SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING

WEDNESDAY 16 DECEMBER 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 16 December 2020, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3.30 pm.

Geoff McKeown
Chief Executive Officer

SHIRE OF WILLIAMS STRAETGIC COMMUNITY PLAN 2017-2032

ECONOMIC	SOCIAL AND CULTUTURAL	LAND USE & ENVIRONMENT	CIVIC LEADERSHIP
To support industry and business development through the development of sustainable infrastructure and investment opportunities.	**To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong.**	**To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community split.**	**Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community.**
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.	**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.	**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.	**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.

Contents

AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, declared the Meeting open at 4.37pm.

2.0 Record of Attendance / Apologies / Leave of Absence

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

Staff
Geoff McKeown - Chief Executive Officer
Manuela Lenehan - Minute Taker

Visitors – Nil
Apologies – Cr Gil Medlen
Leave of Absence – Nil

3.0 Public Question Time

Nil

4.0 Petitions / Deputations / Presentations

Nil

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 November 2020

Officer's Recommendation
That the Minutes of the Ordinary Council Meeting held 18 November 2020, as previously circulated, be confirmed as a true and accurate record.

Council Resolution
Harding/Price
That the Minutes of the Ordinary Council Meeting held 18 November 2020, as previously circulated, be confirmed as a true and accurate record.

Carried 8/0
Resolution 53/21

6.2 Audit Committee Meeting Held 16 December 2020

Officer's Recommendation
That the Minutes of the Audit Committee Meeting held 16 December 2020, as previously circulated, be received.

Council Resolution
Major/Watt
That the Minutes of the Audit Committee Meeting held 16 December 2020, as previously circulated, be received.

Carried 8/0
Resolution 54/21

7.0 Announcements by Presiding Member Without Discussion

8.0 Matters Which Require Decisions

8.1 Development and Regulatory Services

8.1.1 Building Permits

File Reference	13.34.10
Statutory Ref.	*Building Act 2011, Building Regulations 2012*
Author & Date	Trevor Brandy 8 December 2020
Attachments	Nil

Background

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

Comment

Building Permits issued for the Month of November 2020:

Permit Number	Owner	Address	Description
447A	Gareth Jones	32 Lavender Street	Timber Framed Dwelling
448	Corey Kennett	116 Narrogin Road	Steel Framed Shed
448A	Mark Topless	115 Richmond Street	Timber Framed Dwelling
449	C&J King	Lot 301 Richmond Street	Fibreglass Pool

Strategic Implications

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

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

Financial Implications

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council endorse the issue of building permits for the month of November 2020.

Council Resolution

Carne/Price

That Council endorse the issue of building permits for the month of November 2020.

Carried 8/0

Resolution 55/21

8.2 Office of the Chief Executive Officer

8.2.1 Delegations Register Review

File Reference	4.50.60
Statutory Ref.	Section 5.42 *Local Government Act 1995*
Author & Date	Geoff McKeown 2 December 2020
Attachments	Delegations Register

Background

Pursuant to Section 5.42 *Local Government Act 1995* ("the Act"), the Council has the power to delegate authority to the Chief Executive Officer.

Council can delegate to the Chief Executive Officer, by an absolute majority resolution, the exercise of any of its powers or the discharge of any of its duties from time-to-time and in such manner as the Council determines, excepting certain limitations as outlined below. The Chief Executive Officer has the power to on-delegate to other staff members in accordance with s5.44 *Local Government Act 1995*.

Delegations are to be in writing and a register of delegations is to be kept.

There are limitations to delegating under s5.43 of the Act as outlined below:

A local government cannot delegate to a CEO any of the following powers or duties:

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
(c) appointing an auditor;
(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
(f) borrowing money on behalf of the local government;
(g) hearing or determining an objection of a kind referred to in section 9.5;
(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
(h) any power or duty that requires the approval of the Minister or the Governor; and
(i) such other powers or duties as may be prescribed.

Council can also delegate to a committee, comprising of elected members only, any of the Council's powers or duties under the Act, or to a committee comprising of elected members and employees any duties that can be delegated to the Chief Executive Officer. Limitations of delegation of powers and duties to committees are prescribed under s5.17 LGA.

There is a requirement under the Act that all delegations must be reviewed annually.

The opportunity is also taken to review all other delegations to staff provided under alternative legislation. Various other acts such as the Bush Fires Act 1954 and the Building Act 2011 allow for delegations to local government officers by Council.

The Shire of Williams delegations were last reviewed and adopted by Council on the 18 December 2019 (Council decision number 119/20).

Comment
A review of the Delegations Register has been undertaken by the Chief Executive Officer and the updated document is an attachment to the Agenda.

Amendments have been made from the previous version, being:

1. The inclusion of delegations under the *Dog Act 1976* regarding the exercise of discretionary matters;
2. The inclusion of delegations under the *Cat Act 2011* regarding the exercise of discretionary matters;
3. Removal of the delegation by the Chief Executive Officer to the Environmental Health Officer to undertake actions under the *Building Act 2011*;
4. Increase to amount the Chief Executive Officer has delegated authority to write-off debts and grant concessions in relation to an amount of money, from $50 to $200.
5. The inclusion of a delegation permitting the variation to a contract.

Currently there are no Council committees with delegated authority under the Act.

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
Absolute Majority

Officer's Recommendation
That Council having reviewed the delegations and authorisations currently in place and noting the recommended amendments:

1. Delegates to the Chief Executive Officer under s5.42 *Local Government Act 1995*, the exercise of the powers and the discharge of any of its duties under the Act, effective immediately, as listed in the Delegations Register 2020; and
2. Revokes any previous delegations.

Council Resolution
Major/Watt
That Council having reviewed the delegations and authorisations currently in place and noting the recommended amendments:

1. Delegates to the Chief Executive Officer under s5.42 *Local Government Act 1995*, the exercise of the powers and the discharge of any of its duties under the Act, effective immediately, as listed in the Delegations Register 2020; and
2. Revokes any previous delegations.

Carried by Absolute Majority 8/0
Resolution 56/21

8.2.2 Driver Reviver Committee

File Reference	4.1.20
Statutory Ref.	*Local Government Act 1995* sections 5.8-5.18
Author & Date	Geoff McKeown 7 December 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.

At the February 2020 Ordinary Council Meeting a resolution was passed appointing elected members and community members to a number of committees. One of those committees was the Williams Driver Reviver Committee.

Comment
A letter has been received from the Friends of the Williams Medical Centre indicating that its members had decided not to continue to be involved in operating the Driver Reviver Van. Its letters states:

> *"At the recent AGM the responsibility of the "Friends" involvement with Driver Reviver was discussed at length.*
>
> *As there are eight coffee outlets in Williams including the mobile coffee van, it was felt by the committee that our service to Driver Reviver was no longer required.*
>
> *We have been involved with Driver Reviver for 22 years with the Lions Club and then the "Friends" and initially we would regularly serve more than 1000 coffees over a long weekend. Unfortunately those days are gone with the general requirement for a more sophisticated form of coffee (not instant).*
>
> *It is with regret that I inform you that we will no longer be involved with Driver Reviver and sincerely hope the Shire is able to find another group that can use the van for fund raising or any other purpose beneficial to Williams."*

Given the decision of the Friends of the Williams Medical Centre, it is appropriate to disband the Williams Driver Reviver Committee by revoking the elected member and community member representation.

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:
1. Disband the Williams Driver Reviver Committee and revoke its elected members and community member representation; and
2. Forward a letter to the Friends of the Williams Medical Centre to recognise and thank them for their long association with the Williams Driver Reviver initiative.

Council Resolution
Price/Major
That Council:
1. Disband the Williams Driver Reviver Committee and revoke its elected members and community member representation; and
2. Forward a letter to the Friends of the Williams Medical Centre to recognise and thank them for their long association with the Williams Driver Reviver initiative.

Carried 8/0
Resolution 57/21

8.2.3 Adoption of Annual Report and Date for Annual Meeting of Electors

File Reference	4.23.15
Statutory Ref.	Section 5.27, 5.54 & 5.55 *Local Government Act 1995*
Author & Date	Geoff McKeown 9 December 2020
Attachments	Appendix 1 – 2019/2020 Annual Report

Background
Council is asked to adopt the Annual Report for the 2019/20 financial year, which includes the Annual Financial Report and Independent Auditor's Report, and set a date for the Annual Meeting of Electors.

Comment
The Office of the Auditor General's (OAG) appointed auditor completed the Audit of the 2019/2020 Annual Financial Statements in October 2020. Previously the Annual Report would have been presented to Council at the November meeting to allow time to advertise and schedule the Annual Elector's meeting in December. However, as the industry were aware that changes to the *Local Government (Financial Management) Regulations 1996* were imminent and were going to be effective 30 June 2020 the OAG held off signing any final reports. The changes were gazetted on the 6 November 2020 and an audit exit meeting was held on the 26 November 2020 with two members from the Audit Committee, Chief Executive Officer and the Manager of Finance.

The Audit Committee have since met and have recommended that Council endorse the 2019/2020 Annual Financial Report and note the Audit Completion Report and Independent Auditor's Report. Highlighted in the Independent Auditor's Report is the following:

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 as reported in Note 28 of the annual financial report is below the DLGSCI's basic standard of 0.01 for the last three financial years.
(ii) The following material matter indicating non-compliance with Part 6 of the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
a. More employees than necessary at the Shire of Williams had the ability to make modifications in the system to the supplier records. Also, there was no evidence of independent review of amendments made to supplier records. This increased the risk of unauthorised changes to key information, although our audit sampling did not identify any.

Reference to the Operating Surplus Ratio being below the Department of Local Government, Sport and Cultural Industries' standard will be the subject of a separate report by the Chief Executive Officer to be tabled at a later date.

Council can now consider adoption of the Annual Report, which includes the Annual Financial Report and set a date for the Annual Meeting of Electors.

Local governments are required to give local public notice of the availability of the Annual Report as soon as practical after the report has been adopted by the Council. Further, the *Local Government Act 1995,* Section 5.27 requires that the meeting is held no more than 56 days after the Council accepts the report.

This year it is recommended that the Annual Meeting of Electors be held at 5.00pm on Wednesday, 20 January 2021.

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 2.2	Maintain accountability, transparency and financial responsibility

Financial Implications
Nil

Voting Requirements
Absolute Majority

Officer's Recommendation
That the Annual Report, including the Annual Financial Report, for the financial year ending 30 June 2020 be adopted and the Annual Meeting of Electors be held on Wednesday, 20 January 2021 commencing at 5.00pm.

Council Resolution
Watt/Panizza
That the Annual Report, including the Annual Financial Report, for the financial year ending 30 June 2020 be adopted and the Annual Meeting of Electors be held on Wednesday, 20 January 2021 commencing at 6.00pm.

Carried by Absolute Majority 8/0
Resolution 58/21

The resolution differed from the recommendation as Council wished to commence the Annual Meeting of Electors one hour later.

8.2.4 Access to Lot 13917 Albany Highway, Williams – Rapanui Nominees Pty Ltd

File Reference	12.15.33
Statutory Ref.	*Land Administration Act 1997*
Author & Date	Geoff McKeown 11 December 2020
Attachments	Nil

Background
The Shire of Williams has been involved in discussions with Main Roads and Jamie and Jo Fowler concerning vehicle access to Lot 13917 Albany Highway. The most recent meeting occurred on the 18 November 2020 where the parties discussed the possibility of resuming a portion of Lot D Albany Highway to create a section of road reserve that can provide road frontage for both Lot 13917 and Lot D.

Council is asked to consider a proposal to formalise this arrangement.

Comment
A letter received from Main Roads provides the following background:

"ALBANY HIGHWAY WILLIAMS – ROAD ACCESS TO LOT 13917

> *A meeting held at the Shire of Williams (the Shire) on the 18 November addressed access from Lot 13917 in the name of Rapanui Nominees Pty Ltd to Albany Highway. The summary of discussions is at Attachment 1.*
>
> *A crossover has been completed by the Shire to rural driveway standards which provides access to Albany Highway for both Lot 13917 and Shire held Williams Location D. The crossover is shown on MRWA Drawing Number 201708-0284-2 at Attachment 2.*
>
> *The Shire agreed in principle at the meeting to the resumption of a section of land from Williams Location D (as owned by the Shire) for inclusion into the Albany Highway road reserve to provide legal access to Albany Highway for both Lot 13917 and Williams Location D.*
>
> ***Current Status of Albany Highway Road Reserve***
>
> *As a matter of background, in 1998 Albany Highway was widened adjacent to Lot 13917 and Williams Location D via the creation of Lot 15888 on Diagram 93840. At Attachment 3 are copies of:*
>
> - *Certificate of Crown Land Title LR3111/162 which shows that Lot 15888 is dedicated road as registered on the 27/8/1998.*

- *Road Dedication order G886987 which dedicates Lot 15888 as a road widening of Albany Highway (Road No 6963), and*
- *Diagram 93840 which shows Lot 15888 as a road widening of Albany Highway.*

Taking of Land from Williams Location D for Road Widening Purposes

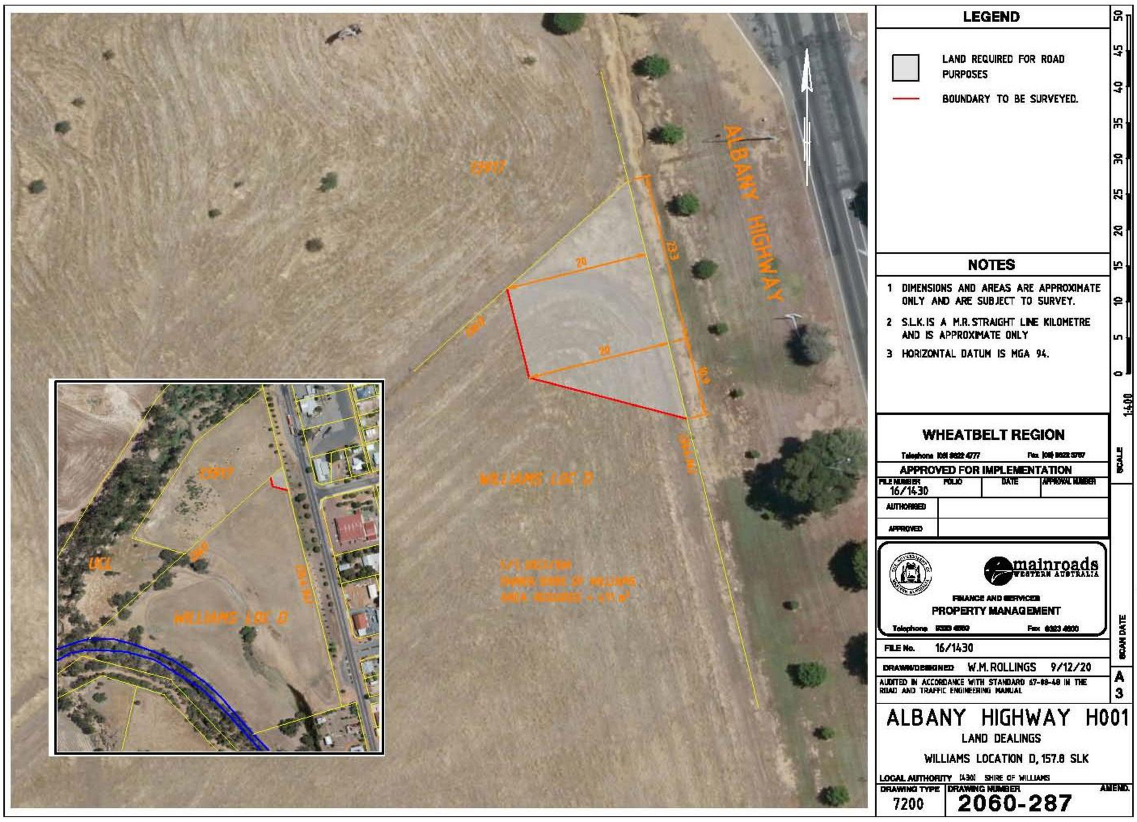
Main Roads is supportive of progressing the acquisition of 471m2 of land from Williams Location D as shown on Main Roads land dealings plan Number 2060-287 (Attachment 4), which is to be dedicated as road to provide access to Albany Highway for both Lot 13917 and Williams Location D.

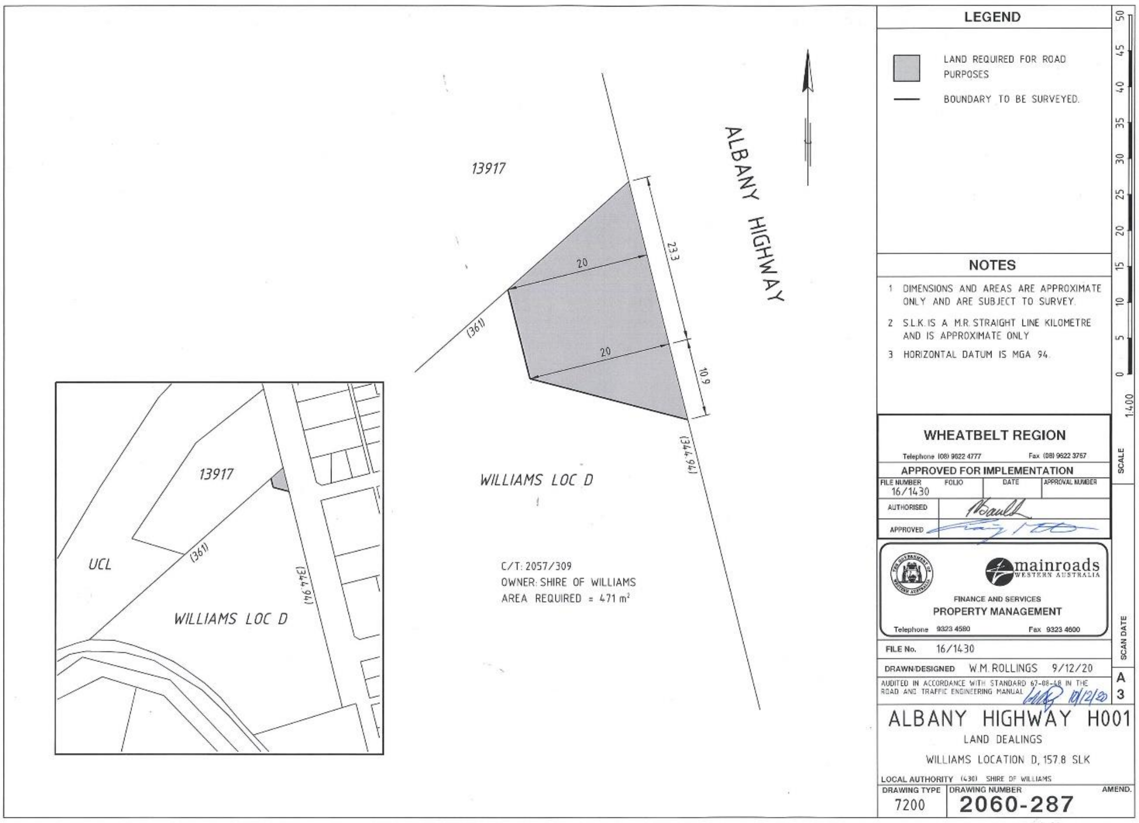
Subject to the Shire agreeing to relinquish the required land and covering the cost of extending the driveways from the crossover to the new boundaries of Lot 13917 and Williams Location D, Main Roads will manage and cover all costs relating to the preparation of a land survey plan and managing dedication of the road widening.

Agreement by the Shire of Williams to Relinquish Portion of Williams Location

At Attachment 5 is a proposed letter of agreement to be signed by the Shire of Williams in relation to relinquishing the land subject to land dealings plan Number 2060-287 for dedication as a widening of Albany Highway."

The following plans highlight the land proposed to be relinquished from Lot D.





In order to progress this matter, Main Roads has proposed the wording of an agreement that, if agreed to by the parties, can conclude the matter. Detail of the agreement is contained in the recommendation to Council.

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):

ED 1.3 Promote land availability within the Shire for residential, industrial and commercial development

LUE 4.1 Strive for high-quality, well-constructed and maintained local road network

Financial Implications
The Shire of Williams will offer approximately 471m² of land to become road reserve and construct a short 20m section of road to a rural road standard.

Voting Requirements
Simple majority

Officer's Recommendation
That Council will support an agreement for the future access to Lot D and Lot 13917 Albany Highway subject to the following conditions:

1. The Shire of Williams agrees to relinquish the required 471m^2 of land to Main Roads (MRWA) at no cost and no compensation will be payable under Part 10 of the *Land Administration Act 1997* (LAA).
2. MRWA will be responsible for all survey and legal documentation costs associated with the transfer of the subject land to the State for road widening purposes.
3. MRWA will manage the road widening dedication process and keep the Shire updated on progress.
4. The Shire agrees to provide access to the landowner of Lot 13917 via the land shown on Land Dealing Plan 2060-287 until the land is converted to road reserve.

5. The Shire will construct and meet the cost of extending the gravel driveways to the new amended boundaries of Lot 13917 and Loc D to a rural driveway standard.
6. If agreement is reached between all parties (including the adjoining landowner of Lot 13917) by January 2021, the Shire will undertake the construction of the driveway extensions in February 2021.
7. The Shire will cover the cost of and install a new agricultural fence and gates on the amended boundaries of Williams Loc D.

Council Resolution
Watt/Carne
That Council will support an agreement for the future access to Lot D and Lot 13917 Albany Highway subject to the following conditions:
1. The Shire of Williams agrees to relinquish the required 471m^2 of land to Main Roads (MRWA) at no cost and no compensation will be payable under Part 10 of the *Land Administration Act 1997* (LAA).
2. MRWA will be responsible for all survey and legal documentation costs associated with the transfer of the subject land to the State for road widening purposes.
3. MRWA will manage the road widening dedication process and keep the Shire updated on progress.
4. The Shire agrees to provide access to the landowner of Lot 13917 via the land shown on Land Dealing Plan 2060-287 until the land is converted to road reserve.
5. The Shire will construct and meet the cost of extending the gravel driveways to the new amended boundaries of Lot 13917 and Loc D to a rural driveway standard.
6. If agreement is reached between all parties (including the adjoining landowner of Lot 13917) by January 2021, the Shire will undertake the construction of the driveway extensions in February 2021.
7. The Shire will cover the cost of and install a new agricultural fence and gates on the amended boundaries of Williams Loc D.

Carried 7/1
Resolution 59/21

8.2.5 Unbudgeted Expenditure – New Grant Funded Projects

File Reference	Various
Statutory Ref.	Section 6.8 *Local Government Act 1995*
Author & Date	Geoff McKeown 12 December 2020
Attachments	Nil

Background
In recent months the Shire has been successful in securing grants for various projects. These projects were not included in the 2020/21 Annual Budget as the opportunity to apply for the funding only became available after the adoption of the Budget.

Comment
To progress expenditure of the grant funds, Council is asked to note the receipt of the funding and endorse the expenditure. A summary of the grants follows:

Grant Name	Project Detail	Funding (excl GST)
COVID Safe Australia Day	Australia Day community celebration including live music, food, entertainment in Cullen Park. Items purchased for the event will ensure COVID safety is maintained.	$18,449
Peel-Harvey Community Environment Grant	Assisting landowners in the Shire with a feral pig control programme	$12,669
State Government WA Recovery Plan - Water Tank Allocations	Installation of a water tank, pump and fittings at the Glenfield Fire Shed.	$17,803

It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Section 6.8 states:

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

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):

SCD 2.4 Continue to promote community events, initiatives and programs

CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Expenditure of the grant funds will be in accordance with the funding guidelines.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council acknowledge the receipt of the following community development grants, and approve unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2020/21 financial year to acquit the grants:

1. COVID Safe Australia Day Grant
2. Peel-Harvey Community Environment Grant
3. State Government WA Recovery Plan - Water Tank Allocations Grant

Council Resolution
Price/Carne
That Council acknowledge the receipt of the following community development grants, and approve unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2020/21 financial year to acquit the grants:

1. COVID Safe Australia Day Grant
2. Peel-Harvey Community Environment Grant
3. State Government WA Recovery Plan - Water Tank Allocations Grant

Carried by Absolute Majority 8/0
Resolution 60/21

8.3 Corporate and Community Services

8.3.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	*Local Government (Financial Management) Regulations 1996*
Author & Date	Cara Ryan 10 December 2020
Attachments	Payment listing for month ending 30 November 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 Cheque 104858 totalling $296,106.64 approved by the Chief Executive Officer during the month of November 2020 be endorsed.

Council Resolution
Major/Harding
That Municipal Fund EFT, Bpay, Direct Debits and Cheque 104858 totalling $296,106.64 approved by the Chief Executive Officer during the month of November 2020 be endorsed.

Carried 8/0
Resolution 61/21

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 NOVEMBER 2020

DATE	NAME	DESCRIPTION		AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES				
02/11/2020	WA SUPER	Superannuation - October 2020		17,121.83
04/11/2020	FDC EDUCATORS	FDC Educators PE 1 November 2020	$	19,924.92
04/11/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 4 November 2020	$	49,849.21
16/11/2020	Martin, LR & MD	Refund Overpayment of Rates, Assessment #954	$	560.10
18/11/2020	FDC EDUCATORS	FDC Educators PE 15 November 2020	$	19,355.58
18/11/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 18 November	$	43,934.70
19/11/2020	LIONS CLUB OF WEST ARTHUR	11398 - Hire of Train (Road Safety)	$	200.00
25/11/2020	AIR & POWER	11679 - Service & Test Air Compressor	$	781.55
25/11/2020	AMPAC DEBT RECOVERY	Debt Recovery - Childcare	$	50.13
25/11/2020	ASHLEY BLYTH TREE LOPPING	11655 - Tree Pruning	$	880.00
25/11/2020	AVON WASTE	11015 - Monthly Refuse Charges October 2020	$	8,983.02
25/11/2020	BEAUREPAIRES (EFT)	11681, 11689, 11639 - Tyre Repairs	$	307.42
25/11/2020	BEST OFFICE SYSTEMS	11394, 11726 - Printer Cartridges (Various)	$	528.40
25/11/2020	BOC Ltd (EFT)	11566 - October 2020 Container Service Fee	$	42.75
25/11/2020	BOYA EQUIPMENT (EFT)	11638 - Parts (Skid Steer)	$	344.16
25/11/2020	BP TRUST (EFT)	Monthly Fuel Account October 2020	$	237.36
25/11/2020	CAUNT, MARY	11724 - Face Painting (Community Event)	$	260.00
25/11/2020	COLOR CONTRAST PAINTING SERVICES	11525 - Cleaning of Gutters (Hall & Office)	$	264.00
25/11/2020	CONSTRUCTION EQUIPMENT AUSTRALIA (EFT)	11637 - Parts (Roller)	$	2,147.33
25/11/2020	CONTRACT AQUATIC SERVICES	11713 - Swimming Pool Management November 2020	$	14,058.00
25/11/2020	CONWAY HIGHBURY PTY LTD	11558 - Local Law Review	$	4,620.00
25/11/2020	CORNER'S AUTOMOTIVE ELECTRICS	11624, 11633 - Service Air Conditioner, Parts (Var.)	$	1,250.70
25/11/2020	CORSIGN (EFT)	11671 - Road Signs	$	284.90
25/11/2020	DFES (EFT)	ESL Quarterly	$	17,149.24
25/11/2020	EDWARDS MOTORS PTY LTD (EFT)	11723 - Service (Isuzu SUV)	$	528.85
25/11/2020	HARMONY SOFTWARE	Educators' Software Fees, Month of October 2020	$	184.80
25/11/2020	JUNCTION BROOK PTY LTD (EFT)	11640 - Parts (Various)	$	508.75
25/11/2020	LANDGATE (EFT)	Land Valuations - Rating	$	128.19
25/11/2020	M & M CONTRACTORS	11656 - Sand (Hockey Oval)	$	220.00
25/11/2020	MAKIT NARROGIN HARDWARE (EFT)	11666 - Drain Pipe (Roadworks)	$	96.80
25/11/2020	McINTOSH & SON (EFT)	11628 - Parts (Mini Excavator)	$	752.02
25/11/2020	MELCHIORRE PLUMBING & GAS	11683 - Repairs (Waste Water Tank)	$	986.46
25/11/2020	METRO COUNT (EFT)	11685 - Parts (Traffic Counter)	$	1,122.00
25/11/2020	MISTER YARDMAN	11708 - Slashing (Private Works)	$	110.00
25/11/2020	MJB INDUSTRIES PTY LTD (EFT)	11676 - Pipes & Headwalls (Various)	$	4,983.00
25/11/2020	MOORE AUSTRALIA (WA) PTY LTD	11393 - Staff Training	$	198.00
25/11/2020	NARROGIN PACKAGING	11623 - Pallet Wrap	$	183.00
25/11/2020	OFFICE OF THE AUDITOR GENERAL	11397 - Audit Fee (Roads to Recovery)	$	880.00
25/11/2020	PRICE'S FABRICATION AND STEEL	11677 - Skylights to Depot	$	1,744.00
25/11/2020	PRIME AG SERVICES - WILLIAMS (EFT)	11712, 11682 - Herbicide (Various)	$	1,325.00
25/11/2020	QUALITY PRESS (EFT)	11707 - Stationery	$	294.25
25/11/2020	REPCO	11621 - Parts (Roller)	$	94.60
25/11/2020	RYAN, CARA L. (EFT)	Reimbursement - Cordless Blower Kit	$	499.00
25/11/2020	SHIRE OF WAGIN (EFT)	EHO Expenses	$	6,556.05
25/11/2020	SOUTH WEST ISUZU (EFT)	11634 - Parts (Fire Truck)	$	1,148.62
25/11/2020	STAR TRACK EXPRESS	Freight - Various	$	90.05
25/11/2020	THE GOODS (EFT)	11595 - Wipes Dispenser	$	66.55
25/11/2020	THE WILLIAMS COMMUNITY NEWSPAPER. (EFT)	11597 - Printing Costs	$	32.00
25/11/2020	TOLL TRANSPORT PTY LTD	Freight - Various	$	65.84
25/11/2020	TOWN PLANNING INNOVATIONS	11717 - General Planning Advice for October 2020	$	433.13
25/11/2020	WA CONTRACT RANGER SERVICES	11559 - Ranger Services, November 2020	$	561.00
25/11/2020	WALLIS COMPUTER SOLUTIONS	11399, 11396 - IT Support	$	21,528.87
25/11/2020	WESTRAC (EFT)	11635 - Parts (Grader)	$	359.47
25/11/2020	WILLIAMS COMMUNITY RESOURCE CENTRE	11400 - Printing Costs, Staff Training	$	522.13
25/11/2020	WILLIAMS GOLF CLUB.	Reimbursement of 2020/21 Rates	$	1,079.96
25/11/2020	WILLIAMS NEWSAGENCY	Monthly account October 2020	$	92.10
25/11/2020	WILLIAMS RURAL SUPPLIES	11668, 36, 11718 - Hardware Account, October 2020	$	2,757.52
25/11/2020	WILLIAMS RUSTIC GROCER	Monthly refreshments & consumables, October 2020	$	225.50
25/11/2020	WILLIAMS SJA SUB CENTRE (EFT)	SJA Subscriptions Collected in October 2020	$	57.00
25/11/2020	WORKWEAR GROUP (EFT)	11589 - Staff Uniform	$	299.00

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 NOVEMBER 2020

DATE	NAME	DESCRIPTION	AMOUNT	
25/11/2020	WSP AUSTRALIA PTY LTD	11408 - Services Provided Re. Townsite Drainage	$	8,457.90
12/11/2020	SYNERGY	Electricity (Various)	$	4,498.84
19/11/2020	TELSTRA	Mobile Phone Services to 1/11/2020	$	317.21
19/11/2020	SYNERGY	Electricity to Streetlights, Month to 2/11/2020	$	2,612.27
23/11/2020	AUSTRALIAN TAXATION OFFICE	BAS - October 2020	$	17,812.00
25/11/2020	TELSTRA	Telephone Services (Various)	$	160.70
01/11/2020	WESTNET	Monthly CEO Internet Charges, November 2020	$	54.99
03/11/2020	CBA	CBA - Merchant Fees October 2020	$	136.36
06/11/2020	WA TREASURY CORPORATION	Loan #67 Grader	$	21,073.00
16/11/2020	ANZ CARDS	Monthly Credit Card Expenses x 3	$	3,805.88
04/11/2020	TELSTRA	Landline Phone Services (Various)	$	450.51
			$	296,106.64

8.3.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	*Local Government (Financial Management) Regulations 1996*
Author & Date	Cara Ryan 10 December 2020
Attachments	Financial Statements ending 30 November 2020

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

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

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

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

Strategic Implications
This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):
CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications
As disclosed in the financial statements.

Voting Requirements
Simple Majority

Officer's Recommendation
That the financial statements presented for the period ending 30 November 2020 be received.

Council Resolution
Watt/Price
That the financial statements presented for the period ending 30 November 2020 be received.

Carried 8/0
Resolution 62/21

SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

For the Period Ended 30 November 2020

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Prepared by : Manager of Finance
Date prepared : All known transactions up to 10 December 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 in-consistent 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 30 NOVEMBER 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 30 NOVEMBER 2020

	Note	Adopted Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$	$	$	$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1(b)	392,035	392,035	**386,912**	(5,123)	(1%)	
Revenue from operating activities							
Governance		500	0	**0**	0		
General Purpose Funding - Rates	5	1,966,047	1,966,047	**1,965,241**	(806)	(0%)	
General Purpose Funding - Other		242,571	123,760	**127,769**	4,009	3%	
Law, Order and Public Safety		30,905	10,843	**14,035**	3,193	29%	
Health		400	167	**773**	606	364%	
Education and Welfare		332,801	128,313	**159,369**	31,056	24%	▲
Housing		243,611	91,772	**89,768**	(2,004)	(2%)	
Community Amenities		187,183	76,826	**89,236**	12,409	16%	▲
Recreation and Culture		44,474	17,298	**17,632**	335	2%	
Transport		111,690	88,928	**84,653**	(4,274)	(5%)	
Economic Services		115,154	43,877	**50,541**	6,664	15%	▲
Other Property and Services		64,230	27,929	**35,107**	7,177	26%	▲
		3,339,566	**2,575,758**	**2,634,123**	**58,365**		
Expenditure from operating activities							
Governance		(185,921)	(70,299)	**(67,283)**	3,016	4%	
General Purpose Funding		(90,051)	(36,313)	**(34,662)**	1,651	5%	
Law, Order and Public Safety		(107,247)	(59,642)	**(54,063)**	5,578	9%	▲
Health		(61,302)	(25,542)	**(22,049)**	3,493	14%	▲
Education and Welfare		(353,525)	(150,992)	**(136,353)**	14,639	10%	▲
Housing		(194,893)	(101,992)	**(96,400)**	5,593	5%	▲
Community Amenities		(295,076)	(115,322)	**(111,594)**	3,728	3%	
Recreation and Culture		(770,025)	(321,977)	**(325,309)**	(3,332)	(1%)	
Transport		(1,598,367)	(677,306)	**(675,238)**	2,068	0%	
Economic Services		(176,976)	(74,058)	**(59,638)**	14,421	19%	▲
Other Property and Services		(108,977)	(113,287)	**(114,532)**	(1,245)	(1%)	
		(3,942,360)	**(1,746,731)**	**(1,697,121)**	**49,610**		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,267,984	538,328	**527,884**	(10,444)	(2%)	
Adjust (Profit)/Loss on Asset Disposal	6	0	0	**2,000**	2,000		
Adjust Fair Value to financial assets		0	0	**0**	0		
Adjust Provisions and Accruals		5,144	0	**0**	0		
Amount attributable to operating activities		**670,334**	**1,367,355**	**1,466,886**	**99,531**		
Investing Activities							
Grants, Subsidies and Contributions	8	805,568	170,000	**170,000**	0	0%	
Proceeds from Disposal of Assets	6	52,000	22,000	**20,000**	(2,000)	(9%)	
Proceeds from Self Supporting Loans		15,966	7,921	**7,921**	(0)	(0%)	
Capital Acquisitions	6	(2,046,757)	(577,606)	**(598,610)**	(21,004)	(4%)	
Amount attributable to investing activities		**(1,173,223)**	**(377,685)**	**(400,689)**	**(23,004)**		
Financing Activities							
Proceeds from New Borrowings		100,000	0	**0**	0		
Transfer from Reserves	3	240,856	0	**0**	0		
Repayment of Debentures		(102,462)	(40,000)	**(39,978)**	22	0%	
Transfer to Reserves	3	(91,540)	(1,931)	**(1,471)**	460	24%	▲
Amount attributable to financing activities		**146,854**	**(41,931)**	**(41,449)**	**482**		
NET OPERATIONS, CAPITAL, FINANCING		**(356,035)**	**947,739**	**1,024,748**	**77,009**		
CLOSING FUNDING SURPLUS (DEFICIT)	1(b)	**36,000**	**1,339,774**	**1,411,660**	**71,886**		

KEY INFORMATION

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

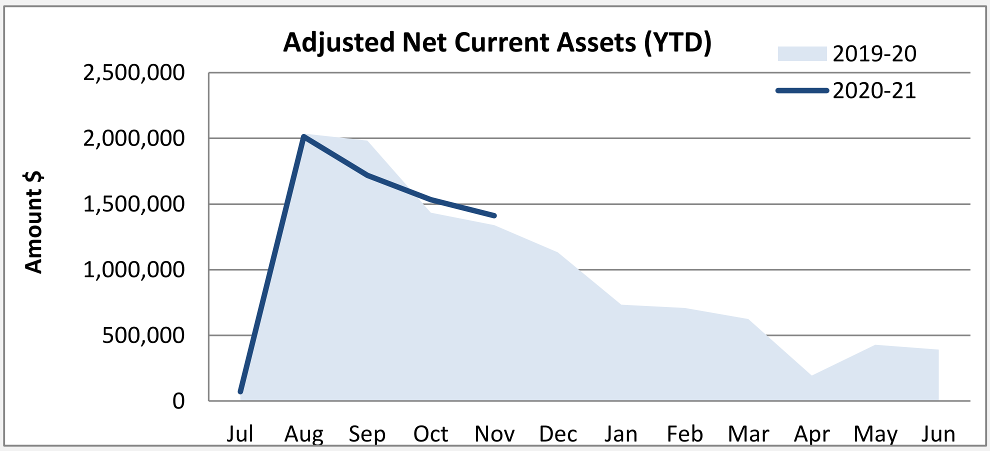
	Note	Year to Date Actual 30 Nov 2020	This Time Last Year 30 Nov 2019	This Years Opening 1 July 2020
		$	$	$
Current Assets				
Cash Unrestricted	3	1,838,952	1,400,549	854,072
Cash Restricted	3	766,328	962,860	764,857
Receivables - Rates	4	384,652	403,568	21,700
Receivables -Other	4	37,063	45,448	78,744
Accrued Revenue		3,608	2,085	3,608
Loans Receivable - clubs	7	8,045	7,677	15,966
Inventories		38,820	38,618	27,564
		3,077,468	2,860,804	1,766,511
Less: Current Liabilities				
Payables		(297,746)	(183,718)	(213,981)
Contract Liabilities	8	(257,822)	(57,333)	(48,870)
Provisions		(356,517)	(325,680)	(356,517)
Long Term Borrowings	7	(62,484)	(60,293)	(102,462)
		(974,570)	(627,024)	(721,830)
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(766,328)	(962,860)	(764,857)
Less: Loans Receivables	7	(8,045)	(7,677)	(15,966)
Add: Leave Entitlements Cash Backed		20,621	15,518	15,473
Add: Movement in liabilities associated with Restricted Cash		30	0	5,118
Add: Long Term Borrowings	7	62,484	60,293	102,462
Adjusted Net Current Assets		**1,411,660**	**1,339,054**	**386,911**

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

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

This Year YTD
Surplus (Deficit)
$1,411,660

Last Year YTD
Surplus(Deficit)
$1,339,054



NOTE 2
EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. $	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	$	%			
Governance	0				
General Purpose Funding - Rates	(806)	(0%)			
General Purpose Funding - Other	4,009	3%			
Law, Order and Public Safety	3,193	29%			
Health	606	364%			
Education and Welfare	31,056	24%	▲	Timing	Childcare Fees received exceeding budget expectations.
Housing	(2,004)	(2%)			
Community Amenities	12,409	16%	▲	Timing	Rural Tip passes purchased at beginning of year. This variance should reduce over the remainder of the year.
Recreation and Culture	335	2%			
Transport	(4,274)	(5%)			
Economic Services	6,664	15%	▲	Permanent	Building permits exceeding budget expectations.
Other Property and Services	7,177	26%	▲	Permanent	Paid Parental Leave reimbursements not budgeted for.
Operating Expense					
Governance	3,016	4%			
General Purpose Funding	1,651	5%			
Law, Order and Public Safety	5,578	9%	▲	Timing	Expenditure on Fire Control still to be incurred.
Health	3,493	14%	▲	Timing	Mosquito Control expenses still to be incurred.
Education and Welfare	14,639	10%	▲	Timing	Delay in expenditure incurred for Childcare and Family Day Care operations.
			▲	Permanent	Allocation for purchase of photocopier has now been purchased directly by "The Williams" newspaper.
Housing	5,593	5%	▲	Permanent	Depreciaiton on Joint Venture Housing below budget estimates, due to change to fair value of asset.
Community Amenities	3,728	3%			
Recreation and Culture	(3,332)	(1%)			
Transport	2,068	0%			
Economic Services	14,421	19%	▲	Permanent	COVID-19 Stimulus relief takeup less than required.
Other Property and Services	(1,245)	(1%)			
Investing Activities					
Grants, Subsidies and Contributions	0	0%			
Proceeds from Disposal of Assets	(2,000)	(9%)			
Capital Expenses	(21,004)	(4%)		Permanent	Overbudget on Gravel Sheeting undertaken on Culbin-Boranning Rd.

CASH AND INVESTMENTS

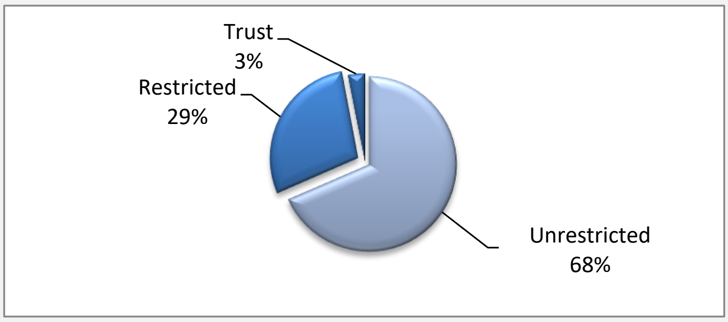
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	$	$	$	$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	283,212			283,212	ANZ	0.00%	At Call
Municipal Cash Investment	250,087			250,087	ANZ	0.05%	At Call
Trust Bank Account			80,008	80,008	ANZ	0.00%	At Call
Term Deposits							
Reserves		766,328		766,328	ANZ	0.40%	24-Jan-21
Treasury							
Overnight Cash Deposit	1,303,796			1,303,796	Treasury	0.05%	Overnight
Total	**1,837,695**	**766,328**	**80,008**	**2,684,031**			

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
$2.68 M	**$1.84 M**

CASH BACKED RESERVES

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

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

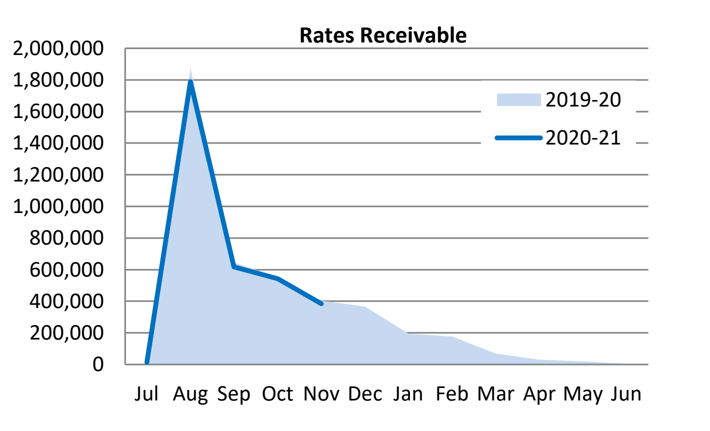
Receivables - Rates Receivable	30 Nov 2020	30 June 2020
	$	$
Opening Arrears Previous Years	21,700	25,034
Rates - Levied this year	1,926,561	1,889,254
Rubbish - Levied this year	158,852	155,506
ESL - Levied this year	57,920	57,547
Less Collections to date	(1,780,381)	(2,105,641)
Net Rates Collectable	**384,652**	**21,700**
% Collected	82.23%	98.98%

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	$	$	$	$
Receivables - General	17,560	3,522	13,886	2,094
Percentage	*47.38%*	*9.50%*	*37.47%*	*5.65%*
Total Receivables General Outstanding				**37,063**

Amounts shown above include GST (where applicable)

KEY INFORMATION

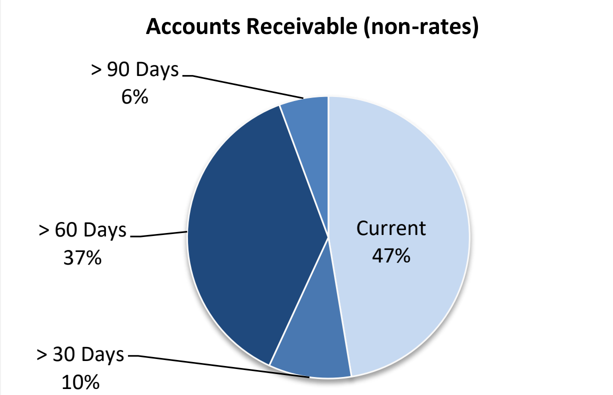
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
82%	$384,652

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
$37,063

Over 30 Days
52.62%

Over 90 Days
5.65%

OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

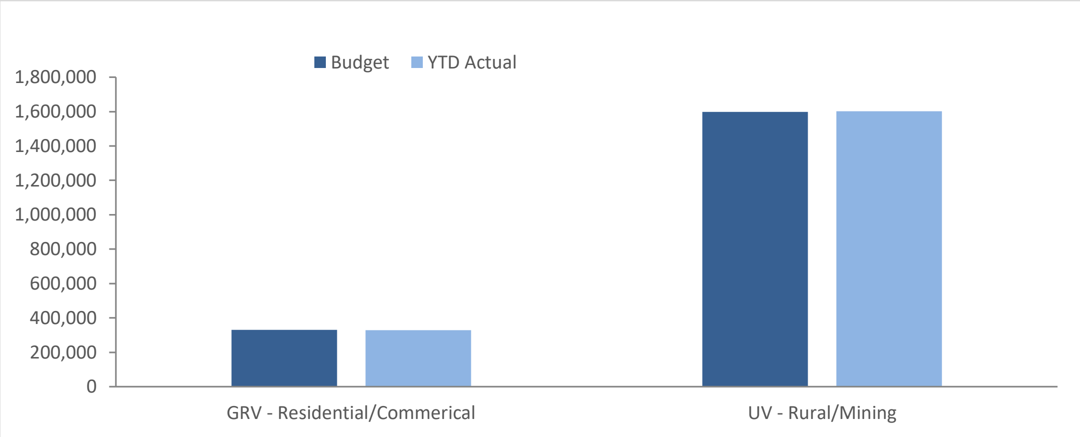
General Rate Revenue

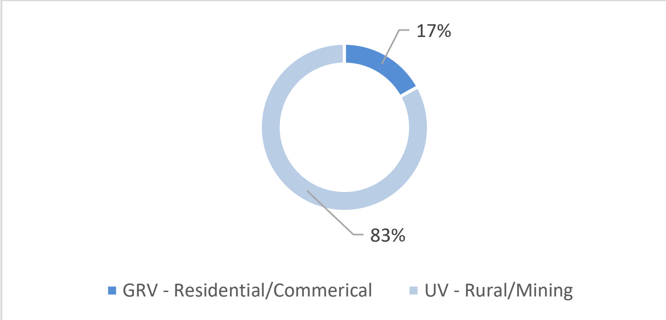
		Budget						YTD Actual			
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	$			$	$	$	$	$	$	$	$
General Rate											
GRV - Residential/Commerical	0.074721	168	2,861,590	213,821	0	0	213,821	213,860	818	0	214,678
UV - Rural/Mining	0.006731	240	225,098,000	1,515,135	0	0	1,515,135	1,514,705	1,492	0	1,516,197
Minimum Payment	Minimum $										
GRV - Residential/Commercial	734	159	722,845	116,706	0	0	116,706	113,036	0	0	113,036
UV - Rural/Mining	944	89	7,885,851	84,016	0	0	84,016	84,960	0	0	84,960
Sub-Totals		**656**	**236,568,286**	**1,929,678**	**0**	**0**	**1,929,678**	**1,926,561**	**2,310**	**0**	**1,928,871**
Amount from General Rates							**1,929,678**				**1,928,871**
Ex-Gratia Rates							36,370				**36,370**
Total General Rates							**1,966,048**				**1,965,241**

SIGNIFICANT ACCOUNTING POLICIES

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

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





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

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS

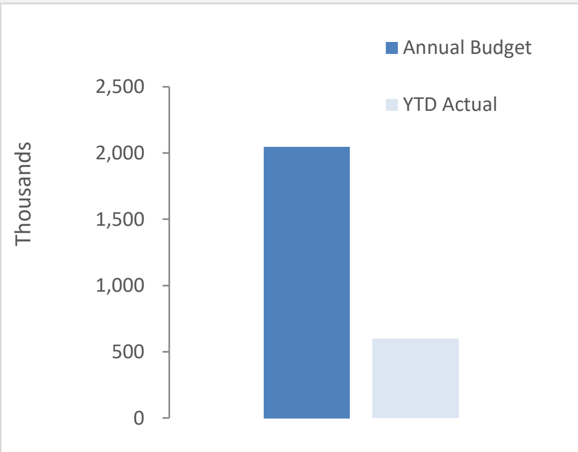
Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$
Land & Buildings	244,887	25,000	**26,433**	(1,433)
Plant & Equipment	564,500	316,500	**310,922**	5,578
Furniture & Equipment	0	0	**0**	0
Infrastructure - Roads	1,102,333	199,251	**222,446**	(23,195)
Parks, Gardens, Recreation Facilities	135,037	36,855	**38,808**	(1,953)
Capital Expenditure Totals	**2,046,757**	**577,606**	**598,610**	**(21,004)**

Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**805,568**	**170,000**	**170,000**	0
Borrowings	**100,000**	**0**	**0**	0
Other (Disposals & C/Fwd)	**52,000**	**22,000**	**20,000**	(2,000)
Cash Backed Reserves				0
Plant Replacement Reserve	109,108	0	**0**	0
Building Reserve	90,000	0	**0**	0
Recreation Facilities Reserve	41,748	0	**0**	0
Refuse Site Reserve	0	0	**0**	0
Contribution - operations	**848,333**	**385,606**	**408,610**	23,004
Capital Funding Total	**2,046,757**	**577,606**	**598,610**	**21,004**

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$2.05 M	$.6 M	29%

Capital Grant	Annual Budget	YTD Actual	% Received
	$.81 M	$.17 M	21%

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS (Continued)

CAPITAL DISPOSALS

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

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
-	Refurbishment - 1 x Single Person Unit - New Street	33,129	0	0	0
-	Single Person Units - Carport	22,558	0	0	0
5%	Mens Shed	149,200	25,000	26,433	(1,433)
-	Childcare Flooring	40,000	0	0	0
	Land & Buildings Total	**244,887**	**25,000**	**26,433**	**(1,433)**
100%	4x4 Dual Cab Ute - WL19	40,000	40,000	45,362	(5,362)
100%	Multi-Tyre Road Roller - WL49	175,000	175,000	164,680	10,320
100%	Mini Excavator 5-6 Tonne	77,000	77,000	76,380	620
-	Tandem Drive Truck - WL128	248,000	0	0	0
100%	Variable Message Sign	24,500	24,500	24,500	0
-					
	Plant & Equipment Total	**564,500**	**316,500**	**310,922**	**5,578**
-	PROJECT GRANT - Williams Darkan Rd - Reseal	103,950	0	0	0
-	PROJECT GRANT - Quindanning Darkan - Seal	315,540	0	0	0
-	RTR - York Williams Road - Reseal	69,319	0	0	0
8%	RTR - Clayton Road - Seal Widening	77,399	6,500	6,657	(157)
40%	RTR - Wangeling Gully Rd - Gravel Sheeting	49,654	19,000	19,123	(123)
60%	COUNCIL FUNDED - Brooking Street	254,000	110,000	110,898	(898)
	LRCI GRANT - Brooking Street	36,000	0	0	0
-	COUNCIL FUNDED - English Rd - Gravel Sheeting	30,399	0	0	0
100%	COUNCIL FUNDED - Culbin Boranning - Gravel Sheeting	47,681	47,681	69,738	(22,057)
-	COUNCIL FUNDED - Petchell Rd - Seal	14,155	0	0	0
-	LRCI GRANT - Marradong Rd - Stablising Pavement	52,075	0	0	0
-	COUNCIL FUNDED - Carne/Narrakine Rd - Tree Clearing	22,034	70	72	(2)
50%	COUNCIL FUNDED - Townsite Drainage	30,127	16,000	15,959	41
-					
	Roads Total	**1,102,333**	**199,251**	**222,446**	**(23,195)**
50%	Lions Park Carpark & Landscaping	13,392	5,500	7,454	(1,954)
-	Town Hall Park - redevelopment	100,150	0	0	0
5%	Cemetery Improvements - Marling	15,939	10,900	10,900	0
-	Shade Sale - Lions Park	5,556	0	0	0
	Eagles Sculpture	0	20,455	20,455	0
	Infrastructure - Other Total	**135,037**	**36,855**	**38,808**	**(1,953)**
	Capital Expenditure Total	**2,046,757**	**577,606**	**598,610**	**(21,004)**

FINANCING ACTIVITIES
NOTE 7
BORROWINGS

Information on Borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Principal 30 June 20	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	$	$	$	$	$	$	$	$	$
Recreation and Culture									
Loand #71 Mens Shed	0	0	100,000	0	0	0	100,000	0	0
Transport									
Loan #67 Grader	61,117	0	0	20,028	40,398	41,089	20,719	1,045	1,748
Other Property and Services									
Loan #65 Industrial Land	184,772	0	0	5,925	12,039	178,847	172,733	5,885	11,581
Loan #66 Industrial Land	140,546	0	0	6,104	12,336	134,442	128,210	2,930	5,733
Loan #70 Industrial Shed	193,460	0	0	0	21,723	193,460	171,737	0	5,679
	579,895	0	100,000	32,057	86,496	547,838	593,399	9,860	24,741
Self supporting loans									
Recreation and Culture									
Loan #69 Williams Bowling Club	122,989	0	0	7,921	15,966	115,068	107,023	1,937	3,749
	122,989	0	0	7,921	15,966	115,068	107,023	1,937	3,749
Total	702,884	0	100,000	39,978	102,462	662,906	700,422	11,797	28,490

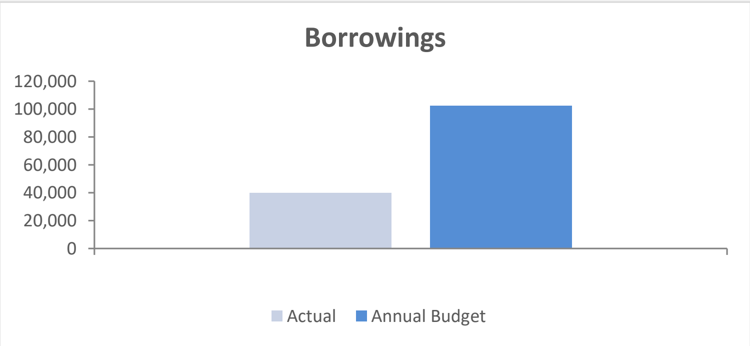
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments
$39,978

Interest Earned	Interest Expense
$2,060	$11,797

Reserves Bal	Loans Due
$766,327	$662,906

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability: Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 30-Nov	2020-21 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
Governance					$	$	$	$	$	$
Thank a Volunteer Grant	0	1,000	0	1,000	0	1,000	1,000	0	0	1,000
National Australia Day	0	1,000	0	1,000	0	1,000	1,000	0	0	1,000
GENERAL PURPOSE FUNDING										
Equalisation Grant	0	0	0	0	82,095	0	82,095	0	45,545	36,550
Local Road Grant	0	0	0	0	136,897	0	136,897	0	69,704	67,194
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	581	4,581	0	4,000	581
ESL Maintenance Grant	0	0	0	0	23,205	0	23,205	0	7,735	15,470
Depart. Of Infrastructure	20,000	0	(20,000)	0	20,000	0	0	20,000	20,000	0
WA Police Road Safety Commission	0	4,159	0	4,159	0	4,159	4,159	0	0	4,159
EDUCATION & WELFARE										
Federal Sustainability Grant	0	0	0	0	43,000	0	43,000	0	21,500	21,500
The Williams - Photocopy	0	0	0	0	18,000	(18,000)	0	0	0	0
HOUSING										
NRAS - Contribution	0	0	0	0	55,961	0	55,961	0	14,060	41,901
COMMUNITY AMENITIES										
PHCC - Contribution to NRM Officer	0	0	0	0	1,100	0	1,100	0	0	1,100
RECREATION AND CULTURE										
(MAF RfR) 2019-20 Round 1	9,200	0	0	9,200	9,200	0	0	9,200	0	9,200
South 32	5,000	0	0	5,000	5,000	0	0	5,000	0	5,000
Mens Shed Contribution	0	0	0	0	40,000	0	0	40,000	0	40,000
Public Open Space Contribution	0	0	0	0	20,000	0	0	20,000	0	20,000
TRANSPORT										
Direct Grant	0	0	0	0	75,740	0	75,740	0	75,740	0
Road Project Grant	0	111,864	0	111,864	282,327	0	0	282,327	0	282,327
Local Roads and Community Projects	0	116,465	0	116,465	232,929		0	232,929	85,000	147,929
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	65,000	131,112
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
TOTALS	**34,200**	**232,488**	**(20,000)**	**246,688**	**1,251,266**	**(13,260)**	**432,438**	**805,568**	**408,284**	**829,722**

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	$.43 M	**$.24 M**	**56%**

Non- Operating	Annual Budget	YTD Actual	% Received
	$.72 M	**$.15 M**	**21%**

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 1 Jul 20	Amount Received	Amount Paid	Closing Balance 30 Nov 2020
	$	$	$	$
Building Retention	0	0	0	**0**
Sale of Land for rates	60,007	0	0	**60,007**
Public Open Space Contributions	20,000	0	0	**20,000**
	80,007	**0**	**0**	**80,007**

NOTE 10
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget Adoption		Opening Surplus				0
E168325	Eagle Sculpture	35/21	Capital Expenditure			(20,454)	(20,454)
I113030	Contribution to Eagle Sculpture	35/21	Capital Revenue		15,000		(5,454)
A01115	Art Acquistion Reserve	35/21	Cashback Reserves		5,454		0
							0
							0
							0
							0
							0
							0
				0	**20,454**	**(20,454)**	

8.3.3 Amendment to Purchasing Policy

File Reference	4.1.10
Statutory Ref.	Section 6.12 *Local Government Act 1995*
Author & Date	Cara Ryan 8 December 2020
Attachments	Appendix 1 – draft Purchasing Policy

Background

In May 2020 the Office of the Auditor General (OAG) released a report on Local Government Contract Extensions and Variations. This reported the findings of a focus audit conducted on six (6) local governments assessing the adequateness of managing extensions and variations to their contracts.

There were several recommendations contained within the report on how all local governments should improve their policies and procedures based on the inadequacies found in the audit. The Shire of Williams Purchasing Policy, when compared to the recommendations, needs improvement, as it provided limited direction to staff on recording of contract information and management of contract variations and extensions.

Comment

In response to the deficiencies contained within the Shire's current Purchasing Policy a full review has been undertaken and the Policy has been revised.

Guidance on contract management and contract variations/extensions has been included.

Other improvements have been made within the policy; in summary some of these are:

- Purchasing thresholds and practices have been amended to align with current purchasing practices and to include the new tender threshold of $250,000.
- Procurement exemptions have been revised to include items that do not require a competitive quotation.
- The guidance relating to Panels of Pre-qualified Suppliers has been removed, as the Shire does not have a panel of this nature.

Statutory Environment

LOCAL GOVERNMENT ACT 1995 - SECT 2.7

2.7 . Role of council

(1) The council —

(b) determine the local government's policies.

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996

11A. Purchasing policies for local governments

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, $250 000 or less or worth $250 000 or less.

(2) A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (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 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
Absolute Majority

Officer's Recommendation
That Council adopt the amended O1.23 Purchasing Policy and approves its inclusion in the Shire of Williams Policy Manual.

Council Resolution
Baker/Harding
That Council adopt the amended O1.23 Purchasing Policy and approves its inclusion in the Shire of Williams Policy Manual.

Carried by Absolute Majority 8/0
Resolution 63/21

Appendix 1 – draft Purchasing Policy

O 1.23 Purchasing Policy

History Former Policy 4.2.5 adopted January 1980
Previously 3.5 'Purchase of Goods and Services Authorised by Budget'
Adopted at Ordinary Meeting 21st February 2007 (Resolution 143/07)
Revised with new limits at Ordinary Meeting 17th February 2016 (Resolution 175/16)
New policy adopted at Ordinary Meeting 21st February 2018 (Resolution 128/18)
Amended and Adopted 18th September 2019 (Resolution 49/20)

Author CEO and Manager of Finance

Policy Statement

The Shire of Williams (the "Shire") is committed to having efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- provides the Shire with an effective way of purchasing goods and services
- ensures that purchasing transactions are care carried out in a fair and equitable manner
- strengthens integrity and confidence in the purchasing system
- ensures that the Shire receives value for money in its procurement
- ensures that the Shire considers the environmental impact of the procurement process throughout the life cycle of goods and services
- ensures the Shire is compliant with all statutory and regulatory obligations
- promotes effective governance and definition of roles and responsibilities
- uphold respect from the public and industry for the Shire's purchasing practices that withstands probity.

Objectives

- To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996.*
- To deliver a best practice approach and procedures to internal purchasing for the Shire
- To ensure consistency for all purchasing activities that integrates across all of the Shire operational areas.
- To provide guidance on ethical behaviour and ensure probity, transparency, effective competition and the avoidance of conflicts of interest and bias in all Shire procurement and contracting activities.

Ethics & Integrity

The Shire's Code of Conduct applies when undertaking purchasing activities and decision making. Elected Members and employees are to observe the highest standards of ethics and integrity and act in an honest and professional manner at all times.

Value for Money

Value for money is achieved through the critical assessment of price, risk, timeliness, environmental, social, economic and qualitative factors to determine the most advantageous supply outcome that contributes to the Shire achieving its strategic and operational objectives.

The Shire should apply value for money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

An assessment of the best value for money outcome for any purchasing should consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, training, maintenance and disposal
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality
- Financial viability and capacity to supply without the risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history)
- A strong element of competition by obtaining a sufficient number of competitive quotations wherever practicable and consistent with this Policy
- The safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance
- Providing opportunities for businesses within the Shire's boundaries to quote wherever possible.

Purchasing Thresholds

The following thresholds apply where the total value (excluding GST) of the full contract period for the procurement of goods and/or services (including options to extend) is, or is expected to be:

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Up to $500 (exc GST)	Purchase directly from a supplier where the market is known, low risk and the officer making the purchase has authority to do so.
From $501 to $5,000 (exc GST)	Seek at least (1) oral or written quotation. Purchase directly from a supplier using a Purchase Order or Corporate Credit Card issued by the Shire.
From $5,001 and up to $20,000 (exc GST)	Seek at least two (2) oral or written quotations from suitable suppliers. For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.
$20,001 and up to $50,000 (exc GST)	Seek at least three (3) written quotations from suitable suppliers. For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.
$50,001 and up to $250,000 (exc GST)	Seek at least three (3) written quotations from suppliers by invitation under a formal Request for Quotation. For the purchasing of WALGA Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement. The purchasing decision is to be based upon assessment of the suppliers response to a written specification for the goods, services or works required

Purchase Value Threshold (exc GST)	Purchasing Practice Required
Over $250,000 (exc GST)	Seek at least three (3) written quotations from suppliers by invitation under a formal request either by : • Seeking at least three (3) quotations from a supplier included in the relevant WALGA Preferred Supplier Arrangement and / or another tender exempt arrangement; or • Conduct a Public Request for Tender process in accordance with the Local Government Act 1995 and relevant Shire Policy requirements. The purchasing decision is to be based upon the suppliers response to: • a specification of the goods, services or works (for a tender exempt process including the WALGA Preferred Supplier Arrangement); or a detailed specification for the open tender process; and • pre-determined evaluation criteria that assesses all best and sustainable value considerations. The procurement decision is to be represented using the Evaluation Report template. Confirmed via Purchase Order or Contract/Agreement.
Emergency Purchases	To be approved by the President or by the Chief Executive Officer under delegation and reported to the next available Council Meeting. An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.
LGIS Services	For the purchasing of LGIS Services, a minimum of one (1) written quotation is to be sought and appropriately recorded. Confirmed via Purchase Order or Contract/Agreement.

Procurement Exemptions

The Shire is exempt from publicly inviting tenders when procurement meets any of the requirements outlined under Regulation 11(2) of the *Functions and General Regulations 1996.*

Furthermore, the Shire may not be required to undertake a competitive quotation process for the following purchases on the occasion the value does not exceed $250,000 (exc GST):

- Memberships and subscriptions;
- Legal Services (conditional to WALGA Preferred Supplier Panels and Common Use Arrangements);
- Conferences, seminars and training programs;
- Statutory and regular expenses of a periodic nature (e.g. rates & taxes, insurance, licences, superannuation, etc.);
- Reimbursement of expenses incurred by a councillor or employee on approved Shire business, where receipts are provided or a statutory declaration is made;
- Accommodation and travel expenses, and;
- Non-contestable utility services (e.g. electricity, water, telephone).

Contracts

The Shire is to ensure that any goods, services or works required that are within the scope of an existing contract are to be purchased under that contract.

The Shire is required to maintain a register for all current contracts above $20,000, with details of key information, including at least, contract name, contract awarded to, start and end date, contract value, contract term and details of any variations or extensions. The Manager of Finance is responsible for the regular review and update of the register.

The Chief Executive Officer is responsible and is required to carry out assessment of current contractor performance before any contract extension option is considered.

Any variation or extensions of contracts awarded are to be dealt with in accordance with Delegation LGA 11 - Contracts Variations.

Sole Source of Supply

The procurement of goods, and/or services available from only one private sector source of supply (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there is genuinely be only one source of supply. Every endeavour to find alternative sources is to be made. Written confirmation of this should be kept on file for later audit.

Anti-Avoidance

The Shire is not to enter into two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the particular purchasing threshold or to avoid the need to call Public Tender.

Sustainable Procurement

The Shire is committed to implementing sustainable procurement by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection and local economic benefits).

The Shire should embrace Sustainable Procurement by applying the value for money assessment to ensure that wherever possible our suppliers demonstrate outcomes which contribute to improved environmental, social and local economic outcomes. Sustainable Procurement can be demonstrated as being internally focussed (i.e. operational environmental efficiencies or employment opportunities and benefits relating to special needs), or externally focussed (i.e. initiatives such as corporate philanthropy).

Requests for Quotation and Tenders may include a request for information from Suppliers regarding their sustainable practices and/or demonstrate that their product or service offers enhanced sustainable benefits.

Local Economic Benefit

The Shire encourages the development of competitive local businesses within its boundary first, and second within its broader region. As much as practicable, the Shire should:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;
- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;

- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests are to be structured to encourage local businesses to bid; and
- provide adequate and consistent information to local suppliers.

To this extent, a qualitative weighting should be included in the evaluation criteria for quotes and Tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy. This criterion should relate to local economic benefits that result from Tender processes.

Purchasing from Disability Enterprises

An Australian Disability Enterprise may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, where a value for money assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting may be used in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

Purchasing from Aboriginal Businesses

A business registered in the current Aboriginal Business Directory WA (produced by the Small Business Development Corporation) may be contracted directly without the need to comply with the Threshold and Purchasing Practices requirements of this Policy, only where:

- the contract value is or is worth $250,000 or less, and
- a best and sustainable value assessment demonstrates benefits for the Shire's achievement of its strategic and operational objectives.

A qualitative weighting may be used in the evaluation of quotes and tenders to provide advantages to businesses registered in the current Aboriginal Business Directory WA, in instances where not directly contracted.

Purchasing Policy Non-Compliance

Purchasing Activities are subject to financial and performance audits, which review compliance with legislative requirements and also compliance with the Shire's policies and procedures.

A failure to comply with the requirements of this policy may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided;
- a disciplinary matter, which may or may not be subject to reporting requirements under the Public Sector Management Act 1994;
- misconduct in accordance with the Corruption, Crime and Misconduct Act 2003.

Record Keeping

All purchasing activity, communications and transactions should be evidenced and retained as local government records in accordance with the State Records Act 2000 and the Shire's Record Keeping Plan. This includes those with organisations involved in a tender or quotation process, including suppliers.

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

Council Resolution
Watt/Harding
That the following late item "Unbudgeted Expenditure – Gazebo and Table at Sandalwood Court" be accepted for discussion.

Carried 8/0
Resolution 64/21

8.2 Office of the Chief Executive Officer – Late Item

8.2.6 Unbudgeted Expenditure – Gazebo and Table at Sandalwood Court

File Reference	9.20.55
Statutory Ref.	Section 6.8 *Local Government Act 1995*
Author & Date	Geoff McKeown 15 December 2020
Attachments	Nil

Background
The residents of Sandalwood Court raised the possibility of having a gazebo constructed in their common area to have a place to gather and socialise. The Jamtree Lane residents have a similar area that was developed specifically as public open space.

Comment
The Williams Community Newspaper approached the Shire with a proposal whereby it will fund the materials component of the project, with the Shire covering the cost of site preparation and installation of a gazebo and table seating.

Quotes were obtained for the materials and The Williams Community Newspaper has agreed to donate $8,351 to the project. The cost to install the gazebo and table is estimated at $4,000.

It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Section 6.8 states:

6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

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):

SCD 1.1	Provide, maintain and improve community infrastructure
CL 2.1	Maximise and leverage grant funding opportunities to balance and support Council investment
CL 2.2	Maintain accountability, transparency and financial responsibility

Financial Implications

A cost will be incurred to install the gazebo and table which will be additional expenditure for the Shire in the 2020/21 financial year.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council acknowledge the donation of funds from The Williams Community Newspaper to install a gazebo and table setting at Sandalwood Court and approve unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2020/21 financial year to undertake the project.

Council Resolution
Carne/Baker

That Council acknowledge the donation of funds from The Williams Community Newspaper to install a gazebo and table setting at Sandalwood Court and approve unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2020/21 financial year to undertake the project.

Carried by Absolute Majority 8/0
Resolution 65/21

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 5.14pm.