



SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 19 FEBRUARY 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 19 February 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

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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 spirit.

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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1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, President Jarrad Logie, declared the Meeting open at 3.41pm.

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
Cara Ryan - Manager of Finance (4.32pm – 4.48pm)
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 18/12/2019

Officer's Recommendation

That the Minutes of the Ordinary Meeting held 18/12/2019, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Medlen/Major

That the Minutes of the Ordinary Meeting held 18/12/2019, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0
Resolution 128/20**

6.2 AUDIT COMMITTEE MEETING HELD 19/02/2020

Officer's Recommendation

That the Minutes of the Audit Committee Meeting Held 19/02/2020, as previously circulated, be received.

Council Resolution

Carne/Harding

That the Minutes of the Audit Committee Meeting Held 19/02/2020, as previously circulated, be received.

**Carried 9/0
Resolution 129/20**

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 Reference:	<i>Building Act 2011, Building Regulations 2012</i>
Author & Date	Trevor Brandy 12 February 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

Two building permits were issued during the months of December 2019 and January 2020:

- Permit Number 7/19 B/G Swimming Pool - 30 Carne Roads, Williams.
- Permit Number 8/19 S/F Shed - 67 Millbrook Place, Williams.

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

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 months of December 2019 and January 2020.

Council Resolution

Major/Harding

That Council endorse the issue of building permits for the months of December 2019 and January 2020.

**Carried 9/0
Resolution 130/20**

8.2 OFFICE OF THE CHIEF EXECUTIVE OFFICER

8.2.1 SIGNIFICANT ADVERSE TRENDS IN THE FINANCIAL POSITION

File Reference	4.22.00
Statutory Ref.	<i>Local Government Act 1995 and Local Government Amendment (Auditing) Act 2017</i>
Author & Date	Geoff McKeown 24 January 2020
Attachments	Appendix 1 – Independent Auditor's Report

Background

In November 2017, proclamation of the *Local Government Amendment (Auditing) Act 2017* introduced a number of reforms to auditing laws. The legislation requires local governments to examine an audit report it receives and implement appropriate action in respect to the significant matters raised.

The Auditor General's Independent Auditor's Report for 2018-19 identified a significant adverse trend in the financial position of the Shire, see **Appendix 1**. Specifically, that the Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries ("the Department") standard for the past three years.

Local governments must prepare a report addressing the significant matters identified in their audit report, which is to be considered by the local government's audit committee before being adopted by council.

Comment

➤ Operating Surplus Ratio

Operating Surplus Ratio =
$$\frac{\text{(Operating Revenue MINUS Operating Expense)}}{\text{Own Source Operating Revenue}}$$

The purpose of this ratio is a measure of a local governments' ability to cover its operational costs and have revenues available for capital funding or other purposes. The Department has determined that a ratio below 0.01 (1%) is below the standard required.

The following table highlights the Shire's ratio as calculated for the last four financial years, including the figure for the 2018/19 financial year:

	2015/16	2016/17	2017/18	2018/19
Operating surplus ratio	-0.47 (-47%)	-0.29 (-29%)	-0.20 (-20%)	-0.06 (-6%)

Own source operating revenue is made up of rates, fees and charges, interest income, profit on disposals of assets, reimbursements and recoveries, and other revenue. Small regional local governments are limited in their ability to increase own source revenue and are more reliant on grant funding for renewal of assets.

The Shire of Williams is disadvantaged by the amount it receives from the General Purpose Grant. Although higher than average increases in this grant have benefitted the Shire in recent years, it has come from a low base. Had the Shire received a grant equivalent to similar sized local governments, with comparable services, it would have been in a better position to meet the ratio.

Depreciation expense is a significant factor in this ratio as it is included in operating expenses. The requirement to revalue road assets on a regular basis, and attribute an appropriate level of depreciation, has been a challenge for local governments. This process has matured in recent years and this Shire has systems to more accurately account for road asset depreciation expense.

While taking these factors into consideration, the trend for the Shire of Williams is moving towards achieving a ratio above the minimum standard.

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 2.3 Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

Financial Implications

Current trends indicate that the Shire is moving towards achieving a ratio above the minimum standard.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council

1. Notes the significant adverse trends in the financial position of the Shire, as identified in the Auditor General's Independent Auditor's Report for 2018-19, stating that the Operating Surplus Ratio is below the Department of Local Government, Sport and Cultural Industries standard; and
2. Authorises a copy of this report to be forwarded to the Minister for Local Government and be published on the Shire's official website.

Council Resolution

Baker/Watt

That Council

1. Notes the significant adverse trends in the financial position of the Shire, as identified in the Auditor General's Independent Auditor's Report for 2018-19, stating that the Operating Surplus Ratio is below the Department of Local Government, Sport and Cultural Industries standard; and
2. Authorises a copy of this report to be forwarded to the Minister for Local Government and be published on the Shire's official website.

Carried 9/0
Resolution 131/20

CEO - APPENDIX 1



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Williams

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Williams which comprises the Statement of Financial Position as at 30 June 2019, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Williams:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2019 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Note 1 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996, does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of an annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

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Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the annual financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the annual financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the annual financial report, including the disclosures, and whether the annual financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the Shire:
 - a. The Operating Surplus Ratio has been below the Department of Local Government, Sport and Cultural Industries standard for the past three years. The financial ratios are reported at Note 29 of the financial report.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial report of the Shire for the year ended 30 June 2018 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2017 and 2018 in Note 29 of the audited annual financial report were included in the supplementary information and/or audited annual financial report for those years.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Williams for the year ended 30 June 2019 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



DON CUNNINGHAME
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
13 November 2019

8.2.2 ELECTION OF COMMITTEE REPRESENTATIVES

File Reference	4.1.20
Statutory Ref.	<i>Local Government Act 1995</i> sections 5.8-5.18
Author & Date	Geoff McKeown 3 February 2020
Attachments	Nil

Background

A local government may establish committees to assist the Council. Specific committees may be delegated powers to exercise and discharge the duties of the local government. A committee established in this way is confirmed by a resolution of Council requiring a decision by absolute majority.

Comment

Following the Local Government Elections the Council routinely appoints elected members to a number of committees, although none of them exercise any powers or discharge any duties on behalf of the Council as mentioned above. It is appropriate to review the relevance of the committees and the nominated elected member representation. Current elected member representation includes:

1. WALGA Central Zone Delegates: Cr J Logie – Proxy: Cr M Carne
2. Narrogin Sub-Regional Road Group: Cr J Logie
3. Heritage Inventory Review: vacant
4. Williams Landcare Inc.: Cr G Medlen
5. Community and Staff Housing: Cr M Carne, Cr N Major and Sharon Wilkie (Staff)
6. Works and Plant Committee: Cr J Logie, Cr A Watt, Cr S Harding
7. Audit Committee: Cr J Logie, Cr G Medlen, Cr S Harding, Cr B Baker
8. Art Acquisition Committee: Cr M Carne, Cr N Major and two community members
9. Hotham Williams Economic Alliance: vacant – Proxy: vacant
10. South 32 Community Liaison Committee (CLC) for Boddington Bauxite Mine: vacant - Proxy: Cr M Carne
11. Newmont Boddington Gold CLC – Geoff McKeown (Staff) - Proxy: vacant
12. 4WDL VROC – Cr M Carne, Proxy: Cr N Major
13. Premier’s Australia Day Active Citizenship – Cr N Major, Cr B Baker.

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.
- CL 3.1 Participate in, and actively collaborate with, the 4WDL VROC on resource sharing opportunities.
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council appoint Elected Members and Staff to various committees as listed.

Council Resolution

Harding/Medlen

That Council appoint Elected Members, Staff and community members to various committees as listed.

1. WALGA Central Zone Delegates: Cr J Logie – Proxy: Cr M Carne
2. Narrogin Sub-Regional Road Group: Cr J Logie
3. Williams Landcare Inc.: Cr G Medlen
4. Community and Staff Housing: Cr N Major, Cr T Price and Sharon Wilkie (Staff)
5. Works and Plant Committee: Cr J Logie, Cr A Watt, Cr S Harding and Cr B Panizza
6. Audit Committee: Cr J Logie, Cr G Medlen, Cr S Harding, Cr B Panizza
7. Art Acquisition Committee: Cr M Carne, Cr T Price and two community members
8. Hotham Williams Economic Alliance: Cr N Major – Proxy: Cr T Price
9. South 32 Community Liaison Committee (CLC) for Boddington Bauxite Mine: Geoff McKeown (Staff) - Proxy: Cr M Carne
10. Newmont Boddington Gold CLC – Geoff McKeown (Staff)
11. 4WDL VROC – Cr M Carne, Proxy: Cr N Major
12. Premier's Australia Day Active Citizenship – Cr N Major, Cr B Baker
13. Civic Functions – Cr N Major and Cr T Price
14. Williams Driver Reviver Committee – Cr M Carne, Cr B Baker, Graham Prowse, Daphne Kett, Debbie Kemp and Ted Gillett

Carried 9/0
Resolution 132/20

8.2.3 EVENTS POLICY

File Reference	4.1.10
Statutory Ref.	<i>Local Government Act 1995 sections 5.90A</i>
Author & Date	Geoff McKeown 4 February 2020
Attachments	Appendix 2 - draft Events Policy

Background

The Shire of Williams is required under section 5.90A of the Local Government Act 1995 to have an attendance at events policy. The purpose of the policy is for the council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

Comment

A draft Events Policy has been developed to address attendance at any events, including concerts, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. Acknowledgement is given to Dale Stewart, CEO Shire of Narrogin, for his work in development of the draft wording which he distributed to other local governments to adapt for their own situation.

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 1.3 Maintain, review and ensure relevance of Council’s policies, local laws and operational plans.
- 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 adopt the draft C3.5 Events Policy and include it in the Shire of Williams Policy Manual.

Council Resolution

Carne/Medlen

That Council adopt the draft C3.5 Events Policy and include it in the Shire of Williams Policy Manual.

**Carried 9/0
Resolution 133/20**

CEO - APPENDIX 2**C 3.5 Events Policy**

History Adopted February 2020 (Resolution ...)

Author CEO

Policy Statement

The Shire of Williams is required under the *Local Government Act 1995* to approve and report on attendance at events for Elected Members and the Chief Executive Officer. The purpose of this policy is to outline the process associated with attendance at an event.

Statutory context Local Government Act 1995 –

- Section 5.90A – requirement to prepare and adopt a policy

Local Government (Administration) Regulations 1996 –

- r.34B – required code of conduct contents about gifts to employees

Corporate context Council Policy Manual –

- S2.12 Staff & Elected Members Code of Conduct
- S2.13 Training, Conference and Meeting Expenses – Employees and Councillors

Objectives

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

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

Note:

- If an Elected Member receives a ticket in their name, in their role as an Elected Member, of \$300 or greater value, they are still required to comply with normal gift disclosure requirements.
- Whilst the law permits gifts greater than \$300 to be accepted by the Chief Executive Officer (but not other employees), in their role with the Shire, the Chief Executive Officer and all other employees, by operation of this Policy, are prohibited from accepting any gift greater than \$300, unless from the

Shire as the organiser of the event, or as a gift pursuant to Section 5.50 of the *Local Government Act 1995* (gratuity on termination).

- If the Chief Executive Officer or an employee receives a ticket in their name, in their role as an employee, of between \$50 and \$300, they are required to comply with normal gift disclosure requirements and the Code of Conduct re notifiable and prohibited gifts.
- An event does not include training, which is dealt with separately via Policy S2.13 - Training, Conference and Meeting Expenses – Employees and Councillors.
- Nothing in this Policy shall be construed as diminishing the role of the Chief Executive Officer in approving attendance at activities or events by other employees that in the opinion of the CEO, are appropriate, relevant and beneficial to the Shire of Williams and its employees.

Definitions

District: is defined as the Wheatbelt Region of Western Australia.

Elected Members: includes the Shire President and all Councillors.

In accordance with Section 5.90A of the *Local Government Act 1995* an event is defined as a:

- Concert
- Conference
- Function
- Sporting event
- Occasions prescribed by the Local Government (Administration) Regulations 1996.

Acronyms

- CEO - Chief Executive Officer
- GST - Goods & Services Tax
- LGIS - Local Government Insurance Services
- WALGA - Western Australian Local Government Association.

Guidelines

This policy applies to Elected Members, the Chief Executive Officer and all employees of the Shire of Williams ("the Shire") in their capacity as an Elected Member or employee of the Shire.

Elected Members, the Chief Executive Officer and employees may occasionally receive tickets or invitations to attend events to represent the Shire to fulfil their leadership roles in the community. The event may be a paid event or a ticket/invitation may be gifted in-kind, or it may be to a free / open invitation event for the community in general.

1. Pre-Approved Events

In order to meet the policy requirements, tickets and invitations to events must be received by the Shire (as opposed to in the name of a specific person in their role with the Shire).

Note: Individual tickets and associated hospitality with a dollar value above \$500 (inclusive of GST and if relevant, travel) provided to the Shire are to be referred to Council for determination.

The Shire approves attendance at the following events by Elected Members, the Chief Executive Officer and employees of the Shire:

- (a) Advocacy, lobbying or Members of Parliament or Ministerial briefings (Elected Members, the Chief Executive Officer only);
- (b) Meetings of clubs or organisations within the Shire of Williams;
- (c) Any free event held within the Shire of Williams;
- (d) Australian or West Australian Local Government events;
- (e) Events hosted by Clubs or Not-for-Profit Organisations within the Shire of Williams to which the Shire President, Elected Member, Chief Executive Officer or employee has been officially invited;
- (f) Shire hosted ceremonies and functions;
- (g) Shire hosted events with employees;
- (h) Shire run tournaments or events;
- (i) Shire sponsored functions or events;
- (j) Community art exhibitions within the Shire of Williams or District;
- (k) Cultural events/festivals within the Shire of Williams or District;
- (l) Events run by a Local, State or Federal Government;
- (m) Events run by schools and universities within the Shire of Williams;
- (n) Major professional bodies associated with local government at a local, state and federal level;
- (o) Opening or launch of an event or facility within the Shire of Williams or District;
- (p) Recognition of Service event's within the Shire of Williams or District;
- (q) Events run by WALGA, LGIS or a recognised and incorporated WA based local government professional association; and
- (r) Where Shire President, Elected Member or Chief Executive Officer's representation has been formally requested.

All Elected Members, the Chief Executive Officer and employees, with the approval of the CEO, are entitled to attend a pre-approved event.

If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, may be paid for by the Shire out of the Shire's budget by

way of reimbursement, unless the event is a conference which is dealt with under clause 4 of this policy.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

2. Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval prior to the event for approval as follows:

- Events for the Shire President may be approved by the Deputy Shire President;
- Events for Councillors may be approved by the Shire President;
- Events for the Chief Executive Officer may be approved by the Shire President; and
- Events for employees may be approved by the Chief Executive Officer.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid out of the Members Receptions expense budget.

Where the Chief Executive Officer or employee has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's relevant budget line.

3. Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

- If the event is a free event to the public then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays the full ticketed price and does not seek reimbursement, then no action is required.
- If the event is ticketed and the Elected Member, Chief Executive Officer or employee pays a discounted rate, or is provided with a free ticket(s), or with a discount value, then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days to the Chief Executive Officer (or President if the CEO) if the discount or free value is

greater than \$50 for employees, other than the Chief Executive Officer, and greater than \$300 for Elected Members and the CEO.

4. Conference Registration, Bookings, Payment and Expenses

Shall be dealt with in accordance with Council Policy, -S2.13 Training, Conference and Meeting Expenses – Employees and Councillors.

5. Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President in relation to Elected Members and the Chief Executive Officer and the CEO in relation to other employees.

Procedures

Organisations that desire attendance at an event by a particular person(s), such as the Shire President, Deputy Shire President, Elected Member, Chief Executive Officer or particular officer of the Shire, should clearly indicate that on the offer, together with what is expected of that individual, should they be available, and whether the invite / offer or ticket is transferable to another Shire representative.

Free or discounted Invitations / Offers or Tickets that are provided to the Shire without denotation as to who they are for, are be provided to the Chief Executive Officer and attendance determined by the Chief Executive Officer in liaison with the Shire President, based on relative benefit to the organisation in attending the event, the overall cost in attending the event, inclusive of travel or accommodation, availability of representatives, and the expected role of the relevant Elected Member or employee.

8.2.4 2019 COMPLIANCE AUDIT RETURN

File Reference	4.50.00
Statutory Ref.	<i>Local Government (Audit) Regulations 1996</i>
Author & Date	Geoff McKeown 10 February 2020
Attachments	Appendix 3 - 2019 Compliance Audit Return

Background

The Annual Compliance Audit Return for the period 1 January 2019 to 31 December 2019, is presented for review by Council.

All local governments are required to carry out a Compliance Audit Return (CAR) under the *Local Government (Audit) Regulations 1996* on an annual basis. The CAR contains a checklist of statutory requirements and covers the calendar year.

The CAR is to be:

1. Presented to the Audit Committee for review at a meeting of the Audit Committee;
2. Recommended for Adoption by Council at an Audit Committee Meeting;
3. Presented to the Council at a meeting of Council;
4. Adopted by the Council; and
5. The adoption recorded in the minutes of the meeting at which it is adopted.

Once the CAR has been adopted by Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the CAR is to be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31 March 2020.

Comment

The audit was carried out internally, sourcing evidence of compliance through the Shire's own records. The audit checklist is determined by the Minister of Local Government.

Some areas of noncompliance are noted in the CAR. These were identified from the Interim Audit process and the recent review of the financial management systems.

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 adopt the 2019 Compliance Audit Return and endorses the certification by the Shire President and the Chief Executive Officer for submission to the Department of Local, Sport and Cultural Industries.

Council Resolution

Watt/Harding

That Council note the 2019 Compliance Audit Return and endorses the certification by the Shire President and the Chief Executive Officer for submission to the Department of Local, Sport and Cultural Industries.

Carried 9/0
Resolution 134/20

CEO - APPENDIX 3

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Williams - Compliance Audit Return 2019

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2019?	N/A		Geoff McKeown
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2019?	N/A		Geoff McKeown
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2019?	N/A		Geoff McKeown
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		Geoff McKeown
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Geoff McKeown

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	N/A	No committees with delegated powers.	Geoff McKeown
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	N/A		Geoff McKeown
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	N/A		Geoff McKeown
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Geoff McKeown
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	N/A		Geoff McKeown
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act?	Yes		Geoff McKeown
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes		Geoff McKeown
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Geoff McKeown
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Geoff McKeown
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes		Geoff McKeown
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes		Geoff McKeown
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2018/2019 financial year?	Yes	By resolution of Council on 19 December 2018.	Geoff McKeown
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes		Geoff McKeown

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68)?	Yes		Geoff McKeown
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings?	Yes		Geoff McKeown

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made?	Yes		Geoff McKeown
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	N/A	No gift interest to be recorded during the period.	Geoff McKeown
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A	No gift interest to be recorded during the period.	Geoff McKeown
6	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day?	Yes		Geoff McKeown
7	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day?	N/A	No new designated employees commenced during the period.	Geoff McKeown
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes		Geoff McKeown
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes		Geoff McKeown
10	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return?	No	Written acknowledgement of receipt of the CEO's annual return was not given by the President. This has since been rectified.	Geoff McKeown
11	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76?	Yes		Geoff McKeown
12	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28?	Yes		Geoff McKeown
13	s5.89A Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes		Geoff McKeown
14	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76?	Yes		Geoff McKeown
15	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee?	Yes		Geoff McKeown

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



No	Reference	Question	Response	Comments	Respondent
16	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes?	Yes		Geoff McKeown
17	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report?	Yes		Geoff McKeown
18	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee?	Yes		Geoff McKeown
19	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	Included in the Gift Register but does need to include a differentiation for notifiable gifts.	Geoff McKeown

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5))?	Yes		Geoff McKeown
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Geoff McKeown

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1) (2)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates?	Yes	No disclosure of gift forms received.	Geoff McKeown
2	Elect Reg 30G(3) & (4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	N/A	No disclosure of gift forms received.	Geoff McKeown

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Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Geoff McKeown
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No powers delegated to the Audit Committee.	Geoff McKeown
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	N/A	Audit undertaken by the Office of the Auditor General.	Geoff McKeown
4	s7.3(1), 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council?	N/A	Audit undertaken by the Office of the Auditor General.	Geoff McKeown
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes		Geoff McKeown
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes		Geoff McKeown
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes		Geoff McKeown
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	No	A report on matters relating to adverse trends in the financial position of the local government, concerning two financial ratios, was not completed within 3 months. It was considered by Council after this time period.	Geoff McKeown
9	S7.12A (5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Geoff McKeown
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		Geoff McKeown
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes		Geoff McKeown

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No	Reference	Question	Response	Comments	Respondent
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes		Geoff McKeown
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor?	Yes		Geoff McKeown
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor?	Yes		Geoff McKeown

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adopted by Council at the Meeting held on the 19 June 2019.	Geoff McKeown
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	Adopted by Council at the Meeting held on the 19 June 2019.	Geoff McKeown
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	Adopted by Council at the Meeting held on the 17 May 2017.	Geoff McKeown
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	N/A	Adopted by Council at the Meeting held on the 17 May 2017.	Geoff McKeown
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	Adopted by Council at the Meeting held on the 26 July 2017. It is reviewed annually for inclusion in the Corporate Business Plan.	Geoff McKeown
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	Adopted by Council at the Meeting held on the 26 July 2017. It is reviewed annually for inclusion in the Corporate Business Plan.	Geoff McKeown
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	Adopted by Council at the Meeting held on the 26 July 2017. It is reviewed annually for inclusion in the Corporate Business Plan.	Geoff McKeown

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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	Appointment of a CEO did not occur during the period under review.	Geoff McKeown
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A?	N/A		Geoff McKeown
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4)?	N/A		Geoff McKeown
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only)?	N/A		Geoff McKeown
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A		Geoff McKeown

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer?	N/A		Geoff McKeown
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c)?	Yes	No complaints to be recorded to date.	Geoff McKeown
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made?	Yes		Geoff McKeown
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint?	Yes		Geoff McKeown
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred?	Yes		Geoff McKeown
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c)?	Yes		Geoff McKeown

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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5 (2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	The review is scheduled for February 2020.	Geoff McKeown
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	The review is scheduled for February 2020.	Geoff McKeown
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes		Geoff McKeown
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		Geoff McKeown

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2))?	Yes		Geoff McKeown
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract?	Yes		Geoff McKeown
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		Geoff McKeown
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		Geoff McKeown

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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation?	N/A		Geoff McKeown
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16?	Yes	Clarification is required when tenders for disposal of plant is contracted to the WALGA tender service and opening of those tenders is conducted by WALGA Staff.	Geoff McKeown
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender?	N/A		Geoff McKeown
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Geoff McKeown
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection?	Yes		Geoff McKeown
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		Geoff McKeown
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	N/A	The Shire did not seek expressions of interest during the year.	Geoff McKeown
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A		Geoff McKeown
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services?	N/A		Geoff McKeown
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	N/A		Geoff McKeown
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	N/A	The Shire did not establish a panel of pre-qualified suppliers during the year.	Geoff McKeown
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	N/A		Geoff McKeown

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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE?	N/A		Geoff McKeown
18	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application?	N/A		Geoff McKeown
19	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, given notice of the variation?	N/A		Geoff McKeown
20	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications?	N/A		Geoff McKeown
21	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application (s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria?	N/A		Geoff McKeown
22	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG?	N/A		Geoff McKeown
23	F&G Reg 24AI	Did the CEO send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted?	N/A		Geoff McKeown
24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A	The Shire has not adopted a regional price preference.	Geoff McKeown
25	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy?	N/A		Geoff McKeown
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less?	Yes		Geoff McKeown

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No	Reference	Question	Response	Comments	Respondent
27	F&G Reg 11A	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	No	There were instances where purchase orders were dated after the date of the supplier invoice. This was noted in the Interim Audit for 2018/19.	Geoff McKeown

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Williams

Signed CEO, Williams

8.2.5 HOME OCCUPATION – BEAUTY TREATMENT BUSINESS

File Reference	10.60.15
Statutory Ref.	Town Planning Scheme No.2, <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
Author & Date	Geoff McKeown 14 February 2020
Attachments	Nil

Background

A development application has been submitted by Ms Tahlia Dawson to undertake a beauty treatment business on Lot 342 (20) Albany Highway, Williams. The owner of the property has also signed the development application form.

Lot 3425 is zoned 'Residential' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot is approximately of 1,716m² in size and has a house and associated outbuildings located on it.



Comment

There is no land-use definition for beauty treatment under the Scheme, so it is a 'use not listed'. As the activity is going to be undertaken in a small area of the dwelling (one room), and by a person resident therein, it can be considered a home occupation. The Scheme has the following definition of home occupation:

Home occupation: means a business or activity carried on with the written permission of the Council within a dwelling or the curtilage of a dwelling by a person resident therein or within a domestic outbuilding by a person resident in the dwelling house to which it is appurtenant.

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 'beauty treatment' use is not consistent with the objectives and purposes of the Residential zone and is therefore not permitted; or

Option 2 - Determine by Absolute Majority that the proposed 'beauty treatment' use may be consistent with the objectives and purpose of the Residential 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 business is unlikely to create detrimental impacts as the main activity is isolated inside the dwelling.

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, given that it is predominantly surrounded by undeveloped land.

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 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

The Applicant has paid the appropriate development application fee.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Determine that the proposed 'beauty treatment' use may be consistent with the objectives and purpose of the Residential 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 a beauty treatment activity as a home occupation at Lot 342 (20) Albany Highway, Williams, subject to no adverse submissions being received.

Council Resolution

Watt/Price

That Council:

1. Determine that the proposed 'beauty treatment' use may be consistent with the objectives and purpose of the Residential 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 a beauty treatment activity as a home occupation at Lot 342 (20) Albany Highway, Williams, subject to no adverse submissions being received.

Carried by Absolute Majority 9/0

Resolution 135/20

8.2.6 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY

File Reference	4.50.60
Statutory Ref.	Sections 5.42 and 9.49A <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 13 February 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 two months are 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. \$200,000.00 from the Overnight Cash Deposit Facility to the Municipal Fund Cash Management Account to for investment purposes;
2. \$100,000 from the Municipal Cash Management Fund to the Municipal Fund for payment of creditor accounts;
3. \$80,000 from the Municipal Cash Management Fund to the Municipal Fund for payment of creditor accounts;
4. \$50,000 from the Municipal Cash Management Fund to the Municipal Fund for payment of creditor accounts;
5. \$100,000 from the Overnight Cash Deposit Facility to the Municipal Fund Cash Management Account to for investment purposes; and
6. \$50,000 from the Municipal Cash Management Fund to the Municipal Fund for payment of creditor accounts.

- **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

Payments from the Municipal Fund and Trust Fund have been approved in the 2019/20 Annual Budget or by separate resolution of Council.

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 December 2019 and January 2020.

Council Resolution

Carne/Medlen

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the months of December 2019 and January 2020.

**Carried 9/0
Resolution 136/20**

8.3 CORPORATE AND COMMUNITY SERVICES

8.3.1 DISABILITY ACCESS AND INCLUSION PLAN

File Reference	4.50.65
Statutory Ref.	Disability Services Act 1993
Author & Date	Britt Logie
Attachments	Appendix 1 – Draft DAIP Plan

Background

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services. The Shire of Williams Disability Access and Inclusion Plan (DAIP) adopted its first DAIP plan in 1995. The Current revised copy of the DAIP will be the third edition for the Shire of Williams.

Comment

A comprehensive review of the Shires DAIP has been completed. An advertisement was placed in *The Williams* on 3rd February inviting submissions from the community for feedback on our DAIP and any amendments or updates that the community could offer. To date, one submission has been received relating to the Grandstand steps and the need for more railing.

The report has been drafted and is being circulated in Draft format for Council input if necessitated.

The DRAFT is attached in Appendix 1.

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 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans.

CL 4.5 Monitor the Communities administration needs and ensure that the Shire administration area is inviting, welcoming and address disability access needs where appropriate.

Financial Implications

The Shire of Williams may be financially implicated should the need arise to address any disability inclusive barriers. Most should be able to be addressed within existing budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council endorse the revised Disability Access and Inclusion Plan 2019-2024.

Council Resolution

Harding/Baker

That Council endorse the revised Disability Access and Inclusion Plan 2019-2024.

**Carried 9/0
Resolution 137/20**

8.3.2 LIVE LOCAL LOVE LOCAL – AMENDMENT TO THE 2019/2020 FEES & CHARGES

File Reference	4.23.10
Statutory Ref.	<i>Local Government Act 1995 – s6.16</i>
Author & Date	Britt Logie
Attachments	Nil

Background

A local government has the power to impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the Annual Budget, but may also be imposed during a financial year or amended from time to time during a financial year.

As in previous year's, Council has adopted an amendment to the fees and charges in June of each year to ensure that any fees and charges raised as of 1 July to the date of budget adoption are levied consistently for the entirety of that financial year.

Comment

It is necessary to impose the fees and charges for the live LOCAL love LOCAL merchandise that is currently for sale.

Coffee Cups -	\$18 each
Coffee Cup Deal	2 for \$30
Zircon Drink Bottle	\$25.00 each
Zircon promotion	2 for \$40
Bottle Buddy	\$5

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 2.3 Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

Financial Implications

Raising Fees for these items will offset the purchase cost.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopt the new fees and charges list as presented and advertise them in accordance with the Local Government Act 1995.

Council Resolution

Watt/Harding

That Council adopt the new fees and charges list as presented and advertise them in accordance with the Local Government Act 1995.

**Carried by Absolute Majority 9/0
Resolution 138/20**

The Manager of Finance, Cara Ryan, entered the Meeting at 4.32pm to discuss her report.

8.3.3 ACCOUNTS FOR PAYMENT

File Reference	4.23.15
Statutory Ref.	Local Government (Financial Management) Regulations 1996
Author & Date	Cara Ryan 14/02/2020
Attachments	Payment Listing for month ending 31/12/2019 and Payment Listing for month ending 31/01/2020

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 104790 – 104795 totalling \$384,543.52 approved by the CEO during December 2019 be endorsed, and that Municipal Fund EFT, Bpay, Direct Debits and Cheques 104796 – 104800 totalling \$380,924.96 approved by the Chief Executive Officer during the month of January 2020 be endorsed.

Council Resolution

Watt/Baker

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104790 – 104795 totalling \$384,543.52 approved by the CEO during December 2019 be endorsed, and that Municipal Fund EFT, Bpay, Direct Debits and Cheques 104796 – 104800 totalling \$380,924.96 approved by the Chief Executive Officer during the month of January 2020 be endorsed.

**Carried 9/0
Resolution 139/20**

8.3.4 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Ref.	Local Government (Financial Management) Regulations 1996
Author & Date	Cara Ryan 14/02/2020
Attachments	Financial Statements ending 31/12/2019 and Financial Statements ending 31/01/2020

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 periods ending 31/12/2019 and 31/01/2020 be received.

Council Resolution

Watt/Harding

That the financial statements presented for the periods ending 31/12/2019 and 31/01/2020 be received.

**Carried 9/0
Resolution 140/20**

8.3.5 REVIEW OF FINANCIAL MANAGEMENT, RISK MANAGEMENT, LEGISLATIVE COMPLIANCE AND INTERNAL CONTROLS

File Reference	4.22.00
Statutory Reference	<i>Local Government Act 1995</i> <i>Local Government (Audit) Regulation 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 12 February 2020
Attachments	APPENDIX 3 - Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls – by Moore Stephens

Background

It is a requirement under the *Local Government (Audit) Regulations 1996* that the Chief Executive Officer is to review and report on the appropriateness and effectiveness of the risk management, internal control and legislative compliance once in every 3 years. Further, it is also a requirement under the *Local Government (Financial Management) Regulations 1996* that a review of the appropriateness and effectiveness of the financial management systems and procedures are done

regularly, but not less than 3 years. As these two reviews are required within the same timeframe, it was decided to undertake them simultaneously.

Moore Stephens were engaged to conduct both reviews at the same time and have provided one report covering topics in Financial Management, Risk Management, Internal Controls and Legislative Compliance. Specifically, the results of the Risk Management, Internal Controls and Legislative Compliance review are to be presented to the Audit Committee and then reported to Council.

Statutory Environment

Local Government (Audit) Regulations 1996 Regulation 17 states:

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and*
- (b) internal control; and*
- (c) legislative compliance.*

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Local Government (Financial Management) Regulations 1996 Regulation 5 (2)(c) states:

5. CEO's duties as to financial management

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Comments

The report identified improvements in all four areas of Financial Management, Risk Management, Internal Controls and Legislative Compliance. The main theme for improvement in all areas relates to updating or developing certain Policies and Procedures. It was also noted that there were a number of Policies which are considered to be functions of the CEO, rather than a policy of Council. Other notable areas requiring attention are summarised below:

1. Developing an ICT Disaster Recovery Plan, ICT Strategic Plan and improving IT security including information, data and the physical access to hardware.
2. Improving Operation and Financial Procedures, including developing Checklists and Workflow diagrams.
3. Improve risk management practices and implement the risk management framework across shire activities.

4. Undertake a review of Local Laws.
5. Ensure information is published on the Shire's official website as required by section 5.96A of the *Local Government Act 1995*.
6. Review internal controls relating to cash handling, procurement and payroll activities.
7. Enforcing the standard procurement procedures and controls that exist.
8. Processes should be developed on engaging Contractors and records maintained to ensure copies of insurances are held on file.
9. Improve a number of strategic and operational registers.
10. Expanding the internal audit function as recommended by the OAG in their report to parliament on the Audit of Local Government.

The Moore Stephens Report – “Review of Financial Management, Risk Management, Legislative Compliance and Internal Control” provides further detail on the summary above and is attached for information.

Once the Audit Committee has reviewed the report all matters identified and requiring action are to be added to a register. The actions/treatments for these are then prioritised in accordance with the risk rating.

There are some items that are currently being or are addressed. These are:

1. Development and adoption of an Events Policy.
2. Information required to be published is on Local Government website.
3. Removed elected member from bank account authorisation.
4. Plant Operation Overhead costs has now been reviewed and re-calculated.
5. Processes such as Payroll and Creditors now include a documented independent review and authorisation of payments.
6. Payment listing presented to Council now shows only information required by legislation.

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 1.3 | Maintain, review and ensure relevance of Council's policies, local laws and operational plans |
| 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

Any actions/treatments actioned should not impact on the financial position, as any expenses incurred should be covered by the current 2019-2020 Budget.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council endorses the "Review of Financial Management, Risk Management, Legislative Compliance and Internal Control" Report, as recommended by the Audit Committee.

Council Resolution

Harding/Major

That Council endorses the "Review of Financial Management, Risk Management, Legislative Compliance and Internal Control" Report, as recommended by the Audit Committee.

**Carried 9/0
Resolution 141/20**

Cara Ryan left the Meeting at 4.48pm.

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

There being no further business for discussion the President declared the Meeting closed at 4.50pm.



Disability Access and Inclusion Plan 2019 - 2024

SHIRE OF WILLIAMS

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Acknowledgements

The Shire of Williams acknowledges the input received from many individuals and groups within the community, which has been invaluable in the preparation of this Disability Access Inclusion Plan.

Australia's ratification of the [*United Nations Convention on the Rights of Persons with Disabilities*](#) in 2008 reflects the Australian Government's commitment to promoting and supporting the equal and active participation by people with disability in economic and social life. Understanding the prevalence of disability in the Australian population, and the socio-economic characteristics and needs and unmet needs of people with disability, is important in informing policies, planning services, and removing barriers to participation. (source ABS website)

Distribution List

Role	Organisation
Chief Executive Officer	Shire of Williams
Manager of Finance	Shire of Williams
Senior Administrative Officer	Shire of Williams
Administration Officers (2)	Shire of Williams
Works Supervisor	Shire of Williams
Community Development Officer	Shire of Williams
Childcare Educators	Willi Wag Tails Childcare
Family Day Care Director	Shire of Williams
Aquatic Managers (contractors)	Contract Aquatic
All Councillors	Shire of Williams
Disability Services Commission	Director General
Contractors engaged by Shire	As required

BACKGROUND

Shire of Williams

The Shire of Williams is situated 160km from Perth in the Upper Great Southern region of Western Australia. The Shire covers an area of 2295 square kilometres and has a population of around 1000 persons.

The Williams economy is almost entirely based on primary production, dominated by broad acre farming of grain and livestock. Manufacturing, servicing, trade and transport is also centred on servicing the agricultural industry. Tourism plays a part, especially as Williams is on the Albany Highway, a major road linking the Perth metropolitan area with the southern part of the state.

Functions, facilities and services (both in-house and contracted) provided by the Shire of Williams

The Shire of Williams is responsible for a range of functions, facilities and services including:

Services to property: construction and maintenance of Shire-owned buildings, roads, footpaths and cycle facilities; land drainage and development; waste collection and disposal; litter control and street cleaning; planting and caring for street trees; numbering of buildings and lots; street lighting; and bush fire control.

Services to the community: provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups; management of recreation centre and pool; community resource centre including the public library and information services; Memorial Hall and RSL Hall management and maintenance and supporting community events in collaboration with the community (Eg: Australia Day Breakfast, Williams Gateway Expo and Anzac Day service).

Regulatory services: planning of road systems, sub-divisions and town planning schemes; building approvals for construction, additions or alterations to buildings; environmental health services and ranger services, including dog and cat control.

General administration: the Shire is responsible for social and regulatory administration of the community and some of the services that are carried out include Transport licensing, the administration of rates and charges in accordance with the budget as set by Council annually and the hiring of Shire owned facilities.

Processes of government: ordinary and special Council and committee meetings; electors' meetings and election of Council Members; and community consultations.

People with disabilities in the Shire of Williams

The 2016 ABS Census data indicates that there are a total of 27 persons out of 948 who identify themselves as living with a disability in the Shire of Williams. This equates to 2.85%. 18 of these persons are aged over 65.

The 2018 Survey of Disability, Ageing and Carers (SDAC) estimated that 4.4 million Australians, or 17.7% of the population, had a disability. SDAC defines disability as any limitation, restriction or impairment which restricts everyday activities and has lasted, or is likely to last, for at least six months. In 2018 the prevalence of disability in Australia increased with age – one in nine (11.6%) people aged 0-64 years and one in two (49.6%) people aged 65 years and over had a disability.

Given these comparisons locally and nationally, for Williams the estimated number of persons having a disability is relatively small. Notwithstanding this, the Shire still needs to ensure that the needs of people with disabilities is continually enhanced and improved to ensure that all persons, whether they have a disability or not, feel welcome and comfortable living, working and playing in the Shire of Williams.

Planning for better access

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services.

It is well recognised that people with disabilities and their families and carers have the same rights as other people to access the services within the community. These rights are protected by both State and Commonwealth legislation which make it illegal to discriminate against people with a disability.

Public authorities in WA have been required to have a Disability Service Plan (DSP) since 1993, and local governments have made a great deal of progress to ensuring that their services, buildings and information are accessible to people with disabilities, their carers and families.

Other legislation that supports this access and inclusion requirements include the Western Australian Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The Disability Services Act (1993) was amended in June 2015, and now requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). The requirements of DAIPs build on those of DSPs, so that people with disabilities can access services provided by public authorities in WA in a way that facilitates increased independence, opportunities and inclusion within the community.

Progress since 1995

The Shire of Williams is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information facilities and services. Towards this goal the Shire adopted its first Disability Service Plan (DSP) in 1995 to address the access barriers within the community.

Since the adoption of the initial DSP, the Shire has implemented many initiatives and made significant progress towards better access. Some of these are highlighted in Appendix 1 under the relevant key outcome headings of the 1995 DSP.

The Shire of Williams endorsed its first Disability Access and Inclusion Plan in 2007. The current revised Disability Access and Inclusion Plan for 2019 – 2024, is the third edition for the Shire of Williams.

ACCESS AND INCLUSION POLICY STATEMENT

The Shire of Williams is committed to ensuring that the community is accessible for and inclusive of people with disabilities, their families and carers.

The Shire of Williams interprets an accessible and inclusive community as one in which all Council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Williams believes that people with disabilities, their families and carers who live in country areas should be supported to remain in the community of their choice.

The Shire of Williams is committed to consulting with people with disabilities, their families and carers and where required disability organisations to ensure that barriers to access are addressed appropriately.

The Shire of Williams:

- recognises that people with disabilities are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- believes that people with disabilities, their families and carers should be supported to remain in the community;
- is committed to consulting with people with disabilities, their families and carers and disability organisations in addressing barriers to access and inclusion;
- will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- is committed to supporting local community groups and businesses to provide access and inclusion of people with disabilities; and
- is committed to achieving the seven desired outcomes of its DAIP.

The Seven outcomes of DAIP

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Shire of Williams.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities within the Shire of Williams.
3. People with disabilities receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of the Shire of Williams.
5. People with disabilities have the same opportunities as other people to make complaints to the Shire of Williams.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Williams.
7. People with disabilities have the same opportunities as other people to obtain and maintain employment with the Shire of Williams.

DEVELOPMENT OF THE DISABILITY ACCESS AND INCLUSION PLAN

Responsibility for the planning process

The Chief Executive Officer has responsibility to oversee the development, implementation, review and evaluation of the plan. The final plan is endorsed by Council and it is the responsibility of all employees to implement the relevant actions.

Community consultation process

The Disability Services Act Regulations (2004) set out the minimum consultation requirements for public authorities in relation to Disability Access and Inclusion Plans (DAIPs). Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area or on any website maintained by or on behalf of the Local Government. Other mechanisms may also be used.

In the 2014 review of the Shire's DAIP, the Shire undertook the following consultation methods:

- In August 2014, the community was informed through the local newspaper (*The Williams*) that Council was reviewing its current DAIP in order to prepare an updated DAIP to address the barriers that people with disabilities and their families experience in accessing Council functions, facilities and services.
- The community was advised through the local newspaper (*The Williams*) that they could provide input into the DAIP by way of written submission to the Shire, emailing the Shire or contacting the Shire's Economic Development Officer by telephone.
- A notice was included on the Shire's website (www.williams.wa.gov.au) detailing the Shire's proposal to review its DAIP.

The Shire of Williams repeated this process for the 2019/2020 review and the following methods were used:

- In January 2020, the community was informed through Facebook and the Shire's website that the current DAIP was being reviewed in order to prepare an updated DAIP to address the barriers that people with disabilities and their families experience in accessing Council functions, facilities and services.
- The community was advised through the local newspaper (*The Williams*), Facebook and the website that they could provide input in to the DAIP by way of written submission to the Shire, emailing the Shire or contacting the Community Development Officer by telephone.

Findings of the consultation

Community consultation did not result in any submissions being made on the Shire's DAIP or any ongoing access issues as had been identified in previous reviews.

As a result, an in-house review was undertaken on the Shire's previous DAIP (2014-2019), noting areas of continued improvement as required to update to the current version taking the Shire forward.

Responsibility for implementing the DAIP

It is a requirement of the Disability Services Act (1993) that a public authority must take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

Implementation of the DAIP is the responsibility of all areas of the Shire. Some actions in the DAIP Implementation Plan will apply to all areas of the Shire, whilst others will apply to a specific area. The Implementation Plan sets out who is responsible for each action.

Communicating the plan to staff and people with disabilities

In January 2020, copies of the draft DAIP were sent to all those who contributed to the planning process. In February 2020 the plan was finalised and formally endorsed by Council.

The community was informed through local media (Facebook and *The Williams*) that copies of the plan were available upon request and in alternative formats if required, including hard copy in standard and large print, electronic format, by email and on the Shire's website.

Review and evaluation mechanisms

The Disability Services Act (1993) requires that DAIPs be reviewed at least every five years. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission. The Implementation Plan can be updated more frequently if desired.

Monitoring and Reviewing

The employee with responsibility for the DAIP will analyse progress in implementing the DAIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

Evaluation

- An evaluation will occur as part of the five-yearly review of the DAIP.
- The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

Reporting on the DAIP

The Disability Services Act (1993) requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- progress towards the desired outcomes of its DAIP;
- progress of its agents and contractors towards meeting the seven desired outcomes; and
- the strategies used to inform agents and contractors of its DAIP.

The Shire is also required to report on progress in the prescribed format to the Disability Services Commission by July 31 each year.

DAIPs and Local Government

Ideally, DAIPs should be encompassed as part of an overall planning process, as this leads to high quality outcomes for the whole community, including people with disabilities, their families and carers.

The following principles have been identified in the *Disability Discrimination Act – A Guide to Best Practice in Local Government* as the basis for improving the quality of local government at the local level:

- Focusing on integration, rather than division, of people, departments, programs and activities, councils and agencies and the three levels of government (local, state, federal).
- The provision of a systematic approach to improving the well-being of communities while acknowledging the diversity within and between those communities;
- The development of a shared understanding of the key issues amongst all those concerned with the aim of building a shared vision for future directions (p33).

Good planning measures involves responding to local needs and issues in a planned and integrated manner. Access and inclusion for people with disabilities needs to be recognized as the responsibility of all areas of Local government and is addressed as such.

Integration of Plans

Local governments currently develop their strategic, corporate and financial plans around an analysis of the identified needs of their residents. The planning process is a comprehensive one and takes into consideration the needs of the entire community and is planned well in advance to ensure excellence in fiscal management and best value for the ratepayers dollar. The inclusion of the needs for people with disabilities ensures that DAIPs are integrated within the existing planning cycle. It is of particular importance to consider disability and access when planning for sustainability and an ageing population.

By creating a sustainable basis that will service our current and future communities effectively, Local government will be in a position to be able to create a universal, solid foundation for its workings and services. DAIPs are designed to complement the general planning processes required under the Local Government Act (1995) to ensure that people with disabilities are planned for as an integral part of the wider community.

STRATEGIES TO IMPROVE ACCESS AND INCLUSION

The following overarching strategies have been developed to address each of the seven (7) desired outcome areas of the Disability Services Act (1993) from feedback gained in the consultation process. These will form the basis of the Implementation Plan.

Outcome 1

People with disabilities have the same opportunities as other people to access the services of, and any events organised by the Shire of Williams.

Strategy	Timeline
Ensure that people with disabilities are consulted on their needs for services and the accessibility of current services.	As needed
Monitor Shire services to ensure equitable access and inclusion for all.	Ongoing
Develop the links between the DAIP and other Shire plans and strategies.	Ongoing
Ensure that events, whether organised or funded, are accessible to people with disabilities. Use of, or reference to, the <i>Accessible Events Guide</i> is encouraged.	As needed

People with disabilities often note generally that they have difficulty in gaining access to a range of mainstream services provided by State and Local government due to physical barriers or lack of accessible information. Often however, even if a service is physically accessible, people with disabilities may be excluded because of the way that the service is delivered. They may also be excluded by unclear policies and procedures.

It is important that Local governments have policies that ensure the needs of people with disabilities are taken into account in the planning and provision of their services. When implementing such policies, Local governments will need to consider the accessibility of all their existing functions.

Whilst there has been no indication to date that people with disabilities have found any of the Shire of Williams' services to be exclusive or impede people with disabilities, it still needs to be taken into consideration when reviewing various policies and procedures. By evaluating and adapting their services, Local governments can greatly enhance opportunities for people with disabilities to participate fully in the everyday life of their local community.

Local governments can also act as a valuable catalyst within the community by working in partnership with local businesses, clubs and community organisations to encourage better access in the wider community.

Achievements reported:

The Shire of Williams reviewed the pathways and ablution blocks in the Williams Lions Park to ensure they are easily accessible and meet the needs to all people. The rebuilding of the bridges on the Albany Highway has led to the footpaths and kerbing along the highway to be reconstructed, allowing for ease of access for wheelchairs and strollers.

Outcome 2

People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Williams.

Strategy	Timeline
Ensure that all public buildings and facilities meet the standards for access and any demonstrated additional need.	Ongoing
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	Ongoing
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	Ongoing
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	Ongoing
Planning for access needs for the Williams Lions Park	Ongoing
Ensure that all recreational areas are accessible.	Ongoing

The provision of appropriate access not only benefits people with disabilities but also seniors, people with temporary disabilities and parents with young children in prams. When access requirements are considered early in the planning stage of any new development, they can often be incorporated at very little additional expense.

Further to this, the vicinity around the facility needed equitable access needs to facilitate and encourage access as well. People with disabilities often experience difficulties due to the location of facilities, buildings and services. Signage needs to be appropriate in location, visibility and easy to recognise and understand. Clear symbols and directions can assist people to find their way. The Disability Service Commission has information on Access on its website (www.dsc.wa.gov.au).

The increasing community recognition of the importance of providing access to public buildings and facilities is reflected in a variety of legislation, standards and codes that relate to the provision of access.

It is essential that the design brief for the construction of any new public buildings or facilities specifically addresses access provision requirements.

Much progress has already been made by Local governments in general to improve access for people with disabilities. But as always, there is always a great deal more that can be achieved by Local governments to improve access for people with disabilities, firstly by ensuring a standard of excellence in their own facilities and secondly by doing what they can to increase awareness amongst private developers about access needs where required.

Achievements Reported

All public buildings and facilities meet the standards for access as identified. Any new buildings or facilities are planned to provide access for people with disabilities where practicable. With the resurfacing of the sporting complex carpark, ACROD parking bays were provided where needed and identified. The Shire continuously advocates to local businesses to ensure that they consider access for people with disabilities where possible. Recreational areas are accessible as appropriate. The redevelopment of the Williams Lions Park includes access for people with disabilities and will continuously be reviewed.

Outcome 3

People with disabilities receive information from the Shire of Williams in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Timeline
Improve staff awareness of accessible information needs and how to provide information in other formats.	Ongoing
Ensure that the Shire's website meets contemporary good practice.	Ongoing
Ensuring that information on the Shire's website is available in an alternative format upon request.	Ongoing

Giving and receiving information is a critical aspect of our daily lives. People with disabilities frequently report frustration at the difficulties they experience in gaining access to all types of public information.

Communication difficulties are often noted and associated with many disabilities, including hearing loss, deafness, low vision and blindness. Disabilities that affect an individual's ability to learn or think, such as an intellectual disability or psychiatric illness can also cause communication difficulties.

Local governments produce a variety of written material such as community handbooks, directories, notices and newsletters as well as information relating to Council meetings. Many communication difficulties can be overcome by providing information in simple, clearly written English and in a print size that is easy to read.

Technology is providing many new communication opportunities for people with disabilities and it is important to keep up with these advances. Providing information by email or having it available in an accessible format on the Local government's website is a particularly valuable tool for the provision of information: people who have difficulties with mobility, vision, hearing and communication may use a well-designed website to obtain all kinds of information.

Achievements Reported:

Employees are aware of accessible information needs and how to provide this as required and on request. The Shire's website meets contemporary good practice. Information on the Shire's website can be provided in an alternative format on request, however such a request is yet to be made, so has not been evaluated for effectiveness. The childcare centre has recently reviewed its policies and parent handbook to include interpreter options and other language barrier solutions.

Outcome 4

People with disabilities receive the same level and quality of service from the employees of the Shire of Williams as other people receive.

Strategy	Timeline
Ensure that all employees, existing and new, and Elected Members are aware of disability and access issues and have the skills to provide appropriate services.	Ongoing
Offer opportunities for training to those employees who deal direct with the public.	As required
Improve community awareness about disability and access issues.	Ongoing

People with disabilities have the right to be treated like any other member of the community. Too often though, people interacting or serving people with disabilities do not know how to communicate appropriately with a person with a disability. They may be embarrassed when approached or may wish to avoid any contact with the person who has a disability.

Sometimes this lack of understanding and awareness can lead to talking to an adult person with a disability as if he/she were a child, or speaking to the carer of a person with a disability as if the person with the disability were not there. It can also result in staff tending to shout at people who have a hearing impairment or who are deaf, when it would be more helpful to face the person and speak clearly and slowly in a normal voice or, if the person prefers, write instead.

Disability awareness training has been shown to improve the confidence of staff and competence in subsequent dealings with people with disabilities. This training should include information about the nature of the most common types of disability combined with practical hints on how to communicate most effectively.

Achievement reported:

All employees and Elected Members are aware of disability access issues and have the skills to provide appropriate services to meet needs as required. Training is offered on an as needs basis to staff and Elected Members. Community awareness is raised as needed.

Outcome 5

People with disabilities have the same opportunities as other people to make complaints to the Shire of Williams.

Strategy	Timeline
Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon in a timely manner.	Ongoing

As Local governments provide services to the public it is vital that people with disabilities have opportunities to raise concerns or make complaints about any aspects of their services.

It can be difficult for people with disabilities to make complaints. Information about how to make a complaint may be in a format that is inaccessible, and the processes themselves may create barriers, for example requiring all complaints to be in writing.

Local governments have made complaints more accessible for people with disabilities in the following ways:

- Producing a plain English pamphlet explaining the complaints procedure; and
- Having complaints processes accessible online.

Achievement reported:

Any feedback the Shire receives from the community is very quickly rectified. The Shire regularly checks the Facebook and email accounts and we take any reviews or feedback seriously and do our best to amend and rectify as quickly as possible

Outcome 6

People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Williams.

Strategy	Timeline
Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes.	As required
Ensure that people with disabilities are aware of, and can access, other established consultative processes.	As required
Offering alternative ways people can provide input into community consultation, including via online means.	As required
The provision of Auslan interpreters should the need arise	As required

As Local governments provide services to the public it is vital that people with disabilities have opportunities to participate in their decision-making processes. This is in accordance with the planning processes outlined in the *Local Government Act*.

Many Local governments have, over the years, successfully involved people with disabilities particularly when planning their services to ensure access.

More recent is the development of overall disability policies that ensure the voices of people with disabilities are considered within the total framework of Local Governments' strategic planning, policies and operational service plans. A systematic approach to ensuring the needs of people with disabilities is most effective. It ensures that people with disabilities and their advocates have opportunities to fully participate in all of the Local Government's activities such as attendance at meetings, public consultations or participating in Council elections.

Achievements Reported:

The Shire consults with people with disabilities about the DAIP where required. People with disabilities, as with all people, are actively encouraged to participate in established consultative processes. Input into community consultations is always via many different means, including online (e.g.: Survey Monkey). The provisions of 'Auslan' interpreters is available on request, however is as yet untested as the need has not arisen. The CRG community group was created prior to the Albany Highway Bridge replacement. This was open for anyone to join and it allowed for the community to have a voice during the works of the Bridge Replacement. Although no one with a disability joined the committee, other members of the community are on the committee and they can be a voice if any concern or need arises.

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Williams.

Strategy	Timeline
Use inclusive recruitment practices	Ongoing
Improve methods of attracting, recruiting and retaining people with disability	Ongoing
Work with key disability employment support provider(s) to employ a person with a disability.	As required

Meaningful employment is essential to an individual's economic security and is important to achieving social inclusion and independence. Employment contributes to physical and mental health, personal wellbeing and a sense of identity.

Finding employment is something that many people take for granted. For people with disability, finding, securing and retaining employment can be challenging. People with disability are often overlooked by employers for a variety of reasons and are only half as likely to be employed as people without disability.

Improved employment opportunities for people with disabilities can be facilitated by:

Use of inclusive recruitment practices:

- Making sure job advertisements are in an accessible format (12 or 14pt, Arial)
- Inclusion of an Equal Opportunity statement in the job advertisement. For example: *"The Shire of Williams promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The Shire of Williams encourages people with disability, Aboriginal Australians, young people and people from culturally and linguistically diverse backgrounds to apply"*.
- Making sure that the interview is held in an accessible venue (check with interview candidates when inviting them for interview).

Looking at way of improving how to attract, recruit and retain people with disability:

- Being flexible with job descriptions
- Breaking down the skills and tasks required
- Offering working from home as an alternative
- Flexible working hours

Working with Disability Employment Service (DES) providers:

- DES providers can promote vacancies
- Advise what constitutes reasonable adjustment
- Provide initial assistance in the workplace if required
- Give information about financial incentives
- Offer training and support for management staff as required

APPENDIX 1

Progress since 1995 under the Disability Service Plan & Progress under the 2014-2019 Disability Access Inclusion Plan (DAIP)

1. **Existing functions, facilities and services are adapted to meet the needs of people with disabilities.**
 - Talking books were relocated to one specific, clearly signed location in the library.
 - Ongoing review of accessibility of services and facilities to ensure equality of access.
 - Encouraged organisers of community events to plan with accessibility for all ensured.

2. **Access to buildings and facilities has been improved.**
 - Provision of ramped access to the Shire administration building
 - Provision of ramped access to the Council chambers
 - Provision of ramped access to the Shire Memorial Hall
 - Provision of electronic doors in the Williams Community Resource Centre (opened 2005) – which houses the library, Telecentre, professional offices, a meeting room, the local newspaper, printing room and children’s play room.
 - Provision of unisex accessible dedicated disabled toilet at the Shire Memorial Hall (accessible from outside) and the Sports Pavilion.
 - Footpaths throughout the town centre have been constructed and upgraded to ensure ease of access for wheelchairs and strollers and kerb access ensured.
 - Provision of electronic doors at the Shire administration building
 - Provision of electronic doors at the Williams Medical Centre (Department of Health facilitated this as it is their facility).
 - Construction of all new buildings and facilities takes into consideration accessibility for all
 - Provision of ramped access to Williams St John Ambulance Sub-Centre facility (opened 2010).
 - Working towards ensuring that all recreational facilities have access for people with disabilities.
 - The newly upgraded Lions Park has paths and access ways for wheelchairs and strollers.

3. **Information about functions, facilities and services is provided in formats which meet the communication needs of people with disabilities.**
 - Information is made available in alternative formats on request.
 - Staff awareness into accessible information needs and how to provide information in alternative formats is provided as needed.
 - Staff training made available when required
 - Shire website is designed to be as user friendly and accessible to all.

4. Employee awareness of the needs of people with disabilities and skills in delivering services is improved.

- Key Shire administrative staff attend disability awareness information sessions as required.

5. Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.

- Information on consultations was simplified and made available in alternative formats upon request.
- Local government elections were held in accessible buildings and voting booths dedicated to people in wheelchairs to ensure equality in accessibility.
- Community has had opportunity to provide feedback on the Shire's current and revised DAIP.

IMPLEMENTATION PLAN

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to be implemented in 2019-2024 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually to progress the achievement of all the strategies over the duration of the five year plan

Outcome 1			
People with disabilities have the same opportunities as other people to access the services of, and any events organised, by the Shire of Williams.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disabilities are consulted on their need for services and the accessibility of current services.	Develop a feedback mechanism for use by all services, provided or funded. Develop consultation guidelines for all future reviews of services.	As needed	CEO
Monitor Shire services to ensure equitable access and inclusion for all.	Conduct systematic reviews of the accessibility of services. Rectify identified barriers and provide feedback to users as required.	Ongoing	CEO
Develop links between the DAIP and other Shire plans and strategies.	Incorporate the objectives and strategies of the DAIP into the Shire's existing planning processes, including the Strategic Community Plan and the Corporate Business Plan.	Ongoing	CEO
Ensure that events, whether provided or funded, are accessible to people with disabilities.	Ensure all events are planned using the Accessible Events checklist.	As needed	All event organisers (with information shared with community events)

Outcome 2			
People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Williams.			
Strategy	Task	Task Timeline	Responsibility
Ensure all public buildings and facilities meet the standards for access and any demonstrated additional need.	Identify access barriers to buildings and facilities; Prioritise and make submissions to Council to commence work on rectifying identified barriers.	Ongoing / As required	CEO (in consultation with all staff with feedback provided by community)
Ensure that all new or redevelopment works provide access to people with disabilities, where practicable.	Ensure that the legal requirements for access are met in all plans for new or redeveloped public buildings and facilities. Ensure that key staff are trained and kept up to date with the legal requirements.	Ongoing	CEO Building Surveyor
Ensure that ACROD parking meets the needs of people with disabilities in terms of quantity and location.	Undertake an audit of ACROD bays and implement a program to rectify any non-compliance. Consider the need for additional bays at some locations.	Ongoing	CEO Works Supervisor
Advocate to all venues the requirements for, and benefits from, the provision of accessible venues.	Provide information on the needs of people with disabilities and of legal requirements and best practice.	Ongoing	All staff
Planning for access needs for the Williams Lions Park	Consider the needs of all users including people with disabilities in the upgraded Williams Lions Park. Ensure accessible pathways, picnic tables, toilets, barbeques and drinking fountains.	Ongoing	CEO With input from community and all staff
Ensure that all recreational areas are accessible.	Conduct audit of Shire pool, Community Halls and playground areas. Develop and implement a program of progressive upgrade.	Ongoing	CEO With input from community and all staff.

Outcome 3

People with disabilities receive information from the Shire of Williams in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Task Timeline	Responsibility
Improve staff awareness of accessible information needs and how to provide information in other formats.	<p>Make the State Government's <i>Access Guidelines for Information, Services and Facilities</i> guidelines available to all staff as needed.</p> <p>Provide professional development opportunities to all staff on how to provide accessible information.</p>	Ongoing	<p>CEO</p> <p>All administration staff</p>
Ensure that the Shire's website meets contemporary good practice.	<p>Redevelop website to ensure it complies with the W3C web content guidelines.</p>	Ongoing	Administration officer
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<p>Ensure that all public documents carry a notation that it is available in alternative formats on request.</p> <p>Publicise the availability of other formats in the local newspaper.</p>	Ongoing	<p>CEO</p> <p>All administration staff.</p>

Outcome 4

People with disabilities receive the same level and quality of service from the employees of the Shire of Williams as other people receive.

Strategy	Task	Task Timeline	Responsibility
Ensure that all Elected Members and employees are aware of access needs and can provide appropriate services.	Determine training needs of employees and conduct training as required	Ongoing	CEO
Improve community awareness of disability and access issues.	Develop strategies for inclusion in the future Implementation Plans.	Ongoing	CEO

Outcome 5

People with disabilities have the same opportunities as other people to make complaints to the Shire of Williams.

Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disabilities and are acted upon in a timely manner.	<p>Review current grievance mechanisms and implement any recommendations.</p> <p>Develop other methods of making complaints, such as web-based forms.</p> <p>Promote accessible complaints mechanisms to the community.</p>	Ongoing	<p>CEO</p> <p>All administration staff</p>

Outcome 6

People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Williams.

Strategy	Task	Task Timeline	Responsibility
Ensure that people with disabilities are actively consulted about the DAIP and any other significant planning processes.	Consult people with disabilities in a range of different consultation mediums, eg focus group, interviews, surveys. Develop a register of people to provide comment on access and inclusion issues.	As required	CEO
Ensure that people with disabilities are aware of and can access other established consultative processes.	Ensure agendas, minutes and other public documents are available on request in alternative formats and are published on the Shire's website.	As required	CEO All administration staff
Offering alternative ways people can provide input into community consultation, including online means.	Provide alternative community consultation means to ensure accessibility by all eg: web based feedback, emails, online surveys.	As required	All administration staff
The provision of Auslan interpreters should the need arise.	Be aware of needs of hearing impaired members of the community and offer Auslan interpreters as needed	As required	CEO

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Williams.

Strategy	Task	Task Timeline	Responsibility
Ensure that inclusive recruitment practices are utilised when advertising for new staff	<p>Make sure job advertisements are in an accessible format (12 or 14pt and Arial font)</p> <p>Include Equal Employment Opportunity statement in the advertisement (eg: <i>the Shire of Williams promotes a workplace that actively seeks to include, welcome and value unique contributions of all people. The Shire encourages people with disability, Aboriginal Australians, young people and people from culturally diverse backgrounds to apply for this job</i>).</p> <p>Make sure that the interview is held in an accessible venue.</p>	<p>Ongoing</p> <p>As required</p> <p>As required</p>	CEO
Improve methods of attracting, recruiting and retaining people with a disability.	<p>Examine current methods of recruitment</p> <p>Assess current percentage of employees with a disability.</p> <p>Carry out survey to gain feedback to improve methods of attracting, recruiting and retaining people with disabilities.</p>	Reviewed Annually	CEO
Work with key disability employment support provider(s) to employ a person with a disability	<p>Check Disability Employment Service providers in Narrogin (30km)</p> <p>Seek assistance to develop a flexible job description</p> <p>Seek assistance with advertising, interview and employment requirements including reasonable adjustment</p>	As required	CEO

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 DECEMBER 2019

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
04/12/2019	BUILDING AND ENERGY (EFT)	BSL Levy - November 2019	\$ 56.65
04/12/2019	SHIRE OF WILLIAMS	Salaries & Wages PE 4 December 2019	\$ 43,339.09
04/12/2019	WA SUPER	Super - November 2019	\$ 15,679.05
11/12/2019	FDC - EDUCATORS	14 FDC Educators PE 08/12/19	\$ 19,495.50
11/12/2019	HARMONY SOFTWARE	Software Allocation	\$ 184.80
18/12/2019	SHIRE OF WILLIAMS	Salaries & Wages PE 18 December 2019	\$ 44,467.27
20/12/2019	AAA ASPHALT SURFACES	11143 - Asphalt	\$ 2,172.50
20/12/2019	AGQUIRE RURAL HOLDINGS PTY LTD	11168, 11169 - Hardware Account for November 2019	\$ 6,093.39
20/12/2019	AVON WASTE	Avon Waste - Refuse charges, November 2019	\$ 8,015.86
20/12/2019	BEAUREPAIRES (EFT)	11141 - Tyres, puncture repairs	\$ 5,639.67
20/12/2019	BEST OFFICE SYSTEMS	Monthly Printing/Copying Charges	\$ 309.29
20/12/2019	BITUTEK PTY LTD (EFT)	11157 - Bitumen spray emulsion	\$ 34,346.40
20/12/2019	BOC Ltd (EFT)	10828 - Monthly Industrial gases, medical oxygen	\$ 43.49
20/12/2019	BP TRUST (EFT)	Monthly Fuel Acct Nov 2019	\$ 439.51
20/12/2019	CONTRACT AQUATIC SERVICES	11031 - Monthly Swimming Pool management	\$ 14,058.00
20/12/2019	CONWAY Highbury PTY LTD	11047 - Local Law preparation	\$ 330.00
20/12/2019	COVS PARTS PTY LTD (EFT)	11128 - Parts	\$ 565.04
20/12/2019	DAWSONS FUNERAL HOME.	11021 - Information plaques	\$ 685.50
20/12/2019	DRYANDRA GRAZING CO	11149 - Gravel	\$ 4,872.00
20/12/2019	EARL STREET SURGERY	Pre-empl. Medical	\$ 110.00
20/12/2019	JR & A HERSEY PTY LTD (EFT)	11130, 11146 - Air compressor, tools, marker spray	\$ 2,494.97
20/12/2019	LOGIE, BRITT E. (EFT)	Reimbursement for End of Year Function expenses	\$ 728.80
20/12/2019	LGIS	Credit Note - Actual Wages Adjustment (insurance)	-\$ 5,920.40
20/12/2019	MARKETFORCE (EFT)	11028, 11032 - Election related advertising	\$ 1,466.54
20/12/2019	MEDLEN, TG & VM	11150 - Concrete for Fire Shed crossover	\$ 25,195.50
20/12/2019	MELCHIORRE PLUMBING & GAS	11160 Supply and install replacement RPZD	\$ 1,026.30
20/12/2019	NARROGIN HIRE SERVICE (EFT)	11044, 11152 - Reticulation components	\$ 67.00
20/12/2019	NARROGIN TECHNOLOGY SOLUTIONS (EFT)	10927 - New laptops x 3	\$ 5,244.00
20/12/2019	OFFICE OF THE AUDITOR GENERAL	Final Audit Fees - 2018/2019	\$ 18,700.00
20/12/2019	PH & KE GOW (LICENSED SURVEY)	11158 Townsite Drainage Survey	\$ 858.00
20/12/2019	PRIME AG SERVICES - WILLIAMS (EFT)	11154 - Mosquito Fogging	\$ 3,106.00
20/12/2019	PROMOTIONAL PRODUCT EXPERTS	11204 - Promotional bottles, cups etc	\$ 1,722.60
20/12/2019	RJ SMITH ENGINEERING (EFT)	11148, 11206 - Tradesman's trailer outfitting	\$ 527.50
20/12/2019	SHIRE OF WAGIN (EFT)	EHO Wages and Mileage	\$ 4,460.03
20/12/2019	STAR TRACK EXPRESS	Freight - tools & parts	\$ 412.95
20/12/2019	THE WILLIAMS WOOL SHED. (EFT)	11203 - Meeting Refreshments	\$ 48.00
20/12/2019	TOLL TRANSPORT PTY LTD	Freight - water testing, library, parts	\$ 88.13
20/12/2019	TOWN PLANNING INNOVATIONS	General Planning Advice for November 2019	\$ 1,567.50
20/12/2019	TRUCK CENTRE (WA) PTY LTD	11153 - Parts for Prime Mover	\$ 528.32
20/12/2019	WA BLUEMETAL	11129 - Washed Aggregate	\$ 14,569.41
20/12/2019	WALLIS COMPUTER SOLUTIONS	10922 - IT Services	\$ 13,545.40
20/12/2019	WESFARMERS KLEENHEAT GAS PTY LTD (EFT)	11050 - Yearly facility fees in advance	\$ 1,610.40
20/12/2019	WILLIAMS COMMUNITY RESOURCE CENTRE	Calendar/Planner (S Gillett)	\$ 7.20
20/12/2019	WILLIAMS GENERAL STORE (EFT)	Monthly refreshments & consumables, Nov 2019	\$ 236.56
20/12/2019	WILLIAMS HOTEL - STRICKO'S (EFT)	11069 - Meeting Refreshments	\$ 107.97
20/12/2019	WILLIAMS NEWSAGENCY	Monthly account Nov. 2019	\$ 38.80
20/12/2019	WORKWEAR GROUP (EFT)	Staff Uniforms	\$ 730.20
23/12/2019	FDC EDUCATORS	FDC Educators PE 22/12/19	\$ 19,034.57
24/12/2019	AUSTRALIAN TAXATION OFFICE	BAS - Nov 19	\$ 9,916.00
03/12/2019	CBA	CBA - Merchant Fees Nov 19	\$ 227.86
30/12/2019	WA TREASURY CORPORATION	Loan Repayment - #70 Industrial Land	\$ 13,701.24
01/12/2019	WESTNET	Monthly CEO Internet Charges - November 2019	\$ 54.99
19/12/2019	ANZ CARDS	Monthly Credit Card expenses x 3	\$ 2,942.40
05/12/2019	TELSTRA	Monthly Telephone service - office, childcare	\$ 472.06
10/12/2019	SYNERGY	Monthly Streetlights to 2/12/19	\$ 2,407.00
10/12/2019	WATER CORPORATION.	Water use & supply, residential & public buildings	\$ 9,908.92
17/12/2019	TELSTRA	Mobile services, SMS service, Landline service	\$ 780.40
19/12/2019	WILLIAMS LICENSED POST OFFICE	11048 - Stationery	\$ 909.06
20/12/2019	WATER CORPORATION.	Water use & supply, ovals, Lions Park, Standpipes etc	\$ 30,118.33
Total :			\$ 384,543.52

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/01/2020	SHIRE OF WILLIAMS	Salaries and Wages PE 01/01/2020	\$ 40,372.80
08/01/2020	FDC EDUCATORS	5 FDC Educators PE 05/01/2020	\$ 3,013.20
10/01/2020	HAULMORE TRAILER RENTALS PTY LTD	11213 - Purchase of Water Tanker	\$ 88,000.00
10/01/2020	LGIS RISK MANAGEMENT (EFT)	11221 - Regional Risk Co-ordinator Program	\$ 3,379.20
15/01/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 15/01/2020	\$ 40,248.05
16/01/2020	BP TRUST (EFT)	Fuel Purchases	\$ 138.15
16/01/2020	JP UPHOLSTERY & CANVAS	11062 11068 2x Blinds Jamtree Lane	\$ 1,422.00
16/01/2020	LANDGATE (EFT)	Valuations	\$ 307.24
17/01/2020	GREG LLOYD	Reversal of Payment Made in Error	\$ 481.10
17/01/2020	BUILDING AND ENERGY (EFT)	Building Services Levy for December	\$ 56.65
17/01/2020	WA SUPER	Super - December 2019	\$ 15,972.07
22/01/2020	FDC EDUCATORS	11 FDC Educators PE 19/01/2020	\$ 11,772.38
22/01/2020	HARMONY SOFTWARE	Software Allocation	\$ 321.00
29/01/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 29/01/2020	\$ 41,998.27
30/01/2020	AGQUIRE RURAL HOLDINGS PTY LTD	December Purchases	\$ 5,070.88
30/01/2020	AIR & POWER (EFT)	11117 - Worksafe Test for New Air Compressor	\$ 604.78
30/01/2020	APV VALUERS & ASSET MANAGEMENT	10931 - Part 1, asset valuation	\$ 1,529.00
30/01/2020	AVON WASTE	11015 - Monthly Refuse Charges December 2019	\$ 9,247.37
30/01/2020	BABIC, PAUL.	11013 - Installation of BBQ Flue at Pavilion	\$ 617.24
30/01/2020	BEAUREPAIRES (EFT)	10983 - Grader and Pig Trailer Tyre Puncture Repairs	\$ 86.88
30/01/2020	BEST OFFICE SYSTEMS	Printing/Copying Charges	\$ 194.07
30/01/2020	BODDINGTON CARPET CARE	11071 - Carpets Cleaned at Various Shire Buildings	\$ 1,646.50
30/01/2020	BP TRUST (EFT)	Monthly Acct December 2019	\$ 189.33
30/01/2020	CONTRACT AQUATIC SERVICES	11031 - Swimming Pool Monthly Contract Fee	\$ 14,278.00
30/01/2020	CORNER'S AUTOMOTIVE ELECTRICS	11151 - Re-gas of Air Conditioner x2 Vehicle	\$ 748.00
30/01/2020	CORSIGN (EFT)	1114, 10972, 11161 - Traffic and Directional Signs	\$ 3,377.00
30/01/2020	DUFF ELECTRICAL CONTRACTING	10925, 11065 - Electrical Repairs - Housing	\$ 602.00
30/01/2020	GLOBAL SYNTHETICS PTY LTD	11162, 11171 - Geofabric (Pingelly Road)	\$ 3,003.00
30/01/2020	GREAT SOUTHERN TOWING PTY LTD	11225, 11211 - Towing of Abandoned Vehicle	\$ 374.00
30/01/2020	LIBERTY RURAL	11166 - Fuels	\$ 11,448.08
30/01/2020	MAKIT NARROGIN HARDWARE (EFT)	11045 - Sash Cord	\$ 26.20
30/01/2020	MARKETFORCE (EFT)	11207 - Election Public Notices	\$ 1,091.05
30/01/2020	McLEODS	11209 - Legal Advice	\$ 1,634.66
30/01/2020	MELCHIORRE PLUMBING & GAS	Blocked flow meter	\$ 184.80
30/01/2020	METAL ARTWORK CREATIONS (EFT)	11228 - Name Plaque Councillors	\$ 56.10
30/01/2020	NARROGIN HIRE SERVICE (EFT)	10932 - Reticulation Parts	\$ 81.15
30/01/2020	NARROGIN MAZDA (EFT)	11220 - Vehicle Service	\$ 307.47
30/01/2020	NARROGIN QUARRY OPERATIONS (EFT)	11156 - Landscaping Dust Trotting Track	\$ 1,870.75
30/01/2020	NARROGIN TOYOTA (EFT)	11159 - Pole Saw	\$ 649.00
30/01/2020	RUSTIK RAINBOW (EFT)	11232 - End of Year Function	\$ 1,250.00
30/01/2020	SHIRE OF WAGIN (EFT)	EHO Wages and Mileage	\$ 2,737.53
30/01/2020	STAR TRACK EXPRESS	Freight for Traffic Signs	\$ 225.62
30/01/2020	SWAT PEST CONTROL	11061 - Insect Treatment	\$ 352.00
30/01/2020	THE GOODS (EFT)	11217 - Toilet supplies	\$ 481.16
30/01/2020	TOLL TRANSPORT PTY LTD	Various Freight	\$ 523.12
30/01/2020	TOWN PLANNING INNOVATIONS	11219 - General Planning Advice	\$ 247.50
30/01/2020	WA LOCAL GOVERNMENT ASSOCIATION (EFT)	10924 - Staff Training	\$ 1,045.00
30/01/2020	WALLIS COMPUTER SOLUTIONS	10933 - Software Upgrades	\$ 3,244.16
30/01/2020	WILLIAMS BOWLING CLUB. (EFT)	11212 - End of Year Function	\$ 1,070.00
30/01/2020	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Service at CRC	\$ 10,642.07
30/01/2020	WILLIAMS GENERAL STORE (EFT)	Various refreshments & consumables 1/12/19-31/12/19	\$ 649.60
30/01/2020	WILLIAMS HOTEL - STRICKO'S (EFT)	11205 - Refreshments	\$ 143.88
30/01/2020	WILLIAMS NEWSAGENCY	Monthly Account December 2019	\$ 59.15
30/01/2020	WORKWEAR GROUP (EFT)	11010 - Employee Uniforms	\$ 598.00
16/01/2020	TELSTRA	Mobile Phone Services to 01/01/2020	\$ 321.31
20/01/2020	AUSTRALIAN TAXATION OFFICE	BAS - December 2019	\$ 22,319.00
21/01/2020	TELSTRA	SMS's December 2019 & WS Home Phone to 07/01/2020	\$ 534.78
21/01/2020	SYNERGY	Streetlights to 2/1/20	\$ 2,342.20
23/01/2020	TELSTRA CORPORATION LTD (EFT)	11229 - Install Telstra cable, Marjidin Way	\$ 4,950.00
29/01/2020	SYNERGY	Communication Tower Bates Rd, to 09/01/2020	\$ 400.56

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

01/01/2020	WESTNET	CEO Internet	\$	54.99
03/01/2020	CBA	CBA - Merchant Fees Dec 19	\$	100.43
06/01/2020	WA TREASURY CORPORATION	Loan#69 Synthetic Bowling Green	\$	9,857.78
07/01/2020	WA TREASURY CORPORATION	Jan 2020 GFEE	\$	2,766.60
16/01/2020	ANZ CARDS	ANZ Cards	\$	1,695.73
03/01/2020	SYNERGY	Electricity - Pool 19/11/19 to 17/12/19	\$	1,396.30
03/01/2020	TELSTRA	Pool phone to 19/12/19	\$	40.85
10/01/2020	SYNERGY	Electricity - Public and Residential Buildings	\$	3,600.06
10/01/2020	TELSTRA	Phone Usage to 19/12/19	\$	438.38
23/01/2020	WILLIAMS LICENSED POST OFFICE	11231 - Post Office Purchases December	\$	437.78
			<hr/>	
			Totals: \$	380,924.96
			<hr/>	



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 31 December 2019

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

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Prepared by : Manager of Finance
Date prepared : All known transactions up to 5th February 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 DECEMBER 2019**

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 DECEMBER 2019**

	Note	2019/2020 Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1 (b)	394,592	394,592	410,226	15,634	4%	
Operating Revenues							
Governance		500	250	0	(250)	(100%)	
General Purpose Funding - Rates	5	1,924,101	1,924,101	1,924,437	336	0%	
General Purpose Funding - Other		306,095	158,298	146,749	(11,549)	(7%)	▼
Law, Order and Public Safety		44,248	23,424	49,150	25,726	110%	▲
Health		400	300	300	0	0%	
Education and Welfare		283,029	137,420	153,367	15,947	12%	▲
Housing		247,804	100,373	105,258	4,885	5%	
Community Amenities		203,177	178,554	181,367	2,813	2%	
Recreation and Culture		44,557	29,007	28,569	(438)	(2%)	
Transport		109,381	82,906	77,497	(5,409)	(7%)	▼
Economic Services		102,826	53,520	54,326	806	2%	
Other Property and Services		99,601	60,986	66,144	5,158	8%	▲
		3,365,719	2,749,139	2,787,164	38,025		
Operating Expense							
Governance		(205,213)	(109,771)	(105,702)	4,069	4%	
General Purpose Funding		(84,250)	(41,750)	(39,696)	2,054	5%	
Law, Order and Public Safety		(90,129)	(54,700)	(53,159)	1,540	3%	
Health		(59,671)	(29,835)	(30,522)	(687)	(2%)	
Education and Welfare		(320,281)	(161,741)	(150,941)	10,800	7%	▲
Housing		(164,844)	(96,137)	(100,179)	(4,042)	(4%)	
Community Amenities		(316,987)	(135,276)	(130,667)	4,608	3%	
Recreation and Culture		(707,317)	(353,184)	(371,859)	(18,675)	(5%)	▼
Transport		(1,573,114)	(799,763)	(774,228)	25,535	3%	
Economic Services		(140,753)	(74,759)	(86,624)	(11,866)	(16%)	▼
Other Property and Services		(104,223)	(131,437)	(135,559)	(4,122)	(3%)	
		(3,766,782)	(1,988,351)	(1,979,136)	9,216		
Funding Balance Adjustments							
Add back Depreciation		1,256,950	633,475	657,326	23,851	4%	
Adjust (Profit)/Loss on Asset Disposal	6	(14,160)	(2,160)	(10,841)	(8,681)	402%	
Adjust Provisions and Accruals		5,400	0	45	45		
NET CASH FROM OPERATING ACTIVITIES		847,127	1,392,103	1,454,558	62,455		
Investing Activities							
Grants, Subsidies and Contributions	8	516,215	116,000	116,198	198	0%	
Proceeds from Disposal of Assets	6	95,000	45,000	56,571	11,571	26%	▲
Capital Acquisitions	6	(2,123,864)	(848,236)	(845,692)	2,544	(0%)	
NET CASH FROM INVESTING ACTIVITIES		(1,512,649)	(687,236)	(672,924)	14,312		
Financing							
Self-Supporting Loan Principal		15,475	7,677	7,677	(0)	(0%)	
Transfer from Reserves	3	494,232	0	0	0		
Repayment of Debentures		(112,942)	(63,110)	(63,111)	(1)	(0%)	
Transfer to Reserves	3	(125,835)	(9,050)	(4,094)	4,956	55%	▲
NET CASH FROM FINANCING ACTIVITIES		270,930	(64,483)	(59,528)	4,955		
NET OPERATIONS, CAPITAL, FINANCING		(394,592)	640,384	722,106	81,722		
CLOSING FUNDING SURPLUS (DEFICIT)	1 (b)	0	1,034,976	1,132,332	97,356		

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 2019/20 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 Dec 2019	This Time Last Year 31 Dec 2018	This Years Opening 1 July 2019	Last Years Closing 30 June 2019
		\$	\$	\$	\$
Current Assets					
Cash Unrestricted	3	1,161,483	1,492,881	549,747	549,747
Cash Restricted	3	962,860	946,470	958,766	958,766
Receivables - Rates	4	366,874	309,381	25,269	25,269
Receivables -Other	4	72,603	86,230	89,005	89,005
Accrued Revenue		2,085	0	186,643	186,643
Loans Receivable - clubs	7	7,677	7,558	0	0
Inventories		14,683	10,275	8,384	8,384
		2,588,265	2,852,795	1,817,814	1,817,814
Less: Current Liabilities					
Payables		(117,901)	(290,299)	(126,179)	(126,179)
Contract Liabilities	8	(57,333)	0	(12,435)	0
Provisions		(325,680)	(392,802)	(325,681)	(325,681)
Long Term Borrowings	7	(49,831)	(51,851)	0	0
		(550,745)	(734,952)	(464,295)	(451,860)
Adjustments and exclusions permitted by FM Reg 32					
Less: Cash Reserves	3	(962,860)	(946,470)	(958,766)	(958,766)
Less: Loans Receivables	7	(7,677)	(7,558)	0	0
Add: Leave Entitlements Cash Backed		15,518	10,337	15,473	15,473
Add: Long Term Borrowings	7	49,831	51,851	0	0
Adjusted Net Current Assets		1,132,332	1,226,003	410,226	422,661

SIGNIFICANT ACCOUNTING POLICIES

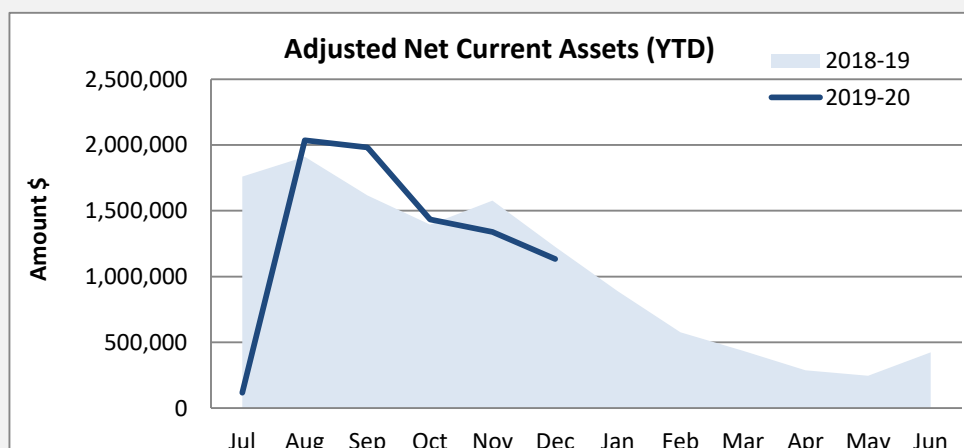
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

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
Surplus (Deficit)
\$1,132,332

Last Year YTD
Surplus(Deficit)
\$1,226,003



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**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 2019/20 year is \$5,000 or 5% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(250)	(100%)			
General Purpose Funding - Rates	336	0%			
General Purpose Funding - Other	(11,549)	(7%)	▼	Permanent	Interest earned on investments will not meet budget expectations due to low interest rates.
Law, Order and Public Safety	25,726	110%	▲	Permanent	DFES Mitigation Activity Fund Grant not included in Budget
Health	0	0%			
Education and Welfare	15,947	12%	▲	Timing	Childcare fees exceeding YTD Budget expectations
Housing	4,885	5%			
Community Amenities	2,813	2%			
Recreation and Culture	(438)	(2%)			
Transport	(5,409)	(7%)	▼	Permanent	Variance in Storm Damage Funding Accrual to Actual Paid
Economic Services	806	2%			
Other Property and Services	5,158	8%	▲	Permanent	Reimbursement for Paid Parental Leave and Workers Compensation Payments
Operating Expense					
Governance	4,069	4%	▲	Timing	Members Expenses still to be spent during remainder of year.
General Purpose Funding	2,054	5%			
Law, Order and Public Safety	1,540	3%			
Health	(687)	(2%)			
Education and Welfare	10,800	7%	▲	Timing	Delay in expenditure of Family Day Care and Childcare building and maintenance expenditure.
Housing	(4,042)	(4%)			
Community Amenities	4,608	3%			
Recreation and Culture	(18,675)	(5%)	▼	Permanent	Additional mulching required for the Lions Park and completion of landscaping for Industrial Land Marjidin Way.
Transport	25,535	3%			
Economic Services	(11,866)	(16%)	▼	Permanent	Standpipe water charge higher than budget estimate
Other Property and Services	(4,122)	(3%)			
Investing Activities					
Grants, Subsidies and	198	0%			
Proceeds from Disposal of Assets	11,571	26%	▲	Permanent	Trade-in of Toyota Prado and Isuzu DMAX higher than budget expectations.
Capital Expenses	2,544	(0%)			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

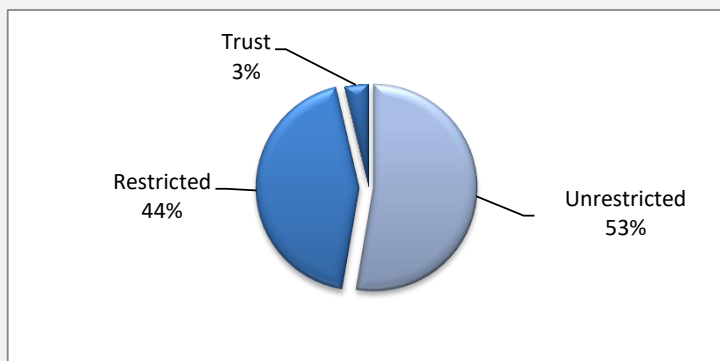
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	78,021			78,021	ANZ	0.00%	At Call
Municipal Cash Investment	82,171			82,171	ANZ	0.10%	At Call
Trust Bank Account			80,328	80,328	ANZ	0.00%	At Call
Term Deposits							
Reserves		962,860		962,860	ANZ	1.45%	26-Feb-20
Treasury				0			
Overnight Cash Deposit	1,000,691		0	1,000,691	Treasury	0.70%	Overnight
Total	1,161,483	962,860	80,328	2,204,670			

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
\$2.2 M	\$1.16 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	15,473	400	45	5,000	0	0	0	20,873	15,518
Plant Reserve	216,013	5,500	1,166	40,000	0	(160,000)	0	101,513	217,179
Building Reserve	446,758	6,800	1,737	40,000	0	(240,000)	0	253,558	448,495
Joint Venture Housing Reserve	94,194	1,500	351	10,000	0	0	0	105,694	94,545
Recreation Facilities Reserve	121,445	2,500	519	0	0	(35,000)	0	88,945	121,964
Art Acquisition Reserve	11,651	300	50	0	0	(5,000)	0	6,951	11,701
Refuse Site Reserve	53,232	1,000	227	0	0	(54,232)	0	0	53,459
Community Chest Reserve	0	100	0	12,735	0	0	0	12,835	0
Total	958,766	18,100	4,094	107,735	0	(494,232)	0	590,369	962,860

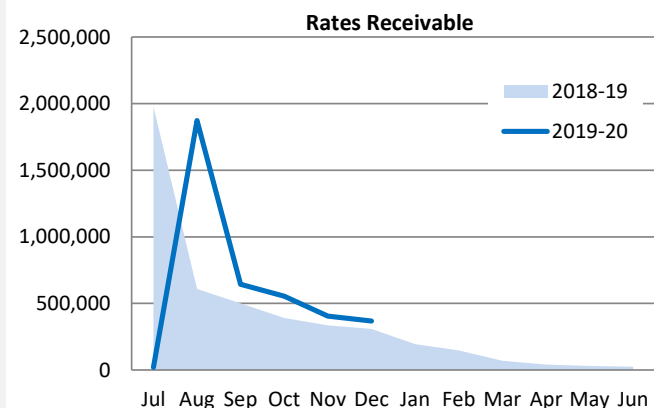
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Dec 2019	30 June 2018
	\$	\$
Opening Arrears Previous Years	25,034	26,607
Rates - Levied this year	1,890,111	1,816,428
Rubbish - Levied this year	155,506	107,488
ESL - Levied this year	57,547	56,011
Less Collections to date	(1,761,323)	(1,981,500)
Equals Current Outstanding	366,874	25,034
Net Rates Collectable	366,874	25,034
% Collected	82.76%	98.75%

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.



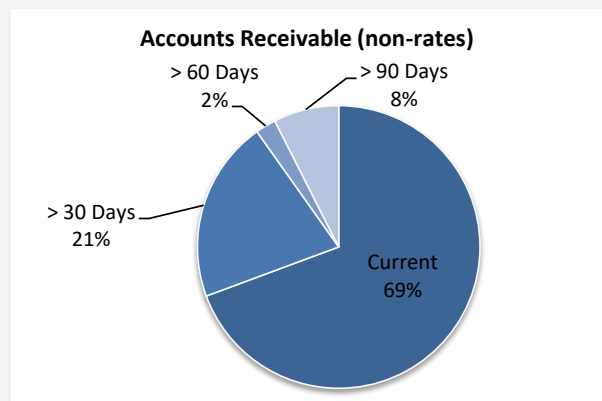
Collected	Rates Due
83%	\$366,874

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	50,349	15,123	1,708	5,423
Percentage	69.35%	20.83%	2.35%	7.47%
Total Receivables General Outstanding	72,603			

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
\$72,603
Over 30 Days
30.65%
Over 90 Days
7.47%

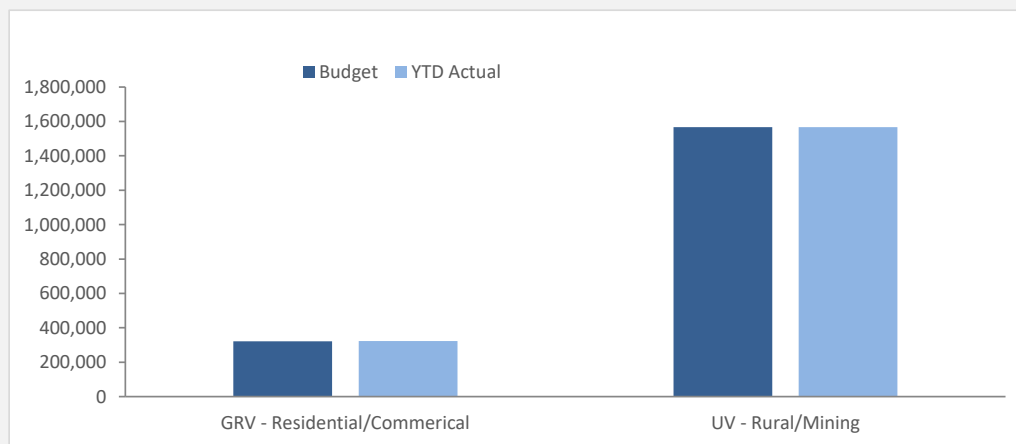
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

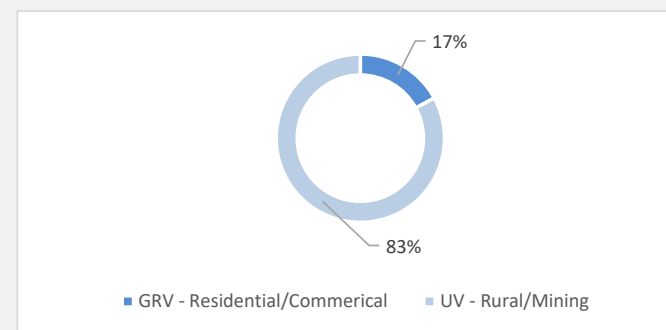
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV - Residential/Commerical	0.073256	166	2,841,050	208,124	0	0	208,124	213,644	279	0	213,923
UV - Rural/Mining	0.007011	240	212,240,000	1,488,015	0	0	1,488,015	1,503,672	(281)	0	1,503,391
Minimum Payment	Minimum \$										
GRV - Residential/Commercial	720	158	725,595	113,760	0	0	113,760	108,720	0	0	108,720
UV - Rural/Mining	925	86	7,683,100	79,550	0	0	79,550	64,075	0	0	64,075
Sub-Totals		650	223,489,745	1,889,449	0	0	1,889,449	1,890,111	(281)	0	1,890,109
Amount from General Rates							1,889,449				1,890,109
Ex-Gratia Rates							34,652				34,329
Total General Rates							1,924,101				1,924,438

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	%
\$1.89 M	\$1.89 M	100%



Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	303,420	235,236	240,064	(4,828)
Plant & Equipment	510,000	167,000	157,284	9,716
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,146,599	365,000	366,014	(1,014)
Parks, Gardens, Recreation Facilities	163,845	81,000	82,331	(1,331)
Capital Expenditure Totals	2,123,864	848,236	845,692	2,544

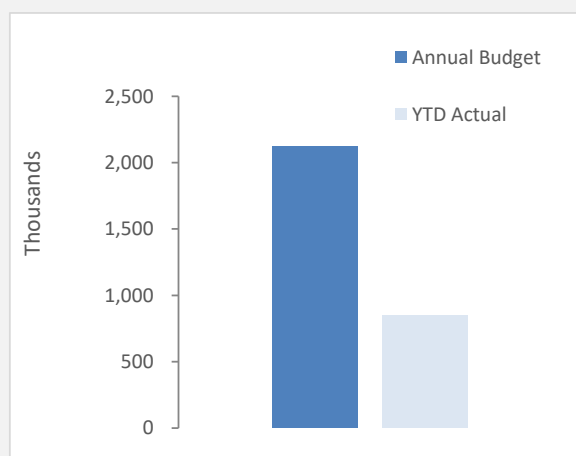
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	516,215	116,198	116,198	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	95,000	45,000	56,571	11,571
Cash Backed Reserves				0
Plant Replacement Reserve	116,967	0	0	0
Building Reserve	75,000	0	0	0
Recreation Facilities Reserve	85,000	0	0	0
Contribution - operations	1,235,682	687,039	672,924	(14,115)
Capital Funding Total	2,123,864	848,236	845,692	(2,544)

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
	\$2.12 M	\$0.85 M	40%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.52 M	\$0.12 M	23%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS (Continued)

CAPITAL DISPOSALS

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
	\$		\$			
Toyota Prado - 16WL	24,629	32,000	7,371	21,698	35,742	14,044
Isuzu DMAX - WL5802	12,712	8,000	(4,712)	18,217	16,420	(1,797)
Holden Rodeo - WL826	3,500	3,000	(500)	3,362	2,309	(1,053)
Case Front End Loader - WL5639	37,500	50,000	12,500	0	0	0
Toro Ride On Mower - WL5302	2,499	2,000	(499)	2,453	2,100	(353)
	80,840	95,000	14,160	45,730	56,571	10,841

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
100%	Refurbishment - 1 x Single Person Unit - New Street	31,117	31,117	30,748	369
1000%	Upgrade Drainage - Single Person Units - New Street	11,119	1,119	5,380	(4,261)
-	Building Refurbishment	11,116	0	0	0
100%	Land Acquisition MRWA Albany Hwy	200,000	200,000	200,000	0
10%	Mens Shed	15,068	3,000	3,936	(936)
-	Recreation Ground Grandstand Refurbishment	35,000	0	0	0
	Land & Buildings Total	303,420	235,236	240,064	(4,828)
100%	Ride on Mower	12,000	12,000	12,040	(40)
100%	CEO Vehicle - 16WL	55,000	55,000	43,924	11,076
100%	FDC Vehicle	34,000	34,000	33,409	591
100%	Light Vehicle - WL5802	33,000	33,000	36,784	(3,784)
-	Semi Watercart	60,000	0	0	0
-	Front End Loader	280,000	0	0	0
80%	Minor Plant	10,000	7,000	7,000	0
100%	Utility - WL826	26,000	26,000	24,127	1,873
	Plant & Equipment Total	510,000	167,000	157,284	9,716
-	PROJECT GRANT - Williams Darkan Rd - Reseal	202,350	0	0	0
80%	PROJECT GRANT - Pingelly Road - Seal	207,451	175,000	174,148	852
-	RTR - York Williams Road - Reseal	70,000	0	0	0
80%	RTR - Clayton Road - Seal Widening	75,000	68,000	67,936	64
-	RTR - Wangeling Gully Rd - Gravel Sheeting	51,112	0	0	0
-	COUNCIL FUNDED - Zilko Road - Widening of Culverts	26,000	0	0	0
50%	COUNCIL FUNDED - Zilko Road - Gravel Sheeting	45,000	24,000	24,696	(696)
5%	COUNCIL FUNDED - Marradong Rd (Pavement Repairs)	52,055	2,000	1,575	425
-	COUNCIL FUNDED - Carne/Narrakine Rd (Pavement Repairs)	22,050	0	0	0
80%	COUNCIL FUNDED - Lavender/Forrest/Stan Gillett (Seal)	89,895	62,000	62,943	(943)
-	COUNCIL FUNDED - Rural Roads - Gravel Sheeting	98,347	0	0	0
-	COUNCIL FUNDED - Townsite Drainage	50,027	4,000	5,186	(1,186)
-	CARPARK - Near Post Office	95,000	0	76	(76)
50%	FOOTPATH - Albany Hwy/Piesse Street	62,312	30,000	29,454	546
	Roads Total	1,146,599	365,000	366,014	(1,014)
90%	Commissioning Transfer Station	54,441	30,000	29,641	359
80%	Oval/Trotting Track Fencing	34,404	26,000	26,065	(65)
	Swimming Pool - Refurb Basins	20,000	0	0	0
100%	Standpipe Water Metre System	25,000	25,000	26,624	(1,624)
-	Lions Park Development - Signage	30,000	0	0	0
	Infrastructure - Other Total	163,845	81,000	82,331	(1,331)
	Capital Expenditure Total	2,123,864	848,236	845,692	2,544

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Information on Borrowings Particulars	Principal 30 June 19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
Loan #68 IT Equipment	3,884	0	0	3,884	3,884	0	0	63	63
Transport									
Loan #67 Grader	100,168	0	0	19,360	39,051	80,808	61,117	1,713	3,095
Other Property and Services									
Loan #65 Industrial Land	196,079	0	0	5,565	11,307	190,514	184,772	6,245	12,313
Loan #66 Industrial Land	152,383	0	0	5,857	11,837	146,526	140,546	3,177	6,232
Loan #70 Industrial Shed	224,847	0	0	20,768	31,387	204,079	193,460	6,635	6,635
	<u>677,362</u>	<u>0</u>	<u>0</u>	<u>55,434</u>	<u>97,466</u>	<u>621,928</u>	<u>579,896</u>	<u>17,833</u>	<u>28,338</u>
Self supporting loans									
Recreation and Culture									
Loan #69 Williams Bowling Club	138,464	0	0	7,677	15,475	130,787	122,989	2,181	4,241
	<u>138,464</u>	<u>0</u>	<u>0</u>	<u>7,677</u>	<u>15,475</u>	<u>130,787</u>	<u>122,989</u>	<u>2,181</u>	<u>4,241</u>
Total	<u>815,826</u>	<u>0</u>	<u>0</u>	<u>63,111</u>	<u>112,941</u>	<u>752,715</u>	<u>702,885</u>	<u>20,014</u>	<u>32,579</u>

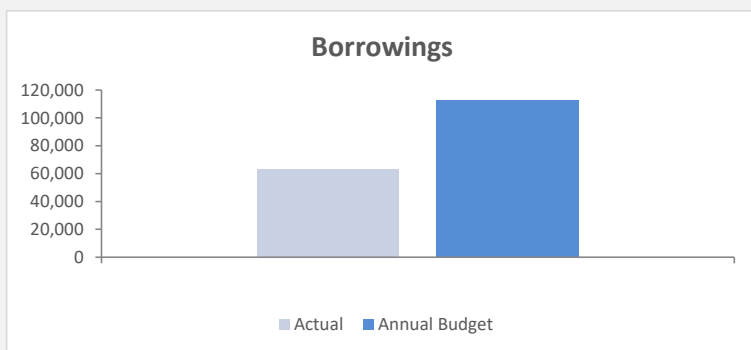
All debenture repayments were financed by general purpose revenue.

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
\$63,111

Interest Earned
\$5,029

Interest Expense
\$20,014

Reserves Bal
\$962,860

Loans Due
\$752,715

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2019-20 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-Dec						
GENERAL PURPOSE FUNDING					\$	\$	\$	\$	\$	\$
Equalisation Grant	0	0	0	0	87,342	0	87,342	0	54,889	32,454
Local Road Grant	0	0	0	0	171,153	0	171,153	0	71,327	99,827
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	4,000	0
ESL Maintenance Grant	9,062	0	(9,062)	0	36,248	0	36,248	0	19,488	16,760
EDUCATION & WELFARE										
Federal Sustainability Grant	0	0	0	0	44,000	0	44,000	0	22,000	22,000
HOUSING										
NRAS - Contribution	0	0	0	0	55,572	0	55,572	0	13,990	41,582
COMMUNITY AMENITIES										
PHCC - Contribution to NRM Officer	0	0	0	0	5,000	0	5,000	0	0	5,000
Feral Pig Funding	3,373	0	0	3,373	3,373	0	3,373	0	0	3,373
RECREATION AND CULTURE										
Trotting Track - Fencing	0	0	0	0	12,000	0	0	12,000	0	12,000
TRANSPORT										
Direct Grant	0	0	0	0	74,631	0	74,631	0	74,631	0
Road Project Grant	0	109,280	(55,320)	53,960	276,933	0	0	276,933	55,320	221,613
Country Pathways Grant	0	0	0	0	31,170	0	0	31,170	23,378	7,793
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	37,500	158,612
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
TOTALS	12,435	109,280	(64,382)	57,333	1,003,234	0	487,019	516,215	376,522	626,712

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.48 M	\$.26 M	54%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.52 M	\$.12 M	23%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2019**

**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 19	Received	Paid	31 Dec 2019
	\$	\$	\$	\$
Nomination Deposits	0	640	(320)	320
Housing Bonds	1,000	1,308	(2,308)	0
Building Retention	19,369	0	(19,369)	0
Subdivision Bond	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
Recycling Shed Community Fund	0	0	0	0
	100,376	1,948	(21,997)	80,327



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 31 January 2020

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

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Note 7	Borrowings
Note 8	Grants and Contributions
Note 9	Trust Fund

Prepared by : Manager of Finance
Date prepared : All known transactions up to 14th February 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 JANUARY 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 JANUARY 2020**

	Note	2019/2020 Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1 (b)	394,592	394,592	410,226	15,634	4%	
Operating Revenues							
Governance		500	292	0	(292)	(100%)	
General Purpose Funding - Rates	5	1,924,101	1,924,101	1,923,901	(200)	(0%)	
General Purpose Funding - Other		306,095	161,389	149,432	(11,957)	(7%)	▼
Law, Order and Public Safety		44,248	32,694	53,675	20,981	64%	▲
Health		400	300	300	0	0%	
Education and Welfare		283,029	157,988	171,225	13,237	8%	▲
Housing		247,804	124,512	122,780	(1,731)	(1%)	
Community Amenities		203,177	180,846	181,950	1,104	1%	
Recreation and Culture		44,557	34,086	34,403	317	1%	
Transport		109,381	84,281	78,657	(5,624)	(7%)	▼
Economic Services		102,826	65,069	98,960	33,892	52%	▲
Other Property and Services		99,601	67,419	71,198	3,779	6%	
		3,365,719	2,832,977	2,886,482	53,505		
Operating Expense							
Governance		(205,213)	(132,349)	(133,067)	(718)	(1%)	
General Purpose Funding		(84,250)	(50,333)	(49,760)	573	1%	
Law, Order and Public Safety		(90,129)	(60,604)	(61,356)	(752)	(1%)	
Health		(59,671)	(34,808)	(33,782)	1,026	3%	
Education and Welfare		(320,281)	(187,331)	(178,899)	8,431	5%	
Housing		(164,844)	(111,497)	(116,761)	(5,264)	(5%)	
Community Amenities		(316,987)	(162,144)	(156,347)	5,797	4%	
Recreation and Culture		(707,317)	(429,413)	(452,432)	(23,019)	(5%)	▼
Transport		(1,573,114)	(928,424)	(864,545)	63,879	7%	▲
Economic Services		(140,753)	(85,248)	(97,092)	(11,843)	(14%)	▼
Other Property and Services		(104,223)	(139,647)	(191,297)	(51,650)	(37%)	▼
		(3,766,782)	(2,321,800)	(2,335,340)	(13,539)		
Funding Balance Adjustments							
Add back Depreciation		1,256,950	738,221	767,235	29,014	4%	
Adjust (Profit)/Loss on Asset Disposal	6	(14,160)	(2,160)	(10,841)	(8,681)	402%	
Adjust Provisions and Accruals		5,400	0	45	45		
NET CASH FROM OPERATING ACTIVITIES		847,127	1,247,238	1,307,581	60,343		
Investing Activities							
Grants, Subsidies and Contributions	8	516,215	170,000	170,158	158	0%	
Proceeds from Disposal of Assets	6	95,000	45,000	56,571	11,571	26%	▲
Capital Acquisitions	6	(2,123,864)	(1,115,687)	(1,151,066)	(35,379)	3%	
NET CASH FROM INVESTING ACTIVITIES		(1,512,649)	(900,687)	(924,338)	(23,651)		
Financing							
Self-Supporting Loan Principal		15,475	15,475	15,235	(240)	(2%)	
Transfer from Reserves	3	494,232	0	0	0		
Repayment of Debentures		(112,942)	(70,909)	(70,909)	0	0%	
Transfer to Reserves	3	(125,835)	(10,558)	(4,094)	6,465	61%	▲
NET CASH FROM FINANCING ACTIVITIES		270,930	(65,992)	(59,768)	6,224		
NET OPERATIONS, CAPITAL, FINANCING		(394,592)	280,558	323,475	42,917		
CLOSING FUNDING SURPLUS (DEFICIT)	1 (b)	0	675,150	733,701	58,551		

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 2019/20 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 Jan 2020	This Time Last Year 31 Jan 2019	This Years Opening 1 July 2019	Last Years Closing 30 June 2019
		\$	\$	\$	\$
Current Assets					
Cash Unrestricted	3	1,071,924	1,111,190	549,747	549,747
Cash Restricted	3	962,860	946,470	958,766	958,766
Receivables - Rates	4	195,113	194,300	25,269	25,269
Receivables -Other	4	77,699	90,410	89,005	89,005
Accrued Revenue		2,085	0	186,643	186,643
Loans Receivable - clubs	7	0	0	0	0
Inventories		19,325	14,201	8,384	8,384
		2,329,007	2,356,571	1,817,814	1,817,814
Less: Current Liabilities					
Payables		(318,911)	(114,064)	(126,179)	(126,179)
Contract Liabilities	8	(3,373)	0	(12,435)	0
Provisions		(325,680)	(417,878)	(325,681)	(325,681)
Long Term Borrowings	7	(42,033)	(44,293)	0	0
		(689,996)	(576,235)	(464,295)	(451,860)
Adjustments and exclusions permitted by FM Reg 32					
Less: Cash Reserves	3	(962,860)	(946,470)	(958,766)	(958,766)
Less: Loans Receivables	7	0	0	0	0
Add: Leave Entitlements Cash Backed		15,518	10,337	15,473	15,473
Add: Long Term Borrowings	7	42,033	44,293	0	0
Adjusted Net Current Assets		733,701	888,496	410,226	422,661

SIGNIFICANT ACCOUNTING POLICIES

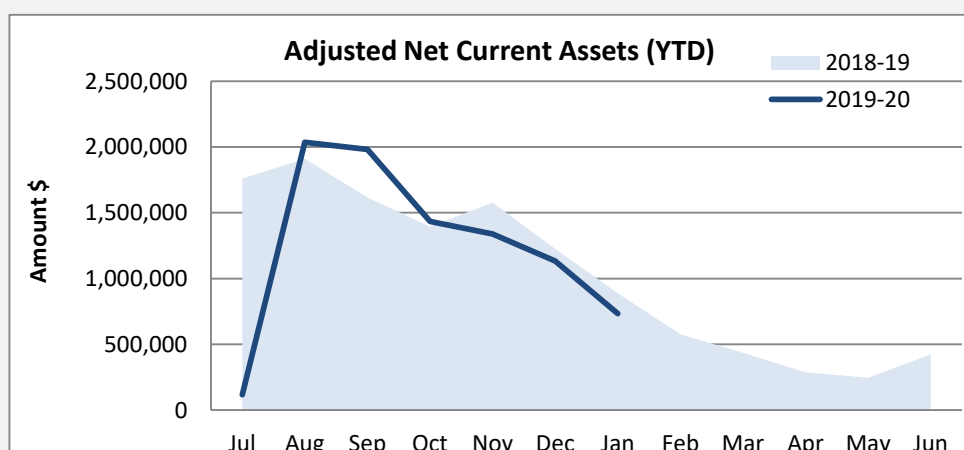
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

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
Surplus (Deficit)
\$733,701

Last Year YTD
Surplus(Deficit)
\$888,496



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 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 2019/20 year is \$5,000 or 5% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(292)	(100%)			
General Purpose Funding - Rates	(200)	(0%)			
General Purpose Funding - Other	(11,957)	(7%)	▼	Permanent	Interest earned on investments will not meet budget expectations due to low interest rates.
Law, Order and Public Safety	20,981	64%	▲	Permanent	DFES Mitigation Activity Fund Grant not included in Budget
Health	0	0%			
Education and Welfare	13,237	8%	▲	Timing	Childcare fees exceeding YTD Budget expectations
Housing	(1,731)	(1%)			
Community Amenities	1,104	1%			
Recreation and Culture	317	1%			
Transport	(5,624)	(7%)	▼	Permanent	Variance in Storm Damage Funding Accrual to Actual Paid
Economic Services	33,892	52%	▲	Permanent	Water Sales unusually high due to usage by Main Roads for Bridge works.
Other Property and Services	3,779	6%		Permanent	Reimbursement for Paid Parental Leave and Workers Compensation Payments
Operating Expense					
Governance	(718)	(1%)			
General Purpose Funding	573	1%			
Law, Order and Public Safety	(752)	(1%)			
Health	1,026	3%			
Education and Welfare	8,431	5%		Timing	Delay in expenditure of Family Day Care and Childcare building and maintenance expenditure.
Housing	(5,264)	(5%)			
Community Amenities	5,797	4%			
Recreation and Culture	(23,019)	(5%)	▼	Permanent	Additional mulching required for the Lions Park and completion of landscaping for Industrial Land Marjidin Way.
Transport	63,879	7%	▲	Timing	General road maintenance expenses will increase as project works are being completed.
Economic Services	(11,843)	(14%)	▼	Permanent	Standpipe water charge higher than budget estimate and additional expenditure for installation of phone line at 6 Marjidin way as approved by Council (Res 116/20)
Other Property and Services	(51,650)	(37%)	▼	Timing	Works overheads underallocation due to Christmas holidays should gradually increase over the remainder of year.
Investing Activities					
Grants, Subsidies and	158	0%			
Proceeds from Disposal of Assets	11,571	26%	▲	Permanent	Trade-in of Toyota Prado and Isuzu DMAX higher than budget expectations.
Capital Expenses	(35,379)	3%			

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

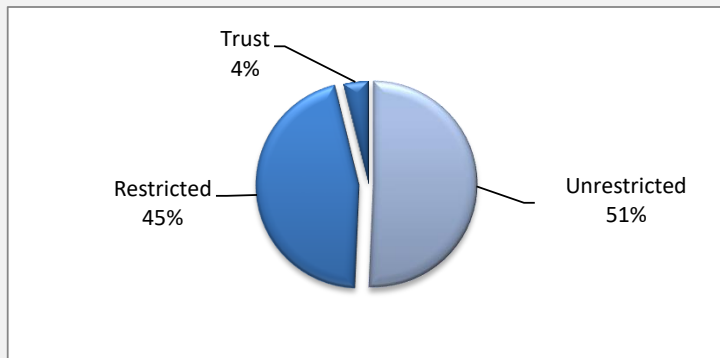
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	87,199			87,199	ANZ	0.00%	At Call
Municipal Cash Investment	82,175			82,175	ANZ	0.10%	At Call
Trust Bank Account			80,378	80,378	ANZ	0.00%	At Call
Term Deposits							
Reserves		962,860		962,860	ANZ	1.45%	26-Feb-20
Treasury				0			
Overnight Cash Deposit	901,950		0	901,950	Treasury	0.70%	Overnight
Total	1,071,924	962,860	80,378	2,115,162			

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
\$2.12 M	\$1.07 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	15,473	400	45	5,000	0	0	0	20,873	15,518
Plant Reserve	216,013	5,500	1,166	40,000	0	(160,000)	0	101,513	217,179
Building Reserve	446,758	6,800	1,737	40,000	0	(240,000)	0	253,558	448,495
Joint Venture Housing Reserve	94,194	1,500	351	10,000	0	0	0	105,694	94,545
Recreation Facilities Reserve	121,445	2,500	519	0	0	(35,000)	0	88,945	121,964
Art Acquisition Reserve	11,651	300	50	0	0	(5,000)	0	6,951	11,701
Refuse Site Reserve	53,232	1,000	227	0	0	(54,232)	0	0	53,459
Community Chest Reserve	0	100	0	12,735	0	0	0	12,835	0
Total	958,766	18,100	4,094	107,735	0	(494,232)	0	590,369	962,860

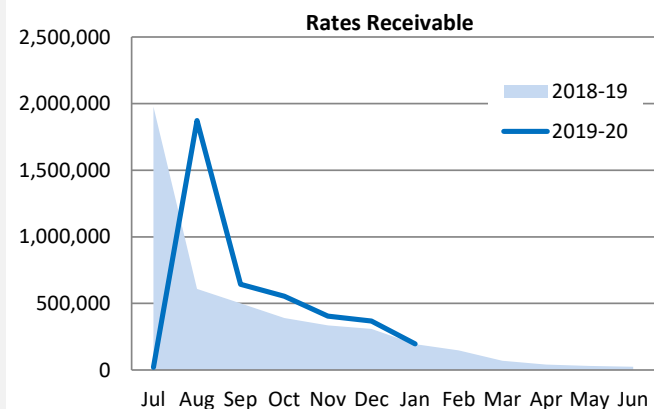
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Jan 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	25,034	26,607
Rates - Levied this year	1,890,111	1,816,428
Rubbish - Levied this year	155,506	107,488
ESL - Levied this year	57,547	56,011
Less Collections to date	(1,933,084)	(1,981,500)
Equals Current Outstanding	195,113	25,034
Net Rates Collectable	195,113	25,034
% Collected	90.83%	98.75%

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.



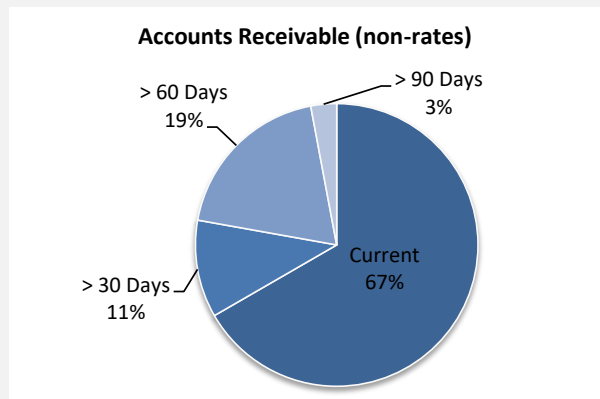
Collected	Rates Due
91%	\$195,113

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	51,797	8,664	14,945	2,293
Percentage	66.66%	11.15%	19.23%	2.95%
Total Receivables General Outstanding	77,699			

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
\$77,699
Over 30 Days
33.34%
Over 90 Days
2.95%

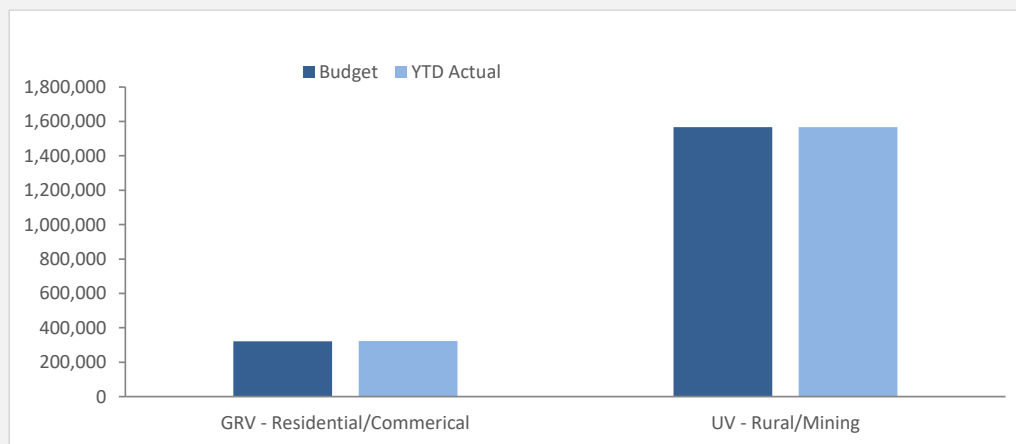
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2020**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

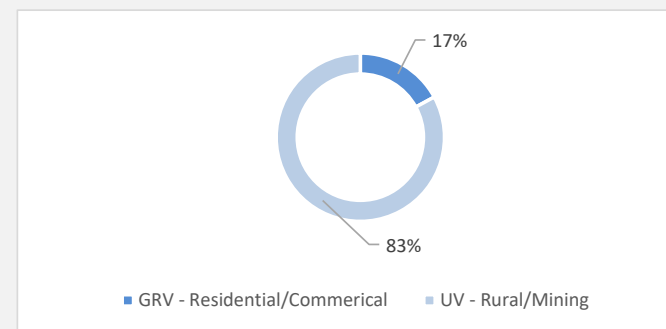
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV - Residential/Commerical	0.073256	166	2,841,050	208,124	0	0	208,124	213,644	279	0	213,923
UV - Rural/Mining	0.007011	240	212,240,000	1,488,015	0	0	1,488,015	1,503,672	(817)	0	1,502,855
Minimum Payment	Minimum \$										
GRV - Residential/Commercial	720	158	725,595	113,760	0	0	113,760	108,720	0	0	108,720
UV - Rural/Mining	925	86	7,683,100	79,550	0	0	79,550	64,075		0	64,075
Sub-Totals		650	223,489,745	1,889,449	0	0	1,889,449	1,890,111	(817)	0	1,889,573
Amount from General Rates							1,889,449				1,889,573
Ex-Gratia Rates							34,652				34,329
Total General Rates							1,924,101				1,923,902

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	%
\$1.89 M	\$1.89 M	100%



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

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	303,420	245,236	240,064	5,172
Plant & Equipment	510,000	227,000	237,284	(10,284)
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,146,599	555,451	582,743	(27,292)
Parks, Gardens, Recreation Facilities	163,845	88,000	90,975	(2,975)
Capital Expenditure Totals	2,123,864	1,115,687	1,151,066	(35,379)

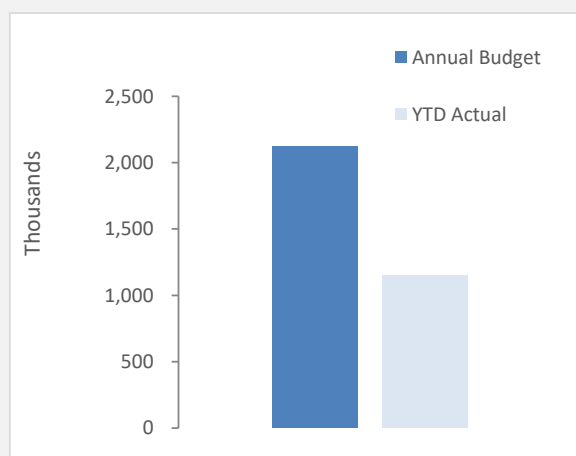
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	516,215	170,158	170,158	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	95,000	45,000	56,571	11,571
Cash Backed Reserves				0
Plant Replacement Reserve	116,967	0	0	0
Building Reserve	75,000	0	0	0
Recreation Facilities Reserve	85,000	0	0	0
Contribution - operations	1,235,682	900,530	924,338	23,808
Capital Funding Total	2,123,864	1,115,687	1,151,066	35,379

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
	\$2.12 M	\$1.15 M	54%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.52 M	\$.17 M	33%

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

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS (Continued)

CAPITAL DISPOSALS

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
	\$		\$			
Toyota Prado - 16WL	24,629	32,000	7,371	21,698	35,742	14,044
Isuzu DMAX - WL5802	12,712	8,000	(4,712)	18,217	16,420	(1,797)
Holden Rodeo - WL826	3,500	3,000	(500)	3,362	2,309	(1,053)
Case Front End Loader - WL5639	37,500	50,000	12,500	0	0	0
Toro Ride On Mower - WL5302	2,499	2,000	(499)	2,453	2,100	(353)
	80,840	95,000	14,160	45,730	56,571	10,841

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
100%	Refurbishment - 1 x Single Person Unit - New Street	31,117	31,117	30,748	369
100%	Upgrade Drainage - Single Person Units - New Street	11,119	11,119	5,380	5,739
-	Building Refurbishment	11,116	0	0	0
100%	Land Acquisition MRWA Albany Hwy	200,000	200,000	200,000	0
10%	Mens Shed	15,068	3,000	3,936	(936)
-	Recreation Ground Grandstand Refurbishment	35,000	0	0	0
	Land & Buildings Total	303,420	245,236	240,064	5,172
100%	Ride on Mower	12,000	12,000	12,040	(40)
100%	CEO Vehicle - 16WL	55,000	55,000	43,924	11,076
100%	FDC Vehicle	34,000	34,000	33,409	591
100%	Light Vehicle - WL5802	33,000	33,000	36,784	(3,784)
100%	Semi Watercart	60,000	60,000	80,000	(20,000)
-	Front End Loader	280,000	0	0	0
80%	Minor Plant	10,000	7,000	7,000	0
100%	Utility - WL826	26,000	26,000	24,127	1,873
	Plant & Equipment Total	510,000	227,000	237,284	(10,284)
50%	PROJECT GRANT - Williams Darkan Rd - Reseal	202,350	108,000	106,743	1,257
100%	PROJECT GRANT - Pingelly Road - Seal	207,451	207,451	235,457	(28,006)
60%	RTR - York Williams Road - Reseal	70,000	35,000	34,860	140
80%	RTR - Clayton Road - Seal Widening	75,000	75,000	74,569	431
-	RTR - Wangeling Gully Rd - Gravel Sheeting	51,112	0	0	0
-	COUNCIL FUNDED - Zilko Road - Widening of Culverts	26,000	0	0	0
50%	COUNCIL FUNDED - Zilko Road - Gravel Sheeting	45,000	24,000	24,696	(696)
5%	COUNCIL FUNDED - Marradong Rd (Pavement Repairs)	52,055	2,000	1,575	425
-	COUNCIL FUNDED - Carne/Narrakine Rd (Pavement Repairs)	22,050	0	0	0
80%	COUNCIL FUNDED - Lavender/Forrest/Stan Gillett (Seal)	89,895	70,000	70,126	(126)
-	COUNCIL FUNDED - Rural Roads - Gravel Sheeting	98,347	0	0	0
5%	COUNCIL FUNDED - Townsite Drainage	50,027	4,000	5,186	(1,186)
-	CARPARK - Near Post Office	95,000	0	76	(76)
50%	FOOTPATH - Albany Hwy/Piesse Street	62,312	30,000	29,454	546
	Roads Total	1,146,599	555,451	582,743	(27,292)
90%	Commissioning Transfer Station	54,441	30,000	30,380	(380)
95%	Oval/Trotting Track Fencing	34,404	33,000	33,972	(972)
	Swimming Pool - Refurb Basins	20,000	0	0	0
100%	Standpipe Water Metre System	25,000	25,000	26,624	(1,624)
-	Lions Park Development - Signage	30,000	0	0	0
	Infrastructure - Other Total	163,845	88,000	90,975	(2,975)
	Capital Expenditure Total	2,123,864	1,115,687	1,151,066	(35,379)

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

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Information on Borrowings Particulars	Principal 30 June 19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance									
Loan #68 IT Equipment	3,884	0	0	3,884	3,884	0	0	63	63
Transport									
Loan #67 Grader	100,168	0	0	19,360	39,051	80,808	61,117	1,713	3,095
Other Property and Services									
Loan #65 Industrial Land	196,079	0	0	5,565	11,307	190,514	184,772	6,245	12,313
Loan #66 Industrial Land	152,383	0	0	5,857	11,837	146,526	140,546	3,177	6,232
Loan #70 Industrial Shed	224,847	0	0	20,768	31,387	204,079	193,460	6,635	6,635
	<u>677,362</u>	<u>0</u>	<u>0</u>	<u>55,434</u>	<u>97,466</u>	<u>621,928</u>	<u>579,896</u>	<u>17,833</u>	<u>28,338</u>
Self supporting loans									
Recreation and Culture									
Loan #69 Williams Bowling Club	138,464	0	0	15,475	15,475	122,989	122,989	2,181	4,241
	<u>138,464</u>	<u>0</u>	<u>0</u>	<u>15,475</u>	<u>15,475</u>	<u>122,989</u>	<u>122,989</u>	<u>2,181</u>	<u>4,241</u>
Total	<u>815,826</u>	<u>0</u>	<u>0</u>	<u>70,909</u>	<u>112,941</u>	<u>744,917</u>	<u>702,885</u>	<u>20,014</u>	<u>32,579</u>

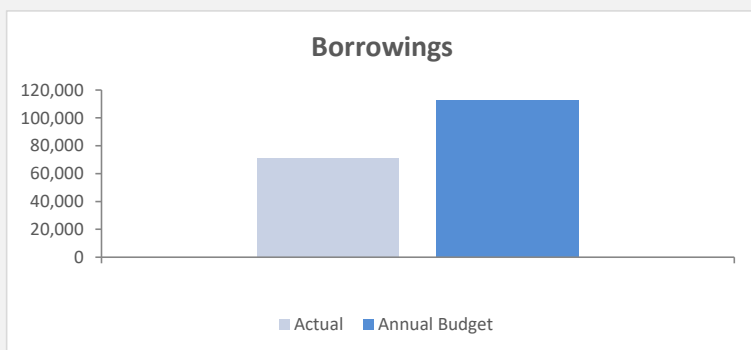
All debenture repayments were financed by general purpose revenue.

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
\$70,909

Interest Earned
\$6,293

Interest Expense
\$20,014

Reserves Bal
\$962,860

Loans Due
\$744,917

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

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2019-20 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-Jan						
GENERAL PURPOSE FUNDING					\$	\$	\$	\$	\$	\$
Equalisation Grant	0	0	0	0	87,342	0	87,342	0	54,889	32,454
Local Road Grant	0	0	0	0	171,153	0	171,153	0	71,327	99,827
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	4,000	0
ESL Maintenance Grant	9,062	0	(9,062)	0	36,248	0	36,248	0	23,943	12,305
EDUCATION & WELFARE										
Federal Sustainability Grant	0	0	0	0	44,000	0	44,000	0	22,000	22,000
HOUSING										
NRAS - Contribution	0	0	0	0	55,572	0	55,572	0	13,990	41,582
COMMUNITY AMENITIES										
PHCC - Contribution to NRM Officer	0	0	0	0	5,000	0	5,000	0	0	5,000
Feral Pig Funding	3,373	0	0	3,373	3,373	0	3,373	0	0	3,373
RECREATION AND CULTURE										
Trotting Track - Fencing	0	0	0	0	12,000	0	0	12,000	0	12,000
TRANSPORT										
Direct Grant	0	0	0	0	74,631	0	74,631	0	74,631	0
Road Project Grant	0	109,280	(109,280)	0	276,933	0	0	276,933	109,280	167,653
Country Pathways Grant	0	0	0	0	31,170	0	0	31,170	23,378	7,793
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	37,500	158,612
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
TOTALS	12,435	109,280	(118,342)	3,373	1,003,234	0	487,019	516,215	434,937	568,297

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.48 M	\$.26 M	55%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.52 M	\$.17 M	33%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 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 19	Received	Paid	31 Jan 2020
	\$	\$	\$	\$
Nomination Deposits	0	640	(320)	320
Housing Bonds	1,000	1,308	(2,308)	0
Building Retention	19,369	0	(19,369)	0
Subdivision Bond	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
Bonds	0	50	0	50
	100,376	1,998	(21,997)	80,377

DRAFT FOR CLIENT REVIEW

Review of Financial Management, Risk Management, Legislative Compliance and Internal Controls

Shire of Williams

January 2020

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1.0 Engagement Overview

1.1 Scope of Services

The Shire of Williams engaged Moore Stephens to undertake a review service with a dual purpose, firstly to provide the basis for a report by the CEO to the Audit Committee on the appropriateness and effectiveness of the Shire's risk management, internal controls and legislative compliance systems and procedures as required by the *Local Government (Audit) Regulations 1996* Regulation 17. Secondly, a review of financial management systems to assess the appropriateness and effectiveness of these systems and procedures, as required by *Local Government Financial Management Regulations 5(2)(c)*.

For efficiency, the reviews were undertaken simultaneously, and the results contained in this single report. Financial management systems and procedures are considered a subset of broader overall risk management, legislative compliance and internal controls. The matters examined in respect of financial management systems are detailed in Appendix A and where opportunities for improvement were identified, they are reported within the relevant section of the risk management, legislative compliance and internal controls framework design, implementation and evaluation sections of this report.

The results of the risk management, legislative compliance and internal controls review are to be reported by the CEO to the Audit Committee. The Audit Committee is required to review the CEO's report and on-report to the Council. The report from the Audit Committee to the Council is required to have attached a copy of the CEO's initial report to the Audit Committee.

1.1.1 Procedures – Financial Management Review

Our procedures for the Financial Management Review encompassed a review of the Shire's financial systems including, but not necessarily limited to:

- Collection of money owed;
- Custody and security of money held;
- Maintenance and security of financial records;
- Accounting for revenue and expenses;
- Accounting for assets and liabilities;
- Accounting for trust transactions;
- Authorisation of purchases;
- Authorisation of payments;
- Maintenance and processing of payroll;
- Stock controls and costing records;
- Preparation of budgets and budget reviews; and
- Preparation of financial reports.

Our procedures and approach have been developed over a number of years taking into account our extensive local government background and seeks to examine both financial systems and procedures in use.

The financial management review does not examine systems and procedures which are non-financial in nature and did not specifically test for legislative breaches.

1.0 Engagement Overview (continued)

1.1.2 Procedures – Risk Management, Legislative Compliance and Internal Controls Review

Our procedures for the systems and procedures review, as required by regulation 17 of the *Local Government (Audit) Regulations 1996*, on behalf of the CEO encompassed the following services:

- A review of the risk management systems policies, procedures and plans in place at the Shire;
- Evaluate the non-financial/operational internal control systems and procedures at the Shire;
- Assess systems and procedures for maintaining legislative compliance; and
- Prepare a report of matters identified during the review to assist the CEO assess the appropriateness and effectiveness of the relevant systems and procedures in accordance with regulation 17 of the *Local Government (Audit) Regulations 1996*.

To undertake these procedures, we applied the following methodology:

- Conduct onsite interviews with key personnel involved in risk management, financial management and the Shire's adherence to legislative requirements;
- Identify the extent of commitment and mandate to Risk Management principles, using AS/NZS ISO 31000:2018 as the framework, within the overall risk management framework;
- Review each component of risk management, legislative compliance and internal controls after considering the overall risk environment, governance structure and internal control environment;
- Assess the gaps, if any, between the current processes and the expected risk management, internal controls and legislative compliance systems and procedures and recommend suggested improvements; and
- Report on the appropriateness and the effectiveness of current systems and procedures.

The review was a high-level review given the scale, variety and breadth of non-financial activities and considered, as a minimum, the issues identified by the Department of Local Government, Sport and Cultural Industries to Local Government Operational Guideline Number 09 – Audit in Local Government (listed in Appendix E).

1.2 Legislative Changes

Our review was undertaken in early January 2020, at this time changes to regulations were being progressively implemented following royal assent to the *Local Government Legislation Amendment Act 2019* on the 5 July 2019. This report and findings reflect compliance and matters identified against legislation current at the time of the review. Where possible, we have noted within our report areas where legislative changes may affect improvements noted.

2.0 Review Context

2.1 Review Context - Shire of Williams

Understanding the external and internal context in which the Shire of Williams operates, relevant to financial management, risk, the internal control environment and its legislative compliance obligations, as it seeks to achieve its overall strategic objectives is important to the review of the related systems and procedures.

The external and internal environmental influences identified during the review are set out below:

External Influences	Internal Influences
Increasing community expectations in relation to service levels and delivery.	The objectives and strategies contained in the current Strategic Community Plan.
Rapid changes in information technology, changing the service delivery environment.	The timing and actions contained in the current Corporate Business Plan.
Increased compliance requirements due to Government Policy and Legislation.	The current organisational size, structure, activities and location.
Cost shifting by the Federal and State Governments.	The current human resourcing levels and staff retention.
Climate change and subsequent response.	The current financial capacity of the Shire.
Changing regulatory requirements.	The maintenance of corporate records.
Increasing community expectations and regulations in relation to waste management.	Allocation of resources to achieve strategic outcomes.
Capacity to capitalise on economic development opportunities.	Level of stakeholder and community engagement.

3.0 Review Summary

3.1 Financial Management

The Shire of Williams has a number of financial management system controls to cover the wide variety of operations undertaken by the Shire. Council has responsibility for the adoption of the annual budget and annual report, review of the monthly statement of financial activity and review of the monthly list of payments. Responsibility for the financial management of the Shire rests with the CEO, as detailed under *Financial Management Regulation 5(1)*.

3.1.1 Appropriateness

Considering the size, resources, variety of operations and the context in which the Shire of Williams operates, documented internal control procedures relating to financial management systems, are considered largely appropriate as a means of maintaining a high level of control over the financial management of the Shire. Our assessment as to the appropriateness is subject to identified weaknesses being addressed, and provided that internal control procedures are routinely and consistently applied. Weaknesses were identified with current controls and procedures, these are explained within Section 6.0 Framework Design of this report.

3.1.2 Effectiveness

Considering the results of other elements of financial management systems and processes where documented and routinely tested, the current practices undertaken by the Shire of Williams may be considered generally effective. Our assessment as to effectiveness is subject to the implementation of the improvements highlighted in Section 7.0 Framework Implementation of this report.

Whilst generally considered effective, weaknesses were identified where internal controls are not considered effective. These are explained within Section 7.0 Framework Implementation of this report.

3.1.3 Improvements

Details of recommended improvements to the current financial management, procedures and systems for the Shire are set out within the framework design and implementation sections of this report. Key improvements to the appropriateness and effectiveness of these procedures and internal controls include:

- IT controls;
- Bank account authorisations;
- Investment register;
- Revenue and management controls relating to cash at Shire facilities;
- Change of banking details controls;
- Procurement controls; and
- Payroll controls.

3.0 Review Summary (continued)

3.2 Risk Management

The Shire of Williams initially developed its formal risk management processes with the adoption of a Risk Management Policy S2.8 (resolution 5/19). The Policy refers to the Risk Management Standard ISO 31000:2009. The policy document and risk management framework document form the basis for risk management activities within the organisation.

3.2.1 Appropriateness

Currently, a documented entity wide Risk Management Policy is in existence to guide the implementation of risk management throughout the organisation. The current policy is based on the previous Risk Management Standard, AS/NZ ISO 31000:2009, which was updated in February 2018. The updates to the Standard were to highlight the leadership of top management and integration of risk management in organisations, along with the iterative nature of risk management. Update of the Shire's policy and framework to align to the new standard is encouraged to help ensure the appropriateness of risk management practices.

Considering the size, resources, operations and the context in which the Shire of Williams operates, a documented risk management policy and procedures aligned to ISO 31000:2018 is considered appropriate as a means of uniformly supporting decision making and documenting the organisation's response to risks.

3.2.2 Effectiveness

The current risk management policy reflects the Shire's commitment to organisation wide risk management principles, systems and processes aimed at optimising the achievement of objectives, embedding controls to mitigate risk, improving corporate governance and planning for continuity of critical operations. Elements of risk management processes, such as updating and reviewing of risk profiles and documented risk assessments, are not consistently applied. Development and application of risk management systems and processes are required to be implemented throughout the organisation in order for risk management processes and procedures to be considered effective.

3.2.3 Improvements

Improvements to risk management practices and policies are detailed within the framework design and implementation sections of this report, with key matters summarised as follows:

- Review and update, through adoption by Council, the risk management policy to align to the new Risk Management Standard, ISO 31000:2018;
- Implement a risk management framework / strategy aligned to the current risk Management Standard, ISO 31000:2018;
- Develop and apply risk management activities to existing practices in accordance with a suitable risk management framework; and
- Ensure appropriate management of operational risks for high risk areas.

3.0 Review Summary (continued)

3.3 Internal Control

A formal internal control policy has not been adopted by the Shire of Williams. A policy to guide the Shire may assist to ensure an iterative approach to evaluating the internal controls, systems and procedures, as well as providing a mechanism whereby regular review and updates occur.

3.3.1 Appropriateness

Considering the size, resources, operations and the internal/external context in which the Shire of Williams operates, the internal control framework, procedures and systems as described to us are considered appropriate for certain areas of operations. A number of internal controls were identified where these controls are not considered appropriate, such as changes to employee and creditors banking details.

3.3.2 Effectiveness

Considering the overall results of monitoring and compliance practices undertaken by the Shire of Williams, the current internal control framework, procedures and systems (where documented and routinely tested) may be considered effective. Our assessment as to effectiveness is subject to the implementation of the improvements detailed in the framework implementation section of this report.

3.3.3 Improvements

Recommended improvements to the current internal control framework, procedures and systems are detailed later within the framework design and implementation sections of this report with selected key improvements to internal controls summarised as follows:

- The development of a documented internal control policy, promoting a risk-based approach to the development and maintenance of documented internal controls and procedures. This suggestion is intended to support a continual assessment of appropriate controls throughout the organisation by identifying the need for new controls (based on risk) and ensuring existing outdated and unnecessary controls are discontinued;
- Development and testing of an IT Disaster Recovery Plan;
- Remove previous elected member as an authorising party on Shire bank accounts;
- Key internal controls should be documented either as procedures, checklists or workflow diagrams;
- Define procedures to manage changes to internal controls;
- Undertake appropriate training to ensure staff are fully aware of, and understand, relevant internal controls; and
- Implement financial management control recommendations discussed at Section 3.1 of this report.

3.0 Review Summary (continued)

3.4 Legislative Compliance

Currently, no legislative compliance policy exists to communicate expectations of Council in relation to legislative breaches and regulatory compliance. Reliance in this regard is dependent upon the knowledge and experience of senior staff and their desire to achieve high levels of legislative and regulatory compliance.

3.4.1 Appropriateness

Considering local governments generally maintain a low risk appetite for breaches of legislation, a documented legislative compliance policy would be considered appropriate to reflect Council's low risk appetite in relation to legislative breaches. Whilst reliance on experienced senior staff for legislative compliance is considered appropriate it carries high risk where the number of experienced senior staff is low.

3.4.2 Effectiveness

Maintaining legislative compliance is heavily reliant on the knowledge, experience and commitment of senior staff, to identify and prevent breaches of legislation. As a consequence, staff turnover, competing priorities and variations in workloads may have a significant negative impact on legislative compliance. Therefore, one of the most effective controls in maintaining legislative compliance is a motivated, stable, experienced and knowledgeable senior management group.

Instances of non-compliance with legislative requirements were identified during our review. Apart from the noted breaches of legislation, and in the instances where the effectiveness was able to be assessed, the current legislative compliance control procedures and systems were considered effective.

3.4.3 Improvements

Improvements to the current framework, procedures and systems for legislative compliance are set out later within this report and summarised as follows:

- Development of a legislative compliance policy dealing with internal legislative compliance;
- Ensure any duties delegated to contractors / officers are provided for within relevant legislation;
- Ensure all policies required by legislation have been developed and adopted;
- Further development and approval of authorised checklists for functions which require a high level of legislative compliance; and
- Update the current staff training matrix and coordinate across the organisation. A risk based training matrix should help ensure staff with the responsibility for preventing, identifying and reporting breaches of legislation are offered relevant training to ensure their knowledge of legislative requirements is maintained and qualifications are maintained and up to date where required.

4.0 Methodology

4.1 Review Methodology – Financial Management Review

The objective of this review is to assist the CEO of the Shire of Williams to discharge responsibilities in respect to Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996 (as amended)*.

In carrying out our review, we examined documented policies / procedures, undertook walkthroughs of key systems and procedures and performed limited detailed testing procedures to identify weaknesses in the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within the Shire, as required by regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996*.

To this end we examined the following financial systems and procedures of the Shire.

- Bank reconciliations and petty cash management;
- Trust fund;
- Receipts/receivables;
- Rates;
- Fees and charges;
- Purchases, payments and payables (including purchase orders);
- Payroll;
- Credit card procedures;
- Fixed assets (including acquisitions, disposal and depreciation);
- Cost allocations;
- Administration allocations;
- Financial reports; and
- Budget.

4.0 Methodology (continued)

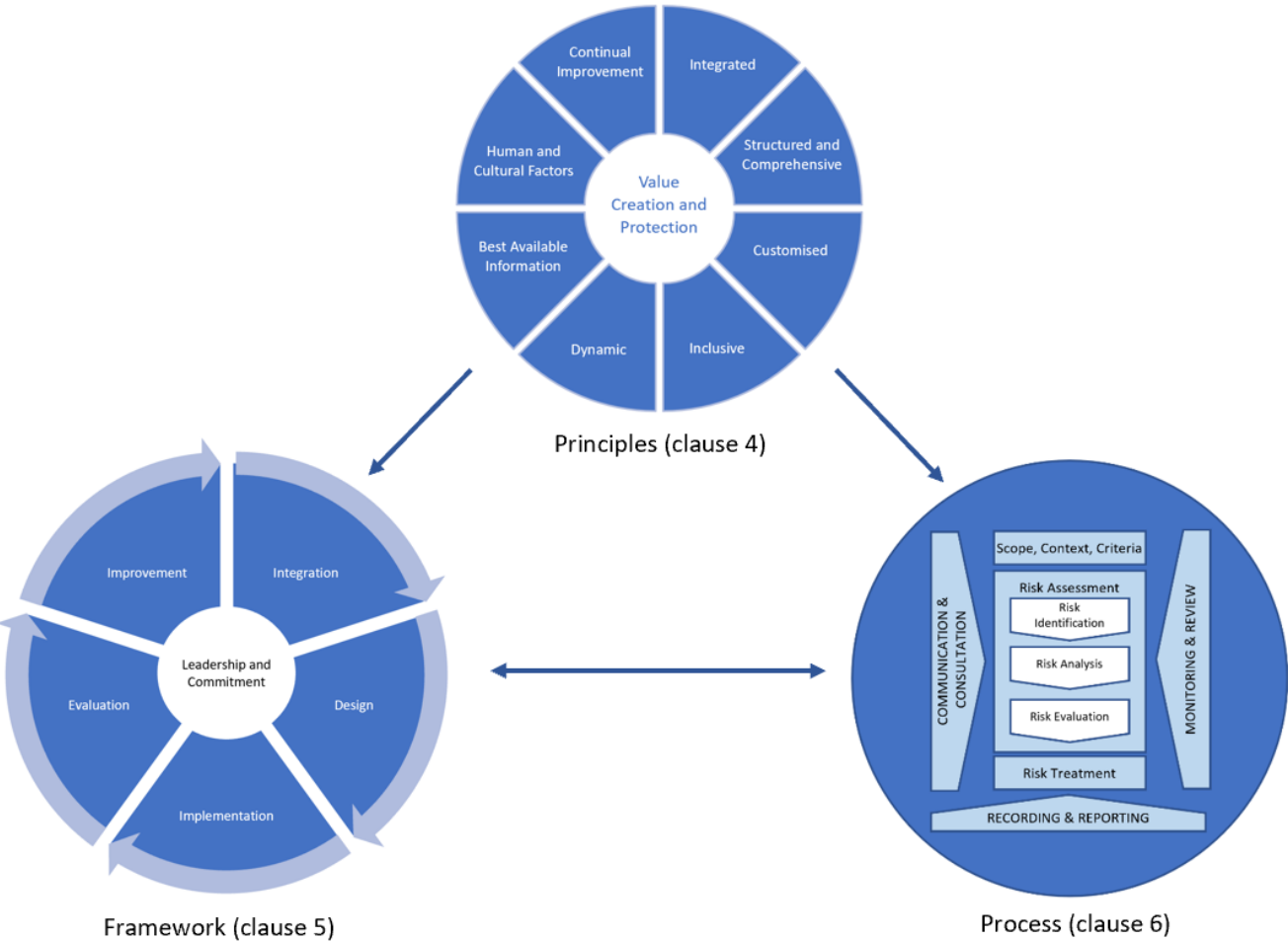
4.2 Review Methodology – Risk Management, Legislative Compliance and Internal Controls

The primary goal of this review is to assist the CEO of the Shire of Williams to establish the appropriateness and effectiveness of the Shire of Williams’ systems and procedures in relation to risk management, legislative compliance and internal controls.

Internal controls are designed to treat risks and form part of the risk management process. Non-compliance with legislation is one of the risks that would usually be identified as a consequence of applying a risk management process.

The Australian Standard for Risk Management, ISO 31000:2018(E), identifies three components in the application of risk management, being *Principles*, *Framework* and *Process*, as set out in Diagram 1 below.

Diagram 1. Risk Management Principles, Framework and Process



Source: Australia/New Zealand Standard ISO 31000:2018

4.0 Methodology (continued)

4.2 Review Methodology – Risk Management, Legislative Compliance and Internal Controls (continued)

In undertaking our review, we have applied the three ISO 31000:2018 framework components, as set out on the previous page, to the review topics (risk management, internal controls and legislative compliance). This involves a process incorporating the five risk management framework components, *Integration, Design, Implementation, Evaluation and Improvement*, into the review of systems and processes:

- Identify the extent of leadership and commitment to the principles;
- Assess the extent of integration of risk management within the Shire;
- Assess the design of the current framework through an understanding of the Shire and the context within which it operates (risk management, legislative compliance and internal controls) after considering the overall context in which the review occurs;
- Assess the implementation of the current framework;
- Assess the extent of evaluation of the current framework and its effectiveness in supporting the Shire's objectives;
- Assess the current framework and improvements to the suitability, adequacy and effectiveness of the framework;
- Review the current process for the Shire's systematic application of policies, procedures and practices to the activities of communicating and consulting, establishing context, assessing, treating, monitoring, reviewing, recording and reporting risk, internal controls and legislative compliance; and
- Report on the appropriateness and effectiveness of current systems and procedures.

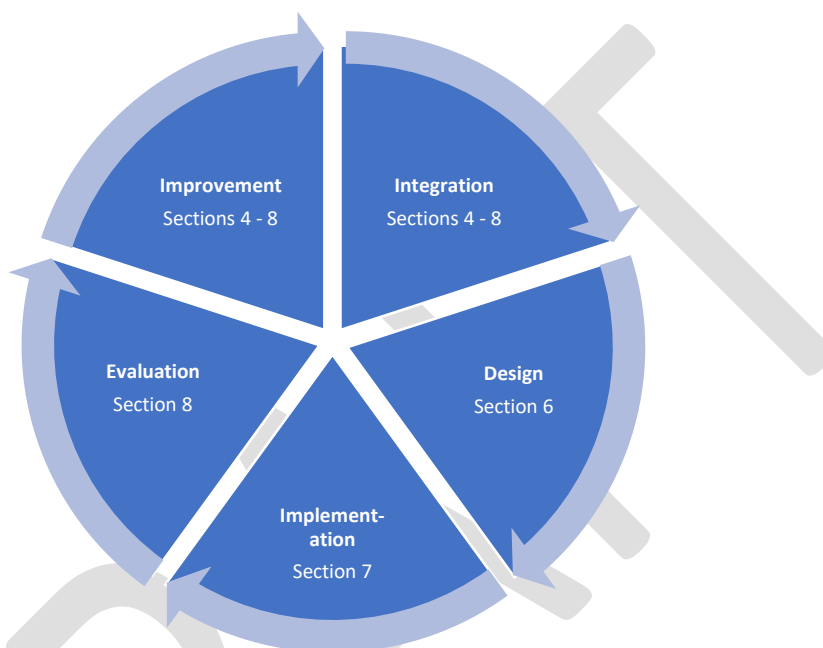
This evaluation is based on interviews with key staff, review of requested documentation listed in the Appendices and reference to any external audit reports or reviews previously conducted.

5.0 Appropriate Framework

5.1 Risk Management, Internal Control and Legislative Compliance

The following framework was identified as being appropriate for risk management, internal control and legislative compliance for the Shire of Williams, after consideration of the current internal and external influences.

Diagram 2. Risk Management, Internal Control and Legislative Compliance Framework



A high-level review of risk management systems, internal controls and legislative compliance was undertaken which precluded detailed testing of all internal controls and legislative compliance.

The results of our review, as detailed on the following pages, are set out with reference to the structure of the above framework. With assessment of the following areas:

Design	Implementation	Evaluation
6.1 Strategic Plans	7.1 Strategic and Operational Plans	8.1 Council and Audit and Risk Committee
6.2 Council Policies	7.2 Operational and Financial Procedures	8.2 Strategic and Operational Registers
	7.3 Human Resource Management and Practices	8.3 Annual Compliance Audit Returns
	7.4 Insurance	8.4 Complaint Handling
		8.5 Audit Practices
		8.6 Reviews required by the CEO

Integration along with Leadership and Commitment were assessed within each of the elements of the framework.

6.0 Framework Design

6.1 Strategic Plans

The Shire of Williams has adopted two key strategic documents, the Strategic Community Plan 2017-2032 and the Corporate Business Plan 2019-2023. These plans identify the Council's organisational objectives and key outcomes, as the Shire progress on its stated vision "*Williams is an independent, growing and vibrant community, achieved by maintaining a balanced and caring approach to its people, economy and environment*".

The Strategic Community Plan recognises the community's aspirations and values through the following key focus areas:

- 1. Economic:** To support industry and business development through the development of sustainable infrastructure and investment opportunities;
- 2. Social & Cultural:** To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong;
- 3. Land Use & Environment:** To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit; and
- 4. Civic Leadership:** Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community; and

In seeking to achieve its objectives, the Shire of Williams faces both inherent and business risks. Whilst striving to fulfil expectations, it is also expected to meet compliance with numerous legislative requirements. To manage these risks, the Shire has established various processes, systems and controls.

The Strategic Community Plan references strategic challenges which might affect the Shire, and the community's aspirations / vision, and the projects and programs which will be implemented through the plan.

This review examines the appropriateness and effectiveness of the organisation's risk management systems, internal controls and legislative compliance in the context of the Shire striving to achieve its stated objectives.

6.0 Framework Design (continued)

6.2 Council Policies

Whilst the operations of the Shire are the responsibility of the CEO, the Council is responsible for setting the framework for operations via adopted Council policies. These policies represent an overarching framework relevant to risk management, internal controls and legislative compliance and have been reviewed for appropriateness and effectiveness.

In general, Council policies are well formulated and provide clear guidance regarding Council's position on certain matters. We did note however a number of policies which are considered to be functions of the CEO or operational in nature, rather than a policy of Council. A list of policies reviewed is provided in Appendix B - Council Policies Examined. The table below details matters identified and associated suggested improvements.

Policy	Purpose / Goal	Matters Identified / Improvements
Attendance at Events Policy	A policy to enable council to actively consider the purpose of and benefits to the community from attendance at events by elected members and the chief executive officer.	Currently, no policy on attendance at events has been adopted by Council. Improvement: Develop and adopt an attendance at events policy as required by section 5.90 of the <i>Local Government Act 1995</i> .
Internal Control Policy	A policy to evidence Council's commitment to Internal Controls and their importance to the organisation.	Currently, no policy on internal controls has been adopted by Council. Improvement: We suggest an Internal Control Policy be formulated and adopted to formalise Council's commitment to internal controls, based on a risk management process.
Legislative Compliance Policy	A policy to evidence Council's commitment to legislative compliance and its importance to the organisation.	Currently, no policy on internal legislative compliance has been adopted by Council. Improvement: Development and adoption of an internal legislative compliance policy may help formalise Council's commitment to legislative compliance.
O1.7 Complaint Handling	Policy to provide and efficient, effective and consistent approach to the management of complaints.	The Policy does not provide for the handling of complaints against the CEO. A complaints register is required to be maintained under the policy, no register was available for our inspection. Improvement: Review and amend the policy to provide a mechanism for the handling and resolution of complaints regarding the CEO. Establish a complaint register as required under the policy.

6.0 Framework Design (continued)

Policy	Purpose / Goal	Matters Identified / Improvements
O1.9 Corporate Credit Card	Policy to regulate the use of corporate credit cards issued to employees.	<p>The policy requires the Shire President to approve and sign the CEO's credit card statement. Under the <i>Local Government Act 1995</i> the Shire President has no administrative authority and as such no authority to approve the CEO's credit card statement.</p> <p>We noted the practice of credit card transactions and acquittals being reviewed by an independent officer, however the policy does not require this practice to occur.</p> <p>Improvement: Review the Policy/procedure to amend the authorisation process of the CEO's credit card, in line with the Western Australian Auditor General's Report dated 7 May 2018 relating to Controls Over Corporate Credit Cards, periodically report credit card transactions to Council, clearly identifying them for noting.</p> <p>Update the policy or associated procedures to require independent review and authorisation of credit card transactions and acquittals, as well as acknowledging transactions as having been made and authorised by the CEO. Separately highlight transactions made on the CEO's credit card for presentation to Council.</p>
O1.12 Significant Accounting Policies	Policy to guide the Shire's financial framework in addition to the Australian Accounting Standards (AAS).	<p>Formalisation of accounting policies may result in a conflict with information prepared in annual financial reports, required to be prepared in accordance with AAS.</p> <p>Improvement: Ideally, to avoid conflict with the standards and legislation the Policy should not include legislative and standards requirements and should enhance these requirements. Consider rescinding the policy or reviewing and amending the policy accordingly.</p>
O1.23 Purchasing	Policy providing a best practice approach and procedures for purchasing. Ensure consistency for all purchasing activities that integrates within all the Shire of Williams operational areas. Requires compliance with the <i>Local Government Act 1995</i> and <i>Functions and General Regulations 1996</i> .	<p>The Policy provides limited direction in relation to contract variations and extensions of contracts awarded or against a written specification not awarded by tender. Extension of contracts and associated price changes are also not covered by the Policy. For contracts awarded by tender, legislation provides minimum requirements.</p> <p>Improvements: Amend the Policy to provide the following:</p> <ul style="list-style-type: none"> Prohibit price variations to existing contracts awarded by tender other than those provided within the original contract, as required by <i>Local Government (Functions and General) Regulations 1996 Regulation 11(2) (j) (iv)</i>. Purchasing requirements for the issuing of contract variations and extensions for contracts not awarded by public tender. Consideration should be given to circumstances where the contract value increase over a policy threshold level, due to the variation or extension.

6.0 Framework Design (continued)

Policy	Purpose / Goal	Matters Identified / Improvements
S2.8 Risk Management Policy	Policy to set out the Shire's approach to articulate its commitment to Risk Management.	The current Policy is based on a superseded Risk Management Standard. Improvement: When next undertaking a review of the Policy, update the Policy to align to the current Risk Management Standard ISO 31000:2018.
S2.12 / Appendix F Code of Conduct for Council Members, Committee Members and Staff	To provide guidance to Council members, committee members, contractors and employees of enforceable rules and requirements as prescribed in relevant legislation. <i>N.B. Changes to requirements for Code of Conduct resulting from the Local Government Legislation Amendment Act 2019 are yet to be proclaimed. Improvements noted will require review against regulations once available.</i>	Section 2.3 Disclosure of Interest is not consistent with current legislative requirements. Section 3.4 Gifts refers only to employees. Elected members have obligations in relation to disclosure of gifts in accordance with legislation. In its current form there is no clarity for elected members and employees as to their disclosure obligations. Contractors and volunteers are not bound by a Code of Conduct when performing functions on behalf of the Shire. Elected members, committees, contractors and volunteers are not required to sign the Code of Conduct acknowledging they have read and understand the requirements within. Improvements: Review the section of the Code of Conduct relating to interest disclosure requirements and disclosure requirements for gifts to highlight these need to be made in accordance with legislation. Given the complexities involved in amending the Code of Conduct when changes are made to legislation, consider amending the Code of Conduct so legislative requirements are not restated. Where legislative requirements are unclear or there is a desire for greater requirements, suggest this be covered by relevant policies. Expand the scope of the Code of Conduct to include actions by volunteers and contractors. Alternatively, a separate Code of Conduct be developed for volunteers and contractors. Update the Code of Conduct as well as induction procedures to ensure all persons subject to the Code of Conduct sign and acknowledge they understand the content.

7.0 Framework Implementation

7.1 Strategic and Operational Plans

The Council has several strategic and operational plans which form the basis of entity level controls and entity level risk assessments.

A list of plans reviewed is provided in Appendix C - Plans Examined. The table below details areas for possible improvement in relation to the plans examined.

Plan	Purpose / Goal	Matters Identified / Improvements
ICT Disaster Recovery Plan	Plan to address the handling of ICT disaster recovery.	<p>An ICT Disaster Recovery Plan was not available for inspection.</p> <p>Improvement: Develop an ICT Disaster Recovery Plan. Identify and document key ICT risks, along with the treatments to reduce the risk to an acceptable level. Test the plan to ensure validity.</p>
ICT Strategic Plan	Plan to guide the future development and delivery of ICT services and address the handling of ICT disaster recovery.	<p>An ICT Plan highlighting and addressing ICT risks and how they are to be addressed was not available for inspection.</p> <p>Presently IT support services are received from a contractor based outside of the district. No formal service level agreement exists for this arrangement.</p> <p>Improvements: Develop an ICT Strategic Plan identifying and documenting key ICT risks along with the treatments to reduce the risk to an acceptable level.</p> <p>Development of an ICT strategy will assist in developing a scope to articulate service level agreements for a range of IT services to be potentially issued to different providers.</p>

7.0 Framework Implementation (continued)

7.2 Operational and Financial Procedures

In seeking to achieve its stated vision, the Shire of Williams delivers a number of services to the community. Meetings were undertaken with key staff in each of the areas of service responsibility, as well as examination of documented processes, to determine the practices applied to issues of risk management, internal controls and legislative compliance. A summary of the reviews undertaken to evaluate the controls is included at Appendix C.

We observed a number of practices and procedures in place, however their application was noted to not always be consistent. Considering the number of services provided and the current staff resourcing, a risk based approach to the prioritisation of the review and development of new procedures is recommended. The table below details areas of suggested improvement in relation to policies and procedures examined.

Component	Purpose / Goal	Matters Identified / Improvements
Checklists	Checklists document the completion of multiple steps within an overall process.	<p>Checklists of key functions are maintained for selected functions. Checklists were not maintained and evidenced for all standard routine functions such as end of month reconciliations and reporting across the organisation. It was noted some staff have commenced with the creation of checklists and procedures.</p> <p>Improvement: Creation and maintenance of standard checklists may assist in evidencing key points of control. Checklists assist in ensuring compliance with repetitive legislative compliance tasks. Staff are encouraged to continue with the development of checklists and procedures for routine functions, including evidencing independent review.</p>
Procedure Changes	Process to control and manage change to procedures.	<p>Process for amending or changing procedures are not formalised. This creates opportunities for unilateral undocumented changes to procedures and a breakdown in key controls.</p> <p>Improvement: Establish a process for the development, review, amendment and authorisation of procedures, checklists and other internal control documentation, throughout the organisation to assist with managing changes to procedures.</p>
Workflow Diagrams	Workflow process diagrams create a visual representation of a process, clearly identifying key points of control and responsibility.	<p>Workflow diagrams have not been compiled for undocumented procedures.</p> <p>Improvement: In conjunction with, or as an alternative to, the development of documented procedures and checklists, update and development of workflow process diagrams may assist in clearly identifying controls and processes to be followed where procedures or checklists do not exist.</p>

7.0 Framework Implementation (continued)

Component	Purpose / Goal	Matters Identified / Improvements
ICT Security	Procedures and practices to ensure the security of IT information, systems and Data.	<p>We noted limited controls in relation to the access to IT systems including physical access to hardware. Some levels of permissions have been established to network access to software and data, however this is largely undocumented.</p> <hr/> <p>Improvement: Undertake a comprehensive IT security review, articulate current practices and implement findings of the review.</p>
Procurement Assessment	Procedures to provide probity for the assessment of procurement options received.	<p>There are no documented formal requirements when undertaking assessments of responses to requests for quotations. This has the potential to allow for assessments to be conducted by only one officer regardless of the purchase value.</p> <hr/> <p>Documented procedures are not in place to require declarations of interest and confidentiality to be signed prior to assessments being undertaken for high value purchases.</p> <hr/> <p>Improvements: To help ensure probity and fairness when assessing high value procurement options, at least three persons should assess the procurement options independently of each other. Documented processes should require a higher level of probity and due diligence, for higher value or higher risk purchases.</p> <hr/> <p>Persons assessing any significant procurement should be required to declare any matters which may impact or be perceived to impact on their independence. Procedures for the declaration of interests prior to procurement assessments being undertaken should also be documented for high value purchases and tenders.</p>

7.0 Framework Implementation (continued)

Component	Purpose / Goal	Matters Identified / Improvements
Local Laws	To assist local governments in performing its functions.	<p>We noted a number of local laws exist, however evidence of any recent reviews of local laws were not available for our inspection. Some local laws appear to be inoperative, as they are inconsistent with other written law (as provided by section 3.7 of the <i>Local Government Act 1995</i>).</p> <p>Improvement: Review local laws within an eight year period as required by section 3.16 of the <i>Local Government Act 1995</i>, or alternatively consider repealing inoperative local laws as detailed in section 3.12 of the <i>Local Government Act 1995</i>.</p>
Risk Management Procedures	Procedures and practices to set out a uniform approach to the identification, assessment, management, reporting and monitoring of risks.	<p>Risk management activities currently undertaken are largely documented, with existing procedures based on a superseded risk management standard.</p> <p>Improvements: Risk management procedures be updated, and a process developed in accordance with any update to the risk management policy.</p> <p>Implement risk management procedures and processes throughout the organisation.</p>
Information Required to be Published on Official Local Government Website	Ensure information is published for public information as required by legislation.	<p>We noted the following information (in addition to other matters noted throughout this report) has not been published on the Shire's official website as required by legislation:</p> <ul style="list-style-type: none"> • Copies of all local laws; • Current Corporate Business Plan; • Confirmed minutes of audit committee meetings; • Minutes of electors' meetings; and • Notice papers, agenda, reports and other documents presented at Council and committee meetings. <p>Improvement: Ensure information is published on the Shire's official website as required by section 5.96A of the <i>Local Government Act 1995</i>.</p>

7.0 Framework Implementation (continued)

Component	Purpose / Goal	Matters Identified / Improvements
Procurement	Procedures for the procurement of goods or services.	<p>Through limited testing of payments, we noted instances where a purchase order did not pre-date the invoice, and instances where no value was assigned to purchase orders.</p> <p>We noted limited controls in place for purchasing of goods on Shire accounts from suppliers. Any employee is able to purchase goods from these suppliers without a purchase order. Our limited testing noted an instance of a purchase exceeding \$1,000 on the credit account.</p> <p>Improvements: All procurement of goods or services should be undertaken in accordance with legislative requirements and the purchasing policy. Any instances where a purchase pre-dates a purchase order should be documented, reviewed and authorised to demonstrate controls have been developed to comply and ensure the purchasing policy has been adhered to.</p> <p>Ensure standard procurement procedures and controls exist and are enforced even where utilising lines of credit from suppliers.</p>
Tender Assessment	Procedures to provide probity for the assessment of tenders received.	<p>Procedures for the assessment of tenders are not formalised or documented.</p> <p>Documented procedures are not in place to require declarations of interest and confidentiality to be signed prior to assessments being undertaken for tenders.</p> <p>Improvements: To help ensure probity and fairness when assessing tenders, procedures for the process to be undertaken in assessing tenders should be documented.</p> <p>To help ensure probity and fairness when assessing tenders, procedures for the declaration of interests prior to assessing tenders should be documented.</p>
End of Month Processes	Processes for the completion of tasks and evidencing key points of control	<p>Evidence of end of month procedures being followed or reviewed by an authorised officer independent of preparing/collating the documentation is not routinely applied prior to preparation of monthly financial reports.</p> <p>Improvement: Development of documented checklists and procedures to demonstrate appropriate controls and reviews are in place when preparing monthly financial reports is a key control.</p>

7.0 Framework Implementation (continued)

Component	Purpose / Goal	Matters Identified / Improvements
Security Controls for Cash Handling	Procedures and systems for the handling of cash at Shire facilities.	<p>Security controls for cash held at various facilities are considered inadequate. Controls are not consistently documented to ensure appropriate review and authorisation processes occur in relation to the management and handling of cash by staff and contractors.</p> <p>Improvement: Ensure access to any cash held is restricted only to authorised personnel through secure storage. Implement appropriate documented procedures and controls for cash maintained by staff and / or third parties (such as contractors). Processes should also include reference to insured amounts relating to cash, to ensure adequate insurance levels are maintained relating to cash.</p>
Bank Account Authorisations	Ensure only current and appropriate personnel are authorising parties on bank accounts.	<p>A previous elected member was listed as authorising parties on the Shire's bank accounts as at the time of our review. Bank authority listings should be reviewed regularly to ensure they are current.</p> <p>Improvement: Elected members have no administrative authority and therefore should not be listed as an authorising party on Shire bank accounts. The authority for the previous elected member should be removed immediately.</p>
Overhead & Administration Allocations	To allocate indirect costs in a practical and efficient manner.	<p>No process is currently in place to determine the allocation of indirect costs. From staff representations, current plant allocation rates are based on historical estimates which are currently under review.</p> <p>Improvement: Finalise the review of activity based costings to support calculation of overhead and administration allocations.</p>
Changes to Banking Details	Controls to validate banking change requests.	<p>Currently no independent review of changes performed to banking details is performed. Formal procedures relating to changes to banking details for employees and creditors should be developed to ensure sufficient controls exist in both substantiating the change request and the changes performed within the Shire's ERP system.</p> <p>Improvement: Update procedures to ensure the following matters are appropriately considered and controls are adequate to:</p> <ul style="list-style-type: none"> • Validate the change request and its origin; • Authority exists for the change request; and • Validate and control the changes once completed.

7.0 Framework Implementation (continued)

7.3 Human Resource Management and Practices

A number of components constitute the organisation's human resource management practices and form an essential element of risk management, internal control and legislative compliance. Each of these elements is examined in the table below.

Component	Purpose / Goal	Matters Identified / Improvements
Staff Training	To ensure staff have access to ongoing and appropriate training.	<p>Planned staff training needs for employees are currently identified and recorded in a training matrix. Further value from this initiative can be added through refining the current matrix toward a more formal required staff training structure, applied throughout the organisation.</p> <p>Improvement: Refine the current staff training matrix to identify staff training needs relevant to their role, ensuring it is co-ordinated across the organisation and monitors currency of required licences and qualifications.</p>
Employee Termination Procedures	Procedures to ensure staff physical and IT access is removed and Shire assets returned at the time of departure.	<p>No formal process or procedure is currently in place to ensure the appropriate termination of employees. Departmental managers have the responsibility of ensuring Shire assets are recovered, however there is no formal structure in place to ensure IT permissions are restricted, or for Shire property (phones, vehicles, keys) to be returned prior to the employee finishing with the Shire.</p> <p>Improvement: Establish procedures or checklists to manage and document the termination of employees, ensuring access to IT systems, etc. is appropriately restricted and all allocated Shire assets are recovered.</p>

7.0 Framework Implementation (Continued)

Component	Purpose / Goal	Matters Identified / Improvements
Payroll Authorisation	Procedure to allow for appropriate review and approval of fortnightly payroll.	<p>Our limited testing noted instances where evidence of review and authorisation of fortnightly payroll reports was not recorded by both review/authorising officers.</p> <p>The Senior Finance Officer (SFO) authorises payments (including fortnightly payroll) where either the CEO or the Manager Finance is not available. The SFO has delegated authority to authorise payments in the absence of the CEO, however this delegation does not extend to authorising payments in the absence of the Manager Finance.</p> <p>Improvement: Implement documented procedures to ensure adequate controls are consistently followed with regard to review and authorisation of fortnightly payroll reports, with appropriate evidence of these reviews consistently recorded.</p> <p>Update and amend the delegation to the SFO to include authorisation to make payments in the absence of either the CEO or the Manager Finance.</p>
Payroll Audit Trails	Procedure to allow for appropriate review and approval of changes made within the payroll system.	<p>Limited review of changes made to employee details and parameters is currently undertaken when each payroll is processed.</p> <p>Improvement: Procedures to minimise risk of unauthorised changes to employee details should be implemented. Regular reviews of software audit trails is one form of control and should be undertaken as a minimum. Where possible, segregation of duties should exist where employees responsible for processing payroll transactions are unable to make changes to employee banking details.</p>
Payroll Exception Reporting	Procedures to assist with accurate processing of employee entitlements.	<p>The officers responsible for processing and reviewing payroll are tasked with review and capture of employee entitlements, allowances, deductions, etc. Staff have advised more formal documentation / checklists are intended to be created to assist with payroll processing, review and authorisation.</p> <p>Improvement: Review of procedures and controls to define procedures, documentation and controls for the accurate processing of payroll each fortnight. Details for each employee should be reviewed against individual employment contracts to capture allowances, deductions, entitlements etc, into a master list, with appropriate review and authorisation for changes. Payroll exception reporting and review of audit trails should be undertaken to capture anomalies or unauthorised changes.</p>

7.0 Framework Implementation (continued)

7.4 Insurance

At present, the Manager of Finance annually reviews the completeness of insurance, which is presented to the Chief Executive Officer for final review. Discussions are also held with the insurers annually and adjustments to policies and insurance levels made as considered appropriate. The insurance values of buildings, plant and equipment are based on the three-yearly valuations of building assets undertaken by registered valuers.

Component	Purpose / Goal	Matters Noted / Improvements
Events Insurance	Insurance cover maintained by community groups for when holding events on Shire property.	<p>Community Groups' insurances are not always assessed prior to events being held on Shire property. Reliance is placed on event organisers to ensure copies of insurances are provided.</p> <p>Improvement: To help ensure all events held on Shire property have relevant and adequate insurance cover, procedures should be developed, and records maintained to ensure current insurances are in place.</p>
Contractor Insurance	Insurance cover maintained by contractors for damage caused when undertaking works for the Shire.	<p>Contractors' insurances are not always assessed prior to award of contracts in all cases. Reliance is placed on contract managers to ensure copies of insurances are provided.</p> <p>Improvement: To help ensure all contractors have the relevant licences and have adequate insurance cover for the works they undertake for the Shire, procedures should be developed, and records maintained to ensure copies of contractor's insurances are held on file.</p>

8.0 Framework Evaluation

Developing and implementing systems and procedures for risk management, legislative compliance and internal controls into an organisation can be a time consuming and expensive exercise with the potential to divert resources away from direct services. Considering the level of investment necessary to establish these systems, actions to monitor their effectiveness are an essential practice.

Over time, the relevancy of established controls may change, their purpose may be forgotten, or technology may offer a more efficient or effective way to achieve the initial goal. For these reasons, formal review procedures are required to ensure the resources applied to maintaining these systems, practices and controls are done so in the most efficient way.

Evidence of the monitoring of risk management, internal controls and legislative compliance is sourced from Minutes of Meetings, Registers of Disclosures and reports reviewed.

8.1 Council and Audit and Risk Committee

Regular monthly financial statements and lists of payments, made in the intervening period between each meeting, have been presented to the Council for review, as required by legislation. This provides the basis for high level oversight of the expenditure transactions of the organisation.

Component	Purpose / Goal	Matters Noted / Improvements
List of Payments	Lists of payments presented to Council each month in accordance with legislative requirements.	<p>The list of payments discloses details of each invoice being paid, rather than just the information required by legislation. Public provision of this level of detail increases the risk of IT related fraud and may result in disclosure of confidential commercial information.</p> <p>Improvement: The list of payments made by the CEO under delegated authority should be presented to Council with only the minimum information required by legislation.</p>
Council and Audit Risk Committee	Monitoring and consideration of risks when making strategic decisions.	<p>Identified risks are not included within agenda items for elected member consideration or recorded in an appropriate risk register.</p> <p>Improvement: Identified risks relating to a Council decision should be communicated within the agenda item, to enable elected members to be fully informed of the identified risks when making decisions. Risks should also be appropriately recorded in a risk register.</p>
Council and Committee Minutes	Official record of proceedings and decisions.	<p>Not all attachments (monthly statement of financial activity, accounts for payment list) are published in the minutes on the official local government website.</p> <p>Improvements: Ensure all attachments supporting the minutes are included in the official minutes, and the minutes are published on the official local government website.</p>

8.0 Framework Evaluation (continued)

8.2 Strategic and Operational Registers

A number of registers are maintained by the Shire of Williams. The table below details areas for possible improvement in relation to these registers.

Register	Purpose / Goal	Matters Identified / Improvements
Risk Register	Provide a record of risk breaches and remedial action taken.	<p>A risk register was not available for our inspection to reflect identified risks, and if they have been adequately treated.</p> <p>Improvement: Maintaining risk registers for all identified risks is important to help ensure appropriate recording and communication of high rated risks, along with providing a record to enable the verification of whether treatment plans have appropriately reduced the risk. Routine (at least quarterly) review of the risk register is required to assist in ensuring identified risks are adequately treated.</p>
Contracts Register	Provide a record of contracts entered into by the Shire.	<p>A contracts register has been established, however it does not provide information detailing the status of contracts held by the Shire.</p> <p>Improvement: Maintain a register to record details of contracts and their status to assist with ensuring contracts are monitored and actioned as required.</p>
Delegation Register	Statutory register of delegations of authority.	<p>A review/amendment history is not currently recorded within the delegations register.</p> <p>Some delegations within the register include a delegation to the Environmental Health and Building Officer. The individual currently performing these duties is not an employee of Council, therefore cannot be delegated authority under the <i>Building Act 2011</i> or <i>Local Government Act 1995</i>.</p> <p>Improvements: Following review of Delegations by Council, update the latest 'history' date on each delegation to provide an accurate record of when the delegation was reviewed, amended and adopted.</p> <p>Review and amend delegations relating to the <i>Building Act 2011</i> to remove sub delegation to contract Environmental Health and Building Officer, ensuring delegation remains with appropriately authorised officer of Council.</p>

8.0 Framework Evaluation (Continued)

Register	Purpose / Goal	Matters Identified / Improvements
Notifiable Gifts Register	Statutory register of gifts received (other than as required under section 5.89A of the <i>Local Government Act 1995</i>).	<p>A notifiable gifts register was not available for our inspection or published on the Shire's website as required by regulation 34B(5) of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Improvement:</p> <p>Maintain a register to record details of notifications given in relation to gifts as required by regulation 34B(5) of the <i>Local Government (Administration) Regulations 1996</i>, and publish on the Shire's official website as required.</p>
Gifts Register	Statutory register of gifts received as required under section 5.89A of the <i>Local Government Act 1995</i> .	<p>We noted the register of gifts contains record of disclosures made under the former provision of the <i>Local Government Act 1995</i> (sections 5.82 & 5.83) and are published on the Shire's website as required. We did not observe a register of gifts in the prescribed form as required.</p> <p>Improvement:</p> <p>Establish a register of gifts in the prescribed form and publish on the Shire's official website as required.</p>
Investment Register	Register of investments held to evidence the nature and location of all investments and all transactions in relation to investments.	<p>An investment register is routinely maintained to evidence the nature and location of all investments and all related transactions. The register does not provide information / evidence of the review and authorisation of investments each month.</p> <p>Improvement:</p> <p>Recording the nature and location of all investments and related transactions is required by Regulation 19 (2) of the <i>Local Government (Financial Management) Regulations 1996</i>. Tracing of funds on maturity of investments is essential and record of where funds are transferred and who authorised the transfer should be maintained within the register. Maintaining printed copies of the investment register, reviewed and authorised by a senior manager independent of the control of the investments, prevents subsequent amendment to the register.</p>

8.0 Framework Evaluation (Continued)

Register	Purpose / Goal	Matters Identified / Improvements
Financial Interest Register	Records details required under the Act relating to financial circumstances of relevant persons	<p>Acknowledgements of annual returns for a relevant person were not recorded as required by section 5.77 of the <i>Local Government Act 1995</i>.</p> <p>Improvements:</p> <p>Review systems and procedures place to ensure the acknowledgement of receipt of all returns occurs and are appropriately filed in the register of financial interests as required under the <i>Local Government Act 1995</i>.</p>
Tender Register	Statutory register of tenders called.	<p>The tender register contains a record of officers who were present when tenders were opened. Our limited testing noted instances where tenders have been opened by consultants, without staff present.</p> <p>Improvement:</p> <p>Regulation 16(3)(a) of the <i>Local Government (Functions and General) Regulations 1996</i> requires at least two employees of a local government to be present when opening tenders, or one employee and at least one person authorised by the CEO to open tenders.</p> <p>Management Comment:</p> <p>There is conflicting advice given on the matter of opening tenders for the sale of items by the local government. This will need to be resolved with further advice</p>
Swimming Pool Inspection Register	Register of inspections undertaken.	<p>A register of inspections of private swimming pools within the district was not available for our inspection and it is unclear when inspections were last performed.</p> <p>Improvement:</p> <p>Develop and maintain a register to assess the current status of private swimming pool inspections. Routine monitoring and review of the register will assist to ensure inspections are undertaken within required timeframes.</p>

8.0 Framework Evaluation (continued)

8.3 Annual Compliance Audit Returns (CAR)

Returns have been completed on a self-assessment basis and approved by Council each year. The CAR was completed in house by staff for the 2017 and 2018 return periods. No areas of non-compliance were noted in the 2017 or 2018 returns.

8.4 Complaint Handling

Community complaints are received by administration staff and allocated to the relevant manager to address. Responsibility for the routine follow up of complaints to ensure they have been adequately addressed remain with the manager who has been allocated the complaint.

Component	Purpose / Goal	Matters Noted / Improvements
Community Complaints Procedures	Procedures for the recording handling and resolution of community complaints.	<p>A customer complaints register is not currently maintained to follow up and ensure all complaints are adequately addressed. This type of register may assist with alignment to the requirements of the complaints handling policy.</p> <p>Improvement: To help ensure all complaints are adequately resolved, a register of customer complaints received should be maintained.</p>
Official Complaints Register	A complaints register is required to be maintained in accordance with Section 5.121 of the <i>Local Government Act 1995</i> .	<p>No official complaints register was available for inspection.</p> <p>The official complaints register is not published on the Shire's official local government website as required by section 5.121(3) of the <i>Local Government Act 1995</i>.</p> <p>Improvement: To ensure compliance with the Act, an official complaints register should be maintained and published on the Shire's official local government website.</p>

8.0 Framework Evaluation (Continued)

8.5 Audit Practices

Council had appointed external financial auditors to the Shire of Williams for the 2016-17 and 2017-18 periods, with the 2018-19 period being audited by the Office of the Auditor General (OAG). No matters of non-compliance were noted within the 2016-17, 2017-18 or 2018-19 audit reports although significant adverse trends were noted for the asset sustainability ratio and operating surplus ratio for 2016-17 and 2017-18. The operating surplus ratio was again identified as a significant adverse trend in 2018-19.

The table below details areas for possible improvement in relation to audit processes.

Component	Purpose / Goal	Matters Noted / Improvements
Internal Audit	Internal audit monitors the level of compliance with internal procedures and process along with assessing the appropriateness of these procedures.	Currently, no internal auditors have been appointed, and limited internal audit functions have been undertaken. Improvement: We suggest as the level of documented procedures increases, an expanded internal audit function to confirm adherence to documented policies and procedures may be required as recommended by the OAG in their report to parliament on the Audit of Local Government.

8.0 Framework Evaluation (continued)

8.6 Review required to be undertaken by the CEO

The CEO is required to undertake reviews of systems and procedures of the local government. The table below presents matters noted in relation to these reviews.

Component	Purpose / Goal	Matters Noted / Improvements
Financial Management Review	Review of the appropriateness and effectiveness of the Financial Management systems and procedures of the local government required to be undertaken every three years by Regulation 5(2) of <i>Local Government (Financial Management) Regulations 1996</i> .	Financial management review undertaken in August 2015 made 25 recommendations to improve the Financial Management of the Shire. 10 items identified within the Financial Management Review remain to be addressed. These items largely relate to the development and implementation of written procedures. Improvement Continue with development of written procedures. Implement systems to regularly monitor, action and items raised within reviews of internal controls.

9.0 Other Matters

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Appendix A – Financial Management Systems Review

The following reviews were undertaken to evaluate the appropriateness and effectiveness of financial management system controls:

System	Description
Bank reconciliation and petty cash management	Examination of procedures and review of maintenance and management practices undertaken by staff
Trust funds	Examination of trust funds to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements
Receipts and receivables	Examination of end of day banking procedures to determine if they were adequate in ensuring cash collection is being recorded and allocated properly to the general ledger. The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting
Rates	<p>The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger. We randomly selected and tested rate notices which included:</p> <ul style="list-style-type: none"> • sighting the notices; • re-performing the calculations; • ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget; • ensuring the rate system is properly updated; and • checking proper posting to the general ledger
Purchases, payments and payables (including purchase orders)	<p>Random selection of payment transactions to determine whether purchases were authorised/budgeted and payments were supported, certified/authorised and correctly allocated. The Shire's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.</p> <p>We are aware of many incidents of payment scams/frauds within the local government industry during recent years. As a consequence of this activity, we have had a specific focus on the controls around the changes to supplier details within the EFT payment system</p>
Payroll	<p>A sample of eight employees were randomly selected from four pay runs and detailed testing of each employee's pay was performed to help ensure:</p> <ul style="list-style-type: none"> • the employee existed; • the correct rate of pay was used; • non-statutory deduction authorities are on hand; • time sheets were properly completed and authorised; • hours worked were properly authorised; and • allocations were reasonable and correctly posted <p>The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled</p>

Appendix A – Financial Management Systems Review (Continued)

System	Description
Credit card procedures	<p>A review of the Shire’s credit card procedures was performed to determine if adequate controls were in place. We randomly selected and tested credit card transactions to determine whether they are legitimate and usual in the context of the Shire’s operations. This included:</p> <ul style="list-style-type: none"> • sighting tax invoices; • ascertaining whether the transaction is for bona fide Shire business; and • determining whether transactions are in line with the Shire’s policy.
Fixed assets (including depreciation, acquisition, and disposal of property)	<p>The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined. A sample of asset additions and disposals were judgmentally selected, and testing performed to ensure:</p> <ul style="list-style-type: none"> • the tax invoices existed; • correct posting to the general ledger; • fixed assets register was promptly updated; and • classification of assets was correct. <p>In addition, a sample of four assets were judgmentally selected and testing performed to ensure the depreciation rates used are in line with the Shire’s policy</p>
Cost and administration allocation	<p>The Shire’s cost and administration allocation system was examined to determine if indirect costs have been properly reallocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed</p>
Financial reports	<p>The annual report, annual financial report and monthly financial reports were reviewed for compliance with legislative requirements</p>
Budget	<p>The 2019-20 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements</p>

Appendix B – Council Policies Examined

The Council Policies examined as part of the review were as follows:

Policy Topic	Policy Topic
1 - OPERATIONAL	2 – STAFF
O 1.1 – Annual Review of Policies	S 2.1 – Accrual of Employee Entitlements
O 1.2 – Building – Outbuildings in Residential zones R2, R2.5, R5, R12.5, R20 and R30	S 2.2 – Contractor Safety and Health
O 1.3 – Buildings – Relocatable Dwellings: Conditions of Approval	S 2.3 – Drugs and Alcohol
O 1.4 – Buildings – Use of Sea Containers and Transportable Structures	S 2.4 – Equal Employment Opportunity
O 1.5 – Bush Fire Brigades	S 2.5 – Gratuities – Payments to terminating employees in addition to contract or award
O 1.6 – Business Incentive for Investment Policy	S 2.6 – Occupational Health and Safety
O 1.7 – Complaint Handling	S 2.7 – OHS Bullying in the Workplace
O 1.8 – Community Engagement Policy	S 2.8 – Risk Management
O 1.9 – Corporate Credit Card Policy	S 2.9 – Sexual Harassment Policy
O 1.10 – Crossovers (property entrances)	S 2.10 – Smoke-Free Workplace
O 1.11 – Email Policy	S 2.11 – Social Media
O 1.12 – Significant Accounting Policies	S 2.12 – Staff & Elected Members Code of Conduct
O 1.13 – Portable and Attractive Assets	S 2.13 – Training, Conference and Meeting Expenses – Employees and Councillors
O 1.14 – Freedom of Information Officer	S 2.14 – Superannuation
O 1.15 – Integrated Workforce Planning and Management	S 2.15 – Water Usage
O 1.16 – Investment Policy	S 2.16 – Employee Recruitment and Selection
O 1.17 – Legal Proceedings and Prosecutions	S 2.17 – Long Service Leave Management
O 1.18 – Professional Advice	
O 1.19 – Local Art Acquisition	
O 1.21 – Payment of Accounts	
O 1.22 – Private Works	
O 1.23 – Purchasing Policy	
O 1.24 – Related Party Disclosure	
O 1.25 – Rates – Contiguous Valuations	
O 1.26 – Rates – Request for alternative arrangements	
O 1.27 – Roads – Upgrading of existing roads	
O 1.28 – Self Supporting Loans	
O 1.29 – Volunteer Support Policy	

Appendix B – Council Policies Examined (Continued)

Policy Topic	Policy Topic
3 – COUNCIL	4 – APPENDICIES
C 3.1 – Elected Member Induction	Appendix A – O 1.9 Corporate Card Policy
C 3.2 – Honorary Freeman of the Shire of Williams	Appendix B – O 1.23 Purchasing Policy
C 3.3 – iPads/Tablets – Provision for Councillors/Senior Staff	Appendix C – O 1.24 Related Party Disclosures
C 3.4 – Recognition of Councillor Service	Appendix D – S 2.2 Contractor Safety and Health Policy
	Appendix E – S 2.3 Drug and Alcohol Policy
	Appendix F – S 2.12 Staff and Elected Members Code of Conduct
	Appendix G – S 2.16 Recruitment and Selection Procedure

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Appendix C – Plans Examined

The Plans examined as part of the review were as follows:

Plan	Status
Strategic Community Plan	2017-2032
Corporate Business Plan	2019-2023
Strategic Resource Plan	2017-2032
Workforce Plan	2017-2021
Code of Conduct	Reviewed February 2018
Record Keeping Plan	Approved by State Records Office 24 October 2017
Local Emergency Management Arrangements	2016
Business Continuity Plan	January 2020
Business Continuity Management Procedures	January 2020
Workplace Emergency Management Plan	January 2020
3 Steps to Safety Program Step 1 Assessment Report	October 2019

Appendix D – Strategic and Operational Registers Examined

The registers examined as part of the review were as follows:

Register

Tender Register

Gifts and Travel Register

Delegation Register (adopted December 2019)

Financial Interests Register

Cemetery Register

Training Register – Childcare Employees

Training Register – Office Employees

Training Register – Works Employees

Swimming Pool Inspections Register

Risk Profiles (reviewed December 2019)

Contract Register 2011-2019

Asbestos Containing Material Register

Chemical Register

Hazardous Substances Register

Dangerous Goods Register

Investment Register

Appendix E – Operational Guidelines

Risk Management

The internal control and risk management systems and programs are a key expression of a local government's attitude to effective controls. Good audit committee practices in monitoring internal control and risk management programs typically include:

Reviewing whether the local government has an effective risk management system and that material operating risks to the local government are appropriately considered;

Reviewing whether the local government has a current and effective Business Continuity Plan (including disaster recovery) which is tested from time to time;

Assessing the internal processes for determining and managing material operating risks in accordance with the local government's identified tolerance for risk, particularly in the following areas:

- potential non-compliance with legislation, regulations and standards and local government's policies*
- important accounting judgements or estimates that prove to be wrong*
- litigation and claims*
- misconduct, fraud and theft*
- significant business risks, recognising responsibility for general or specific risk areas, for example, environmental risk, occupational health and safety, and how they are managed by the local government*

Obtaining regular risk reports, which identify key risks, the status and the effectiveness of the risk management systems, to ensure that identified risks are monitored and new risks are identified, mitigated and reported;

Assessing the adequacy of local government processes to manage insurable risks and ensure the adequacy of insurance cover, and if applicable, the level of self-insurance;

Reviewing the effectiveness of the local government's internal control system with management and the internal and external auditors;

Assessing whether management has controls in place for unusual types of transactions and/or any potential transactions that might carry more than an acceptable degree of risk;

Assessing the local government's procurement framework with a focus on the probity and transparency of policies and procedures/processes and whether these are being applied;

Should the need arise, meeting periodically with key management, internal and external auditors, and compliance staff, to understand and discuss any changes in the local government's control environment; and

Ascertaining whether fraud and misconduct risks have been identified, analysed, evaluated, have an appropriate treatment plan which has been implemented, communicated, monitored and there is regular reporting and ongoing management of fraud and misconduct risks.

Appendix E – Operational Guidelines (Continued)

Legislative Compliance

The compliance programs of a local government are a strong indication of attitude towards meeting legislative requirements. Audit committee practices in regard to monitoring compliance programs typically include:

- a) Monitoring compliance with legislation and regulations*
- b) Reviewing the annual Compliance Audit Return and reporting to Council the results of that review*
- c) Staying informed about how management is monitoring the effectiveness of its compliance and making recommendations for change as necessary*
- d) Reviewing whether the local government has procedures for it to receive, retain and treat complaints, including confidential and anonymous employee complaints*
- e) Obtaining assurance that adverse trends are identified and review management's Plans to deal with these*
- f) Reviewing management disclosures in financial reports of the effect of significant compliance issues*
- g) Reviewing whether the internal and / or external auditors have regard to compliance and ethics risks in the development of their Audit Plan and in the conduct of audit projects, and report compliance and ethics issues to the audit committee*
- h) Considering the internal auditor's role in assessing compliance and ethics risks in their Plan;*
- i) Monitoring the local government's compliance frameworks dealing with relevant external legislation and regulatory requirements*
- j) Complying with legislative and regulatory requirements imposed on audit committee members, including not misusing their position to gain an advantage for themselves or another or to cause detriment to the local government and disclosing conflicts of interest*

Internal Controls

Internal controls are systems of policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with laws and regulations and achieve effective and efficient operations.

These systems not only relate to accounting and reporting but also include communication processes both internally and externally, staff management and error handling.

Operational Guidelines prepared by the Department of Local Government and Communities (Audit in Local Government number 09 September 2013) provide the background to Internal Controls in the context of this review as follows:

'Internal control is a key component of a sound governance framework, in addition to leadership, long-term planning, compliance, resource allocation, accountability and transparency. Strategies to maintain sound internal controls are based on risk analysis of the internal operations of a local government.

Appendix E – Operational Guidelines (Continued)

Internal Controls (continued)

An effective and transparent internal control environment is built on the following key areas:

- a) integrity and ethics;*
- b) policies and delegated authority;*
- c) levels of responsibilities and authorities;*
- d) audit practices;*
- e) information system access and security;*
- f) management operating style; and*
- g) human resource management and practices.*

Internal control systems involve policies and procedures that safeguard assets, ensure accurate and reliable financial reporting, promote compliance with legislation and achieve effective and efficient operations and may vary depending on the size and nature of the local government.

Aspects of an effective control framework will include:

- a) delegation of authority;*
- b) documented policies and procedures;*
- c) trained and qualified employees;*
- d) system controls;*
- e) effective Policy and process review;*
- f) regular internal audits;*
- g) documentation of risk identification and assessment; and*
- h) regular liaison with auditor and legal advisors.*

The following are examples of controls that are typically reviewed:

- a) separation of roles and functions, processing and authorisation;*
- b) control of approval of documents, letters and financial records;*
- c) comparison of internal data with other or external sources of information;*
- d) limit of direct physical access to assets and records;*
- e) control of computer applications and information system standards;*
- f) limit access to make changes in data files and systems;*
- g) regular maintenance and review of financial control accounts and trial balances;*
- h) comparison and analysis of financial results with budgeted amounts;*
- i) the arithmetical accuracy and content of records;*
- j) report, review and approval of financial payments and reconciliations; and*
- k) comparison of the result of physical cash and inventory counts with accounting records.*

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