

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308
Ph: 08 9884 1056
www.wandering.wa.gov.au



Our Vision:

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

ORDINARY MEETING OF COUNCIL

Agenda 17th December 2020

Dear Elected Member

The next Ordinary Meeting of Council of the Shire of Wandering will be held on 17th December 2020 in the Council Chambers, 22 Watts Street, Wandering, commencing at 3:30pm.

BARRY GIBBS
ACTING CHIEF EXECUTIVE OFFICER

We wish to acknowledge the traditional custodians of the land we are meeting on today. We acknowledge and respect their continuing culture and the contribution they make to the Shire of Wandering, and convey our respects to Elders past and present

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ORDINARY MEETING OF COUNCIL AGENDA

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present:

Cr I Turton	Shire President	Cr B Whitely	
Cr G Parsons	Deputy Shire President	Cr M Watts	
Cr J Price		Cr P Treasure	
Cr G Curtis			
		Barry Gibbs	Acting CEO

Apologies:

Belinda Knight CEO

3. DISCLOSURE OF INTERESTS

3.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Disclosures of Interest Affecting Impartiality are required to be declared and recorded in the minutes of a meeting. Councillors who declare such an interest are still permitted to remain in the meeting and to participate in the discussion and voting on the particular matter. This does not lessen the obligation of declaring financial interests etc. covered under the Local Government Act.

To help with complying with the requirements of declaring Interests Affecting Impartiality the following statement is recommended to be announced by the person declaring such an interest and to be produced in the minutes.

"I (give circumstances of the interest being declared, eg: have a long-standing personal friendship with the proponent). As a consequence, there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly".

3.2. DISCLOSURE OF FINANCIAL/PROXIMITY INTERESTS

4. PUBLIC QUESTION TIME

5. APPLICATIONS FOR LEAVE OF ABSENCE

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1. ORDINARY MEETING OF COUNCIL HELD – 19/11/2020

COUNCIL DECISION

That the Minutes of the Ordinary Meeting of Council held 19/11/2020 be confirmed as a true and correct record of proceedings without amendment.

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

9. REPORTS OF COMMITTEES AND/OR WORKING GROUPS

9.1. WANDERING COMMUNITY CENTRE PRECINCT REFURBISHMENT GROUP MEETING 30-11-2020

Present at the meeting:

Max Watts, Barry Gibbs, Darrlyn Ebsary, Brendon Whitely, Lee Muller, Jenni Curtis, Gary Curtis

Items discussed:

- Barry presented the very expensive to track down original plans of the Community Centre to the group, after sourcing them from the original Architect

Rosalie's proposed quote was tabled for discussion:

- List of items covered provided in the summary fell well short of and not truly aligned to the community priority list
- Group decided to only look at the option of refurbishment, as opposed to full replacement of the building
- Group was advised that as per Shire policy we need to put the scoping out to further tenders. As the policy requires a minimum of 3 individual quotes. Committee asked Barry for assistance to seek these additional quotes

It was agreed after some discussion, that the same scoping information be given out for the tender process

10. ACTING CHIEF EXECUTIVE OFFICER'S REPORTS

10.1.DISPOSAL - 7 GNOWING STREET, WANDERING

Proponent	Shire of Wandering
Owner	Shire of Wandering
Location/Address	7 Gnowing Street, Wandering
Author of Report	Barry Gibbs, Acting CEO
Date of Meeting	17/12/2020
Previous Reports	17/10/2020 - 19/03/2020 - 21/11/2019
Disclosure of any Interest	Nil
File Reference	09.091.09106
Attachments	Nil

BRIEF SUMMARY

To finalise the sale of 7 Gnowing Street, Wandering.

BACKGROUND

21/11/2019: Council authorised the CEO to obtain two current market appraisals for Lot 43, 7 Gnowing Street, Wandering, and present these to the first available Council meeting before determining the next step of the process.

19/03/2020: Council resolved to proceed with the sale of Gnowing Street, at a sale price of \$140,000.

21/11/2020: Local Public Notice advertising occurred in the "West Australian" newspaper. No submissions were received.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Part 3 — Functions of local governments

Subdivision 6 — Various executive functions

3.58. Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
- (b) *the consideration to be received by the local government for the disposition; and*
- (c) *the market value of the disposition —*
- (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
- (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
- (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
- (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
- (d) *any other disposition that is excluded by regulations from the application of this section.*

POLICY IMPLICATIONS

Policy 26 – Asset Management

FINANCIAL IMPLICATIONS

All financial implications are contained within the 2020/2021 Adopted Budget.

STRATEGIC IMPLICATIONS

IMPROVE OUR FINANCIAL POSITION

Our Goals	Our Strategies	Our Measurement
The Wandering Shire is financially sustainable	Improve accountability and transparency Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs Prudently manage our financial resources to ensure value for money	Rate review implemented over a staged process by 2020 Balanced budget delivered annually Annual external financial audit identifies no adverse issues Long Term Financial Plan updated annually Investment Strategy

CONSULTATION/COMMUNICATION

Nil

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM – 7 GNOWING STREET, WANDERING

That Council, having fulfilled the requirements of s3.58(3) and s3.58(4) of the *Local Government Act 1995*, resolves to dispose of 7 Gnowing Street, Wandering, noting that no submissions were received before the date specified in the notice.

AUTHOR'S SIGNATURE:

10.2.5 DUNMALL DRIVE, WANDERING

Proponent	WA Housing Authority
Owner	Shire of Wandering
Location/Address	5 Dunmall Drive, Wandering
Author of Report	Barry Gibbs, Acting CEO
Date of Meeting	19/11/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	09.092.09201
Attachments	Deed of Extension to 19/01/2022 COVID-19 Landlord Fact Sheet

BRIEF SUMMARY

To revoke the decision of Council on 19/11/2020, to terminate the lease and return the property to the staff housing pool.

BACKGROUND

19/11/2020: The Shire has been leasing 5 Dunmall Drive to the WA Housing Authority since January 2015. More recently the WA Housing Authority has sought a twelve-month tenancy agreement on the property – January to January, along with a reducing trend in rental income.

The recently advertised Customer Services Coordinator position could have been successfully filled but for the fact there are no available rentals in Wandering, and the Shire has no available houses.

This property is currently occupied by a single teacher, who only occupies the house during school terms, generally not during the holidays.

04/12/2020: Department of Housing:

The below email has remained unactioned and have tried to contact the Shire in regards to the Department exercising the option associated with the lease, furthermore I would like to highlight that this property was purpose built for the GROH program. This Lease was initially taken on for a 10 Year lease at a cost price under a CPI lease to alleviate the potential Mortgage repayments for this property.

I feel it would be in the Shire's best interest to have the ability to renegotiate the rent. There is still an opportunity to discuss renewing and what the new rent could look like if a new term was taken otherwise if the option is in fact imposed the rents are to remain at \$550PW for the full length of the options term until 19 January 2022.

10/12/2020: Department of Housing

Advising the client agency and GROH are agreeable to a 5% increase in the rent to secure the lease. The rent is currently set at \$550 per week, this will increase to \$577.50

27/11/2020: Department of Housing

GROH will be exercising their right to extend the lease on the above property for 12 months. Please see below:

Section 57 – Option to Renew

(a) If:

(i) prior to the expiry of the then current term of this agreement this agreement has not been terminated; and

(ii) the tenant at least one (1) month but not earlier than six (6) months prior to the expiry of the then current term of this agreement gives the lessor notice to renew the current term of this agreement for the next succeeding Further Term, the lessor shall grant to the tenant a lease of the residential premises for the next succeeding Further Term at the rent and on the terms and conditions of this agreement (other than the right of renewal for that next succeeding Further Term, which shall be expressly excluded).

(b) *If the tenant is granted a lease of the residential premises for a Further Term, the lessor and the tenant will at the tenant's request promptly sign a deed of extension of lease prepared by the tenant's solicitors.*

16. Application of Division (1) Subject to subsection (2), this Division applies during the emergency period. (2) Section 19 applies during and after the emergency period. 17. Termination of tenancy agreements during emergency period to be in accordance with Division (1) A tenancy agreement, or a person's interest in a tenancy agreement, cannot terminate or be terminated during the emergency period other than under this Division. (2) This Division applies despite — (a) the Residential Tenancies Act 1987 section 60(1); and (b) the Residential Parks (Long-stay Tenants) Act 1987 section 33. (3) The Residential Tenancies Act 1987 section 60(2) applies to terminations under this Division. (4) The Residential Parks (Long-stay Tenants) Act 2006 section 33(2C) applies to terminations under this Division

74. Effect of notices of termination given under tenancy Acts for termination during emergency period

(1) This section applies if —

(a) a notice of termination of a tenancy agreement under a tenancy Act is given during the emergency period; and

(b) the specified day in the notice is a day during the emergency period; and

(c) the termination cannot occur during the emergency period because of Part 2 Division 2; and

(d) the termination does not occur under the Residential Tenancies Act 1987 section 70A.

(2) The specified day in the notice of termination is taken to be the day after the end of the emergency period.

75. Effect of termination notice given under this Act that takes effect after end of emergency period

(1) This section applies if —

(a) a person has been given a notice of termination before the end of the emergency period under —

(i) in relation to a tenancy agreement for a fixed term — section 20(1); or

(ii) Part 3 Division 2; and

(b) the specified day in the notice is a day after the end of the emergency period.

(2) This Act applies in relation to the notice of termination and termination of the agreement after the end of the emergency period as if the termination occurred during the emergency period.

Further to the above please also refer to:

Item 1: Further Term - Option

An option of a Further Term of 12 months

Please see the attached Deed of Extension for you to date/sign and return to me by 10/12/2020.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Local Government (Administration) Regulations 1996: 10. Revoking or changing decisions (Acts. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported—

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation(1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

A reduction in the budgeted rental would be expected should the house return to the staff housing pool.

STRATEGIC IMPLICATIONS

RETAIN AND GROW OUR POPULATION

Our Goals	Our Strategies
Our permanent and transient population grows	We assist with retaining the Wandering Primary School We promote the lifestyle and business opportunities of Wandering We support Early Years and Youth
People feel safe, connected and actively involved in the community	Facilitate and support activities that optimise use of our facilities Assist Community and sporting organisations to remain sustainable and active

CONSULTATION/COMMUNICATION

Department of Housing

COMMENT

It would appear from the correspondence from the Department of Housing, that the COVID Rental Law currently in place until the 28 March 2021 stops any notice of termination being served to a tenant. This means that our notice to the tenant has to be withdrawn until after the 28th March 2021 which enables the Department of Housing to enforce the provisions in the current rent agreement to extend the lease for 12 months. This leaves Council with no option but to revoke its previous decision to terminate the lease, and agree to an extension as outlined above, and in the attached.

VOTING REQUIREMENTS

Absolute Majority.

OFFICER'S RECOMMENDATION – ITEM 10.2.1 - 5 DUNMALL DRIVE, WANDERING – REVOKING DECISION

That Council:

That Council pursuant to *The Local Government (Administration) Regulations 1996, Regulation 10(2)* revokes resolution Item 10.4 of Council's Ordinary Meeting Minutes held on 19 November 2020 – 5 Dunmall Drive, Wandering.

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 10.2.2 - 5 DUNMALL DRIVE, WANDERING

That Council authorises the Acting CEO to sign the Deed of Extension – Notice Exercising Option as attached.

AUTHOR'S SIGNATURE:

NOTICE EXERCISING OPTION

To: Shire of Wandering C/O - A/CEO Barry Gibbs
 Of: 22 Watts Street, Wandering, WA 6308
 ("you")

WHEREAS:

- A. By a residential tenancy agreement titled "GROH Residential Tenancy Agreement (Head Lease from Private Owner)" dated 29 October 2019 and made between you, as lessor, and the Housing Authority, acting through the Government Regional Officers' Housing program (the "Housing Authority"), as tenant ("the Lease"), you leased to the Housing Authority the residential premises situated at **Lot 128, 5 Dunmall Drive Wandering, WA 6308** ("the Premises") for a period of 12 months commencing on 20 January 2020 and, by clause 57 of Part C of the Lease, you granted to the Housing Authority an option to renew the initial term of the Lease for a period of 12 months ("the Option").
- B. The Housing Authority now desires to exercise the Option to renew the Lease (the "Option of Renewal") for a further term of 12 months commencing on 20 January 2020 ("the Further Term").

NOW THEREFORE THE HOUSING AUTHORITY HEREBY GIVES YOU NOTICE THAT:-

1. it exercises the Option of Renewal for the Further Term;
2. pursuant to clause 57 of Part C of the Lease you must now renew the Lease to the Housing Authority of the Premises for the Further Term of 12 months commencing on 20 January 2020, on the same terms and conditions as the Lease, except for the Option of Renewal, and at such annual rental calculated and reviewed in accordance with clause 56 of Part C of the Lease; and
3. pursuant to clause 57(b) you must now sign and return to the Housing Authority the attached deed of extension.

Dated the 27th day of November 2020

Signed for and on behalf of the Housing Authority by



 Matt Meyers

 Program Manager GROH

27/11/2020



 Rhys Chalklen as WITNESS

 Leasing Officer

DEED OF EXTENSION

This **DEED** is made the day of [last party to sign to insert date]

BETWEEN:

Shire of Wandering -22 Watts Street, Wandering, WA 6308 ("the Lessor")

AND

The Housing Authority, acting through the Government Regional Officers' Housing program, of 5 Newman Court, Fremantle, Western Australia ("the Housing Authority")

BACKGROUND

The Lessor and the Housing Authority have agreed to an extension of the Lease upon the terms and conditions contained in this Deed.

THE PARTIES AGREE AS FOLLOWS:

1. DEFINITIONS AND INTERPRETATION

In this Deed:

- 1.1. "Deed" means this deed of extension between the Lessor and the Housing Authority; and
- 1.2. "Lease" means the agreement dated 29 October 2020 made between the Lessor and the Housing Authority

2. RENEWAL

The Parties agree that:

- 2.1. By clause 57 of Part C of the Lease, the Housing Authority is granted an option to renew the initial term of the Lease for a period of 12 months.
- 2.2. On 27 November 2020 the Housing Authority exercised its right to renew the initial term of the Lease by providing notice to the Lessor.
- 2.3. As and from the date of expiry of the initial term of the Lease:
 - 2.3.1. the Lease is hereby renewed and extended upon the same terms and conditions as set out in the Lease (except for any exercised right of renewal); and
 - 2.3.2. the Lease will now expire on 19 January 2022

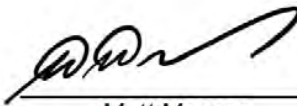
3. CONFIRMATION OF THE LEASE

Subject only to such alterations as may be necessary to make the Lease consistent with this Deed, the Lease remains in full force and effect.

4. COST OF THIS DEED

Each Party must pay its own costs arising from the preparation, negotiation and execution of this Deed.

Signed for and on behalf of the Housing Authority by



Matt Meyers

Program Manager GROH

27/11/2020



Rhys Chalklen as WITNESS

Leasing Officer

Signed by the Lessor

(Print Name)



Have you heard the emergency period for COVID renting laws has been extended?

Here are the answers to some of the commonly asked questions about what the State Government's extension of the *Residential Tenancies (COVID-19 Response) Act 2020 (WA) (RTCR Act)* emergency period means for landlords.

Remember that every landlord's situation is different and it's best to get advice on your individual circumstances by calling the **Landlord Hotline on 1300 304 054**.

I recently issued a notice of termination to the tenants – can I continue with the termination?

If you have a fixed-term agreement with the tenant, then, as has always been the case, you cannot proceed with the termination, and the purchaser becomes the new landlord.

If the property is no longer inhabitable, the termination can proceed. If you issued a section 19 remedial notice ([Section 19 Remedial Notice flowchart](#)), this can also proceed.

If the property has been sold, you have a periodic agreement with the tenant and it is a condition of sale that the property is vacant, when you enter a contract of sale it is at this point that you can issue the tenant with a notice of termination.

All other notices are not enforceable until after 28 March 2021.

You don't have to withdraw any notice that has been given, as it will automatically apply from 29 March 2021. However, to avoid confusion or disputes, it is best to let the tenant know that this is the new date for termination.

This table covers how termination notices are affected by the emergency period extension.

NOTICE GIVEN	IMPACT OF THE EXTENSION
Form 1A for non-payment of rent (section 14 of RTCR Act Rent Default Notice)	New termination date is 29 March 2021
Form 1B for non-payment of rent (section 14 of RTCR Act Rent Default Notice)	New termination date is 29 March 2021
Remedial Notice (section 19 of RTCR Act)	Notice and termination proceed
Form 1C – for breach of the agreement	New termination date is 29 March 2021
Form 1C – for sale of the premises	No change if sale of contract condition is vacant possession and tenancy is periodic Cannot terminate if sale of contract condition requires vacant possession and tenancy is fixed-term
Form 1C – no grounds termination	New termination date is 29 March 2021
Form 1C – on the grounds contract is frustrated	Notice and termination proceed
Form 1C – on grounds of not renewing fixed-term tenancy	The earliest date for termination is 29 March 2021

There is a binding order through mandatory conciliation in which the tenant has agreed to move out after 29 September 2020. Now that the emergency period has been extended, does that mean I have to let the tenant stay?

This depends on the wording, but if the tenant has agreed to move out by a particular date and this is a binding order of the Commissioner, the tenant is required to abide by the agreement. If the tenant does not comply with the terms of the binding order, the landlord can lodge an application with the Magistrates Court (or State Administrative Tribunal if a residential park dispute).

An application to the Magistrates Court is made on a Form 12 – the landlord is seeking an order under Section 15 of the Residential Tenancies Act (RTA) for the tenant’s failure to comply with the binding order (see section 47 of the RTCR Act).

The tenant is damaging the premises – can I evict them?

It depends on the kind of damage.

If it is ordinary damage, for example letting weeds grow in the garden, failing to mow the lawn or not keeping the bathroom clean, you cannot issue a notice of termination.

If it is serious damage, for example large holes in the walls, you can apply to the court for an order terminating the agreement (section 73 of the RTA). This application can be made direct to the court – you do not need to come through the mandatory conciliation service first.

I want to move back into my home – can I evict the tenant?

If you are in hardship and need to move into your rental property, you can apply to the court to terminate the tenancy on the grounds of hardship (see section 74 of the RTA).

I issued the tenant with a notice that their rent is going to increase after 29 September 2020 – can I proceed with the increase?

No, the rent cannot increase until after 28 March 2021.

I want the rent to increase from 29 March 2021, do I have to issue another rent increase notice?

If you have recently issued a notice for the rent to increase after 29 September 2020, this will remain valid for the rent to increase on 29 March 2021, and no further notice is needed. However, to avoid confusion or disputes, it is best to let the tenant know the new date for the increase.

I have already participated in mandatory conciliation with this tenant and we have an agreement or binding order. Now that the emergency period has been extended, can we return to mandatory conciliation?

Landlords, property managers and tenants can reapply for mandatory conciliation if:

- the current agreement does not cover the extended emergency period (for example you agreed on deferring/reducing rent until the end of the emergency period and you want to negotiate new terms for the extended emergency period); or
- either the landlord’s or the tenant’s circumstances have changed during the extended emergency period (for example, the agreement may have provided for a reduction in rent, but the tenant is now fully employed).

It is unlikely an application for mandatory conciliation will be accepted if it is simply a case of one of the parties not liking the agreement and wanting to reopen the matter.

What agreements can be made through mandatory conciliation?

Provided the application relates to a relevant dispute (for example rent repayment or termination of the tenancy during the emergency period), the nature of agreements achieved through mandatory conciliation is really only limited by the willingness of the parties to propose and agree upon solutions.

Some examples of agreements achieved through mandatory conciliation include:

- parties agreeing to a long fixed-term arrangement if the tenant complies with the rent repayment agreement for an initial period;
- parties agreeing to end the lease by a set date, some including compensation to the tenant for vacating the premises earlier. Examples of compensation – a rent-free period, paying removalists, return of bond, help to get another property, good references; and
- parties agreeing for the tenant to undertake property repairs.

For more details

For personalised, expert advice call the Landlord Hotline on **1300 304 054** or for more information visit www.dmirs.wa.gov.au/covidrenting.

Disclaimer – The information contained in this fact sheet is provided as general information and a guide only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

Consumer Protection | Department of Mines, Industry Regulation and Safety
1300 304 054

8.30 am – 5.00 pm Mon, Tue, Wed and Fri
9.00 am – 5.00 pm Thurs
Gordon Stephenson House
Level 2, 140 William Street
Western Australia 6000
M: Locked Bag 100, East Perth WA 6892
W: www.dmirs.wa.gov.au
E: consumer@dmirs.wa.gov.au

Regional Offices

Goldfields/Esperance	(08) 9021 9494
Great Southern	(08) 9842 8366
Kimberley	(08) 9191 8400
Mid-West	(08) 9920 9800
North-West	(08) 9185 0900
South-West	(08) 9722 2888



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Translating and Interpreting Service (TIS): 13 14 50

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DMIRSSFP20_6691

11. OTHER OFFICER'S REPORTS

11.1. APPLICATION FOR PLANNING APPROVAL (RETROSPECTIVE) – OVERSIZE OUTBUILDING AT LOT 24 (NO 43) KNIGHT ROAD, WANDERING

Proponent	Barry Edwards
Owner	Barry and Jane Edwards
Location/Address	Lot 24 (No. 43) Knight Road, Wandering
Author of Report	David Johnston – Planning Officer, Shire of Narrogin
Date of Meeting	17/12/2020
Previous Reports	19/11/2020
Disclosure of any Interest	Nil
File Reference	A398
Attachments	Nil (provided at the November meeting)

BRIEF SUMMARY

This report recommends that Council reconsider the retrospective planning application submitted by Barry Edwards for an oversized outbuilding at Lot 24 (No. 43) Knight Road, Wandering be approved subject to conditions.

BACKGROUND

The item was previously presented at the Ordinary Council Meeting held on 19 November 2020. Council at that meeting resolved that:

Council was not in favour of giving retrospective Approval to an oversized shed that did not comply with the Shire's Local Planning Policy 1 – Sheds and Out Building Policy.

The item is again presented to Council to reconsider the application based on the Shire's Local Planning Policy 1 – Sheds and Out Building Policy.

Council is requested to consider the retrospective Planning Application for an oversize outbuilding at Lot 24 (No. 43) Knight Road, Wandering. The site is currently developed with a dwelling and a number of water tanks on site.

The subject site is located to the north-west of the Wandering townsite, with access made via North Bannister-Wandering Road. The lot abuts Knight Road to the west and north-west, with additional properties located to the north-east, east, and south sides of the property. Aerial photography shows that all surrounding properties have been developed in a similar way with all containing structures including outbuildings, dwellings and water tanks.

The outbuilding has been constructed to the following specifications:

1. The wall height of the outbuilding is 4.2m
2. The roof pitch height is 5.05m
3. The total floor area is 150 sqm
4. The building is setback at least 10m from the rear and side boundaries in accordance with the Shire of Wandering Town Planning Scheme No.3.
5. The outbuilding is of steel frame construction with Colourbond roof, walls and roller doors.

CORRESPONDENCE RECEIVED FROM APPLICANT:

10/12/2020: *"The reason for not applying for planning approval was I assumed that I didn't have to through COVID. It was all on the media that you didn't have to as long as you stayed in the Council Policy which I thought I was but when the height was increased I didn't realise the floor size came pack to 120swm which it was 1250sqm which I am sorry making the mistake.*

The reason for choosing a 150swm shed is for the purpose for collecting water as we don't have scheme water and of storage of my 2 utes, Landcruiser wagon, boat and I have an old Holden I want to restore and I am in the process of buying a caravan.

We have planted native trees around the block so there will be minimal view of the shed, photo enclosed.

In Wandering Downs there are a number of oversized sheds – Ray Knight – Knight Road, Clinton Brand, Charlton Road and there is another at the end of Charlton Road.

BR Edwards”



STATUTORY/LEGAL IMPLICATIONS

Planning and Development Act 2005

Shire of Wandering Town Planning Scheme No. 3

Local Government (Administration) Regulations 1996: r10.Revoking or changing decisions (Acts. 5.25(1)(e))

(1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported—

(a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or

(b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(1a) Notice of a motion to revoke or change a decision referred to in subregulation(1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.

(2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

(3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

POLICY IMPLICATIONS

The following policy relates:

- Local Planning Policy 1 – Sheds and Outbuildings Policy

FINANCIAL IMPLICATIONS

A Planning Application Fee of \$147 has been paid to the Shire of Wandering. It is noted that the Shire's Schedule of Fees and Charges 2020/2021 states that if development has commenced then a penalty applies, that is twice the amount of maximum fee payable under paragraph a, b, c, d, e or f. The fee applicable is in paragraph 'A' for development which is not more than \$50,000. Therefore, the fee should be a total of (147 x 2) \$294.

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Letters advertising the proposal and requesting comments were sent to owners of the lots on the east, south and south east of No. 43 Knight Road on 28 October 2020. One comment was received during the 14-day consultation period. The comment attached did not object the proposal but suggested that the outbuilding be reduced in size to comply with Local Planning Policy 1. The full details of the comment is in the attachment.

COMMENT

Zoning and Proposed Land Use Permissibility

The subject site is zoned as 'Rural Residential' under the Shire of Wandering Town Planning Scheme No. 3 and has a total site area of approximately 2 hectares (20,000m²).

The objectives outlined for the rural residential zone is as follows:

- a) *to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- b) *to generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- c) *to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- d) *having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable.*

Clause 8.2 (b)(iii) of the TPS no.3 states that:

For the purpose of the Scheme, the following development does not require the planning approval of the local government:

(b) the erection on a lot of a single house including any extension, ancillary outbuildings and swimming pools, except where the proposal: -

(iii) is for land in a Rural Residential Zone under the Scheme;

Local Planning Policy

The Shire's Sheds and Outbuildings Policy 1, provide the following statement:

Policy Statement

1. *Outbuildings will not require Planning Approval from Council*

(d) In the Rural Residential Zone provided that:

- a dwelling already exists on the lot subject to the application;
- The aggregate of all outbuildings does not exceed 120m², or 10 per cent in aggregate of the site area, whichever is the lesser;
- The outbuilding does not exceed 4.2m in wall height;
- The outbuilding does not exceed 5.4m in ridge height;
- The outbuildings shall only be used for purposes incidental to the residential or rural use of the property; and
- The use of non-reflective natural colours which blend with the natural landscape to the satisfaction of the local government being used on all external surfaces of the outbuilding noting that unpainted zincalume cladding does not apply.

The following table provides an assessment of the proposal against the development standards prescribed in this Policy.

Aspect of Design	Compliant Principle	Proposed	Variation
Wall Height	Max 4.2m	4.2m	Complies
Pitch Height	Max 5.4m	5.05m	Complies
Floor Area	Not to exceed 120m ² or 10 percent in aggregate of the site area, whichever is the lesser	150sqm	Does not comply. The outbuilding exceeds the area by 30m ² . 10 percent of the site area (total site area 20,000m ²) is 2000m ² and therefore the 120sqm will apply in the calculation for the total floor area for the outbuilding in this situation. The total site coverage for the outbuilding on the site is 0.75% of the total site area of the property. The proposal will not impact the overall amenity of the surrounding area as the zoning of the land is Rural Residential which is predominantly hobby farm. This is considered to be a minor variation and is recommended for support.
Setback	10m	10m	Complies

The Policy does not mention the maximum allowable floor area for an outbuilding, other than that if the proposed outbuilding does not exceed 120m², Planning Approval from Council is not required. Since the proposed outbuilding exceed the 120m² in floor area, planning approval from Council is required.

In approving an application for an outbuilding Council may impose conditions relating to:

- The provision of landscaping; In the Residential and Rural Residential Zones the use of non-reflective natural colours which blend with the natural landscape to the satisfaction of the local government being used on all external surfaces of the outbuilding noting that unpainted zinalume cladding does not apply.
- The site being so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance
- The outbuildings shall only be used for purposes incidental to the residential or rural use of the property.

Clause 2.2 of the TPS No.3 states: **2.2 RELATIONSHIP OF LOCAL PLANNING POLICIES TO SCHEME**

2.2.1 Any Local Planning Policy prepared under this Part shall be consistent with the Scheme and if any inconsistency arises the Scheme shall prevail.

2.2.2 A Local Planning Policy is not part of the Scheme and shall not bind the local government in respect of any application for planning approval but the local government shall have due regard to the provisions of any Policy and the objectives which the Policy is designed to achieve before making its decision.

Clause 10.2(f) provides the procedures for dealing with applications:

10.2 MATTERS TO BE CONSIDERED BY THE LOCAL GOVERNMENT

The local government in considering an application for planning approval shall have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development subject of the application:

(f) any local planning policy adopted by the local government under the provisions of clause 2.3 or clause 7.2.2 of the Scheme, or any other plan or guideline adopted by the local government under the provisions of the Scheme;

Although the Scheme makes reference to matters to be considered by the local government including any adopted local planning policy, there is nothing in the policy specifying the total maximum area permitted, other than that if the outbuilding exceeds 120m², a planning approval of Council is required.

On this basis the proposal is consistent with the statement of the policy and that the variation to the total floor area will not adversely impact the surrounding area due to the large size of the property as Rural Residential zone land.

In the event that the Council wishes to refuse the proposed outbuilding, it is suggested that the refusal be on the following grounds:

That Council REFUSE the Application for Planning Consent for an oversize outbuilding at Lot 24 (43) Knight Road, Wandering for the following reasons:

The proposed outbuilding has exceeded the 120m² floor specified in the Shire's *Sheds and Outbuildings Policy 1*

1. The proposal if approved, could create an undesired precedent and may adversely impact the amenity of the area due to size and scale of the shed.
2. The proposal is not consistent with the objective of the policy which is to maintain the character of the Shire.

It is therefore recommended that Council supports the proposed variation to the floor area of the outbuilding subject to the conditions outlined in the recommendation.

VOTING REQUIREMENTS

Part 1 of 2: Absolute Majority

Part 2A or 2B of 2 Simple Majority

OFFICER'S RECOMMENDATION ITEM 11.1 - PART 1 OF 2

That Council pursuant to *The Local Government (Administration) Regulations 1996, Regulation 10(2)* revokes resolution Item 11.2 of Council's Ordinary Meeting Minutes held on 19 November 2020 – Application For Planning Approval (Retrospective) – Oversize Outbuilding at Lot 24 (No 43) Knight Road, Wandering

ABSOLUTE MAJORITY

OFFICER'S RECOMMENDATION ITEM 11.1 - PART 2A OF 2

That Council approve the application for Planning Approval for an oversize outbuilding at Lot 24 (43) Knight Road Wandering, subject to the following conditions:

- 1) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the shire is granted by it in writing.
- 2) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Chief Executive Officer.
- 3) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- 4) Any further outbuilding development will be required to be determined by Council.
- 5) All drainage run-off associated with the development shall be contained on site or connected to the Shire's storm water drainage system to the satisfaction of the Chief Executive Officer.
- 6) The outbuilding is to be screened on the eastern side of the outbuilding with fast growing tree species. These are to be planted within three (3) months of the approval and maintained at all times to the satisfaction of the Chief Executive Officer.
- 7) The outbuilding is for domestic purposes only and shall not be used for commercial, industrial or habitation purposes.
- 8) The use of non-reflective natural colours which blend with the natural landscape to the satisfaction of the local government being used on all external surfaces of the outbuilding noting that unpainted zincalume cladding does not apply.

Advice Notes:

- The development shall be complete within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
- A retrospective building application is required to be submitted.
- Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the Planning and Development Act 2005 and the Shire of Wandering Town Planning Scheme No. 3, may result in legal action being initiated by the local government.
- If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005. An application for review must be lodged with the State Administrative Tribunal within 28 days of the decision.

ALTERNATIVE RECOMMENDATION**OFFICER'S RECOMMENDATION ITEM 11.1 - PART 2B OF 2**

That Council REFUSE the application for Planning Approval for an oversize outbuilding at Lot 24 (43) Knight Road, Wandering for the following reasons:

- 1) The proposed outbuilding has exceeded the 120m² floor specified in the Shire's Sheds and Outbuildings Local Planning Policy 1
- 2) The proposal if approved, could create an undesired precedent and may adversely impact the amenity of the area due to size and scale of the shed.
- 3) The proposal is not consistent with the objective of the policy which is to maintain the character of the Shire.

AUTHOR'S SIGNATURE:

ADDITIONAL SUBMISSION – RETROSPECTIVE APPLICATION OF OUTBUILDING AT LOT 24 (NO. 43) KNIGHT ROAD, WANDERING

Submissions	Comment	Officer Comment
Public	"I have no objections to the size of shed he has put in, its new and tidy looking and I think fair on blocks the size of ours to have a shed that size"	Comment period has closed

11.2.APPLICATION FOR PLANNING APPROVAL – SEA CONTAINER AT LOT 9 (NO. 10) WATTS STREET, WANDERING

PROPERTY DETAILS			
Assessment No:	A7	Owner:	Theodorus and Sharon Lemmers
Corresp. No:	PA151	Date Received:	03/11/2020
Lot/Location No:	Lot 9 (No. 10)		
Street Name:	Watts Street	Suburb:	Wandering

PURPOSE:	
Description of Proposed Use:	Sea Container for Storage
Nature of any existing buildings and or/use:	Outbuilding.
Zoning:	Residential R10
Zoning Use Code:	Dwelling
Heritage Listed:	NO
Setback variation required:	NO
Policy Applicable:	Local Planning Policy 3
Author of Report:	David Johnston
Date of Meeting:	17 December 2020

BACKGROUND:

Council's consideration is requested in regards to a Planning Application for a Sea Container at Lot 8 (No. 10) Watts Street, Wandering.

The Sea Container is proposed as a permanent installation used for storage only. The total area of the sea container is 14.4m² (6m x2.4m).

COMMENT

Zoning

Lot 9 (No. 10) Watts Street, Wandering is zoned Residential R10.

The site currently contains a residence and an outbuilding and is used together with the adjoining Lot 8 to the south of this property as one property. The two lots have not been amalgamated.

The Shire of Wandering Town Planning Scheme No. 3 does not include sea container in the use class table or in any other part of the scheme. Local Planning Policy 3 Sea Containers has been adopted to resolve this issue.

Policy

In determining this Planning Application, Council must have regard to the following as outlined in Local Planning Policy 3:

- (a) All containers shall require the planning approval of Council.
- (b) As they are second-hand relocated structures, containers are not considered as being "ancillary outbuildings".
- (c) Containers may be approved in any zone.
- (d) There is a presumption that no more than one container will be permitted per property, particularly in the Residential Zone. Council may consider additional containers where it is satisfied that there is a genuine need for such container(s).
- (e) Containers may be approved on a vacant property.
- (f) Containers are not to be used for habitable purposes, unless specifically repurposed for such use.
- (g) Containers are not to be located within front boundary setbacks as required by Town Planning Scheme No. 3 or the Residential Design Codes.

- (h) Containers may be temporarily placed on a property to store building materials while construction of a house is being carried out on the property. Where containers are proposed for a temporary period the following will apply:
- i. The use will expire with the building licence.
 - ii. A building licence for the dwelling must be issued before a planning approval is granted for a container.
 - iii. The container must be maintained in a reasonable condition as determined by Council.
- (i) Where containers are proposed to be permanently installed on a property the following will apply:
- i. They should be adequately screened from view and shall not be easily seen from nearby roads, other public places, or adjoining properties.
 - ii. They should be painted in muted tones to the satisfaction of the Shire, so as not to be visually intrusive.
 - iii. They should be maintained in good repair with no visible rust marks.
- (j) Applications for Town Planning Approval shall include:
- i. A scaled site plan showing the proposed location of the container and detailing setbacks to boundaries. The site plan shall also include other buildings, accessways, watercourses and vegetation on the property.
 - ii. The proposed size and use of the container.
 - iii. Evidence that the sea container will be adequately screened from view and shall not be
 - iv. easily seen from nearby roads, other public places, or adjoining properties.

The proposal is compliant with the setbacks as set out by the Residential Design Codes. The setbacks are as follows:

Side of Sea Container	Required setback	Proposed setback	Compliance
North (side)	1m	1m	YES
South (side)	1m	16m	YES
East (front)	7.5m	28m	YES
West (Rear)	6m	13m	YES

The proposal is compliant with clauses a, b, c, d, e, g and h of the Policy.

The remaining clauses, f and i and j can be controlled through the use of conditions if Council wishes to approve the Planning Application.

FINANCIAL IMPLICATIONS

A Planning Application Fee of \$147 has been paid to the Shire of Wandering.

STATUTORY/LEGAL IMPLICATIONS

The following legal documents relate:

- Planning and Development Act 2005
- Shire of Wandering Town Planning Scheme No. 3
- State Planning Policy 7.3 Residential Design Codes Volume 1

POLICY IMPLICATIONS

The following policy applies:

- Local Planning Policy 3: Sea Containers.

OFFICER'S RECOMMENDATION ITEM 11.2 – APPLICATION FOR PLANNING APPROVAL - SEACONTAINER AT LOT 9 (NO. 10) WATTS STREET, WANDERING

That Council grant Planning Approval a Sea Container at Lot 9 (No. 10) Watts Street, Wandering, subject to the following conditions:

- 1) This approval shall expire if the development hereby permitted is not completed within two years of the date hereof, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Council, is granted by it in writing.
- 2) The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
- 3) Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
- 4) The building hereby permitted shall only be used for purposes incidental to the residential or rural use of the property and shall not be used for any commercial or industrial purpose.
- 5) The site shall be so ordered and maintained as not to prejudicially affect the amenity of the locality by reason of appearance.
- 6) The Sea Container is not to be used for habitable purposes, unless a further application is received and considered by Council.
- 7) The Sea Container is to be adequately screened from view and shall not be easily seen from nearby roads, other public places, or adjoining properties within 60 days of the Sea Container being installed on site.
- 8) The Sea Container is to be painted in muted tones to the satisfaction of the Shire, so as not to be visually intrusive.
- 9) The Sea Container is to be maintained in good repair with no visible rust marks at all times.

Advice Note:

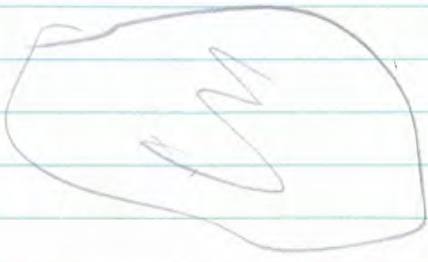
- If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.

VOTING REQUIREMENTS:

Simple Majority.

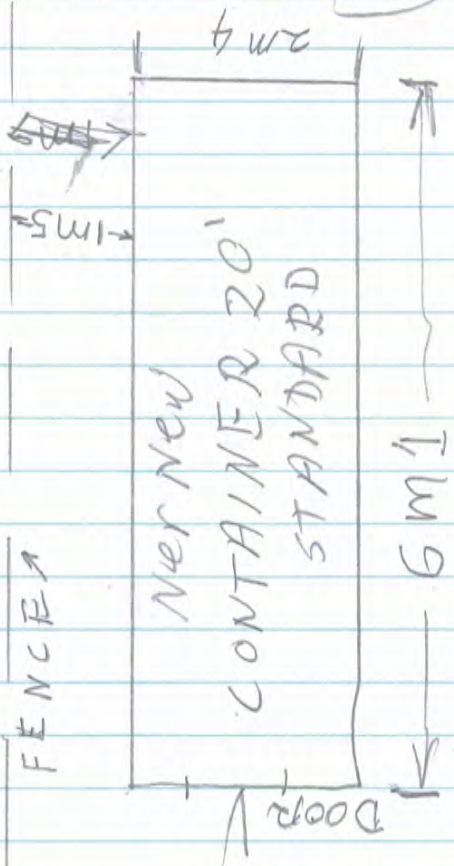
AUTHORS SIGNATURE

ROAD



DRIVEWAY

HOUSE



4m 0

SHEDS



11.3.COVID SAFE - AUSTRALIA DAY - GRANT

Proponent	National Australia Day Council
Owner	
Location/Address	Shire of Wandering
Author of Report	Alana Rosenthal – CRC Co-ordinator
Date of Meeting	17/12/2020
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	11.116.11601
Attachments	Copy of signed Grant Agreement

BRIEF SUMMARY

The Shire of Wandering applied for \$20,000 from the National Australia Day Council, towards hosting a COVID Safe Australia Day event

BACKGROUND

Australia Day 2021 the National Australia Day Council (**NADC**) aims to encourage celebrations to occur in a COVID safe environment. Events could be a new or existing public event or activity, a community activity or an online engagement.

For the purpose of assisting eligible event organisers to ensure Australia Day 2021 events proceed and that the events are able to be held in a COVID safe environment, the NADC, with the assistance of the Commonwealth Government, made available a grant of \$20,000 (GST exclusive) through the COVID Safe Australia Day Program.

- Applicants are encouraged to support local businesses and communities through the planning and execution of the event including through fostering creation and enabling retention of local employment opportunities.

Grant funding is to provide:

The grant will be used to hire and/or purchase additional equipment and cleaners to ensure a safe event for everyone. This includes:

Additional cleaning supplies including soap and hand sanitizer	\$1,500
Additional cleaners	\$1,600
Additional public restrooms	\$2,500
Modified layouts, seating set up	\$3,500
Increased food and water distribution areas	\$3,500
Australia Day Designs	\$3,600
COVID-19 signage	\$2,500
Food service (i.e touchless payment options, limit sharing items)	\$700
Personal Protective Equipment	\$600
TOTAL	\$20,000

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – s6.8

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.*

POLICY IMPLICATIONS

Policy 76 Grant Project Applications

Before entering into an arrangement for the proposed commitment of relevant money there must be legal authority to support the arrangement. Therefore, the following shall guide the CEO in the preparation of grant/project applications:

- *Applications for grants for projects/events that are included in the current budget, with a grant component value greater than \$5,000; or*
- *Applications for grants for projects/events that are not included in the current budget irrespective of their value.*

Where there is insufficient time between Council meetings to ensure compliance with this policy, the grant/project application may be presented to the next available Council meeting for endorsement or otherwise.

Grant acquittals as a result of the application of this policy must be presented to Council for evaluation of the success of the grant/project.

FINANCIAL IMPLICATIONS

This grant was not included in the 2020/2021 Budget, and therefore will need to be authorised and included in the Budget Review.

STRATEGIC IMPLICATIONS

Our Goals	Our Strategies
Our permanent and transient population grows	We promote the lifestyle and business opportunities of Wandering
People feel safe, connected and actively involved in the community	Facilitate and support activities that optimise use of our facilities Assist Community and sporting organisations to remain sustainable and active Engage and celebrate local culture, both indigenous and non-indigenous

CONSULTATION/COMMUNICATION

CEO requested the CRC to apply for the grant to assist with the running of the 2021 Australia Day event.

COMMENT

This grant will enable the Australia Day event to be held in accordance with current government event safety guidelines.

VOTING REQUIREMENTS

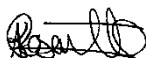
Absolute Majority (unbudgeted expenditure)

OFFICER'S RECOMMENDATION – ITEM 11.3 COVID SAFE - AUSTRALIA DAY - GRANT

That Council:

- Endorse the actions of the CRC Coordinator in securing the grant for \$20,000 from the National Australia Day Council for the COVID Safe Australia Day grant; and
- Approves the unbudgeted expenditure of \$20,000 for the purposes of a COVID Safe Australia Day as per the grant application.

AUTHOR'S SIGNATURE:



Grant Agreement: Australia Day 2021 COVID Safe Grants Program


Date 19 October 2020

Background

- A The NADC has agreed to provide the Funds to the Grantee for the purpose of the Activity, subject to the terms and conditions of this Agreement.
- B The Grantee accepts and agrees to use the Funds for the purpose of the Activity, subject to the terms and conditions of this Agreement.
- C Once completed and signed by the Parties, the Agreement Details and the Terms and Conditions form an Agreement between NADC and the Grantee.

Agreement Details

Item number	Description	Clause Reference	Details
1.	NADC	1.1	National Australia Day Council Limited ABN 76 050 300 626 NADC representative: Karlie Brand, Chief Executive Officer Old Parliament House King George Terrace Parkes ACT 2600 Grants@australiaday.org.au
2.	Grantee	1.1	Shire of Wandering ABN 27552059809 Grantee representative: Ms Alana Rosenthal, CRC Co-ordinator 22 Watts St, Wandering WA 6308 22 Watts St, , Wandering WA 6308 crc@wandering.wa.gov.au
3.	Commencement Date	1.1	The date this Agreement is executed by the last party to do so.
4.	Purpose	1.1 and 2	The purpose of the grant is to help the Grantee deliver Australia Day 2021 events in a COVID safe environment, while supporting local communities and industries.
5.	Activity	1.1 and 2	Any activity to reduce the spread and lower the risk of COVID at the Grantee's Australia Day event/s. These may include, without limitation: <ul style="list-style-type: none"> • additional cleaners; • additional cleaning supplies, including soap and hand sanitiser; • safety clean office (COVID Marshall); • physical barriers and guides; • food services (ie. touchless payment options, limit sharing items); • modified layouts, seating set up; • event ticketing systems; • contact identifying staff and/or technology; • staff COVID safe training; • additional public restrooms; • fencing to control attendee numbers; • increased transport options; • increased food and water distribution areas; • Personal Protective Equipment; • COVID-19 signage; and • Australia Day Designs.
6.	Funds	4	\$20,000 (GST exclusive).

Item number	Description	Clause Reference	Details
			The Grantee's bank account for payment is specified in item 7 of the Agreement Details
7.	Grantee's Bank Account	4	The Grantee's nominated bank account into which the Funds are to be paid is: Bankwest Account Name: Shire of Wandering BSB: 306027 Account Number: 0289133
8.	Other Contributions		\$4,000.00
9.	Reporting	9	By no later than 28 February 2021, the Grantee must complete and submit the online reporting form available on the applicant portal which: <ul style="list-style-type: none"> includes a declaration verifying the Funds have been spent in accordance with this Agreement; and requires the Grantee to provide copies of promotional material and photographs of the Activity, including the Australia Day Designs in a public place or at the Grantee's Australia Day 2021 event/s.
10.	Insurance	15	Public Liability Insurance \$20,000,000 or more per claim and in the aggregate. Workers Compensation Amount as required by the relevant state or territory legislation.
11.	Acknowledgment of support	5	The Grantee must acknowledge the support received from the NADC by including the following statement: 'Assisted by the Australian Government through the National Australia Day Council', and using the Australia Day Logo in accordance with the branding guidelines set out in Annexures 1 and 2 to this Agreement, as updated by notice from the NADC to the Grantee.  Australia Day Reflect. Respect. Celebrate.

Terms and Conditions

1. Defined terms & interpretation

1.1 Defined terms

In this Agreement:

Activity means the Activity described in item 5 of the Agreement Details.

Agreement means this Agreement between the NADC and the Grantee, including any attachments.

Agreement Material means any Material created by, for and on behalf of the Grantee on or following the Commencement Date, for the purpose of or as a result of performing its obligations under this Agreement.

Australia Day Designs means the branding and design assets for Australia Day 2021 that follow the message of *Reflect. Respect. Celebrate. We're all part of the story* as approved by the NADC.

Australia Day Logo means the 'Australia Day logo' set out in item 11 of the Agreement Details.

Commencement Date means the date specified in item 3 of the Agreement Details.

Existing Material means Material developed independently of this Agreement that is incorporated in or supplied as part of the Agreement Material, but excludes the Australia Day Designs and the Australia Day Logo.

Funds means the money, or any part of it, paid by the NADC to the Grantee under this Agreement in the amount specified in item 6 of the Agreement Details.

Grantee means the legal entity specified in item 2 of the Agreement Details.

Intellectual Property Rights means all intellectual property rights, including:

- (a) copyright, patents, trademarks (including goodwill in those marks), designs, trade secrets, know how, rights in circuit layouts, domain names and any right to have confidential information kept confidential;
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) all rights of a similar nature to any of the rights in paragraphs (a) and (b) which may subsist in Australia or elsewhere,

whether or not such rights are registered or capable of being registered.

Material includes documents, equipment, software (including source code and object code versions), goods, information and data stored by any means including all copies and extracts of them.

Other Contribution means the financial or in-kind contributions other than the Funds to be provided by the Grantee as set out in item 8 of the Agreement Details.

Party means the Grantee or the NADC.

Personal Information has the same meaning as in the *Privacy Act 1988* (Cth).

Program means the COVID Safe Australia Day Grants Program.

Purpose means the purpose as described in item 4 of the Agreement Details.

Reports means the reports that the Grantee is required to produce and provide to the NADC in accordance with clause 9.

Terms and Conditions means clauses 1 to 22 of this Agreement.

WHS Law means all applicable Laws relating to work health and safety, including the *Work Health and Safety Act 2011* (Cth) and any corresponding WHS law as defined in that Act.

1.2 Interpretation

(a) In this Agreement, unless the context requires otherwise: a reference to A\$, \$A, dollar or \$ is to Australian currency, a reference to time is to Canberra, Australia time, and the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.

(b) If there is any inconsistency between any of the documents forming part of this Agreement, those documents will be interpreted in the following order of priority to the extent of the inconsistency:

- (i) Terms and Conditions;
- (ii) Agreement Details; and
- (iii) any documents incorporated by reference in this Agreement.

2. Program and Purpose

(a) The Funds are made available under the Program for the Purpose.

(b) For clarity:

- (i) any holding of an Australia Day event by the Grantee is at its own risk; and
- (ii) any and all decisions relating to the delivery, management or otherwise of any Australia Day event or the Activity are the sole responsibility of the Grantee.

3. Activity

(a) The Grantee agrees to:

- (i) ensure that it undertakes the Activity and spends the Funds in a manner that is consistent with the objectives of the Program including the Purpose;
- (ii) ensure that the Activity is carried out in accordance with all applicable laws (including the WHS Law and COVID-19 public health restrictions and rules (however described));
- (iii) promote the message of *Reflect. Respect. Celebrate. We're all part of the story* through NADC available collateral and use of the Australia Day Designs; including displaying the Australia Day Designs at an event or in a public place, and using the Australia Day Designs up to and on Australia Day 2021;
- (iv) provide and use the Other Contribution for the Grantee's Australia Day event/s relating to the Activity; and
- (v) obtain the NADC's prior written approval before undertaking the Activity or spending the Funds in a manner other than as set out in item 5 of the Agreement Details.

(b) The Grantee represents and warrants that in performing the Activity, it will comply with all applicable laws (including the WHS Law, child safety and working with vulnerable persons laws and regulations).

(c) The Grantee acknowledges that the NADC may list the Grantee's Australia Day event on the NADC's event register website <https://www.australiaday.org.au/events/>.

4. Payment of Funds

(a) Subject to this Agreement, the NADC agrees to pay the Funds to the Grantee in accordance with item 6 of the Agreement Details.

(b) Notwithstanding any other provision of this Agreement, the NADC may by notice withhold payment of any amount of the Funds if it reasonably believes that:

- (i) the Grantee has not complied with this Agreement;
- (ii) the Grantee is unlikely to be able to perform the Activity or manage the Funds in accordance with this Agreement; or
- (iii) there is a serious concern relating to the Grantee or this Agreement that requires investigation.

(c) Payment will be made following submission by the Grantee of an invoice. The invoice must meet the requirements of

a tax invoice as set out in the GST Law and be in a form approved by the NADC which sets out:

- (i) the amount of the Funds to be paid by the NADC together with any substantiating material required; and
 - (ii) such other information as the NADC requires.
- (d) Invoices should be submitted to the address specified in item 1 of the Agreement Details.

5. Acknowledgements

The Grantee agrees to acknowledge the NADC's support in all Material, publications, promotional and advertising materials published in connection with the Activity or this Agreement, using the form of acknowledgment specified in item 11 of the Agreement Details.

6. GST

(a) In this clause 6, words and expressions which are not defined in this Agreement but which have a defined meaning in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (GST Law) have the same meaning as in the GST Law.

(b) Unless otherwise expressly stated, all amounts set out in this Agreement are exclusive of GST.

(c) If GST is payable by a supplier (Supplier) on any supply made under this Agreement, except where the amount is expressly stated to include GST, the payment for that supply will be increased by, and the recipient of the supply (Recipient), will pay to the Supplier, an amount equal to the GST payable on the supply (GST Amount), provided that no GST Amount is payable under this clause until the Supplier has issued a valid tax invoice to the Recipient for that supply.

(d) If a payment to a Party under this Agreement is a reimbursement or indemnification, calculated by reference to a loss, cost or expense incurred by that Party, then the payment will be reduced by the amount of any input tax credit to which that Party, or the representative member of the GST group that Party is a member of (as the case may be), is entitled for that loss, cost or expense.

7. Spending the Funds

(a) The Grantee agrees to spend the Funds (and any interest the Grantee earns on the Funds) only for the purpose of performing the Activity and otherwise in accordance with this Agreement.

(b) If any of the Funds have been spent other than in accordance with this Agreement, or any amount of the Funds is additional to the requirements of the Activity (including where the Grantee is unable to hold or deliver an Australia Day event due to COVID restrictions), the Grantee must repay that amount to the NADC unless the NADC agrees otherwise.

(c) If the NADC issues a notice under this Agreement requiring the Grantee to repay any of the Funds:

- (i) the Grantee must do so within the time period specified in the notice;
- (ii) the Grantee must pay interest on any part of the amount that is outstanding at the end of the time period specified in the notice until the outstanding amount is repaid in full; and
- (iii) the NADC may recover the amount and any interest under this Agreement as a debt due to the NADC without further proof of the debt being required.

8. Record keeping

(a) The Grantee agrees to maintain records of expenditure of the Funds and any Other Contributions.

(b) The Grantee agrees to exercise and maintain proper accounting standards and controls in respect of the Funds.

(c) If requested by the NADC, the Grantee agrees to provide the NADC or any persons authorised by the NADC, with access to the Grantee's premises, personnel, documents and other records, and all assistance reasonably requested, to enable the NADC or those persons to verify that Funds have been spent only for the purposes of undertaking the Activity.

9. Reporting

The Grantee agrees to provide the reports and other material specified in item 9 of the Agreement Details to the NADC.

10. Relationship between the Parties

A Party is not by virtue of this Agreement the employee, agent or partner of the other Party and is not authorised to bind or represent the other Party.

11. Subcontracting

The Grantee is responsible for the performance of its obligations under this Agreement, including in relation to any tasks undertaken by subcontractors.

12. Intellectual Property

(a) This Agreement does not affect the ownership of Intellectual Property Rights in Existing Material, the Australia Day Logo, or the Australia Day Designs.

(b) Intellectual Property Rights in the Agreement Material vest in the Grantee on creation.

(c) The Grantee grants to, and must ensure all third parties holding Intellectual Property Rights in the Reports grant to the NADC, a perpetual, non-exclusive, irrevocable, royalty-free and licence fee-free licence (including a right of sub-licence) to use, reproduce, adapt, modify, communicate, broadcast, distribute, publish and disseminate the Reports for the purposes of the NADC or Commonwealth purposes.

(d) The Grantee grants to, and must ensure all third parties holding Intellectual Property Rights in the Agreement Material (other than the Reports) grant to the NADC, a perpetual, non-exclusive, irrevocable, royalty-free and licence fee-free licence (including a right of sub-licence) to use, reproduce, adapt, modify, communicate, broadcast, distribute, publish and disseminate that Agreement Material for the purpose of the Program and any other purpose connected with the operation of this Agreement.

(e) The NADC grants to the Grantee a non-exclusive, royalty-free licence to use, reproduce and distribute the Australia Day Designs and the Australia Day Logo for the purpose of the Grantee's Australia Day 2021 event/s.

13. Privacy

(a) When dealing with Personal Information in carrying out the Activity, the Grantee agrees:

- (i) to comply with the requirements of the *Privacy Act 1988* (Cth); and
- (ii) not to do anything which, if done by the NADC, would be a breach of an Australian Privacy Principle under the *Privacy Act 1988* (Cth).

(b) The Grantee must notify the NADC in writing of any breach or possible breach of this clause 13.

14. Confidentiality

(a) Confidential Information means:

- (i) information that the Grantee knows, or ought to know is confidential; or
- (ii) is notified by the NADC to the Grantee in writing.

(b) The Grantee agrees not to disclose the Confidential information without prior written consent from the NADC unless required by law or Parliament.

15. Conflict of interest

Other than those which have already been disclosed to the NADC, the Grantee warrants that, to the best of its knowledge, at the date of this Agreement neither it nor its officers have any actual, perceived or potential conflicts of interest in relation the Activity.

16. Insurance

The Grantee agrees to have and maintain:

- (a) the insurances specified in item 10 of the Agreement Details for the duration of this Agreement and to provide the NADC with proof, to the satisfaction of the NADC, on request; and

12. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED

12.1.COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 20/11/2020 – 10/12/2020

13. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

14.1.COUNCILLORS AND /OR OFFICERS

15. CONFIDENTIAL ITEMS

15.1. ITEM FOR DISCUSSION - NIL

16. INFORMATION ITEMS**16.1.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD – 01/11/2020 – 30/11/2020**

Proponent	Internal Report
Location/Address	
Author of Report	Sophie Marinoni, Finance Officer
Date of Meeting	17/12/2020
Disclosure of any Interest	Nil
File Reference	10.1.6
Attachments	List of Accounts Paid

BRIEF SUMMARY

To ratify payments made during the month of November 2020

BACKGROUND

The listing of payments for the month of November 2020 through the Municipal account are attached.

STATUTORY/LEGAL IMPLICATIONS

Local Government (Financial Management) Regulations 1996 – r12 & r13

POLICY IMPLICATIONS

Policy 12 – Purchasing and Tenders

Policy 40 – Payment for Goods and Services

FINANCIAL IMPLICATIONS

Shire of Wandering

CERTIFICATE OF EXPENDITURE
17/12/2020



This Schedule of Accounts to be passed for payment, covering

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	EFT6066 – EFT6159	\$246,003.90
Municipal Account	DD3518.2 – DD3539.1	\$13,973.38
Direct Debits		
	TOTAL	\$259,977.27

to the Municipal Account, totalling \$259,977.27 which were submitted to each member of the Council on 17/12/2020 have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.

Belinda Knight
CHIEF EXECUTIVE OFFICER

STRATEGIC IMPLICATIONS**IMPROVE OUR FINANCIAL POSITION**

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money

OFFICER'S RECOMMENDATION – ITEM 16.1 – SCHEDULE OF ACCOUNTS FOR 01/11/2020 – 30/11/2020
That Council in accordance with r12 and r13 of the *Local Government (Financial Management) Regulations 1996* receives the schedule of accounts paid as presented.

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT6066	02/11/20	ATI-Mirage			-\$738.00
	04/10/20		Training - Excel Introduction <i>Jenni Curtis, Annette Hardie</i>	\$738.00	
EFT6067	02/11/20	Armadale Mower World & Service Co			-\$981.30
	08/10/20		Depot parts <i>Chute discharge, Canopy, Oil filter</i>	\$778.80	
	10/10/20		Mower parts <i>Brush cutter, Mower blades</i>	\$202.50	
EFT6068	02/11/20	Australian Communications & Media Authority			-\$114.00
	11/10/20		Broadcasting licence <i>Mount Saddleback</i>	\$114.00	
EFT6069	02/11/20	Australian Taxation Office			-\$3,026.00
	30/09/20		BAS - Sep 20 <i>Quarterly FBT Instalment</i>	\$3,026.00	
EFT6070	02/11/20	Best Office Systems			-\$195.97
	24/09/20		CRC copier contract <i>B&W Copies, Colour Copies</i>	\$195.97	
EFT6071	02/11/20	Bob Rado Trapping Services			-\$6,776.00
	30/09/20		Feral animal control <i>Trapping & surveillance</i>	\$6,776.00	
EFT6072	02/11/20	Boddington News			-\$9.00
	16/10/20		Boddington News <i>Edition 654</i>	\$9.00	
EFT6073	02/11/20	Bullivants			-\$128.72
	20/10/20		Plant materials <i>3m sling, 6m sling</i>	\$128.72	
EFT6074	02/11/20	Child Support Agency			-\$52.78
	28/10/20		Payroll deductions	\$52.78	
EFT6075	02/11/20	Colas WA			-\$946.00
	15/07/20		Emulsion <i>205 litre drums</i>	\$946.00	
EFT6076	02/11/20	Cutting Edges Equipment			-\$253.14
	09/10/20		Plant parts - WD.1827 <i>Grab rake tooth, Grab rake pin, Grab rake retainer</i>	\$253.14	
EFT6077	02/11/20	Ecowater Services			-\$720.00
	14/08/20		Repair Aquarius system - Admin Building <i>Labour</i>	\$350.00	
	16/10/20		Repair Aquarius system - Admin building <i>Call out fee, Labour</i>	\$370.00	
EFT6078	02/11/20	Federation Tuckpointing			-\$2,525.60

	19/10/20	Repoint Old Roads Board building <i>Labour & materials</i>	\$2,525.60
EFT6079	02/11/20	Hotham Mechanical	-\$333.30
	16/10/20	Parts - WD.422 <i>Bracket</i>	\$90.20
	23/10/20	Supply & fit tyre - WD.480 <i>Labour & parts</i>	\$243.10
EFT6080	02/11/20	JR & A Hersey	-\$296.29
	30/09/20	Depot materials <i>LPG hose, Brass fitting, Nut, Hose clamp, Hydration drink, Hydration drink</i>	\$296.29
EFT6081	02/11/20	Keith the Maintenance Man	-\$343.20
	29/10/20	Replace fibro sheeting - 7 Gnowing St <i>Labour, Materials</i>	\$343.20
EFT6082	02/11/20	Kleenheat Gas	-\$85.80
	01/10/20	Cylinder service charge <i>Community Centre</i>	\$85.80
EFT6083	02/11/20	MJ & C Cornish	-\$11,682.00
	20/10/20	Plant hire - Grave digging <i>Truck, Excavator</i>	\$440.00
	20/10/20	Plant hire - York Williams Rd <i>Excavator, Truck, Gravel</i>	\$11,242.00
EFT6084	02/11/20	Narrogin Pumps Solar & Spraying	-\$486.29
	08/10/20	Water pump parts <i>Parts</i>	\$486.29
EFT6085	02/11/20	Perfect Computer Solutions	-\$212.50
	29/10/20	Monthly IT maintenance <i>Labour, Monthly fee</i>	\$212.50
EFT6086	02/11/20	Reinforced Concrete Pipes Australia	-\$18,624.20
	14/10/20	Pipes - York Williams Rd <i>450mm pipe</i>	\$295.59
	14/10/20	Pipes - York Williams Rd <i>375mm pipe, 300mm pipe, 450mm pipe, Double 375mm headwall</i>	\$3,964.25
	15/10/20	Pipes - York Williams Rd <i>Double headwall 1200mm</i>	\$6,636.96
	16/10/20	Pipes - York Williams Rd <i>1200mm pipe</i>	\$3,863.70
	20/10/20	Pipes - York Williams Rd <i>1200mm pipe</i>	\$3,863.70
EFT6087	02/11/20	Shire of Narrogin	-\$1,170.00
	06/10/20	Town Planning Consultant <i>Labour, Travel</i>	\$1,170.00
EFT6088	02/11/20	Payroll deductions	-\$390.00
	28/10/20	Payroll deductions	\$390.00
EFT6089	02/11/20	Payroll deductions	-\$50.00
	28/10/20	Payroll deductions	\$50.00
EFT6090	02/11/20	Steve Davis Builder	-\$1,496.00
	18/10/20	Restump CRC floor <i>Labour & materials</i>	\$1,496.00
EFT6091	02/11/20	Volt Air	-\$3,903.80
	29/10/20	Various electrical work <i>Supply & install aircon - Depot sea container, Supply & install LED lights - Sign & oil sheds</i>	\$3,903.80
EFT6092	02/11/20	WA Contract Ranger Services	-\$561.00
	20/10/20	Contract Ranger Service <i>Labour</i>	\$561.00
EFT6093	02/11/20	WA Fuel Supplies	-\$29,874.23

	07/10/20	Fuels <i>ULP, Diesel</i>	\$29,874.23
EFT6094	02/11/20	Yahava Koffeeworks Wholesale	-\$254.00
	24/09/20	CRC Cafe supplies <i>Coffee beans, Freight</i>	\$254.00
EFT6095	10/11/20	Air & Power	-\$1,983.89
	13/10/20	Supply & install auto drain - Depot compressor <i>Labour, Site service, Travel, Consumables, Parts</i>	\$484.87
	13/10/20	Air compressor service - Fire station <i>Consumables, Labour, Site service, Travel, Parts</i>	\$220.00
	13/10/20	Air compressor service - Depot <i>Inspection report, Consumables, Labour, Site service, Travel, Parts</i>	\$769.69
	13/10/20	Air compressor service - Fuel facility <i>Inspection report, Consumables, Labour, Site service, Travel, Parts</i>	\$509.33
EFT6096	10/11/20	Armadale Mower World & Service Co	-\$53.90
	13/10/20	Mower parts <i>Head speed feed, Eyelet suit</i>	\$53.90
EFT6097	10/11/20	BOC	-\$81.53
	29/10/20	Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$81.53
EFT6098	10/11/20	Best Office Systems	-\$490.76
	27/10/20	Shire copier contract <i>B&W copies, Colour copies</i>	\$282.43
	28/10/20	CRC copier contract <i>B&W Copies, Colour Copies</i>	\$208.33
EFT6099	10/11/20	Boddington News	-\$9.00
	30/10/20	Boddington News <i>Edition 655</i>	\$9.00
EFT6100	10/11/20	CJD Equipment	-\$407.02
	14/10/20	Plant materials - WD.141 <i>Coolant</i>	\$407.02
EFT6101	10/11/20	Exteria Street & Park Outfitters	-\$1,053.80
	21/10/20	Street bin materials <i>Bin post</i>	\$1,053.80
EFT6102	10/11/20	Fuel Distributors of WA	-\$833.48
	13/10/20	Depot materials <i>Hydraulic oil - WD.141, Grease - Depot</i>	\$833.48
EFT6103	10/11/20	Hotham Mechanical	-\$431.20
	02/11/20	Vehicle service - WD.011 <i>Labour, Parts, Consumables</i>	\$431.20
EFT6104	10/11/20	IT Vision	-\$4,655.20
	15/10/20	Training - Central Records <i>Admin staff, CRC staff, Depot staff</i>	\$1,932.70
	15/10/20	Rates Processing Service 2020/21 <i>Oct 2020</i>	\$2,722.50
EFT6105	10/11/20	Ibis Styles East Perth	-\$384.00
	29/10/20	Accommodation <i>Ian Price, Breakfast</i>	\$384.00
EFT6106	10/11/20	Industrial Automation Group	-\$1,002.10
	06/11/20	Standpipe annual fees - 2020/21 <i>Remote access, Cloud server access</i>	\$1,002.10
EFT6107	10/11/20	JR & A Hersey	-\$1,919.92

	08/10/20		PPE <i>Hat, Sunscreen, Insect repellent, Chaps, Ear muffs</i>	\$1,919.92
EFT6108	10/11/20	Local Government Professionals Australia WA		-\$480.00
	23/09/20		Weaving tapestries workshop <i>Registration</i>	\$480.00
EFT6109	10/11/20	Major Motors		-\$6,217.86
	12/10/20		Replace clutch - WD.458 <i>Labour, Parts, Sundries, Toxic waste disposal, Consumables</i>	\$6,217.86
EFT6110	10/11/20	Narrogin Electrical Appliance Testing		-\$1,353.00
	02/11/20		Testing & tagging <i>CRC, Depot, Admin, Community Centre, Caravan Park, Bushfire Shed</i>	\$1,353.00
EFT6111	10/11/20	Narrogin Packaging & Motorcycles		-\$166.15
	15/10/20		Materials - Community Centre <i>Paper Cups, Paper Plates</i>	\$166.15
EFT6112	10/11/20	Quality Press		-\$99.00
	13/10/20		Vehicle identifier sticker <i>Bushfire vehicles, Delivery</i>	\$99.00
EFT6113	10/11/20	Quick Corporate Australia		-\$799.99
	15/10/20		Stationery <i>Paper, Blotack, Laminating pouch, Dymo label writer address, Coffee, Teabags, Detergent, Nalclip dispenser, Paper, Invoice book, Hand towel, Toilet rolls</i>	\$799.99
EFT6114	10/11/20	The Garden Party Company		-\$297.50
	30/09/20		Giant game hire - Children's week program <i>Connect 4, Skittles, Ladder golf, Giant hoopla, Cornhole, Giant jenga, Discount</i>	\$297.50
EFT6115	10/11/20	WA Contract Ranger Services		-\$631.12
	26/09/20		Contract Ranger Service <i>Labour</i>	\$631.12
EFT6116	10/11/20	Wandering Tavern		-\$93.00
	21/10/20		Catering - Senior's Be Connected program <i>Sandwiches, milk</i>	\$93.00
EFT6117	27/11/20	Acres of Taste		-\$170.00
	12/11/20		CRC Cafe catering <i>Orange cake, Melting moments</i>	\$170.00
EFT6118	27/11/20	Armadale Mower World & Service Co		-\$10.90
	30/10/20		Parts - Mower <i>Bolt</i>	\$10.90
EFT6119	27/11/20	Australia Post		-\$427.80
	03/10/20		Aus Post supplies <i>Booklet \$1.10 stamps, Roll \$1.10 stamps, Adjustment</i>	\$427.80
EFT6120	27/11/20	Australian Taxation Office		-\$48,350.00
	31/10/20		BAS - Oct 20 <i>GST on Sales, Group Tax Clearing, GST on Purchases, Rounding</i>	\$48,350.00
EFT6121	27/11/20	Avon Waste		-\$3,080.50

31/10/20 General waste services \$3,080.50
Domestic & commercial general waste services, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Fuel facility bin

EFT6122	27/11/20	BG&E		-\$3,300.00
	28/10/20		Structural Engineering Report CRC	\$3,300.00
EFT6123	27/11/20	Belinda Kaye Knight		-\$136.80
	12/11/20		Reimbursement 95% - CEO Mobile Phone	\$136.80
EFT6124	27/11/20	Blackwoods		-\$322.00
	22/10/20		Depot materials Industrial fan	\$322.00
EFT6125	27/11/20	Boddington Hardware & Newsagency		-\$918.87
	13/10/20		Street sign materials Bolts, Washers	\$82.50
	19/10/20		Community Centre Oval materials Herbicide	\$328.00
	21/10/20		Various materials Reticulation parts, Photo hook	\$71.10
	29/10/20		Various materials Bondcrete, Waterbottle, Rat bait, Strainer post, Brush	\$176.02
	30/10/20		Christmas gifts Eskys	\$261.25
EFT6126	27/11/20	Boddington IGA		-\$310.90
	01/10/20		CRC Cafe supplies GST included, GST free	\$84.38
	23/10/20		CRC Cafe supplies GST included, GST free	\$226.52
EFT6127	27/11/20	Bullivants		-\$528.32
	16/11/20		Plant repairs Chains & slings	\$528.32
EFT6128	27/11/20	Child Support Agency		-\$204.51
	11/11/20		Payroll deductions	\$28.35
	25/11/20		Payroll deductions	\$176.16
EFT6129	27/11/20	Corsign WA		-\$1,360.70
	07/10/20		Signs Header panel, Name plate, Street signs, Bracket, Posts	\$1,360.70
EFT6130	27/11/20	Crossman Hot Water & Plumbing		-\$314.60
	22/10/20		Plumbing repairs - Pumpreys Bridge public conveniences Labour, Travel	\$314.60
EFT6131	27/11/20	Department of Mines, Industry Regulation & Safety		-\$294.20
	31/10/20		BSL Building permits, Number of permits	\$294.20
EFT6132	27/11/20	Ecowater Services		-\$360.80
	13/11/20		Aquarius Quarterly Service - 5 Dunmall Dr Labour, Chlorine	\$180.40
	13/11/20		Aquarius Quarterly Service -19 Humes Wy Labour, Chlorine	\$180.40
EFT6133	27/11/20	Espresso Works		-\$878.90
	09/11/20		Service - CRC coffee machine Call out fee, Labour, Travel, Parts	\$878.90

EFT6134	27/11/20	Eureka Auto Electrical		-\$413.71
	10/11/20		Electrical repairs - WD.300 <i>Labour, Parts</i>	\$413.71
EFT6135	27/11/20	Frontline Fire & Rescue		-\$476.52
	30/10/20		Bushfire materials <i>Portable weather meter</i>	\$476.52
EFT6136	27/11/20	Fuel Distributors of WA		-\$228.80
	30/10/20		Plant materials <i>Adblue</i>	\$228.80
EFT6137	27/11/20	Hotham Mechanical		-\$2,624.05
	11/11/20		Tyres <i>Fitting - WD.458, Fitting - WD.6, Disposal - WD.458, Disposal - WD.6</i>	\$1,716.00
	16/11/20		Plant service - WD.422 <i>Labour, Parts, Cosumables</i>	\$908.05
EFT6138	27/11/20	Landgate		-\$26.70
	02/11/20		DLI invoices	\$26.70
EFT6139	27/11/20	Liberty Rural		-\$30,111.38
	04/11/20		Fuels <i>ULP, Diesel</i>	\$30,111.38
EFT6140	27/11/20	Mcleods		-\$850.00
	30/10/20		Prepare lease - WA Mower Racing Assoc. <i>Professional fees, Printing, Title searches</i>	\$850.00
EFT6141	27/11/20	Mungartyok		-\$600.00
	09/11/20		CRC Program - Senior's Week <i>NAIDOC Week art activity</i>	\$600.00
EFT6142	27/11/20	Opteon Solutions		-\$695.00
	16/11/20		Property valuation <i>Labour, Title search</i>	\$695.00
EFT6143	27/11/20	PH & KE Gow		-\$1,430.00
	12/11/20		Survey - WAMRA lease <i>Labour</i>	\$1,430.00
EFT6144	27/11/20	Perfect Computer Solutions		-\$510.00
	12/11/20		Monthly IT maintenance <i>Labour</i>	\$510.00
EFT6145	27/11/20	Pingelly Tyre Service		-\$1,920.00
	01/11/20		Tyres - WD.300 <i>Supply & fitting</i>	\$1,920.00
EFT6146	27/11/20	Position Partners		-\$213.62
	30/10/20		Service laser level <i>Labour, Freight, Consumables, Batteries</i>	\$213.62
EFT6147	27/11/20	RBH Engineering		-\$2,145.00
	18/11/20		Parts - Fire brigade <i>Turret</i>	\$2,145.00
EFT6148	27/11/20	Scavenger Fire Safety		-\$55.00
	05/10/20		Fuel facility materials <i>Extinguisher location signs, Extinguisher identification signs, Postage</i>	\$55.00
EFT6149	27/11/20	Payroll deductions		-\$780.00
	11/11/20		Payroll deductions	\$390.00
	25/11/20		Payroll deductions	\$390.00
EFT6150	27/11/20	Shire of Wandering Petty Cash		-\$473.05
	02/11/20		Petty Cash <i>Sealant, CRC training, Air compressor oil, Groceries, Lunches, Postage, Globes, Sausage rolls, Postage, Postage, Postage - Rate review, Return of netball uniform, Lunches</i>	\$473.05

EFT6151	27/11/20	Payroll deductions		-\$105.00
	11/11/20		Payroll deductions	\$55.00
	25/11/20		Payroll deductions	\$50.00
EFT6152	27/11/20	Startrack Express		-\$133.83
	08/07/20		Credit Note Incorrect fee charged	-\$1,587.73
	15/07/20		Freight <i>State library, Fee</i>	\$65.39
	22/07/20		Freight <i>Fee</i>	\$5.94
	29/07/20		Freight <i>Corsign</i>	\$62.43
	05/08/20		Freight <i>Library books</i>	\$100.97
	19/08/20		Freight <i>Library books, Hersey</i>	\$220.51
	02/09/20		Freight <i>Probuild</i>	\$57.59
	09/09/20		Freight <i>Hersey, Rynat</i>	\$226.08
	23/09/20		Freight <i>EMG</i>	\$46.09
	30/09/20		Freight <i>Major Motors, Hersey</i>	\$265.21
	07/10/20		Freight <i>Corsign, Forpark</i>	\$225.36
	14/10/20		Freight <i>Hersey, CID, Bullivants</i>	\$205.09
	21/10/20		Freight <i>Fee</i>	\$20.90
	28/10/20		Freight <i>Hersey</i>	\$220.00
EFT6153	27/11/20	Synergy	Administration Office	-\$4,408.60
	02/11/20		Street lighting <i>Usage</i>	\$721.77
	12/11/20		CRC & Public conveniences <i>Usage, Supply charge</i>	\$777.87
	12/11/20		Depot <i>Usage, Supply charge</i>	\$289.86
	12/11/20		Administration office <i>Usage, Supply charge</i>	\$1,064.93
	12/11/20		Fuel facility <i>Usage, Supply charge</i>	\$202.59
	12/11/20		19 Humes Wy <i>Usage, Supply charge</i>	\$404.98
	12/11/20		Caravan Park & Fire Station <i>Usage, Supply charge</i>	\$571.19
	12/11/20		Community Centre <i>Usage, Supply charge</i>	\$375.41
EFT6154	27/11/20	The Lawn Doctor		-\$2,783.00
	27/10/20		Vertimow - Community Centre oval <i>Labour, Soil Testing, Travel & accommodation</i>	\$2,783.00
EFT6155	27/11/20	The West Australian		-\$180.00
	31/10/20		Advertising - Narrogin Observer <i>Bushfire director</i>	\$180.00
EFT6156	27/11/20	Volt Air		-\$23,073.10
	09/11/20		Solar system - CRC & Admin buildings <i>Supply & install</i>	\$22,500.00

	19/11/20		Supply & install exit sign - CRC <i>Labour, Parts, Sundries</i>	\$573.10
EFT6157	27/11/20	WA Reticulation Supplies		-\$396.59
	30/10/20		Materials - York Williams Rd <i>Draincoil</i>	\$396.59
EFT6158	27/11/20	Wandering Smash Repairs		-\$406.62
	13/11/20		Catering <i>Fire training day</i>	\$406.62
EFT6159	27/11/20	Yahava Koffeeworks Wholesale		-\$321.99
	29/10/20		Materials - CRC Café <i>Coffee cups, Lids, Freight</i>	\$321.99
DD3518.2	02/11/20	Telstra		-\$1,224.76
	18/10/20		Phone charges <i>Admin office, Harvest ban, Fuel facility, CRC, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, CRC Internet Connection, Office Internet Connection, New Phone System, Rounding</i>	\$1,224.76
DD3528.1	11/11/20	WA Super		-\$4,574.17
	11/11/20		Payroll deductions	\$3,637.43
	11/11/20		Payroll deductions	\$936.74
DD3528.2	11/11/20	Prime Super		-\$359.49
	11/11/20		Payroll deductions	\$170.00
	11/11/20		Payroll deductions	\$189.49
DD3528.3	11/11/20	ANZ OnePath Masterfund		-\$418.19
	11/11/20		Payroll deductions	\$107.23
	11/11/20		Payroll deductions	\$310.96
DD3528.4	11/11/20	Colonial First State		-\$450.15
	11/11/20		Payroll deductions	\$115.42
	11/11/20		Payroll deductions	\$334.73
DD3528.5	11/11/20	SuperWrap Personal Super Plan		-\$103.54
	11/11/20		Payroll deductions	\$103.54
DD3528.6	11/11/20	Australian Super		-\$118.30
	11/11/20		Payroll deductions	\$118.30
DD3528.7	11/11/20	MobiSuper		-\$203.15
	11/11/20		Payroll deductions	\$203.15
DD3535.1	20/11/20	Water Corporation		-\$173.03
	06/11/20		Caravan Park <i>Water use</i>	\$173.03
DD3537.1	25/11/20	WA Super		-\$4,499.95
	25/11/20		Payroll deductions	\$3,546.95
	25/11/20		Payroll deductions	\$953.00
DD3537.2	25/11/20	Prime Super		-\$400.47
	25/11/20		Payroll deductions	\$170.00
	25/11/20		Payroll deductions	\$230.47
DD3537.3	25/11/20	ANZ OnePath Masterfund		-\$378.96
	25/11/20		Payroll deductions	\$97.17
	25/11/20		Payroll deductions	\$281.79
DD3537.4	25/11/20	Colonial First State		-\$450.15
	25/11/20		Payroll deductions	\$115.42
	25/11/20		Payroll deductions	\$334.73
DD3537.5	25/11/20	SuperWrap Personal Super Plan		-\$71.70
	25/11/20		Payroll deductions	\$71.70
DD3537.6	25/11/20	Australian Super		-\$103.52
	25/11/20		Payroll deductions	\$103.52
DD3537.7	25/11/20	MobiSuper		-\$259.49

	25/11/20		Payroll deductions	\$259.49	
DD3539.1	01/11/20	First Data Merchant Solutions			-\$184.36
	31/10/20		Merchant Fee <i>Fuel facility</i>	\$184.36	
				Total	-\$259,977.28

16.2.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD - 01/07/2020 – 30/11/2020

Proponent	Internal Report
Author of Report	Belinda Knight, CEO
Date of Meeting	17/12/2020
Disclosure of any Interest	Nil
File Reference	14.145.14512
Attachments	Monthly Financial Reports

BRIEF SUMMARY

Consideration of the Monthly Financial Reports for the period ending 30/11/2020

BACKGROUND

The following financial reports to 30/11/2020 are included for your information:

- Monthly Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature or Type
- Note 1 Net Current Assets
- Note 2 Cash and Investments
- Note 3 Receivables – Debtors Report
- Note 4 Payables – Creditors Report
- Note 5 Rating Revenue
- Note 6 Disposal of Assets
- Note 7 Capital Acquisitions
- Note 8 Borrowings
- Note 9 Reserves
- Note 10 Grants and Contributions
- Note 11 Trust Fund
- Note 12 Explanation of Material Variances

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

Section 6.4 Financial report

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to –*
 - (a) *be prepared and presented in the manner and form prescribed; and*
 - (b) *contain the prescribed information.*
- (3) *By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor –*
 - (a) *the accounts of the local government, balanced up to the last day of the preceding financial year; and*
 - (b) *the annual financial report of the local government for the preceding financial year.*

Local Government (Financial Management) Regulations 1996

Regulation 34 Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation – **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail –*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional*

- purpose under section 6.8(1)(b) or (c); and*
- (b) budget estimates to the end of the month to which the statement relates; and*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
- (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) the net current assets at the end of the month to which the statement relates.*
- (2) Each statement of financial activity is to be accompanied by documents containing —*
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (b) an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) such other supporting information as is considered relevant by the local government.*
- (3) The information in a statement of financial activity may be shown —*
- (a) according to nature and type classification; or*
- (b) by program; or*
- (c) by business unit.*
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
- (b) recorded in the minutes of the meeting at which it is presented.*
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

POLICY IMPLICATIONS

As contained in the attached Monthly Financial Reports

FINANCIAL IMPLICATIONS

As contained in the attached Monthly Financial Reports

STRATEGIC IMPLICATIONS

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan Service Level Plans detail operational roles, responsibilities and resources Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships

CONSULTATION/COMMUNICATION

Nil

COMMENT

The CEO has compiled the accompanying Local Government special purpose financial statements for the Shire of Wandering, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 30/11/2020. The financial statements have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

ADDITIONAL COMMENTS TO THE STATEMENT OF FINANCIAL ACTIVITY**REVENUE:**

- Operating Grants & Subsidies – lower than expected due to LRCIP Funding only just being received and not included in financial report.
- Fees & Charges – lower primarily due to fuel sales being lower than expected in the order of \$96,000

EXPENDITURE:

- Employee costs lower than expected primarily due to staff replacement yet to occur in administration. However, Refuse Site salaries are more than double expected at this point. EMTS to review and report to Budget Review.
- Materials & Contracts lower than expected primarily due to \$74,000 LRCIP funding yet to occur, Community Centre funding for upgrade reporting also yet to occur, and fuel purchases lower than expected.
- Insurance expenses – higher than expected due to half yearly advance payments being made.

INVESTING ACTIVITIES:

- Non-operating grants – lower than expected due to capital works program only just commencing.
- Payments for property, plant & equipment – lower than expected due to capital works program only just commencing.
- Loans – not drawn down for Industrial Estate, still awaiting response of Regional Economic Development Grant application.

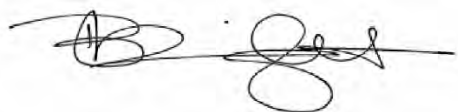
VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 16.2 - MONTHLY FINANCIAL REPORTS

That Council in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 receives the Statements of Financial activity for the period ending 30/11/2020.

Disclaimer: The 30/11/2020 report has been prepared prior to the finalisation of the November 2020 financial transactions and as such may not be a true reflection of the financial position of the Shire at this time.

AUTHOR'S SIGNATURE:

SHIRE OF WANDERING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 30 November 2020

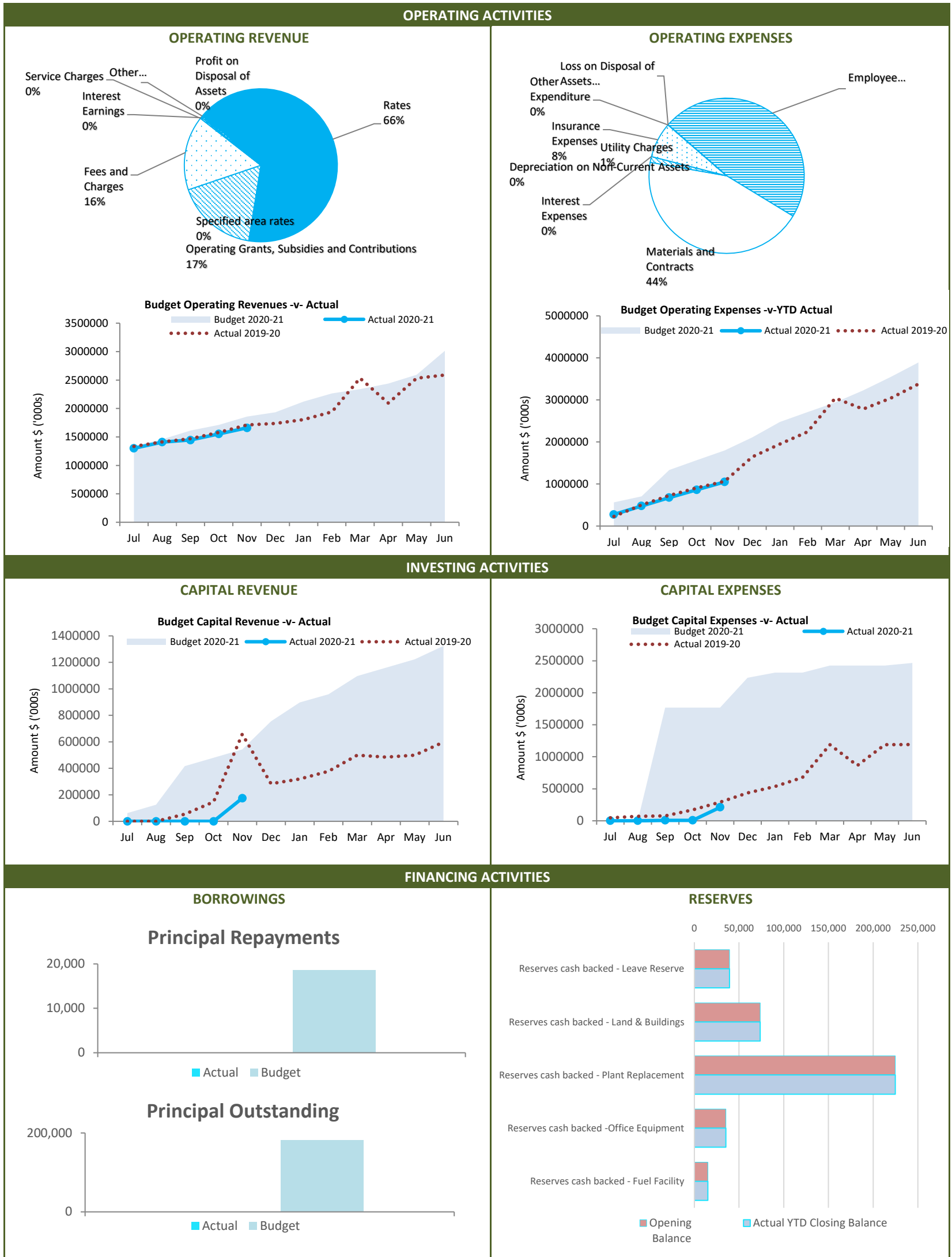
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

SUMMARY INFORMATION - GRAPHS



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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.13 M	\$1.13 M	\$1.13 M	\$0.00 M
Closing	\$0.00 M	\$0.84 M	\$1.71 M	\$0.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$1.58 M	% of total
Unrestricted Cash	\$1.19 M	75.4%
Restricted Cash	\$0.39 M	24.6%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.10 M	% Outstanding
Trade Payables	\$0.02 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$0.11 M	% Collected
Rates Receivable	\$0.19 M	85.3%
Trade Receivable	\$0.11 M	
Over 30 Days		99.3%
Over 90 Days		6.2%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.21 M)	\$0.58 M	\$0.61 M	\$0.03 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.10 M	% Variance
YTD Budget	\$1.10 M	(0.3%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$0.29 M	% Variance
YTD Budget	\$0.36 M	(20.7%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.26 M	% Variance
YTD Budget	\$0.36 M	(27.4%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.76 M)	(\$1.08 M)	(\$0.04 M)	\$1.04 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.00 M	%
Adopted Budget	\$0.38 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.21 M	% Spent
Adopted Budget	\$2.47 M	(91.4%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$0.17 M	% Received
Adopted Budget	\$1.32 M	(86.8%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.17 M)	\$0.20 M	(\$0.00 M)	(\$0.20 M)

Refer to Statement of Financial Activity

Borrowings

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

Refer to Note 9 - Borrowings

Reserves

Reserves balance	\$0.39 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to ensure a safer community.

Community safety initiatives, fire prevention and control and animal control.

HEALTH

To provide services for community and environmental health.

Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.

EDUCATION AND WELFARE

To support services relating to youth, elderly and the disadvantaged.

Support school activities, aged care initiatives and disability inclusion plan.

HOUSING

Provision of shire housing and privately rented accommodation.

Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.

COMMUNITY AMENITIES

To provide amenities required by the community.

Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public

RECREATION AND CULTURE

To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.

Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.

TRANSPORT

To provide safe and effective transport services to the community.

Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.

ECONOMIC SERVICES

To help promote Wandering and its economic wellbeing.

Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control operating accounts.

Provisions of private work operations, plant repairs, operation costs and all administration costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,134,308	1,134,308	1,134,308	0	0.00%	
Revenue from operating activities							
Governance		500	205	0	(205)	(100.00%)	
General purpose funding - general rates	6	1,101,272	1,101,272	1,098,290	(2,982)	(0.27%)	
General purpose funding - other		787,550	222,344	134,083	(88,261)	(39.70%)	▼
Law, order and public safety		42,650	10,425	20,713	10,288	98.69%	▲
Health		2,450	1,015	2,582	1,567	154.38%	
Education and welfare		1,520	630	0	(630)	(100.00%)	
Housing		45,500	18,955	18,571	(384)	(2.03%)	
Community amenities		48,820	39,370	39,454	84	0.21%	
Recreation and culture		1,370	565	1,082	517	91.50%	
Transport		69,860	56,700	56,375	(325)	(0.57%)	
Economic services		854,665	370,384	255,741	(114,643)	(30.95%)	▼
Other property and services		58,425	24,675	33,257	8,582	34.78%	▲
		3,014,582	1,846,540	1,660,148	(186,392)		
Expenditure from operating activities							
Governance		(123,040)	(61,492)	(38,603)	22,889	37.22%	▲
General purpose funding		(294,415)	(119,599)	(34,318)	85,281	71.31%	▲
Law, order and public safety		(134,050)	(57,036)	(37,901)	19,135	33.55%	▲
Health		(12,060)	(5,042)	(2,657)	2,385	47.30%	
Education and welfare		(3,065)	(1,265)	(1,816)	(551)	(43.56%)	
Housing		(47,900)	(21,030)	(8,983)	12,047	57.28%	▲
Community amenities		(161,520)	(67,469)	(78,568)	(11,099)	(16.45%)	▼
Recreation and culture		(245,020)	(113,470)	(77,491)	35,979	31.71%	▲
Transport		(1,928,615)	(852,924)	(488,111)	364,813	42.77%	▲
Economic services		(883,805)	(380,539)	(301,419)	79,120	20.79%	▲
Other property and services		(58,265)	(50,572)	20,889	71,461	141.31%	▲
		(3,891,755)	(1,730,438)	(1,048,978)	681,460		
Non-cash amounts excluded from operating activities	1(a)	672,108	462,837	0	(462,837)	(100.00%)	▼
Amount attributable to operating activities		(205,065)	578,939	611,170	32,231		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,324,455	542,282	174,938	(367,344)	(67.74%)	▼
Proceeds from disposal of assets	7	379,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,465,775)	(1,618,645)	(210,945)	1,407,700	86.97%	▲
Amount attributable to investing activities		(762,320)	(1,076,363)	(36,007)	1,040,356		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	▼
Transfer from reserves	10	201,910	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(550,168)	(18)	(18)	0	0.00%	
Amount attributable to financing activities		(166,923)	199,982	(18)	(200,000)		
Closing funding surplus / (deficit)	1(c)	0	836,866	1,709,453			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer threshold. Refer to Note 14 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 30 NOVEMBER 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,134,308	1,134,308	1,134,308	0	0.00%	
Revenue from operating activities							
Rates	6	1,101,272	1,101,272	1,098,290	(2,982)	(0.27%)	
Operating grants, subsidies and contributions	12	1,031,660	361,403	286,705	(74,698)	(20.67%)	
Fees and charges		809,130	359,085	260,773	(98,312)	(27.38%)	
Interest earnings		15,810	6,580	5,225	(1,355)	(20.59%)	
Other revenue		43,700	18,200	9,157	(9,043)	(49.69%)	
Profit on disposal of assets	7	13,010	0	0	0	0.00%	
		3,014,582	1,846,540	1,660,150	(186,390)		
Expenditure from operating activities							
Employee costs		(1,142,005)	(525,511)	(496,199)	29,312	5.58%	
Materials and contracts		(1,353,420)	(656,636)	(462,445)	194,191	29.57%	
Utility charges		(56,410)	(23,480)	(12,719)	10,761	45.83%	
Depreciation on non-current assets		(1,112,530)	(462,837)	0	462,837	100.00%	
Interest expenses		(2,970)	(1,485)	0	1,485	100.00%	
Insurance expenses		(92,700)	(46,349)	(77,405)	(31,056)	(67.00%)	
Other expenditure		(46,350)	(14,140)	(212)	13,928	98.50%	
Loss on disposal of assets	7	(85,370)	0	0	0	0.00%	
		(3,891,755)	(1,730,438)	(1,048,980)	681,458		
Non-cash amounts excluded from operating activities	1(a)	672,108	462,837	0	(462,837)	(100.00%)	
Amount attributable to operating activities		(205,065)	578,939	611,170	32,231		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,324,455	542,282	174,938	(367,344)	(67.74%)	
Proceeds from disposal of assets	7	379,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,465,775)	(1,618,645)	(210,945)	1,407,700	86.97%	
Amount attributable to investing activities		(762,320)	(1,076,363)	(36,007)	1,040,356		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	
Transfer from reserves	10	201,910	0	0	0	0.00%	
Payments for principal portion of lease liabilities		0	0	0	0	0.00%	
Repayment of debentures	9	(18,665)	0	0	0	0.00%	
Transfer to reserves	10	(550,168)	(18)	(18)	0	0.00%	
Amount attributable to financing activities		(166,923)	199,982	(18)	(200,000)		
Closing funding surplus / (deficit)	1(c)	0	836,866	1,709,453	872,587		

KEY INFORMATION

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

Refer to Note 14 for an explanation of the reasons for the variance.

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

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 NOVEMBER 2020

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 November 2020

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

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

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(13,010)	0	0
Less: Non-cash grants and contributions for assets		(533,782)		
Movement in employee benefit provisions (non-current)		21,000		
Add: Loss on asset disposals	7	85,370	0	0
Add: Depreciation on assets		1,112,530	462,837	0
Total non-cash items excluded from operating activities		672,108	462,837	0

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

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

		Last Year Closing 30 June 2020	This Time Last Year 30 November 2019	Year to Date 30 November 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(388,364)		(388,022)
Less: Unspent Grants		533,782		807,214
Less: Leave held in Reserve		(39,421)		(39,425)
Add: Provisions - employee	11	79,220		71,242
Add: Other Adjustments				300,886
Total adjustments to net current assets		185,217	0	751,895

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

Current assets				
Cash and cash equivalents	2	1,528,865		1,575,613
Rates receivables	3	25,194		189,205
Receivables	3	47,037		112,307
Other current assets	4	74,979		61,968
Less: Current liabilities				
Payables	5	(113,982)		(103,898)
Contract liabilities	11	(533,782)		(807,214)
Provisions	11	(79,220)		(71,242)
Less: Total adjustments to net current assets	1(b)	185,217	0	752,715
Closing funding surplus / (deficit)		1,134,308	0	1,709,454

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Fund	Cash and cash equivalents	1,575,613		1,575,613		BWA	0.01%	
Reserve Funds	Cash and cash equivalents	(388,004)	388,004			BWA	0.05%	
Total		1,187,609	388,004	1,575,613	0			
Comprising								
Cash and cash equivalents		1,187,609	388,004	1,575,613	0			
		1,187,609	388,004	1,575,613	0			

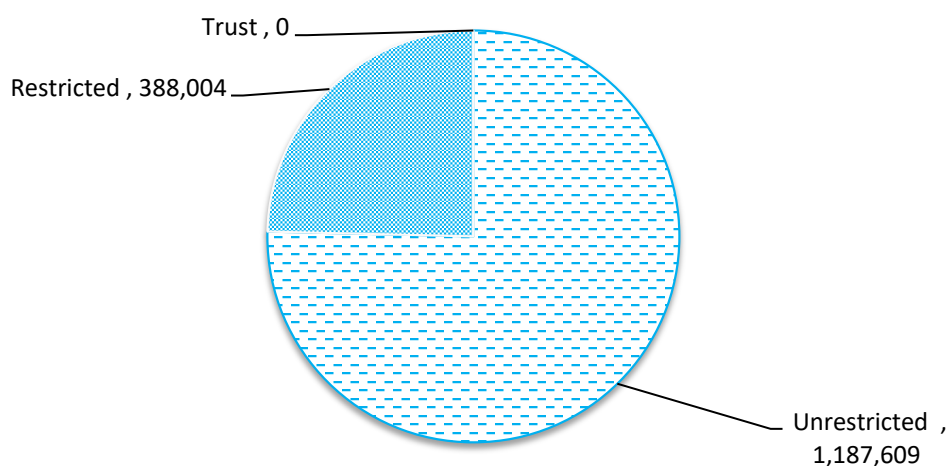
KEY INFORMATION

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

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

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

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



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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

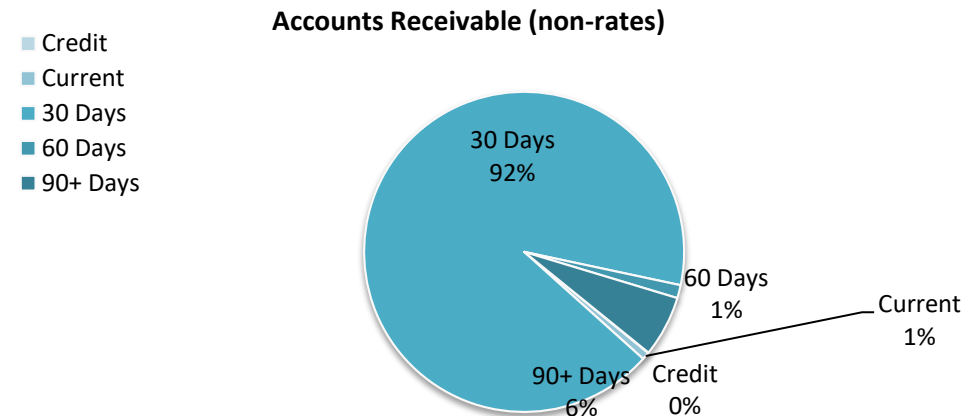
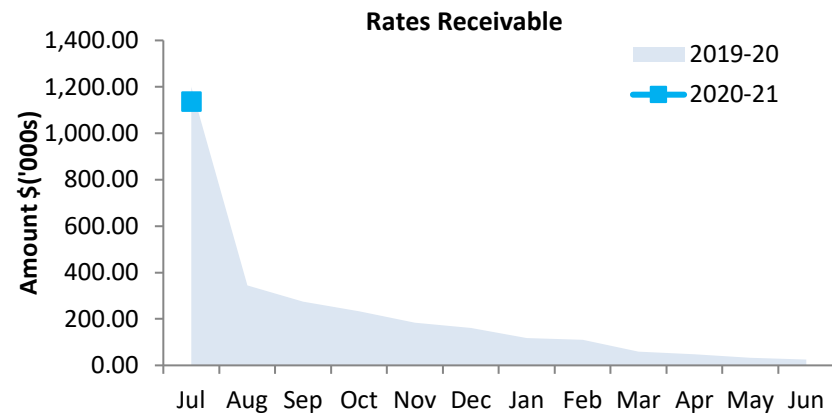
Rates receivable	30 Jun 2020	30 Nov 2020
	\$	\$
Opening arrears previous years	29,223	189,205
Levied this year	1,098,292	1,098,292
Less - collections to date	(938,310)	(1,098,292)
Equals current outstanding	189,205	189,205
Net rates collectable	189,205	189,205
% Collected	83.2%	85.3%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(59)	724	88,001	1,268	5,923	95,857
Percentage	(0.1%)	0.8%	91.8%	1.3%	6.2%	
Balance per trial balance						
Sundry receivable						95,857
GST receivable						8,450
Accrued income						8,000
Total receivables general outstanding						112,307

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 30 November 2020
	\$	\$	\$	\$
Inventory				
Depot Fuel	940	7,130		8,070
Fuel Facility - ULP	6,220	493		6,713
Fuel Facility - Diesel	18,979	(5,227)		13,752
History Books	3,533	0		3,533
Gravel	29,900	0		29,900
Total other current assets	59,572	2,396	0	61,968
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

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

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

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

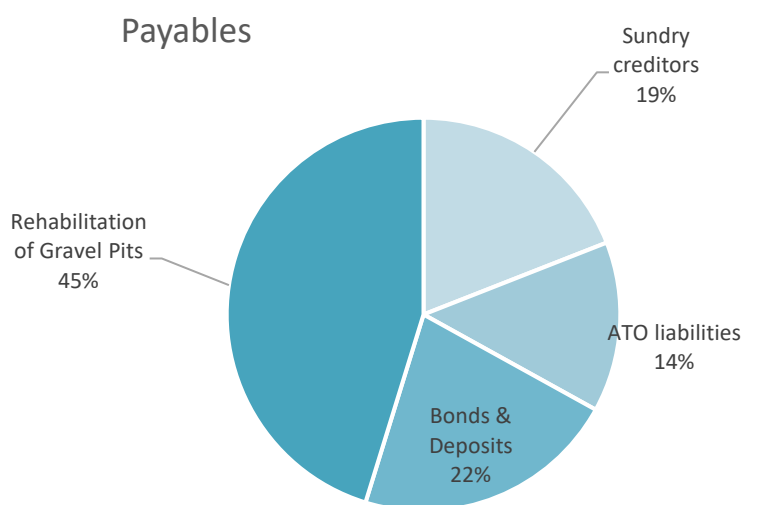
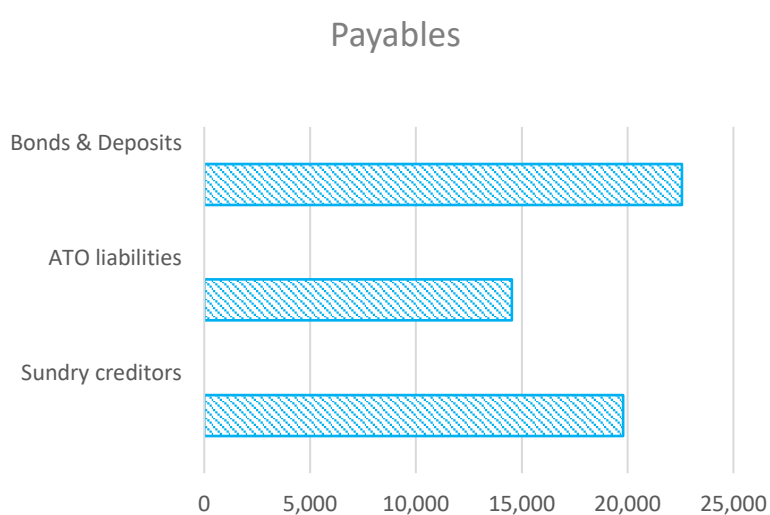
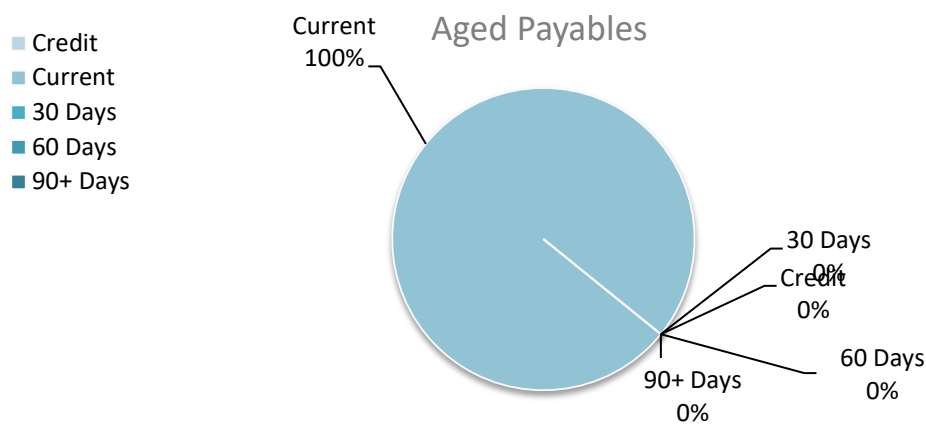
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	19,788	0	0	0	19,788
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						19,788
ATO liabilities						14,541
Bonds & Deposits						22,572
Rehabilitation of Gravel Pits						46,997
Total payables general outstanding						103,898

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



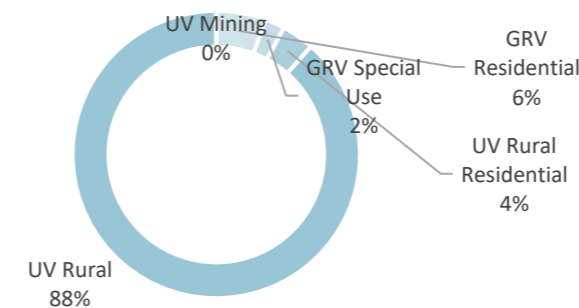
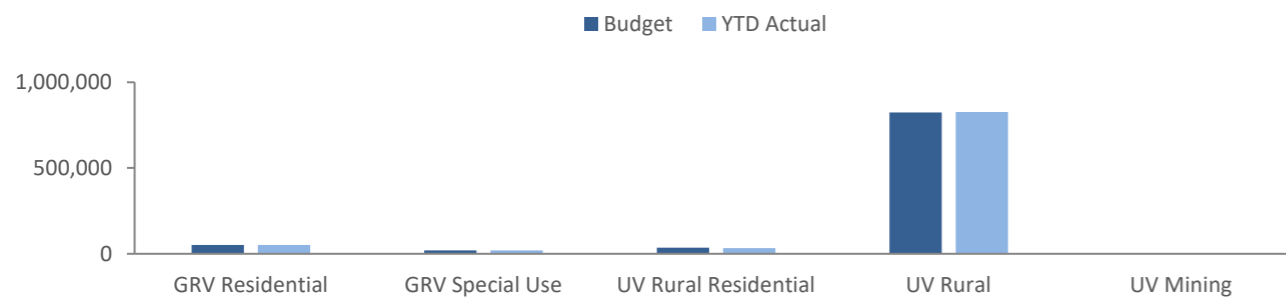
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget						YTD Actual				
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10944	41	478,296	52,345			52,345	52,345			52,345
GRV Special Use	0.12961	3	157,820	20,455			20,455	20,455			20,455
Unimproved value											
UV Rural Residential	0.01374	34	2,591,000	35,600			35,600	35,600	(1,630)		33,970
UV Rural	0.00687	135	120,060,000	824,812			824,812	826,283			826,283
UV Mining	0.00687	0	0	0			0	0			0
Sub-Total		213	123,287,116	933,212	0	0	933,212	934,683	(1,630)	0	933,053
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,100	39	170,720	42,900			42,900	42,900			42,900
GRV Special Use	1,100	2	6,705	2,200			2,200	2,200			2,200
Unimproved value											
UV Rural Residential	1,000	70	4,464,500	70,000			70,000	70,000			70,000
UV Rural	1,100	78	8,328,000	85,800			85,800	85,800			85,800
UV Mining	1,100	5	144,018	5,500			5,500	5,500			5,500
Sub-total		194	13,113,943	206,400	0	0	206,400	206,400	0	0	206,400
Discount							(41,540)				(41,161)
Amount from general rates							1,098,072	1,099,923			1,098,292
Ex-gratia rates							3,200				0
Total general rates							1,101,272				1,098,292

KEY INFORMATION

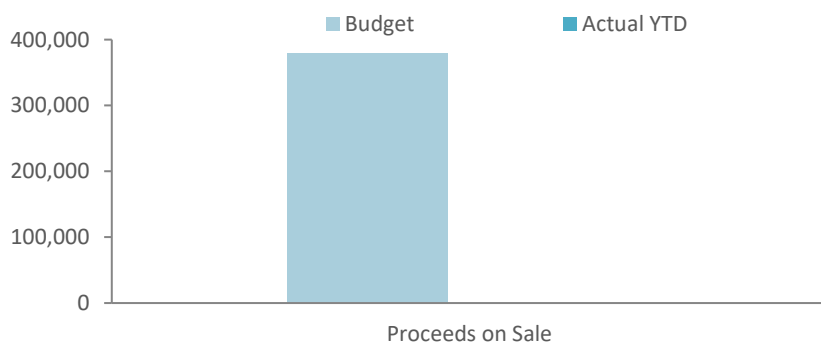
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability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



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

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	7 Gnowing Street	140,000	140,000	0	0			0	0
	Plant and equipment								
	Transport								
	Plant Replacement	311,360	239,000	13,010	(85,370)			0	0
		451,360	379,000	13,010	(85,370)	0	0	0	0



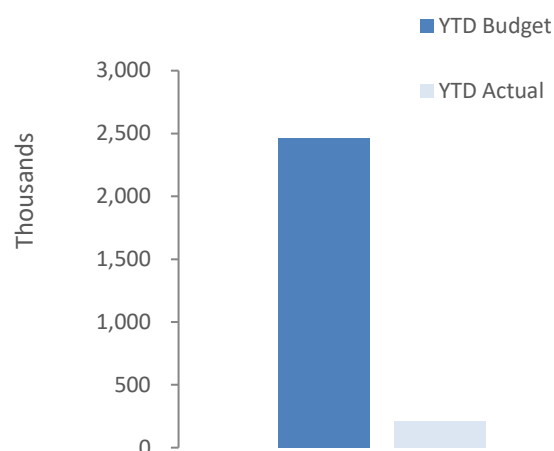
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	200,000	0	0	0
Buildings	25,000	18,750	0	(18,750)
Furniture and equipment	20,000	13,750	25,251	11,501
Plant and equipment	680,000	510,000	0	(510,000)
Infrastructure - roads	762,675	305,070	185,694	(119,376)
Infrastructure - parks, gardens, recreation facilities	28,100	21,075	0	(21,075)
Infrastructure - user defined 7	750,000	750,000	0	(750,000)
Payments for Capital Acquisitions	2,465,775	1,618,645	210,945	(1,407,700)
Total Capital Acquisitions	2,465,775	1,618,645	210,945	(1,407,700)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,324,455	542,282	174,938	(367,344)
Borrowings	200,000	200,000	0	(200,000)
Other (disposals & C/Fwd)	379,000	0	0	0
Cash backed reserves				
Reserves cash backed - Plant Replacement	201,910		0	0
Contribution - operations	360,410	876,363	36,007	(840,356)
Capital funding total	2,465,775	1,618,645	210,945	(1,407,700)

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.

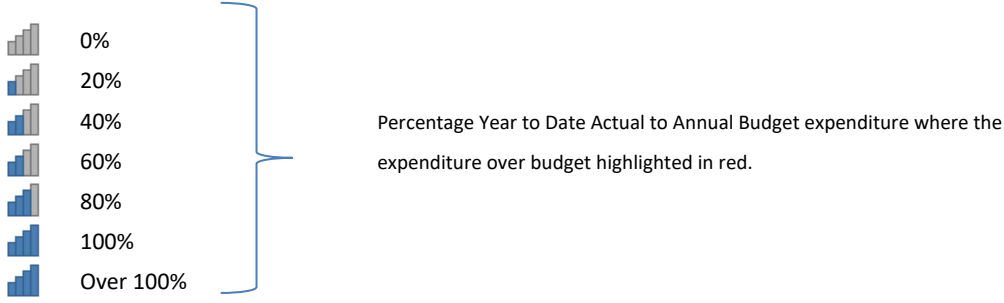


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)**

Capital expenditure total

Level of completion indicators



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

Account Description	Adopted			Variance (Under)/Over
	Budget	YTD Budget	YTD Actual	
	0	0	0	0

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

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Economic services										
Industrial Estate	1	0		200,000		18,665	0	181,335		-2,970

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

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
C/Fwd Balance		0	0	200,000	0	18,665	0	181,335	0	-2,970
Total		0	0	200,000	0	18,665	0	181,335	0	(2,970)
Current borrowings		18,665					0			
Non-current borrowings		-18,665					0			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Reserves cash backed - Leave Reserve	39,423		2	21,000				60,423	39,425
Reserves cash backed - Land & Buildings	73,703		4	340,023				413,726	73,707
Reserves cash backed - Plant Replacement	224,737		10	111,645		(201,910)		134,472	224,747
Reserves cash backed -Office Equipment	35,140		1	12,500				47,640	35,141
Reserves cash backed - Fuel Facility	15,001		1	65,000				80,001	15,002
	388,004	0	18	550,168	0	(201,910)	0	736,262	388,022

KEY INFORMATION

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

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2020 \$	Liability Increase \$	Liability Reduction \$	Closing Balance 30 November 2020 \$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	48,460	0	(16,427)	32,033
- non-operating	13	498,000	154,721	0	652,721
Total unspent grants, contributions and reimbursements		546,460	154,721	(16,427)	684,754
Provisions					
Annual leave		60,004			60,004
Long service leave		11,238			11,238
Total Provisions		71,242	0	0	71,242
Total other current assets		617,702	154,721	(16,427)	755,996
Amounts shown above include GST (where applicable)					

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

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

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2020	Current Liability 30 Nov 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
		\$	\$	\$	\$			
Operating grants and subsidies								
General purpose funding								
Financial Assistance Grants				0		764,200	212,624	126,330
Law, order, public safety								
LGGS	10,385		(10,385)	0		41,540	9,970	20,770
Education and welfare								
Other				0		1,520	630	0
Transport								
Direct Grant				0		56,600	56,600	56,275
Economic services								
Community Resource Centre	38,075		(6,042)	32,033		163,720	79,539	79,328
Other property and services								
Other				0		4,080	2,040	4,002
	48,460	0	(16,427)	32,033	0	1,031,660	361,403	286,705

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

**NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS**

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Nov 2020	Current Liability 30 Nov 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Road Grants		154,721		154,721		1,324,455	542,282	174,938
Bridge Grant	498,000			498,000				
	498,000	154,721	0	652,721	0	1,324,455	542,282	174,938

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

**NOTE 14
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General purpose funding - other	(88,261)	(39.70%)	▼	LRCIP Grant received into Grants in Advance
Law, order and public safety	10,288	98.69%	▲	LGGS Grant Accounted for
Economic services	(114,643)	(30.95%)	▼	Fuel Sales lower than expected - CRC income lower than expected
Other property and services	8,582	34.78%	▲	Allocations
Expenditure from operating activities				
Governance	22,889	37.22%	▲	Expenses lower than anticipated
General purpose funding	85,281	71.31%	▲	Expenses lower than anticipated
Law, order and public safety	19,135	33.55%	▲	Expenses lower than anticipated
Housing	12,047	57.28%	▲	Housing Maintenance not commenced
Community amenities	(11,099)	(16.45%)	▼	Refuse Site expenses higher than expected
Recreation and culture	35,979	31.71%	▲	Expenses lower than anticipated
Transport	364,813	42.77%	▲	Drainage/Spraying yet to commence - Depreciation yet to be allocated
Economic services	79,120	20.79%	▲	Expenses lower than anticipated
Other property and services	71,461	141.31%	▲	Allocations
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(367,344)	(67.74%)	▼	Grants Claimed - allocated to Grants in Advance
Payments for property, plant and equipment and infrastructure	1,407,700	86.97%	▲	Road Plant Purchases ordered but not delivered.
Financing activities				
Proceeds from new debentures	(200,000)	(100.00%)	▼	Loan not drawn down

KEY INFORMATION

It should be noted that depreciation cannot be allocated until post-Audit due to the Asset Register module not recognising financial years.

17. CLOSURE OF MEETING