	Insurance - Various	\$ 74,616.33
13/10/2020	SAFE WA FIRE & SAFETY	11583 - Routine Fire Equipment Servicing, October 2020	\$ 2,206.60
20/10/2020	Barber, Sidney Neil	Refund Overpayment of Rates	\$ 435.83
20/10/2020	Johanne Johnston	Refund Overpayment of Rates	\$ 406.49
21/10/2020	FDC EDUCATORS	FDC Educators PE 18 October 2020	\$ 16,552.65
21/10/2020	SHIRE OF WILLIAMS	Salaries and Wages PE 22 October 2020	\$ 47,854.08
28/10/2020	Groth, RL & AD	ESL Overcharge Assessment #2607	\$ 84.00
28/10/2020	AFGRI EQUIPMENT AUSTRALIA PTY LTD	11607 - Parts (Backhoe)	\$ 493.26
28/10/2020	AGQUIRE RURAL HOLDINGS PTY LTD	11495 - Monthly Hardware Account September 2020	\$ 266.87
28/10/2020	AVON WASTE	11015 - Monthly Refuse Charges September 2020	\$ 10,448.01
28/10/2020	BCITF	BCITF Levy - September 2020	\$ 502.32
28/10/2020	BEST OFFICE SYSTEMS	11561 - Monthly Printing/Copying Charges	\$ 199.42
28/10/2020	BOC Ltd (EFT)	11566 - September 2020 Container Service Fee	\$ 41.38
28/10/2020	BODDINGTON CARPET CARE	11522 - Carpet Cleaning (Various)	\$ 835.00
28/10/2020	BODDINGTON MEDICAL CENTRE	11250 - Support Doctor's Visit to Williams, 3rd Qtr 2020	\$ 2,106.00
28/10/2020	BP TRUST (EFT)	Monthly Fuel Account September 2020	\$ 264.18
28/10/2020	BW TRUCK PARTS (EFT)	11608 - Parts (Trailers)	\$ 285.60
28/10/2020	CJD EQUIPMENT PTY LTD (EFT)	11619 - Parts (Excavator)	\$ 431.76
28/10/2020	COLLIE RADIATOR SERVICE	11379 - Repairs (Backhoe)	\$ 3,487.00
28/10/2020	CORNER'S AUTOMOTIVE ELECTRICS	11612 - Repairs (Roller)	\$ 1,300.20
28/10/2020	CORSIGN (EFT)	116525, 64, 70, 71 - Traffic Control Equipment	\$ 4,330.70
28/10/2020	DAVID GRAY & CO (EFT)	11626 - Parts (Fogger)	\$ 169.29
28/10/2020	DFES (EFT)	Var. Building Mtc (LG ESL)	\$ 3,199.69
28/10/2020	DORMAKABA AUSTRALIA PTY LTD	11711 - Sliding Door Maintenance (Office & CRC)	\$ 313.18
28/10/2020	EDWARDS MOTORS PTY LTD (EFT)	11631 - Parts (Ute)	\$ 456.20
28/10/2020	GEOFF PERKINS FARM MACHINERY CENTRE (EFT)	11617 - Parts (Mower)	\$ 45.58
28/10/2020	GLOBAL SYNTHETICS PTY LTD	11653 - Geotextile	\$ 1,210.00
28/10/2020	HARMONY SOFTWARE	Educators' Software Fees, Month of September 2020	\$ 184.80
28/10/2020	JP UPHOLSTERY & CANVAS	11513 - Shade Sail (Pavilion)	\$ 2,050.00
28/10/2020	LIBERTY RURAL	11660 - Bulk Fuel	\$ 9,665.60
28/10/2020	MAKIT NARROGIN HARDWARE (EFT)	11616 - Light Globes (CRC)	\$ 27.60
28/10/2020	MARTIN JAINE SCULPTURES	11578 - Half-Circle Bench (Roadwise Ribbon)	\$ 2,925.00
28/10/2020	McINTOSH & SON (EFT)	11632 - Parts (Mini Excavator)	\$ 149.41
28/10/2020	MELCHIORRE PLUMBING & GAS	11673, 11674 - Plumbing Work (Brooking St, Rec. Ground)	\$ 1,845.80
28/10/2020	MISTER YARDMAN	11584 - Rotary Hoe Quindanning Playground	\$ 110.00
28/10/2020	NARROGIN BEARING SERVICE (EFT)	11625, 11629 - Parts (Various)	\$ 53.92
28/10/2020	NARROGIN GLASS	11600 - Sliding Door Lock (Residential)	\$ 56.00
28/10/2020	NARROGIN HIRE SERVICE (EFT)	11596, 11524, 11663, 11665 - Reticulation Parts (Various)	\$ 1,146.52
28/10/2020	NARROGIN PACKAGING	11615 - Pallet Wrapping (for Footpath Pavers)	\$ 61.00
28/10/2020	NARROGIN QUARRY OPERATIONS (EFT)	11661 - Bluemetal	\$ 3,964.75
28/10/2020	NARROGIN TECHNOLOGY SOLUTIONS (EFT)	11392 - Laptop (Depot Workshop)	\$ 1,399.00
28/10/2020	OXTER SERVICES.	11594 - Granite Niche Wall (Marling Cemetery)	\$ 5,995.00
28/10/2020	PRIME AG SERVICES - WILLIAMS (EFT)	11662 - Herbicide	\$ 365.00
28/10/2020	R MUNNS ENGINEERING CONSULTING SERVICES	11598, 11553 - Engineering Consulting	\$ 919.60
28/10/2020	REPCO	11614, 11618 - Parts (Ute, Trailer)	\$ 149.35
28/10/2020	SHIRE OF WAGIN (EFT)	EHO Expenses 18/9/2020 - 01/10/2020	\$ 1,457.95
28/10/2020	SOUTH WEST ISUZU (EFT)	11620 - Part (Truck)	\$ 28.22
28/10/2020	STAR TRACK EXPRESS	Freight ex Stewart & Heaton (Fire Protective Garments)	\$ 36.30
28/10/2020	STEWART & HEATON CLOTHING CO P/L (EFT)	11599 - Fire Protective Garments	\$ 721.71
28/10/2020	T-QUIP (EFT)	11627 - Parts (Mower)	\$ 486.55

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 OCTOBER 2020

DATE	NAME	DESCRIPTION	AMOUNT
28/10/2020	THE GOODS (EFT)	11518 - Hand Towels	\$ 165.35
28/10/2020	THE WILLIAMS COMMUNITY NEWSPAPER. (EFT)	11597 - Printing Costs	\$ 32.00
28/10/2020	THE WILLIAMS WOOL SHED. (EFT)	11581, 11709, 11710 - Refreshments (Various)	\$ 184.30
28/10/2020	TOLL TRANSPORT PTY LTD	Freight - Various	\$ 119.13
28/10/2020	TOWN PLANNING INNOVATIONS	11702 - General Planning & Scheme Review Advice	\$ 618.75
28/10/2020	WA CONTRACT RANGER SERVICES	11559 - Ranger Services, October 2020	\$ 561.00
28/10/2020	WA LOCAL GOVERNMENT ASSOCIATION (EFT)	11447, 11358 - Staff Training & Subscriptions	\$ 18,492.24
28/10/2020	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Service at CRC	\$ 10,642.07
28/10/2020	WILLIAMS GENERAL STORE (EFT)	Monthly Refreshments & Consumables, Sept. 2020	\$ 150.85
28/10/2020	WILLIAMS HOTEL - STRICKO'S (EFT)	11237 - Bar Stock (Live Local, Love Local Event)	\$ 557.92
28/10/2020	WILLIAMS MENS SHED	Repairs to 2 Town Benches	\$ 90.00
28/10/2020	WILLIAMS NEWSAGENCY	Monthly account September 2020	\$ 46.80
28/10/2020	WILLIAMS RURAL SUPPLIES	11667 - Monthly Hardware Account, September 2020	\$ 423.03
28/10/2020	WORKWEAR GROUP (EFT)	11593 - Staff Uniforms	\$ 299.00
30/10/2020	BUILDING AND ENERGY (EFT)	BSL collection - October 2020	\$ 113.30
30/10/2020	TOLL TRANSPORT PTY LTD	Freight (Various)	\$ 235.57
07/10/2020	TELSTRA	Telephone Charges (Various)	\$ 454.71
19/10/2020	AUSTRALIAN TAXATION OFFICE	BAS - September 2020	\$ 9,912.00
21/10/2020	SYNERGY	Electricity to Streetlights, Month to 2/10/2020	\$ 2,701.45
01/10/2020	WESTNET	Monthly CEO Internet Charges, October 2020	\$ 54.99
05/10/2020	CBA	CBA - Merchant Fees September 2020	\$ 1,714.72
09/10/2020	WA TREASURY CORPORATION	Loan Repayment - #66 Industrial Land	\$ 9,034.69
15/10/2020	WA TREASURY CORPORATION	Loan#65 Industrial Land - Repayment	\$ 11,809.89
19/10/2020	ANZ CARDS	Monthly Credit Card Expenses x 3	\$ 1,090.19
09/10/2020	BP TRUST (EFT)	COVID-19 Business Support	\$ 500.00
09/10/2020	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, August/September 2020	\$ 20.45
09/10/2020	SHIRE OF WILLIAMS	Rego (Ute)	\$ 297.25
14/10/2020	WATER CORPORATION.	Water Services (Various)	\$ 7,343.52
23/10/2020	WATER CORPORATION.	Water Services (Various)	\$ 4,806.05
23/10/2020	TELSTRA	WS Home Phone to 7/10/2020	\$ 60.24
28/10/2020	TELSTRA	Mobile Phone Services to 1/10/2020	\$ 322.50
30/10/2020	SHIRE OF WILLIAMS	Rego (Ute)	\$ 283.90
			<u>\$ 403,876.09</u>

8.3.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 12 November 2020
Attachments	Financial Statements ending 31 October 2020

Background

In accordance with the *Local Government Act 1995*, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. *Regulation 34*, from the *Local Government (Financial Management) Regulations 1996* sets out the detail that is required to be included in the reports.

Statutory Implications

Local Government (Financial Management) Regulations 1996 - Regulation 34.

Comment

The attached monthly financial statements and supporting information have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer's Recommendation

That the financial statements presented for the period ending 31 October 2020 be received.



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 31 October 2020

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

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Statement of Financial Activity by Program

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Note 8	Grants and Contributions
Note 9	Trust Fund
Note 10	Budget Amendments

Prepared by : Manager of Finance
Date prepared : All known transactions up to 12 November 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 9.

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.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2020**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer community.	Supervision and enforcement of local laws, fire prevention and suppression activities and animal control.
HEALTH	To provide an operational framework for good community health.	Health inspection and advisory services, analytical services, mosquito control, collection agent for Williams St John Ambulance subscriptions and assist with providing medical services.
EDUCATION AND WELFARE	To provide a framework that enables community needs in these areas are met.	Provision and maintenance of premises for the Williams Community Resource Centre and Willi Wagtails Childcare Centre. Provide administration services for the Childcare centre.
HOUSING	To help ensure the availability of adequate housing for the community needs.	Management, administration and maintenance of Williams Community Homes, Sandalwood Court, Wandoo Cottages, Jamtree Lane Units and New Street units.
COMMUNITY AMENITIES	Provision of amenities required by the community.	Refuse management, protection of the environment, maintenance of cemeteries and public conveniences.
RECREATION AND CULTURE	To establish and manage efficiently all infrastructure and resources which will meet the recreational and cultural needs of the community.	Maintenance of halls, recreational facilities and reserves. Operation of Library and compilation and maintenance of local heritage register.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges and drainage. Cleaning and lighting of streets, depot maintenance and on-line agent for Department of Transport.
ECONOMIC SERVICES	Promotion of Williams and improvement of economic wellbeing of the district and its inhabitants.	Tourism services, area promotion, implementation of buildings controls, provision of standpipe water, maintenance and management of Williams Stud Breeders pavilion.
OTHER PROPERTY AND SERVICES	Efficient utilisation of Council resources, plant repairs and operations, management of Williams Town Planning Scheme.	Provision of private works to public, maintenance of Council plant, approvals and monitoring of town planning activities.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020**

	Note	Adopted Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1(b)	392,035	392,035	386,912	(5,123)	(1%)	
Revenue from operating activities							
Governance		500	0	0	0		
General Purpose Funding - Rates	5	1,966,047	1,966,047	1,964,690	(1,357)	(0%)	
General Purpose Funding - Other		242,571	67,724	69,241	1,517	2%	
Law, Order and Public Safety		30,905	10,635	14,066	3,432	32%	
Health		400	133	773	640	480%	
Education and Welfare		332,801	107,750	127,994	20,243	19%	▲
Housing		243,611	76,217	75,627	(590)	(1%)	
Community Amenities		187,183	61,461	76,715	15,254	25%	▲
Recreation and Culture		44,474	10,508	8,467	(2,041)	(19%)	
Transport		111,690	81,090	83,531	2,441	3%	
Economic Services		115,154	31,001	36,765	5,764	19%	▲
Other Property and Services		64,230	22,743	31,807	9,064	40%	▲
		3,339,566	2,435,310	2,489,676	54,365		
Expenditure from operating activities							
Governance		(185,921)	(60,571)	(57,797)	2,774	5%	
General Purpose Funding		(90,051)	(29,784)	(28,444)	1,340	4%	
Law, Order and Public Safety		(107,247)	(52,841)	(46,398)	6,443	12%	▲
Health		(61,302)	(20,434)	(17,957)	2,477	12%	▲
Education and Welfare		(353,525)	(117,059)	(110,528)	6,531	6%	▲
Housing		(194,893)	(87,205)	(85,223)	1,982	2%	
Community Amenities		(295,076)	(93,856)	(89,715)	4,140	4%	
Recreation and Culture		(770,025)	(262,899)	(274,825)	(11,926)	(5%)	
Transport		(1,598,367)	(544,977)	(560,722)	(15,744)	(3%)	
Economic Services		(176,976)	(65,646)	(52,584)	13,062	20%	▲
Other Property and Services		(108,977)	(101,620)	(105,892)	(4,272)	(4%)	
		(3,942,360)	(1,436,891)	(1,430,086)	6,806		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,267,984	432,662	423,144	(9,518)	(2%)	
Adjust (Profit)/Loss on Asset Disposal	6	0	0	2,000	2,000		
Adjust Fair Value to financial assets		0	0	0	0		
Adjust Provisions and Accruals		5,144	0	0	0		
Amount attributable to operating activities		670,334	1,431,082	1,484,734	53,653		
Investing Activities							
Grants, Subsidies and Contributions	8	805,568	20,000	20,000	0	0%	
Proceeds from Disposal of Assets	6	52,000	22,000	20,000	(2,000)	(9%)	
Proceeds from Self Supporting Loans		15,966	7,921	7,921	(0)	(0%)	
Capital Acquisitions	6	(2,046,757)	(336,151)	(364,038)	(27,887)	(8%)	▼
Amount attributable to investing activities		(1,173,223)	(286,230)	(316,117)	(29,887)		
Financing Activities							
Proceeds from New Borrowings		100,000	0	0	0		
Transfer from Reserves	3	240,856	0	0	0		
Repayment of Debentures		(102,462)	(19,950)	(19,950)	0	0%	
Transfer to Reserves	3	(91,540)	(1,485)	(1,471)	14	1%	
Amount attributable to financing activities		146,854	(21,435)	(21,421)	14		
NET OPERATIONS, CAPITAL, FINANCING		(356,035)	1,123,417	1,147,196	23,779		
CLOSING FUNDING SURPLUS (DEFICIT)	1(b)	36,000	1,515,452	1,534,108	18,656		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020/21 year is \$5,000 or 5% whichever is the greater.

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

	Note	Year to Date Actual 31 Oct 2020	This Time Last Year 31 Oct 2019	This Years Opening 1 July 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,741,278	1,582,642	854,072
Cash Restricted	3	766,328	958,980	764,857
Receivables - Rates	4	542,159	553,045	21,700
Receivables -Other	4	41,812	36,466	78,744
Accrued Revenue		3,608	2,085	3,608
Loans Receivable - clubs	7	8,045	7,677	15,966
Inventories		31,900	37,563	27,564
		3,135,131	3,178,457	1,766,511
Less: Current Liabilities				
Payables		(136,194)	(354,928)	(213,981)
Contract Liabilities	8	(354,589)	(112,653)	(48,870)
Provisions		(356,517)	(325,680)	(356,517)
Long Term Borrowings	7	(82,512)	(79,653)	(102,462)
		(929,812)	(872,914)	(721,830)
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(766,328)	(958,980)	(764,857)
Less: Loans Receivables	7	(8,045)	(7,677)	(15,966)
Add: Leave Entitlements Cash Backed		20,621	15,475	15,473
Add: Movement in liabilities associated with Restricted Cash		30	0	5,118
Add: Long Term Borrowings	7	82,512	79,653	102,462
Adjusted Net Current Assets		1,534,109	1,434,015	386,911

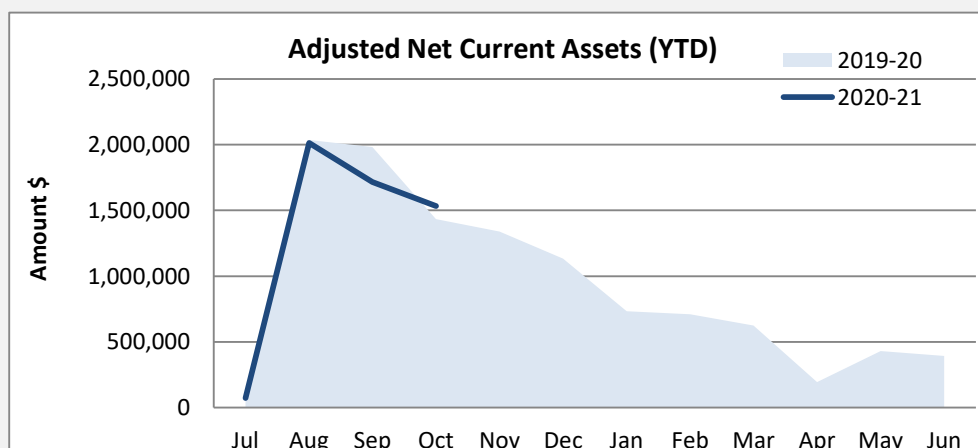
SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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

This Year YTD	Last Year YTD
Surplus (Deficit)	Surplus(Deficit)
\$1,534,109	\$1,434,015



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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020/21 year is \$5,000 or 5% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0				
General Purpose Funding - Rates	(1,357)	(0%)			
General Purpose Funding - Other	1,517	2%			
Law, Order and Public Safety	3,432	32%			
Health	640	480%			
Education and Welfare	20,243	19%	▲	Timing	Childcare Fees received exceeding budget expectations.
Housing	(590)	(1%)			
Community Amenities	15,254	25%	▲	Timing	Rural Tip passes purchased at beginning of year. This variance should reduce over the remainder of the year.
Recreation and Culture	(2,041)	(19%)			
Transport	2,441	3%			
Economic Services	5,764	19%	▲	Permanent	Building permits exceeding budget expectations.
Other Property and Services	9,064	40%	▲	Permanent	Paid Parental Leave reimbursements not budgeted for.
Operating Expense					
Governance	2,774	5%			
General Purpose Funding	1,340	4%			
Law, Order and Public Safety	6,443	12%	▲	Timing	Expenditure on Fire Control still to be incurred.
Health	2,477	12%	▲	Timing	Mosquito Control expenses still to be incurred.
Education and Welfare	6,531	6%	▲	Timing	Delay in expenditure incurred for Family Day Care operations.
Housing	1,982	2%			
Community Amenities	4,140	4%			
Recreation and Culture	(11,926)	(5%)			
Transport	(15,744)	(3%)			
Economic Services	13,062	20%	▲	Permanent	COVID-19 Stimulus relief takeup less than required.
Other Property and Services	(4,272)	(4%)			
Investing Activities					
Grants, Subsidies and Contributions	0	0%			
Proceeds from Disposal of Assets	(2,000)	(9%)			
Capital Expenses	(27,887)	(8%)	▼	Permanent	Overbudget on Gravel Sheeting undertaken on Culbin-Boranning Rd

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

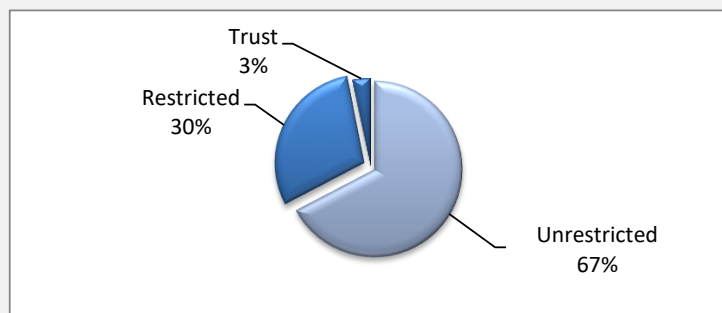
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	186,188			186,188	ANZ	0.00%	At Call
Municipal Cash Investment	250,077			250,077	ANZ	0.10%	At Call
Trust Bank Account			80,008	80,008	ANZ	0.00%	At Call
Term Deposits							
Reserves		766,328		766,328	ANZ	0.40%	24-Jan-21
Treasury							
Overnight Cash Deposit	1,303,726			1,303,726	Treasury	0.20%	Overnight
Total	1,740,591	766,328	80,008	2,586,927			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$2.59 M	\$1.74 M

CASH BACKED RESERVES

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	20,591	144	30	5,000	0	0	0	25,735	20,621
Plant Reserve	179,117	1,254	454	40,000	0	(109,108)	0	111,263	179,571
Building Reserve	291,381	2,040	483	20,000	0	(90,000)	0	223,421	291,864
Joint Venture Housing Reserve	105,128	736	179	10,000	0	0	0	115,864	105,307
Recreation Facilities Reserve	122,825	860	236	10,000	0	(41,748)	0	91,937	123,061
Art Acquisition Reserve	8,783	61	17	0	0	0	0	8,844	8,800
Refuse Site Reserve	24,196	169	47	0	0	0	0	24,365	24,243
Community Chest Reserve	12,835	90	25	1,186	0	0	0	14,111	12,860
	764,856	5,354	1,471	86,186	0	(240,856)	0	615,540	766,327

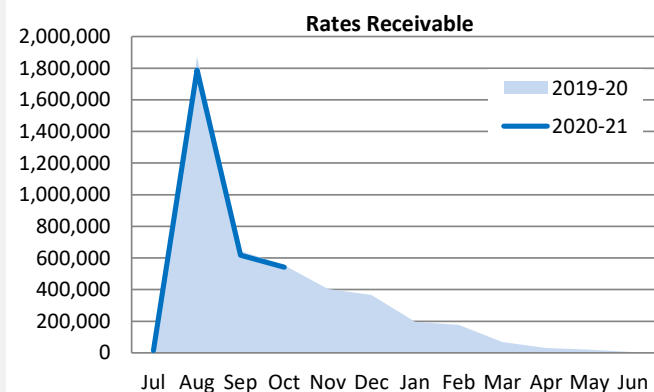
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Oct 2020	30 June 2020
	\$	\$
Opening Arrears Previous Years	21,700	25,034
Rates - Levied this year	1,926,561	1,889,254
Rubbish - Levied this year	158,852	155,506
ESL - Levied this year	57,920	57,547
<u>Less</u> Collections to date	(1,622,874)	(2,105,641)
Net Rates Collectable	542,159	21,700
% Collected	74.96%	98.98%

KEY INFORMATION

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



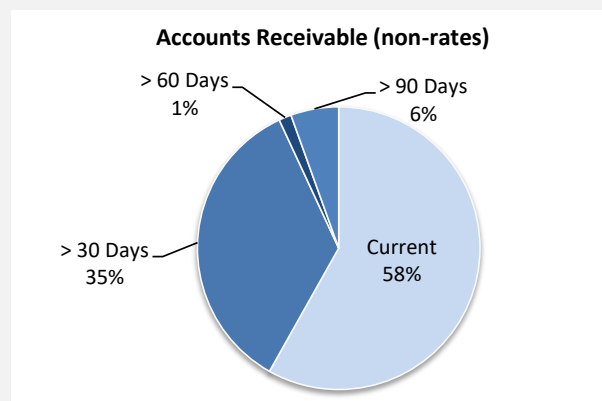
Collected	Rates Due
75%	\$542,159

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	24,316	14,604	598	2,294
Percentage	58.15%	34.93%	1.43%	5.49%
Total Receivables General Outstanding	41,812			

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$41,812
Over 30 Days
41.85%
Over 90 Days
5.49%

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

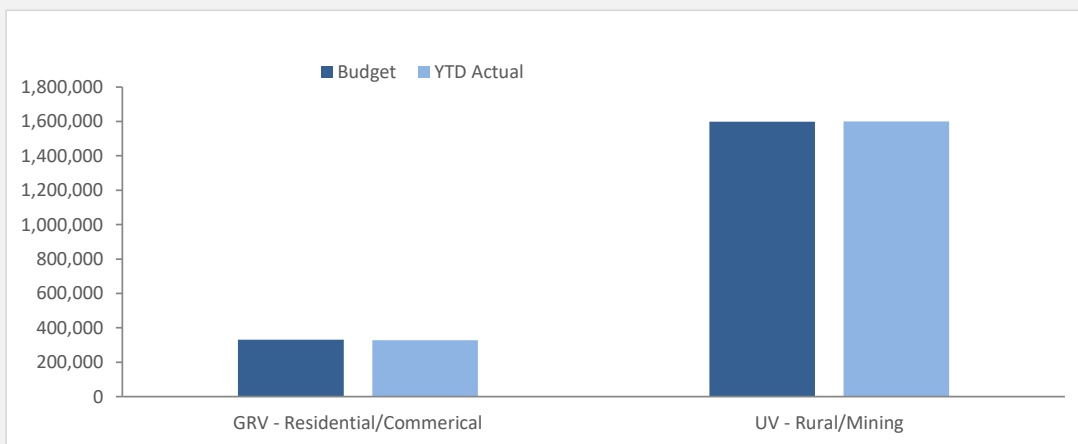
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue

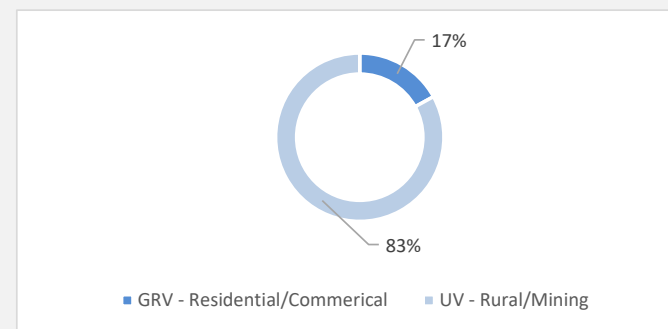
RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue	Budget		YTD Actual				
					Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
General Rate	\$			\$	\$	\$	\$	\$	\$	\$	\$
GRV - Residential/Commercial	0.074721	168	2,861,590	213,821	0	0	213,821	213,860	818	0	214,678
UV - Rural/Mining	0.006731	240	225,098,000	1,515,135	0	0	1,515,135	1,514,705	941	0	1,515,646
Minimum Payment	Minimum \$										
GRV - Residential/Commercial	734	159	722,845	116,706	0	0	116,706	113,036	0	0	113,036
UV - Rural/Mining	944	89	7,885,851	84,016	0	0	84,016	84,960		0	84,960
Sub-Totals		656	236,568,286	1,929,678	0	0	1,929,678	1,926,561	1,759	0	1,928,320
Amount from General Rates							1,929,678				1,928,320
Ex-Gratia Rates							36,370				36,370
Total General Rates							1,966,048				1,964,690

SIGNIFICANT ACCOUNTING POLICIES

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



General Rates		
Budget	YTD Actual	%
\$1.93 M	\$1.93 M	100%



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

**INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	244,887	25,000	26,433	(1,433)
Plant & Equipment	564,500	141,500	146,242	(4,742)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,102,333	153,251	175,090	(21,839)
Parks, Gardens, Recreation Facilities	135,037	16,400	16,273	127
Capital Expenditure Totals	2,046,757	336,151	364,038	(27,887)

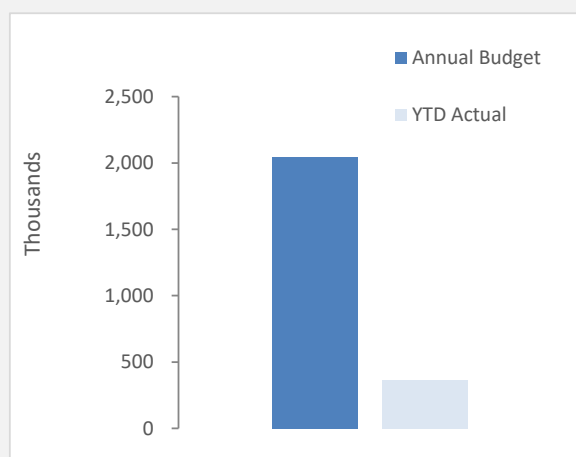
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	805,568	20,000	20,000	0
Borrowings	100,000	0	0	0
Other (Disposals & C/Fwd)	52,000	22,000	20,000	(2,000)
Cash Backed Reserves				0
Plant Replacement Reserve	109,108	0	0	0
Building Reserve	90,000	0	0	0
Recreation Facilities Reserve	41,748	0	0	0
Refuse Site Reserve	0	0	0	0
Contribution - operations	848,333	294,151	324,038	29,887
Capital Funding Total	2,046,757	336,151	364,038	27,887

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
	\$2.05 M	\$0.36 M	18%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.81 M	\$0.02 M	2%

CAPITAL DISPOSALS

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
	\$		\$			
Holden Colorado Ute - WL19	22,000	22,000	0	22,000	20,000	(2,000)
Isuzu Giga Tip Truck - WL128	30,000	30,000	0	0	0	0
	52,000	52,000	0	22,000	20,000	(2,000)

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
-	Refurbishment - 1 x Single Person Unit - New Street	33,129	0	0	0
-	Single Person Units - Carport	22,558	0	0	0
5%	Mens Shed	149,200	25,000	26,433	(1,433)
-	Childcare Flooring	40,000	0	0	0
	Land & Buildings Total	244,887	25,000	26,433	(1,433)
100%	4x4 Dual Cab Ute - WL19	40,000	40,000	45,362	(5,362)
-	Multi-Tyre Road Roller - WL49	175,000	0	0	0
100%	Mini Excavator 5-6 Tonne	77,000	77,000	76,380	620
-	Tandem Drive Truck - WL128	248,000	0	0	0
100%	Variable Message Sign	24,500	24,500	24,500	0
	Plant & Equipment Total	564,500	141,500	146,242	(4,742)
-	PROJECT GRANT - Williams Darkan Rd - Reseal	103,950	0	0	0
-	PROJECT GRANT - Quindanning Darkan - Seal	315,540	0	0	0
-	RTR - York Williams Road - Reseal	69,319	0	0	0
8%	RTR - Clayton Road - Seal Widening	77,399	6,500	6,657	(157)
40%	RTR - Wangeling Gully Rd - Gravel Sheeting	49,654	19,000	19,123	(123)
20%	COUNCIL FUNDED - Brooking Street	254,000	64,000	63,541	459
-	LRCI GRANT - Brooking Street	36,000	0	0	0
-	COUNCIL FUNDED - English Rd - Gravel Sheeting	30,399	0	0	0
100%	COUNCIL FUNDED - Culbin Boranning - Gravel Sheeting	47,681	47,681	69,738	(22,057)
-	COUNCIL FUNDED - Petchell Rd - Seal	14,155	0	0	0
-	LRCI GRANT - Marradong Rd - Stablising Pavement	52,075	0	0	0
-	COUNCIL FUNDED - Carne/Narrakine Rd - Tree Clearing	22,034	70	72	(2)
50%	COUNCIL FUNDED - Townsite Drainage	30,127	16,000	15,959	41
	Roads Total	1,102,333	153,251	175,090	(21,839)
50%	Lions Park Carpark & Landscaping	13,392	5,500	5,373	127
-	Town Hall Park - redevelopment	100,150	0	0	0
5%	Cemetery Improvements - Marling	15,939	10,900	10,900	0
-	Shade Sale - Lions Park	5,556	0	0	0
	Infrastructure - Other Total	135,037	16,400	16,273	127
	Capital Expenditure Total	2,046,757	336,151	364,038	(27,887)

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

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Information on Borrowings Particulars	Principal 30 June 20	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loand #71 Mens Shed	0	0	100,000	0	0	0	100,000	0	0
Transport									
Loan #67 Grader	61,117	0	0	0	40,398	61,117	20,719	0	1,748
Other Property and Services									
Loan #65 Industrial Land	184,772	0	0	5,925	12,039	178,847	172,733	5,885	11,581
Loan #66 Industrial Land	140,546	0	0	6,104	12,336	134,442	128,210	2,930	5,733
Loan #70 Industrial Shed	193,460	0	0	0	21,723	193,460	171,737	0	5,679
	579,895	0	100,000	12,029	86,496	567,866	593,399	8,815	24,741
Self supporting loans									
Recreation and Culture									
Loan #69 Williams Bowling Club	122,989	0	0	7,921	15,966	115,068	107,023	1,937	3,749
	122,989	0	0	7,921	15,966	115,068	107,023	1,937	3,749
Total	702,884	0	100,000	19,950	102,462	682,934	700,422	10,752	28,490

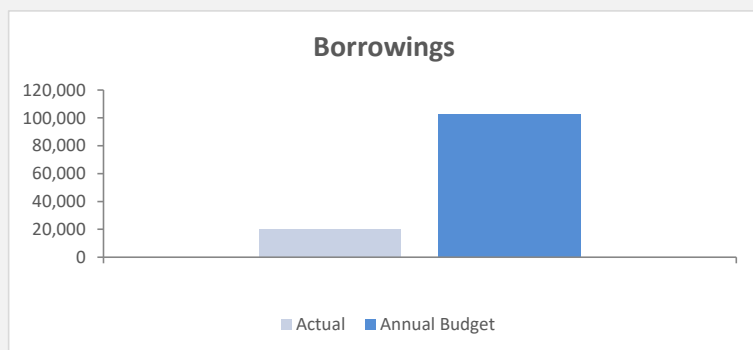
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments
\$19,950

Interest Earned
\$1,979

Interest Expense
\$10,752

Reserves Bal
\$766,327

Loans Due
\$682,934

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

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2020-21 Budget	Variations			YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-Oct		Additions (Deletions)	Operating	Non Operating		
Governance					\$	\$	\$	\$	\$	\$
Thank a Volunteer Grant	0	1,000	0	1,000	0	1,000	1,000	0	0	1,000
National Australia Day	0	1,000	0	1,000	0	1,000	1,000	0	#REF!	#REF!
GENERAL PURPOSE FUNDING										
Equalisation Grant	0	0	0	0	82,095	0	82,095	0	22,773	59,323
Local Road Grant	0	0	0	0	136,897	0	136,897	0	34,852	102,045
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	581	4,581	0	4,581	0
ESL Maintenance Grant	0	0	0	0	23,205	0	23,205	0	7,735	15,470
Depart. Of Infrastructure	20,000	0	(20,000)	0	20,000	0	0	20,000	20,000	0
WA Police Road Safety Commission	0	4,159	0	4,159	0	4,159	4,159	0	0	4,159
EDUCATION & WELFARE										
Federal Sustainability Grant	0	0	0	0	43,000	0	43,000	0	21,500	21,500
The Williams - Photocopy	0	0	0	0	18,000	(18,000)	18,000	0	0	0
HOUSING										
NRAS - Contribution	0	0	0	0	55,961	0	55,961	0	14,060	41,901
COMMUNITY AMENITIES										
PHCC - Contribution to NRM Officer	0	0	0	0	1,100	0	1,100	0	0	1,100
RECREATION AND CULTURE										
(MAF RfR) 2019-20 Round 1	9,200	0	0	9,200	9,200	0	0	9,200	0	9,200
South 32	5,000	0	0	5,000	5,000	0	0	5,000	0	5,000
Mens Shed Contribution	0	0	0	0	40,000	0	0	40,000	0	40,000
Public Open Space Contribution	0	0	0	0	20,000	0	0	20,000	0	20,000
TRANSPORT										
Direct Grant	0	0	0	0	75,740	0	75,740	0	75,740	0
Road Project Grant	0	111,864	0	111,864	282,327	0	0	282,327	0	282,327
Local Roads and Community Projects	0	116,465	0	116,465	232,929	0	0	232,929	0	232,929
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	0	196,112
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
TOTALS	34,200	232,488	(20,000)	246,688	1,251,266	(13,260)	450,438	805,568	201,240	1,036,766

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.43 M	\$.18 M	42%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.72 M	\$. M	

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

**NOTE 9
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	Amount	Amount	Closing Balance
	1 Jul 20	Received	Paid	31 Oct 2020
	\$	\$	\$	\$
Building Retention	0	0	0	0
Sale of Land for rates	60,007	0	0	60,007
Public Open Space Contributions	20,000	0	0	20,000
	80,007	0	0	80,007

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

**NOTE 10
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
				\$	\$	\$	\$
Budget Adoption			Opening Surplus	\$	\$	\$	\$
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0
				0	0	0	0

9.0 Elected Members Motions of which Notice has been given

10.0 New Business of an Urgent Nature introduced by Decision of Meeting

10.1 Elected Members

10.2 Officers

11.0 Application for Leave of Absence

12.0 Closure of Meeting