



Shire of
Koorda

Ordinary Meeting of Council

Attachments

Wednesday, 18 November 2020

6.00pm



North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 27 October 2020

Shire of Wyalkatchem Chambers

MINUTES

2pm NEWROC COUNCIL Meeting

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ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> WDC attendance to respond to NEWROC project priorities Submit priority projects to WDC, Regional Development and WA Planning Discussion regarding portfolios vs projects, current governance structure 	Executive
April	NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> NEWROC Draft Budget Presented NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021) Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> Information for Councillors pre-election NEWROC Audit 	Council
September		Executive
October	NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> NEWROC Induction of new Council representatives (every other year) Review NEWROC MoU (every other year) 	Executive
December	NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Chair and CEO Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Shire of Wyalkatchem Council Chambers on
Tuesday 27 October 2020 commencing at 2pm

AGENDA

1. OPENING AND ANNOUNCEMENTS

Cr Stratford welcomed everyone and opened the meeting at 2pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Jannah Stratford	NEWROC Chair, President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Darrel Hudson	President, Shire of Dowerin

Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Stephen Tindale	Acting CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Leanne Parola	CEO, Shire of Trayning
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Rob Cossart	CEO, Wheatbelt Development Commission
Kristen Twine	Wheatbelt Development Commission

2.2. Apologies

Cr Melanie Brown	Shire of Trayning
Alex Richardson	Manager of Works, Shire of Nungarin

2.3. Leave of Absence Approvals / Approved

3. Declarations of Interest and Delegations Register

3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Oct 2019

NEWROC Website	CEO	NEWROC EO	Council June 2017
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4. Presentations

Cr De Lacy announced that Lennard Long is the new Shire of Nungarin CEO. NEWROC welcomes Lennard to the group.

Rob Cossart, CEO of the Wheatbelt Development Commission was invited to present to the NEWROC. Key points of his presentation:

- 👉 Focus is looking towards the future of the region
- 👉 Recrafting their space into economic development
- 👉 Purpose of the Commission is to facilitate the long term development of the Wheatbelt by being responsive and forward thinking
- 👉 Enabling strategies – staff, optimism, advocacy, communicating success, “team Wheatbelt”, whilst also a statutory authority
- 👉 Strong focus on economic development – enabling infrastructure (power, water, digital etc), diversify economic base, sustainable landscapes, entrepreneurship and innovation, sustainable communities and landscapes
- 👉 Common regional development issues that will be addressed collaboratively with other commissions – new non renewables, alternative industries, aboriginal economic development, regional living
- 👉 Strategic Plan is due to be adopted in coming weeks and will be linked to an annual operations plan

Cr Stratford presented an outline of the NEWROC and the key strategic priorities.

Wheatbelt Development Commission and NEWROC actions:

- 👉 NEWROC to continually present priorities to the Wheatbelt Development Commission
- 👉 There is a common understanding of priorities
- 👉 Wheatbelt Development Commission can provide connections to decision makers
- 👉 Wheatbelt Development Commission is seeking to develop a pipeline of projects

5. MINUTES OF MEETINGS

5.1. Executive Meeting 29 September 2020

Minutes of the Executive Meeting held 29 September 2020 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 29 September 2020 be received

Moved Cr Shadbolt

Seconded Cr Hudson

CARRIED 6/0

5.2. Business Arising

5.3. Council Meeting 25 August 2020

Minutes of the Council Meeting held on 25 August 2020 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 25 August 2020 be received as a true and correct record of proceedings

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 6/0

5.4. Business Arising

Nil

6. FINANCIAL MATTERS**6.1. Income, Expenditure and Profit and Loss**

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 20 October 2020
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Account transactions for the period 1 August 2020 to 30 September 2020

Date	Description	Credit	Debit	Running Balance
BB NEWROC Funds-5557				
Opening Balance		157,812.62	0.00	157,812.62
10 Aug 2020	Australian Taxation Office	4,706.00	0.00	162,468.22
01 Aug 2020	Bendigo Bank	0.00	0.40	157,812.22
04 Aug 2020	XERO Subscription	0.00	50.00	157,762.22
11 Aug 2020	Payment: Strike Point	0.00	110.00	162,358.22
11 Aug 2020	Payment: Constructive Visual	0.00	180.00	162,178.22
11 Aug 2020	Payment: Solum Wheatbelt Business Solutions	0.00	4,582.50	157,595.72
01 Sep 2020	Bendigo Bank	0.00	1.20	157,594.52
02 Sep 2020	XERO Subscription	0.00	50.00	157,544.52
07 Sep 2020	Payment: Solum Wheatbelt Business Solutions	0.00	3,187.00	154,357.52
07 Sep 2020	Payment: Earnshaw Lawyers	0.00	1,744.55	152,612.97
07 Sep 2020	Payment: Shire Of Kellerberrin	0.00	70.00	152,542.97
09 Sep 2020	Monitor Books	0.00	264.00	152,278.97
29 Sep 2020	Bank Transfer from BB NEWROC Funds-5557 to BB Term Deposit Account-1388	0.00	40,000.00	112,278.97
Total BB NEWROC Funds-5557		0.00	50,239.65	112,278.97
Closing Balance		112,278.97	0.00	112,278.97
BB Term Deposit Account-1388				
Opening Balance		152,863.32	0.00	152,863.32
26 Sep 2020	Bendigo Bank	1,378.90	0.00	154,242.22
29 Sep 2020	Bank Transfer from BB NEWROC Funds-5557 to BB Term Deposit Account-1388	40,000.00	0.00	194,242.22
Total BB Term Deposit Account-1388		41,378.90	0.00	194,242.22
Closing Balance		194,242.22	0.00	194,242.22
Total		41,378.90	50,239.65	(8,860.75)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 30 September 2020

Cash Basis

30 SEP 2020

Assets

Bank

BB NEWROC Funds-5557	112,278.97
BB Term Deposit Account-1388	194,242.22
Total Bank	306,521.19

Total Assets

306,521.19

Liabilities

Current Liabilities

GST	(1,191.29)
Total Current Liabilities	(1,191.29)

Total Liabilities

(1,191.29)

Net Assets

307,712.48

Equity

Current Year Earnings	(11,017.12)
Retained Earnings	318,729.60
Total Equity	307,712.48

Additional information:

- 👉 Payment to Solum was higher this month due to a reimbursement for the NEWROC Dinner
- 👉 Payment to Monitor Books to assist with some XERO feeds and BAS
- 👉 Payment to Shire of Kellerberrin was for room hire Executive meeting
- 👉 Membership invoices have been sent
- 👉 Shire of Dowerin joining fee has been sent
- 👉 Audit has commenced with Middleton Accountants (Dowerin Accountant did not undertake audits)

RESOLUTION

That the income and expenditure from 1 August 2020 to 30 September 2020 and the P and L and balance sheet as at 30 September 2020 be received.

Moved Cr Davies

Seconded Cr Sachse

CARRIED 6/0

7. MATTERS FOR DECISION

7.1. GOVERNANCE

FILE REFERENCE:	041-6 Delegation and Policy
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2020
ATTACHMENT NUMBER:	#2 Updated Governance Policy
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

A Governance Policy was adopted in May 2017. The policy has been reviewed by the EO and updated to reflect the adopted MoU.

RESOLUTION

Updated Governance Policy is adopted

Moved Cr Sachse

Seconded Cr Hudson

CARRIED 6/0

Discussion:

- 👉 Edit Policy to say the group endeavours to develop the draft NEWROC Budget in May
- 👉 Few minor formatting amendments

7.2. STRATEGIC PROJECTS – Energy

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2020
ATTACHMENT NUMBER:	#3 Market led submission
CONSULTATION:	John Nuttall Cameron Edwards
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Update on activities:

- 👉 John Nuttall and the NEWROC EO attended a meeting with Western Power in Perth on Friday 4 September (Ben Stanton (Business Development) and Michael Chung (Engineer)). At this meeting the Bencubbin town site power was discussed as was other communities in the NEWROC.
- 👉 As a follow up Cameron Edwards sent correspondence to Western Power (attached) and their response is also included
- 👉 As time was of the essence, the NEWROC Executive agreed to in principle support for a market led application to the State Government and a compulsory pre submission meeting was held on Monday 12 October was held with the MLP Secretariat (no funding commitments required) – see resolution below
- 👉 The Australian Microgrid Centre of Excellence agreed to support the NEWROC's market led application as well (see attached submissions)

Discussion at the September Executive meeting:

- 👉 Discussion regarding the Western Power meeting and a strategic approach
- 👉 Western Power has done batteries before to town sites (Kalbarri and Perenjori) but they are cost prohibitive. This solution needs to address it.
- 👉 Intention is to submit a Market Led proposal to the State Government to signal our intentions to improve the reliability of power to the NEWROC towns (initially Bencubbin and Mukinbudin)

RESOLUTION

Energy update received.

In principle support for a market led proposal to be submitted on behalf of the NEWROC by InfraNomics

Moved R McCall

Seconded L Parola

CARRIED 6/0

RESOLUTION

Energy update is received

NEWROC endorses the market led proposals to be submitted on behalf of the NEWROC by InfraNomics

Moved Cr Shadbolt

Seconded Cr De Lacy

CARRIED 6/0

Rob Cossart and Kristen Twine left at 3.05pm

Discussion:

- 👉 Summary of meetings with the Secretariat
- 👉 NEWROC EO to follow up with Cameron as to whether all towns will be submitted for market led proposals
- 👉 Proposals are for a battery first, not off the grid (no removal of lines and towers)

7.3. Waste

FILE REFERENCE:	103-1 Waste Management
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2020
ATTACHMENT NUMBER:	
CONSULTATION:	Giles Perryman
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Member Councils took the Waste Report to their September Council meetings. Councils were asked to identify their preference for the options presented in the report. A summary of in principle support (for further investigation) is included below:

Shire of Dowerin	Option 4 weekly collection
Shire of Nungarin	Option 4 weekly collection
Shire of Trayning	Status Quo
Shire of Koorda	Option 4 weekly collection
Shire of Mt Marshall	Option 4 weekly collection
Shire of Wyalkatchem	Option 4 weekly collection

Members to note the Shire of Koorda resolution:

In relation to item 7.7 (WASTE), advises the NEWROC Executive Officer that, subject to its consideration of the findings of its own Waste Management consultancy with ASK Waste Management, NEWROC Council's preference for Option 4 being All transfer stations (remote access) plus one staffed landfill - weekly collection, is supported in principle.

Members are asked to provide input into the next steps for this project which may include additional modelling, analysis, assessment and discussion.

Discussion at the September Executive Meeting:

- 👉 The Shire of Mukinbudin also supports option 4
- 👉 Discussion regarding Shire of Coorow, Shire of Moora waste services
- 👉 Next stage to include a sensitivity analysis, costing for option 4, resources required.
- 👉 Next stage should be funding ready and include alignment to key waste forward strategies – reuse, reduce and recycle and possibly the three bin approach
- 👉 NEWROC EO to organise a tour to RoeROC's facilities

Action since the September Executive Meeting:

- 👉 NEWROC EO sought a quote from ASK Waste Management to progress to the next stage of analysis (this will be presented to the Council for consideration but it had not arrived by the time of the Agenda)

RESOLUTION

Information is received

Moved Cr Hudson

Seconded Cr Sachse

CARRIED 6/0

Discussion:

👉 A high level quote was presented from Ask Waste Management

MOTION

Council requests a detailed quote from Ask Waste Management, up to \$22,000 plus gst, and delegate to the Executive to make a decision regarding the engagement

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 6/0

7.4. IPR

FILE REFERENCE:	042-12 IPR
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2020
ATTACHMENT NUMBER:	
CONSULTATION:	Stephen Grimmer
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

As discussed at the August NEWROC Council meeting, Stephen Grimmer has been invited to run a Corporate Business Plan workshop for the NEWROC.

This will be held preceding the NEWROC Executive meeting on Tuesday 24 November in Trayning, commencing at 9.30am.

The IPR Masterclasses commenced with a webinar on 7 October with the majority of NEWROC Councils participating. The topic was on people strategy. The next webinar will be on Monday 2 November 10am – 11.30am on asset management.

CEOs are reminded to submit the Asset Management questionnaire to Stephen Grimmer.

Additionally, a proposal to conduct a culture survey with Catalyse was proposed at the webinar in October. CEOs have been discussing this informally over email.

RESOLUTION

Members to invite senior staff to the Corporate Business Planning workshop and RSVP to the NEWROC Executive Officer

Moved Cr Hudson

Seconded Cr De Lacy

CARRIED 6/0

7.5. TELECOMMUNICATIONS

FILE REFERENCE:	042-12 IPR
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2020
ATTACHMENT NUMBER:	#4 Letter to Shires re. Data Access Agreement
CONSULTATION:	Darren Simmons Michael Stone (Valenti) Leigh Ballard
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

An update on activities:

- 🔥 Earnshaw Lawyers engagement has been terminated
- 🔥 Valenti Lawyers have been engaged and have commenced writing the licence agreement and letter regarding the data access agreement breach
- 🔥 Discussion with Leigh Ballard regarding the upcoming Digital Connectivity grant. No towers have been included for NEWROC, rather a backhaul connection from Narrogin and this will result in additional neighbouring Shires coming on board. NEWROC EO has reminded Crisp Wireless of the data access agreement and is waiting on Valenti Lawyers for some formal communication
- 🔥 Mini tower has been erected near Mukinbudin and a map of where its reception can reach is below (note Dirk raised this new tower with the NEWROC EO). However connection to this tower will require point to point and is dependent on the location of residences



Discussion at the September Executive Meeting:

- 🔥 Letter to Shires – duty of care to let them know that we have an interest in this matter, NEWROC Council will be determining access fees in October 2020

- 🔥 Fee to possibly be consistent with Shire of Merredin
- 🔥 This letter to dove tail with the legal advice from Valenti

Action since the September Executive Meeting:

- 🔥 Letter to the Shires of Bruce Rock and Narembeen (attached). These letters were viewed by Michael Stone of Valenti Lawyers prior to sending and the NEWROC CEO and EO spoke about the approach, with a phone call prior to their distribution
- 🔥 NEWROC EO conversation with Leigh Ballard regarding current subscription numbers, future additional towers in line with grant opportunities
- 🔥 NEWROC EO multiple correspondence with Valenti Lawyers – Licence Agreement is close to completion and review, NEWROC EO had to finalise some financial figures for Michael Stone as background material

RESOLUTION

NEWROC Council set the Data Access Centre fee at \$30,000 plus GST per additional local government connection, as per the Data Access Centre Agreement and write to Crisp Wireless regarding this set fee.

Moved Cr Sachse

Seconded Cr Davies

CARRIED 6/0

Discussion:

- 🔥 Map of current towers and proposed new locations presented
- 🔥 Update on the letters sent to the Shire of Narembeen and Bruce Rock

MOTION

NEWROC write to Crisp Wireless indicating they should not apply for additional towers connected to the NEWROC owned network. Any grant applications should be made by the NEWROC.

Moved Cr Shadbolt

Seconded Cr Sachse

CARRIED 6/0

8. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

PORTFOLIO:	Welfare
FILE REFERENCE:	085-2 Children
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	27 October 2020
ATTACHMENT NUMBER:	
CONSULTATION:	Stephen Tindale Philippa Gardener - REED
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Childcare has been identified as a regional priority in the NEWROC Strategic Plan:

COMMUNITY - *Expand and improve access to childcare services.*

Currently there are childcare services in Bencubbin and Beacon (under the Shire of Mt Marshall), as well as in Mukinbudin (brand new building) and Dowerin (both under REED). REED is an overarching NFP organisation with multiple childcare centres in the Wheatbelt. They were funded by the State Government to consolidate childcare centres under one organisation (previously all incorporated associations with local committees). This funding has now been acquitted. Over the past 2-3yrs their focus has been on consolidating existing centres.

The following is a summary of activities undertaken by the NEWROC to meet the goal of *expanding and improving access to childcare services*:

- Childcare survey across all NEWROC communities (2018)
- Additional childcare survey in Wyalkatchem only – conducted by the Shire (2019 and 2020)
- Letter to REED Board identifying childcare as a priority (2019)
- Communication between NEWROC EO and REED Chair discussing NEWROC priorities and lack of progress by REED
- Meeting held with REED Manager, CEOs of Mt Marshall and Wyalkatchem, NEWROC EO (June 2019)
- Submission to REED with demographic information of NEWROC communities, proposed childcare numbers, sites etc (July 2019)
- Site visit by REED Manager to Wyalkatchem and Koorda proposed sites to determine infrastructure needs and upgrades to meet childcare standards (early 2020)
- Meeting between REED Manager and NEWROC EO in Narrogin to progress services (2020)
- Numerous emails between REED Manager and NEWROC EO to progress the priority
- Visit by NEWROC EO to Wyalkatchem proposed site to identify areas of infrastructure improvement aligned to childcare legislation – due to the delay of REED (2020)
- Shire of Wyalkatchem Local Roads and Community Infrastructure Program application to upgrade proposed Wyalkatchem site for childcare service (September / October 2020)

Challenges:

- Lack of communication between REED Board and senior management regarding the childcare priorities NEWROC has presented in the past 12 – 18 months
- REED's current focus on existing services

- Shire of Mt Marshall's family day care service is already 'under REED' (formally Greater Beginnings Narrogin) although the Shire of Mt Marshall administer the service, employ the staff etc
- REED communicating the apparent difficulties and inhibitors in childcare compliance
- Labour shortage in the childcare industry / access to skills

Going Forward

Childcare has been a demonstrated demand in the NEWROC and specifically in Wyalkatchem and Koorda where there is no service. Nungarin families access Merredin and Mukinbudin, Trayning families access Kellerberrin, Bencubbin and in the future Wyalkatchem (if implemented).

The Shire of Mt Marshall has expressed interest in creating a pool of childcare workers within the NEWROC.

Wyalkatchem and Koorda realistically only require a family day care service not a long day care service. They could operate individually or a shared mobile service (3 days in Wyalkatchem, 2 days in Koorda)

Shire of Wyalkatchem has identified childcare as a priority. The Shire has submitted a grant application to upgrade the Wyalkatchem site by June 2021. Koorda site is relatively compliant with some minor improvements required. Beacon and Bencubbin sites are compliant and operational.

NEWROC EO has suggested to REEDs Business Development Manager that the NEWROC present a report to the REED Board regarding the benefits, challenges, risks and implications of services (family day care / occasional / long day care) in Koorda and Wyalkatchem that should be considered. Additionally consideration of the Mt Marshall service and existing Mukinbudin and Dowerin services – a cluster approach to childcare.

This was suggested as a way to formally progress the expansion and access to childcare services in the NEWROC in a manner that is consistent with the REED process.

REED indicated it was unlikely to look at this report until February 2021 and from there it would take at least 12 - 18 months to commence a service in Wyalkatchem and Koorda. They also indicated for a fee that they could do the report.

Some possible options going forward and NEWROC's role, if any:

- Status quo – no role by the NEWROC. Beacon and Bencubbin continue successful operation. Shire of Wyalkatchem upgrades building and pursues childcare service on their own behalf.
- Shire of Wyalkatchem and Shire of Koorda work together to establish a mobile service. This is up to the decision of individual Councils and there is no NEWROC role.
- NEWROC engage REED to undertake a report for the ideal services in Koorda, Wyalkatchem and a cluster approach to childcare delivery and workforce in the NEWROC including Mukinbudin and Dowerin (significant time delay however in getting this achieved)
- NEWROC undertake this above report itself and considers both the REED model or another model to support the childcare cluster approach.

RESOLUTION

Submitted for discussion

Moved Cr Davies

Seconded Cr Hudson

CARRIED 6/0

Discussion:

- 👉 Shire of Mt Marshall shared their feedback on operating a childcare service – recruiting and attracting staff is an issue and it costs approx. \$100K annually to operate the service but with great benefit to the community
- 👉 Discussion regarding NEWROC being a cluster – work collectively, recruit and attract staff, staff pool
- 👉 NEWROC EO to invite REED to the next meeting and engage with a few REED Board members

MOTION

NEWROC write to REED to request the Wyalkatchem and Koorda services be on their priority list and NEWROC's desire to work as a cluster for services in the district

Moved Cr Sachse

Seconded Cr Hudson

CARRIED 6/0

Other Business – to be noted

8.2 Wheatbelt Civic Leadership Conference

The NEWROC EO has been supporting Town Teams Movement in the forward planning of a Wheatbelt Civic Leadership Conference in Dowerin 2021.

Dowerin Field Days is holding an event in March – the conference would be held in April

8.3 Tourism

- 👉 NEWROC communities have experienced an increase in tourism / visitors
- 👉 Shire of Mukinbudin sought feedback on tourism – debrief on tourism, plans going forward to serve visitors, impact on businesses and communities, tourist attractions and impact on vegetation
- 👉 NEWROC EO to follow up with Lind Vernon on a possible BBRF application and a presentation to the NEWROC

8.4 Workers Housing

- 👉 General discussion regarding worker accommodation

9. 2020 MEETING SCHEDULE

24 November	Executive	Shire of Trayning – 9.30am CBP Workshop
8 December	Council	Shire of Koorda – proposed 3pm START

10. CLOSURE

Cr Stratford thanked everyone and the host, the Shire of Wyalkatchem and closed the meeting at 4.15pm



Annual General Meeting Minutes

Meeting held on Thursday 29th October 2019, at the Dowerin Community Club.

Opening **10.32am**

Attendees:

NEWTRAVEL MEMBER

Koorda CRC
Mukinbudin CRC
Nungarin CRC
Shire of Dowerin
Shire of Koorda
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Nungarin
Shire of Trayning
Shire of Westonia
Dowerin CRC

Apologies:

Beacon CRC
Bencubbin CRC
Dukin Short-Term Stay
Shire of Wyalkatchem
Shire of Wyalkatchem
Shire of Mukinbudin
Shire of Mt Marshall

Shire of Koorda

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)

Emily Alberti
Rebecca McCall (CEO)
Lana Foote (DCEO)

Cr Ray Mizia
Cr Freda Tarr
Jamie Criddle (CEO)

Stephanie Elvidge

Cr Sandra Ventris
Cr Nick Gillett
Cr Tanya Gibson (Deputy Delegate)
Cr Jannah Ovens

ASSOCIATE MEMBERS (& OTHERS)

Linda Vernon (NEWTRAVEL TO)

Alyce Ventris
Janae DeLacey
Ashlee Banks (CDO)
Charli West
Rebecca Watson (CDO)
Nola Comerford-Smith

Leanne Parola (CEO)
Stacey Geier
Dianne Hatwell
Rex Adams

Nancy Dease
Sharon Kett (Bencubbin CRC)
Madeline Hayles
Stephen Tindale
Cr Bill Huxtable
Dirk Sellenger (CEO)
John Nuttall (CEO)
Cr Tony Sachse

1. Declarations of Interest

Nil

2. Membership Applications

That the following Membership applications be accepted:
Wyalkatchem CRC Membership Application

RESOLUTION:

That the Wyalkatchem CRC Membership be accepted.

Moved Lana Foote

Seconded Cr Freda Tarr

CARRIED

3. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

RESOLUTION:

That the Minutes of the NEWTRAVEL Annual General Meeting held in Mukinbudin on 24th October 2019 be confirmed as a true and correct record of proceedings.

Moved: Rebecca McCall

Seconded: Cr Ray Mizia

CARRIED

1.2 Business arising from previous minutes – Nil.

4. Chairman's Report

Kim Storer verbally presented her Chairperson's Report to the meeting as follows:

2020 has certainly not turned out the way any of us expected especially in the tourism space. With State and regional border closures and the effect this had on travelling and holidays, we all witnessed a sudden drop in the number of visitors to our region. Thankfully, the regional borders were reopened and with the State borders still closed, the visitor numbers throughout our region increased as travelers were enticed to "Wonder out Yonder".

The cancellation of events like the Dowerin Field Days, the Koorda show and all winter sports fixtures left large gaps in our community events. However, this has encouraged locals to explore their own backyard and most have been pleasantly surprised with what they have discovered.

Windows of opportunity to promote the Wheatbelt Way such as the Caravan and Camping show and the Dowerin Field Days, were also victims of the COVID lockdown, however Linda was quick to ensure the Wheatbelt Way message got out through a television advertising campaign, Facebook and the Website encouraging visitors to make the Wheatbelt Way part of their travel plans.

Students from Curtin University have been gathering information about ways to improve the accommodation, free camping sites and Astro tourism throughout the Wheatbelt Way, which will provide some guidelines to help us move forward in this area.

Getting businesses on board has always been a difficult area, but thanks to COVID, the proof of visitor value is in the pudding. Lots of businesses have been at the receiving end of the economy boost that tourism can bring to small communities and hopefully will be more willing to participate in future planning.

The in house promotion of each other within the Wheatbelt Way has also been working well, with visitors dropping in and saying they were told to come and have a look at a museum or a granite rock formation, or something that is unique at one of the stops in our area.

I must congratulate all the Shires and privately owned caravan parks for the cleanliness and maintenance of all the caravan parks. It has probably been their busiest year on record.

Linda has been steering this ship through what has been some stormy seas but has always brought us into calmer harbors safely. With her professional and warm nature Linda has quietly gone about ensuring that any visitor enquiry has been answered and quietly reminded us all of what and when things need to be done. I look forward to going through all the information that Linda has collated from visitors on what we are doing well and what we need to be or could be doing better.

Thanks to all the Shires and Members who have contributed throughout the year, your support both financially and professionally has given us the ability to build this project even through the pandemic and ensure that all members get great value for money.

2020 has certainly been a year that will go down in history, but on the positive side, it has brought many opportunities to us inside the Wheatbelt Way. 2021 could see travel restrictions eased with State borders opened, and by all accounts it may be some time before international travel is allowed. Now is the time to adapt to the results that Linda has received from visitors and start to bring about changes to ensure the visitors experience is better for the traveler and our communities.

Kim Storer
Chair

5. Financial Report

North Eastern Wheatbelt Travel Association General Cheque Account

Financial Report 1 October 2019 to 30 September 2020

Bendigo Bank Cheque Account Opening Balance 1 October 2019 **\$94,861.01**

Income

Memberships	\$7,450.00
Other Income	330.00
Total Income	\$7,780.00

Expenses

App	\$0.00
Brochure and Guidebook Reprints	\$6,677.00
Consumer Shows	\$0.00
Content - Images	\$1,400.00
Internet Marketing	\$3,214.59
NEWTRAVEL Shirts	254.10
Postage	\$432.37
Press Advertising	\$21,117.25
Printing	\$126.50
Strategic Planning	\$1,320.00
Survey	\$1,390.50
Tourism Association Memberships	\$187.00
Tourism Officer & Support Services	\$16,606.86
Training	\$330.00
Website	\$4,300.76
Total Expenses	\$57,356.93

Bendigo Bank Cheque Account Closing Balance 30 September 2020

\$45,284.08

Ending Financial Position at 30 September 2020

\$45,284.08

RESOLUTION:

That the Annual Financial Report as presented from 1 October 2019 – 30 September 2020 be accepted.

Moved: Rebecca McCall

Seconded: Jamie Criddle

CARRIED

6. Election of Office Bearers

Kim Storer declared all positions vacant and asked Linda Vernon to be returning officer for the process of election of Office Bearers.

- **Chairman**

Lana Foote nominated Kim Storer, seconded Rebecca McCall, Accepted. Elected unopposed. NB: Kim Storer informed the meeting that this would be her last year as Chairperson and that someone else would be required at the next AGM.

- **Deputy Chairman**

Freda Tarr nominated, seconded Kim Storer. Elected unopposed.

- **Administrator/Treasurer**

NEWTRAVEL appointed Linda Vernon in her role as Tourism Officer as the Administrator/Treasurer.

RESOLUTION:

That Freda Tarr be added with full access and Tanika McLennan and Tony Clarke be removed to the Bendigo Bank NEWTRAVEL (633-00 119287845) Bank account.

Moved: Lana Foote Seconded: Rebecca McCall CARRIED

7. General Business

a. Review Membership Fees 2020-2021

Ordinary Membership – Council	\$2,000.00
Ordinary Membership – Business	\$500.00
Associate Membership – Business	100.00
Associate Membership – Not-For-Profit	\$50.00

RESOLUTION:

That the NEWTRAVEL Memberships for 2020-2021 remain the same at \$2,000 For Ordinary Membership – Council, \$500 Ordinary Membership – Business, \$100 Association Membership-Business, \$50 Associate Membership – Not-for-Profit and that membership packs be sent out to existing and potential new members between now and February 2021.

Moved: Cr Freda Tarr Seconded: Rebecca McCall CARRIED

b. 2021-2022 Additional Council Support

That NEWTRAVEL write to member Councils and ask for additional financial support for the 2021-2022 financial year of:

\$2,500.00 towards the Tourism Officer & Support Services

\$500.00 towards specific Wheatbelt Way marketing activities

\$1,500.00 towards the Regional Marketing Initiatives with WEROC and RoeTourism

NB: this is no change to the previous Council Contributions to NEWTRAVEL.

ACTION – That a working group of Rebecca McCall, Leanne Parola, Jamie Criddle and Linda Vernon review the scope of the Tourism Officer Position and the additional Council Support Funding and provide some recommendations to the February 2021 NEWTRAVEL meeting with the intent this is then take to Member Councils March 2021 Meeting if required.

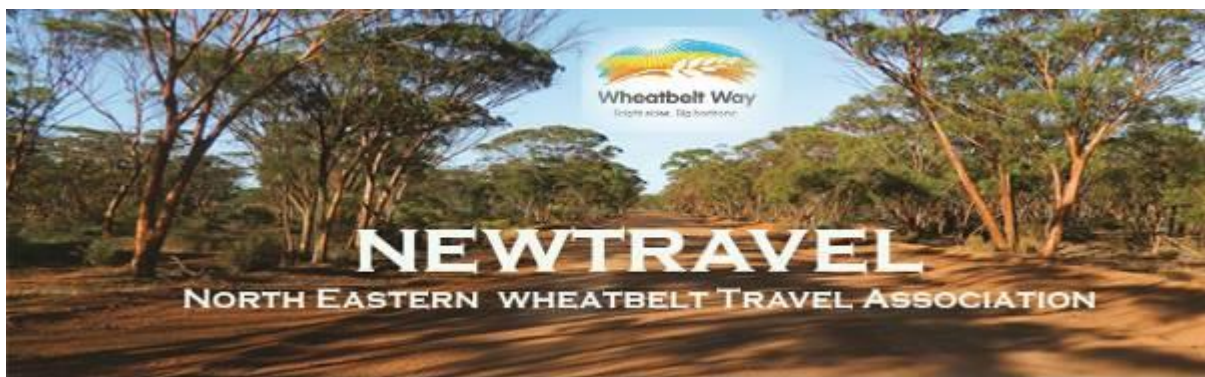
8. Other Business

Nil

9. Next Annual General Meeting: 28th October 2021 in Nungarin

10. AGM Close. 10.56am

General Meeting to Follow.



Minutes – GENERAL MEETING

General Meeting held on Thursday 29th October 2020,
at Dowerin Community Club.

Opening 10.57am

Attendees:

NEWTRAVEL MEMBER

Koorda CRC
Mukinbudin CRC
Nungarin CRC
Shire of Dowerin
Shire of Koorda
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Nungarin
Shire of Trayning
Shire of Westonia
Dowerin CRC

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)

Emily Alberti
Rebecca McCall (CEO)
Lana Foote (DCEO)

Cr Ray Mizia
Cr Freda Tarr
Jamie Criddle (CEO)

ASSOCIATE MEMBERS (& OTHERS)

Linda Vernon (NEWTRAVEL TO)

Alyce Ventris
Janae DeLacey
Ashlee Banks (CDO)
Charli West
Rebecca Watson (CDO)
Nola Comerford-Smith

Leanne Parola (CEO)
Stacey Geier
Dianne Hatwell
Rex Adams

Apologies:

Beacon CRC
Bencubbin CRC
Dukin Short-Term Stay
Shire of Wyalkatchem
Shire of Wyalkatchem
Shire of Mukinbudin
Shire of Mt Marshall

Shire of Koorda

Stephanie Elvidge

Cr Sandra Ventris
Cr Nick Gillett
Cr Tanya Gibson (Deputy Delegate)
Cr Jannah Ovens

Nancy Dease
Sharon Kett (Bencubbin CRC)
Madeline Hayles
Stephen Tindale
Cr Bill Huxtable
Dirk Sellenger (CEO)
John Nuttall (CEO)
Cr Tony Sachse

1. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Koorda on 23rd July 2020 be confirmed as a true and correct record of proceedings.

Moved: Cr Ray Mizia

Seconded: Lana Foote

CARRIED

1.2 Business arising from previous minutes

ACTIONS	UPDATE
<ul style="list-style-type: none"> • ACTION - Council Caravan Park Financial Data 	Completed and provided to Curtin University. Thank you to those Councils that provided.
<ul style="list-style-type: none"> • ACTION – Visitor Surveys 	136 survey responses have been entered to date; can the survey keep being collected to 31 December 2020. Thank you for your assistance!
<ul style="list-style-type: none"> • ACTION – Wheatbelt Way Tagging on Social Media. That information be circulated to members on how to tag Wheatbelt Way in Social Media 	Completed
<ul style="list-style-type: none"> • ACTION – Marketing. That Linda contact Marcus Falconer to explore other Marketing options for the unallocated funds in the 2020-2021 Marketing Plan and look into the upcoming RAC Magazine opportunity. 	Completed. Phone meeting on 5 th August with Marcus. Ideas discussed. Focus on more TV advertising and sourcing content. Unfortunately, the RAC opportunity did not fit for NEWTRAVEL.
<ul style="list-style-type: none"> • ACTION – Curtin. Suggestion for Linda to include Camp School/Group Accommodation, AstroTourism and how to better utilise travellers who Free Camp as ideas for Curtin University. 	Completed 1hr Presentation to Curtin Uni students on 12 th August. They will be presenting their Project to a panel on Wednesday 4 th November 2020. <i>At short notice NEWTRAVEL have been asked to provide a Wheatbelt Winners Prize. Shire of Dowerin, Shire of Koorda and Shire of Mt Marshall all offered to provide vouchers for Dowerin Short-Stay accommodation, Koorda Drive In and the Mt Marshall Voucher Offer.</i>
<ul style="list-style-type: none"> • ACTION – Community Event Marketing Linda to develop a guide on how communities/Community Groups can work with/utilise NEWTRAVEL/Wheatbelt Way marketing. 	Not completed due to time constraints. Planned for next quarter.
<ul style="list-style-type: none"> • ACTION – Business Community Webinar Linda to look into organising a Webinar for the local business community that offers the following information: <ul style="list-style-type: none"> - NEWTRAVEL Visitor Statistics - Business Being open - Good Customer Service principals - Where to get Wheatbelt Way information and hand out to customers. 	Spoke with WBN. Meeting with Caroline and Rachael in November to plan with time frame of holding first one in February in partnership with them. Will be live and recording available to Businesses.

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various Emails inward.
- 2.1.2 Lake McDermott Catchment Group Support and Information on recreation infrastructure at Lake McDermott.
- 2.1.3 Tourism WA Deep Dive Wheatbelt Workshop
- 2.1.4 Shire of Westonia, concern around promotion of Elachbutting
- 2.1.5 John Dunne, Billiburning Rock Promotion Video
- 2.1.6 Tony Clarke, resignation from NEWTRAVEL

2.2 Correspondence Out

- 2.2.1 Various Emails outward.

RESOLUTION:

That the NEWTRAVEL inward correspondence is accepted and the outward correspondence be endorsed.

Moved: Jamie Criddle

Seconded: Cr Ray Mizia

CARRIED

2.3 Business arising from Correspondence

3. Financial Report

RESOLUTION:

That the NEWTRAVEL Financial Report for 1 July 2020 – 30 September 2020 is accepted.

Moved: Rebecca McCall

Seconded: Cr Freda Tarr

CARRIED

Financial Report

Cheque Acc Opening Balance 1 July 2020			\$68,179.61
INCOME			
Memberships	Benny Truck Pty Ltd	\$100.00	\$100.00
		Total Income	\$100.00
EXPENSES			
Press Advertising	Australia's Golden Outback – cont. to Aug 2019 The West Ad	\$500.00	\$13,227.00
	Australia's Golden Outback – cont. to June 2020 digital campaign	\$1,100.00	
	WIN Victoria – TV Advertising ad creation and TV standards approval.	\$1,067.00	
	Ten Network – TV adverts July	\$3,300.00	
	Sky-WIN – TV adverts July	\$275.00	
	WIN Western Australia – TV adverts July	\$3,355.00	
	Sky-WIN – TV adverts August	\$275.00	
	WIN Western Australia – TV adverts August	\$3,355.00	
Tourism Association Membership			\$0.00
Printing			\$0.00
Postage & Freight	Mukinbudin Trading Post – Mar-Jun Postage	\$16.85	\$106.95
	Mukinbudin Trading Post – July Postage	\$16.85	
	Mukinbudin Trading Post – August Postage	\$73.25	
Internet Marketing	Vernon Contracting – Reimbursements Tourism Tribe Content Calendar	\$75.90	\$988.42
	Vernon Contracting – Reimbursements Facebook Advertising July	\$143.00	
	Vernon Contracting – Reimbursements Facebook Advertising August	\$285.52	
	Vernon Contracting – Reimbursements Tourism Tribe Membership (internet marketing support)	\$484.00	
Tourism Officer Services & Support	Vernon Contracting - June Tourism Officer Services	\$1,489.39	\$4,733.93
	Vernon Contracting - July Tourism Officer Services	\$1,210.00	
	Mukinbudin CRC – June & July Social Media Support	\$500.00	
	Vernon Contracting - August Tourism Officer Services	\$1,284.54	
	Mukinbudin CRC – August Social Media Support	\$250.00	
Website	Vernon Contracting – Reimbursements Elementor Word Press Plugin	\$74.73	\$2,555.23
	Network 24 – website domain annual subscription	\$198.00	
	Tangelo Creative – website updates	\$2,282.50	
Brochures & Guidebook			\$0.00
Other	Vernon Contracting – Reimbursements Survey Monkey Subscription	\$384.00	\$1,384.00
	Alex Baxter – Purchase Images	\$1,000.00	
		Total Expenditure	\$22,995.52
Cheque Acc Closing Balance 30 September 2020			\$45,284.08
Other Income	Australia's Golden Outback – cont. to Perth TV Advertising	\$1,500.00	\$1,500.00
Outstanding Payments	Vernon Contracting - September Tourism Officer Services	\$1,263.36	\$3,521.06
	Mukinbudin Trading Post – September Postage	\$40.70	
	Australia's Golden Outback – cont. to August 2020 The West Ad and September 2020 Have a Go News Ad.	\$750.00	
	Amanda Sanders – Purchase Images	\$480.00	
	U M Gringer – Purchase Images	\$800.00	
	WIN New South Wales – Ten Play Ads – Our Country Campaign	\$187.00	
Ending Financial Position at 20 October 2020			\$43,263.02

Signage Funds Remaining

Total Signage Funds Remaining	\$4,279.56
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4.0 NEWTRAVEL Tourism Officer (0.2FTE) July 2020 – October 2020 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> Attended July NEWTRAVEL meeting
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> July Meeting Minutes prepared and circulated. October Meeting Agenda prepared and circulated
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> Implemented 2020 Marketing Plan Activities.
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> Wildflower campaign for July - September 2020. Submissions to the "ABC of WA" on ABC radio campaign! Radio Interviews with ABC and Avon Community Interview. TV Interviews with ABC for news and landline segments.
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Distributed as required.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	<ul style="list-style-type: none"> Numerous assistance provided!
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> Website updated continually! Wheatbelt Way Wildflower Guide Wheatbelt Weekends, updated – all towns now completed.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> 1,203 Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content as required on Facebook and Instagram during this period. 2020 Social Media Content Planner completed and being implemented. Mukinbudin CRC Digital Support Trial organized and implemented.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> AGO Whole Region, monthly Zoom meetings.

b. <i>Communicate with members.</i>	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> Monthly E-news to stakeholders and newsletter subscribers.
	Provide information and updates as identified.	<ul style="list-style-type: none"> September Long-weekend E-news! Meeting with Leanne Parola as new Shire of Trayning CEO.
5. Maintenance and Monitoring		
a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> Nil this quarter as it ends 31 October 2020.
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none"> Liaising with the Shire of Nungarin and DBCA about Eaglestone Rock infrastructure.
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	- Nil
	Carry out research and manage projects as required	<ul style="list-style-type: none"> Curtin University Presentation 12 August. Spoke at the launch of the WA Hiking Strategy in Wongan Hills on 16th October 2020. Attended the Tourism WA Deep Dive Wheatbelt Workshop on 21st October 2020.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

- 1. July – October*
- 2. November – February*
- 3. March – June*

If Shires could please submit their complete Excel spreadsheets within the fortnight of the end of each period it would be greatly appreciated.

Snapshot Report:

The Wheatbelt Way Visitor Statistics Report to 31 October 2020 will be sent out at the end of November.

Peak Period Review

Before everybody enjoys this next quieter period and as the statistics for this period are not available in time for this NEWTRAVEL Meeting I would like to take the opportunity to have a review discussion from members of how this years peak period went. What were the hits and misses?

Hits (things that worked)	Misses (things that could be improved)
Marketing! Border being closed.	Customer Service Businesses Open

Below are some examples of feedback themes received direct from Visitors for members to consider:

1. Visitor Survey Feedback – Q6 responses to date can be viewed [here](#).
2. Food experiences in the Wheatbelt – can be viewed [here](#).
3. Better Promotion – can be viewed [here](#).
4. Businesses Open – can be viewed [here](#).
5. Nothing Open – can be viewed [here](#).
6. Signage complaint – can be viewed [here](#).

Discussion was held on the feedback and members experiences so far this year. Overall everyone was pleased with the increase in Visitor numbers and are looking forward to improving visitor experiences in 2021. Key points to note were:

- Different type of tourist coming out to the Wheatbelt Way and they were looking for a different experience/expectations than our previous visitors to the region.
- NEWTRAVELs relationship with the Wheatbelt Business Network is really important and can hopefully assist NEWTRAVEL to reinforce the messaging and tourism opportunities .
- The opportunities and challenges our Wheatbelt Way towns face when larger groups visit the region. We are good a being hosts to large groups of visitors (ie On Ya Bike Group) when we have notice, but towns and services cannot cope when unexpected large groups (even informal camping groups of 3-4 families/20 people) just turn up – particularly during peak season.

5.2 Social Media and Marketing Report

NEWTRAVEL's primary purpose is to market and promote the Wheatbelt Way self-drive route and the tourism assets in the NEWTRAVEL area. We also engage with visitors and tourists through our promotional activities.

For the period July – October 2020 due to COVID-19 and its impacts and with interstate and international travel restrictions remaining, the NEWTRAVEL region implemented its biggest marketing campaign period to date.

A full report on NEWTRAVEL's Social Media analytics and marketing activities can be viewed [here](#).

Linda and Alyce advised that the biggest barrier to implementing Social Media marketing has been the lack of photography and was disappointed that they were unable to secure a local photographer in 2020 to take photos. Work will begin now to source a local photographer for 2021 and are looking also to collaborate with CWVA and RoeTourism if no suitable NEWTRAVEL local is found.

Many members noted their overall disappointment of the recent AGO photographer visit to the region with the timing being too late to capture the region at its best as well as the subject matter for some of the photos not being overall great (for example day time shots of the Koorda Drive-In).

Leanne Parola shared the success in Coorow of a Photo Competition and how that lead to increasing the amount of content available for social media marketing.

ACTION – Linda to investigate running a Photo Competition for 2021.

Note: To address the lack of suitable images for social media Linda has been offering locals the opportunity for their great shots to be purchased at a price of \$20 per image or \$40 per image for exclusive use of/copyright of the image. If any NEWTRAVEL members are interested or know of any locals that may have some great images please let them know of this opportunity.

ACTION – Linda will be sending out an E-newsletter to the subscriber list in late November and is a great opportunity to promote any accommodation package deals that members may have for the summer months (i.e. caravan park and pool deals).

6.0 General Business

6.1 Signage

BACKGROUND:

NEWTRAVEL has \$4,279.56 of funds remaining from the signage allocation from the original R4R project investment funds.

COMMENT:

The following signage requests have been received for consideration by members:

1. 5 x CRCs - \$1,125

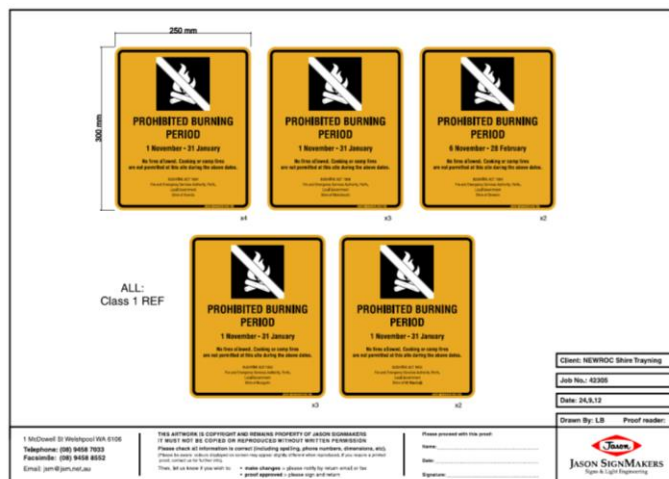
- Replacement of Wheatbelt Way Visitor Information Banner Flags @\$225 each

2. Shire of Mt Marshall - \$600 + Campfire and cooking fires prohibited signs

Information below provided by Rebecca Watson:

- *Waddouring Wheatbelt Way Promotional Signage – although Waddouring is not on the Wheatbelt Way Trail at this point, we would still like to promote the wheatbelt way drive trail at the site and in the future work towards including it in the trail as promotional material us updated. We are requesting that NEWTravel provide the two 900mm x 1200mm wheatbelt way promotional signs that are erected at the other WW sites that will promote the trail to anyone visiting the Waddouring site. These signs are around \$300 each so we are asking that WW/NEWTravel cover the cost of approx. \$600. No artwork is required so this is simply to print the signs. As a Shire, we are happy to cover the cost of erecting these signs. The Shire of MM will also be getting two other 900mm x 1200mm signs designed and printed with the history and significance of the Waddouring Dam to be displayed on the rear side of the WW signs.*
- *Campfire and cooking fires prohibited signs 900 x 600 to be erected at Marshall Rock, Billiburning, Datjoin and Waddouring. I would be keen to have a discussion with the members about what options there are to have something generic across the drive trail, this could potentially be a NEWtravel project to all work together in coming up with a system that allows consistent information being displayed across the region.*

Below is an example of the previous signs NEWTRAVEL has funded and for price indication only a 300x400 sign costs **\$51.80 each + GST**



3. Shire of Wyalkatchem - \$955.90



- 2 x Welcome to the Wheatbelt Way Signs **\$434.50 each + GST**

RECOMMENDATION:

- Direction and approval from members on signage assistance requests.

ACTION – Linda to investigate with each CRC as to their preferred Visitor Information Point Signage (Banner or an alternative – perhaps more permanent?).

ACTION - Resolved to include Waddouring Dam in the Shire of Mt Marshall on the next re-print of the Wheatbelt Way Map Brochure as a Site of Interest and provide a set of 900mm x 1200mm Wheatbelt Way Drive Trail signs.

The meeting decided that appropriate fire/campfire warning to be the responsibility of member Local Governments and not NEWTRAVEL.

ACTION – Jamie Criddle to share the update fire signage for Elachbutting to other members for consider to using at their Rock and Campground sites.

ACTION - for NEWTRAVEL to provide 1 x Welcome Sign for the Shire of Wyalkatchem to be erected on the Cunderdin-Wyalkatchem Road.

6.2 NEWTRAVEL Reserves, Environment, Firewood Concerns

BACKGROUND:

Over the last few months continue concerns have been raised by various stakeholders around the impact of tourism on the environment in the Wheatbelt Way.

COMMENT:

Specific concerns have been raised in the following areas about the impact of tourism on the Wheatbelt Way environment including:

- Firewood
- Large numbers of free campers and visitors at the many granite rocks
- Impact on wildflowers and wildlife
- Particular sites of that have been noted include Elachbutting Rock, Eaglestone Rock, Baladjie Rock, Beringbooding Rock

I have had initial discussions with DBCA Wheatbelt Regional Operations Manager about this and it is also a concern that they have (not just limited to the NEWTRAVEL region, but Wheatbelt wide) and have been receiving feedback about. We have thought that perhaps there may be a need (or opportunity) to have a DBCA, Tourism, Wheatbelt NRM, Local Government and Community taskforce concept around this and would like to begin initial scoping work on what this may look like and what would it achieve.

RECOMMENDATION:

- Feedback sought from NEWTRAVEL Members.

Discussion held by members present of the concerns:

- That most of the Wheatbelt Way Campgrounds require a further upgrade in infrastructure to address the increase in visitation and better manage the impacts on the environment.
- It has been a chicken and egg situation and the now increased pressure from COVID-19 and Wonder Out Yonder State Marketing campaign has really highlighted the need for Local Government to have more resources available to make these site more accessible and better management processes and arrangements in place.
- Local Governments and communities really need to develop opportunities for firewood to be available for sale in towns for visitors to buy (before the 2021 camping season) and NEWTRAVEL can support with the messaging to visitors about not collecting and burning the firewood at the campgrounds.

6.3 NEWTRAVEL Forward Plan – Develop a Visiting Friends and Relatives Program – **October Review**

BACKGROUND:

In July 2019 NEWTRAVEL endorsed the [Forward Plan document](#). The October 2019 actioned a sub-committee meet to brainstorm on ideas for “Develop a ‘visit friends and relatives and local community program as a community pride, buy local and value of tourism campaign”. (#MYWHEATBELT, Deals and Promos). The purpose of this is to activate local groups and residents to be tourism ambassadors for our region. It has been identified that no-one’s budgets or resources are getting bigger anytime soon and that by activating locals, we can make them an extension of our marketing team.

COMMENT:

The sub-committee consisting of Tony Clarke, Nola Comerford-Smith and Rebecca Watson met to brainstorm possible ideas. The following concepts were formulated with the concept of how to better tell our brand story:

1. Develop and promote the hashtag #MYWHEATBELT

Aim – to increase awareness of the Wheatbelt Way and Wheatbelt as a tourism destination.

Activity – use the #mywheatbelt hashtag on social media to increase users and followers by locals and give them a better way to connect and interact with the Wheatbelt Way brand.

Cost – low cost.

Update – started October 2020, require each member to provide three key images to Linda and Alyce to use in this campaign to linda@wheatbeltway.com.au

2. NEWTRAVEL Community Event Marketing

Aim – increase community buy in to assist in marketing the region as well as increase attendance at local events.

Activity - Develop a stakeholder marketing checklist/Cheat-Sheet for community groups to assisting them to better market their events in exchange for including the Wheatbelt Way branding being included and utilising NEWTRAVEL marketing channels to assist in promoting the event.

Cost – low cost, could consider allocating \$100-\$500 per event towards assisting the specific event marketing (i.e. paid marketing through Wheatbelt Way Facebook advertising or other arrangements).

Update – 2020-2021 Budget consideration, no action taken this period.

3. Wheatbelt Way Local Tourism Ambassadors

Aim – leverage locals as they are trusted local voices to promote the Wheatbelt Way through short videos on Social Media saying what they love about the region.

Activity – identify trusted locals (or an ex-local who now has a high profile) and film short 15-30 second videos. Use these in future social media marketing. Discussed possibility of one overarching video and then 9 local videos, idea of partnering with WAM for local music support.

Cost - \$5000 - \$10,000 for video production services.

Update – no action taken on this activity. Was interesting to note that at the Tourism WA Deep Dive Workshop that they were also asking about this.

4. Wheatbelt Way Mascot

Aim - easily recognisable, colourful, and usually cute person/animal that can be used to promote the Wheatbelt Way region and be a talking point.

Activity – identify an appropriate mascot (echidna?) and use in most marketing. Can pop up on Social Media (Social Media Frame Filters?), can make a costume so that the mascot attends events in the Wheatbelt Way?

Cost – graphic design and costume purchase?

Update – 2020-2021 Budget consideration, no action on this in this period.

5. Wheatbelt Way Attraction and Museum Support

Aim – to increase visitation to Wheatbelt Way Attractions and Museums by locals when hosting visiting friends and family.

Activity – locals (address on Driver's license and local defined as from a residential address in the Wheatbelt Way) get free entry to Wheatbelt Way attractions and museums if they bring along visiting friends and family. Could eventuate into a passbook type initiative later and expand. Seek support of business-like Bendigo Bank with this type of initiative (whereby they would pick up the entry cost for locals to those museums). NEWTRAVEL to undertake marketing of this initiative. Attractions/Museums to collect better data of visitors.

Cost - \$500-\$2000 for purchase of Pull up Banners at Attractions/Museums promoting the program and potential to seek sponsorship to cover local entry fees.

Update – no action taken on this activity again this period.

Other ideas:

- **Mt Marshall \$10 Voucher Accommodation Program**

Document this as a case study and promote/encourage other Local Governments to consider trialing this type of initiative for July – October 2020 to increase business support and economic development in their communities.

- **Accommodation Bookings**

Provide more information about the Wheatbelt Way and region when visitors make accommodation bookings. For example, when visitors make an online booking can a link then be sent when sending the confirmation booking with details about the Wheatbelt Way and other local attractions or offers.

- **Engaging Better with the Business Community**

NEWTRAVEL needs our local businesses to be better local tourism ambassadors. Opportunity for NEWTRAVEL member delegates to hold local briefings back in their communities.

Update - Addressed in Business Arising, will develop in next quarter.

RECOMMENDATION:

For members information and any feedback.

7. Reports

7.1 Member Reports

Opportunity for members to provide meeting with an update or exchange on key tourism related activities and initiatives. A quick verbal report was presented by member delegates. Please get in touch with Linda or the member if you would like further information.

Nungarin

- The Nungarin Harvest Festival weekend was successful with the Mangowine Concert having just under 1000 people in attendance (a record for this event).
- The CRC held a 1-day Wildflower Tour in September which was well supported by locals and a few visitors.
- David Carlson was contracted to produce a short Nungarin Marketing video which uses mainly drone imagery and has been well received.

Trayning

- A stand-alone toilet block will be built at the Trayning Caravan Park.
- The Trayning Hotel will soon be opening a section of the Hotel as a café to operate during the day and address this need for both locals and visitors in the community.
- Looking into short-term accommodation options for the town to be either located at the Caravan Park or the Trayning Hotel.

Dowerin

- 337 Guests stayed at the Short Stay Accommodation September and approximately 114 visitors at the Minnivale Campground.
- Shire of Dowerin are focusing on the Main Street improvements including the installation of Rosey the “new” Tin Dog as a part of the Pioneers’ Pathway Project
- Looking to develop more Drive-Thru Caravan Bay sites and a Caretakers Cottage at the Dowerin Short-Stay Accommodation.
- Planning underway for a ‘Bring the Rain’ event in March and have a Caravan Club Rally coming for the March long-weekend.

Koorda

- New entry signs and new tag line “Drive-In, Stay A While”
- New owners at the Koorda Hotel
- Will be focusing upgrades at the Koorda Caravan Park with a new Ablution Block and the Yalambee Units (Short-Stay Accommodation) will be demolished and replaced with new units over the next 12 months.
- The Shire of Koorda and CBH partnership for developing accommodation for both CBH and visitors at the Koorda Caravan Park for a 20-bed accommodation development.

Westonia

- The Caravan Park has had a 17% increase in income over this last period.
- Will be installing new caravan bays.

- Over 100% increase in visitors to the Hood-Penn Museum July – October 2020.
- Shire of Westonia implemented a Wessy COVID \$\$ promotion whereby ratepayers received 5 x \$10 vouchers that could only be spent at local businesses. Had a 76% uptake in vouchers and the promotion cost \$15,000 and every business received a WBN membership for 12 months.
- The composting toilet upgraded to a flushing toilet in September at Elachbutting Rock, but disappointingly it was block within 12hrs of commissioning due to a cassette being emptied into it.

Mukinbudin

- The management of the Mukinbudin Hotel is changing hands
- Set up additional/overflow camping areas to address the increase in visitors
- On Ya Bike Tiny Towns Tour was a success in Mukinbudin with it being a two day stop, Bus Tours to the rocks were arranged on the rest day.
- Live Music events were organized on a Friday night at the Mukinbudin Caravan Park during September and were being well received by visitors.
- The Mukinbudin Art Exhibition was held over a week in the School holidays and was well attended.
- The Mukinbudin Caravan Park now has three 3x1 houses available for short-term stays.

Mt Marshall

- The Beacon Wildflower Tours were a huge success with the majority fully booked out.
- Lake McDermott has now a shade structure and fire pits
- Bencubbin Sports Club is now providing evening meals every day of the week.
- The On Ya Bike Tour was very successful and a great boost of funds to many clubs and community groups.
- Waddouring Reserve development towards a tourist site is continuing to progress.
- This year has been the first time that the number of powered sites available has become an issue for the Bencubbin Caravan Park – looking into addressing this issue.
- Exploring how to better document the economic benefit of the Mt Marshall \$10 voucher program.

7.0 Other Business

- **Tourism WA and Local Government** – November Workshop – invite only been sent to Shire Presidents and CEOs. **Wednesday 18 November 2020 from 9am - 4pm in Perth**, we'd love for you to considering attending in person, **or via live stream**. See further information sent out with the minutes.
- **Regional Events Funding** - is now open and NEWTRAVEL is happy to provide members letters of support or any assistance if required.

- **BBRF Funding** – next round likely to be announced in November, it will have a specific allocation of \$100M for Tourism Infrastructure. If members have any ideas on a NEWTRAVEL submission or would like NEWTRAVEL support for their own application, please get in touch with Linda directly.

Rebecca McCall asked Linda Vernon to leave the meeting as they wished to discuss the matter of the Tourism Officer role over the last few months with members.

RESOLUTION:

That the Tourism Officer monthly payment be increase by an extra \$1,000 per month from October 2020 to January 2021 (4 months) in appreciation for the services provided beyond the contract scope.

Moved: Rebecca McCall

Seconded: Lana Foote

CARRIED

Linda returned to the meeting and was informed of the resolution and expressed her thanks and appreciation to NEWTRAVEL for this recognition and gesture.

8.0 Next Meeting

The next General Meeting will be held on Thursday 25th February 2021 in Wyalkatchem.

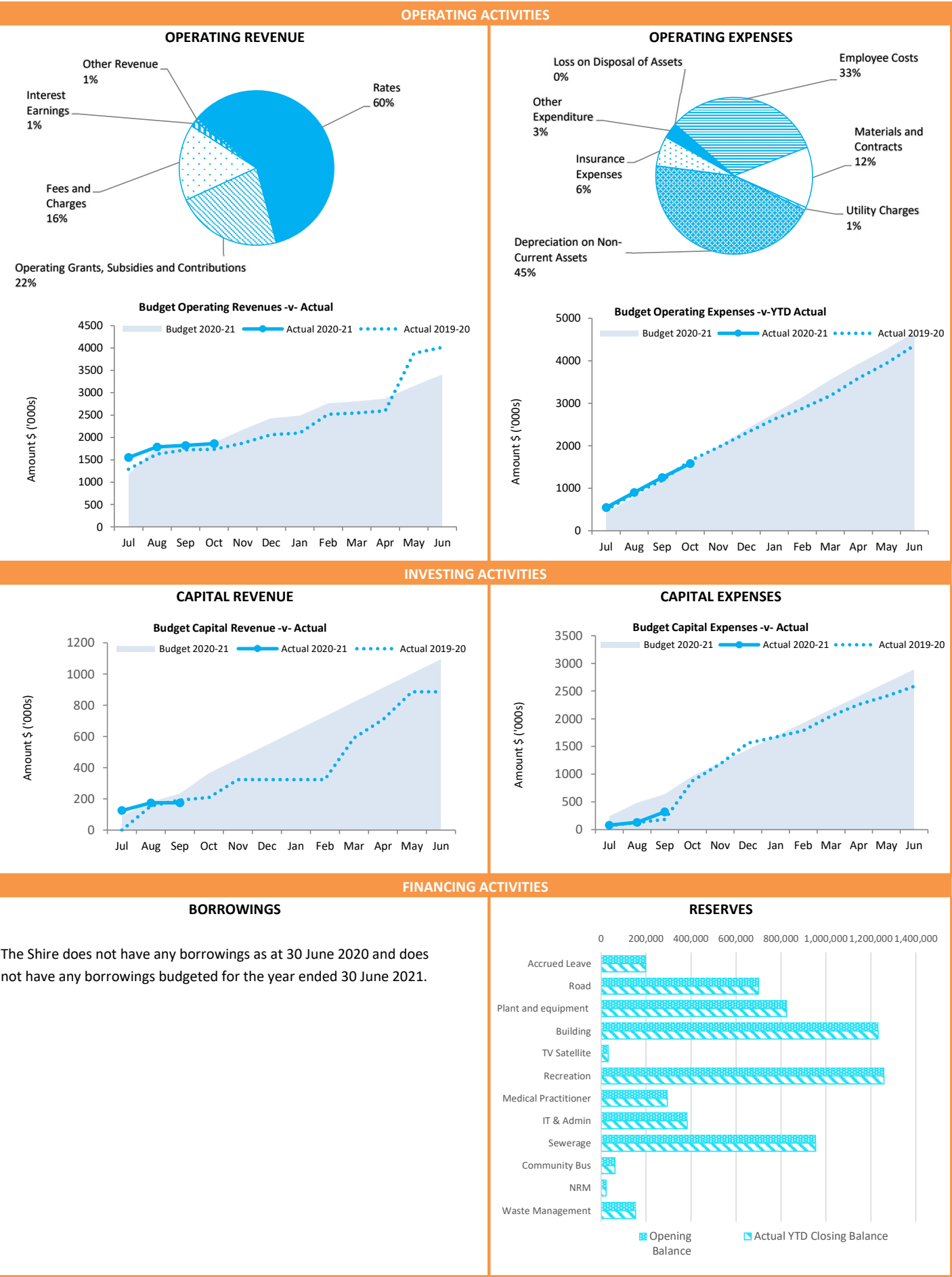
9.0 Meeting Close 1.01pm

SHIRE OF KOORDA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 October 2020

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

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Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.35 M	\$1.35 M	\$0.50 M	(\$0.84 M)
Closing	\$0.00 M	\$1.63 M	\$1.20 M	(\$0.42 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$7.24 M	% of total
Unrestricted Cash	\$1.13 M	15.6%
Restricted Cash	\$6.11 M	84.4%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.07 M	% Outstanding
Trade Payables	\$0.01 M	
30 to 90 Days		65.9%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$0.34 M	% Collected
Rates Receivable	\$0.30 M	79.4%
Trade Receivable	\$0.04 M	% Outstanding
30 to 90 Days		53.3%
Over 90 Days		46.7%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.68 M	\$0.93 M	\$0.99 M	\$0.06 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.11 M	% Variance
YTD Budget	\$1.11 M	0.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$0.42 M	% Variance
YTD Budget	\$0.45 M	(8.0%)

Refer to Note 11 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.30 M	% Variance
YTD Budget	\$0.29 M	2.9%

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)
(\$1.80 M)	(\$0.65 M)	(\$0.29 M)	\$0.36 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.01 M	%
Adopted Budget	\$0.39 M	1.4%

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$0.47 M	% Spent
Adopted Budget	\$2.89 M	16.1%

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual	\$0.17 M	% Received
Adopted Budget	\$0.70 M	24.2%

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)
(\$0.23 M)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

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

Reserves

Reserves balance	\$6.11 M
Interest earned	\$0.00 M

Refer to Note 9 - 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 31 OCTOBER 2020

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES
GOVERNANCE

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

ACTIVITIES

Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.

HOUSING

To provide and maintain elderly residents housing.

Provision and maintenance of elderly residents housing.

COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social well being of the community.

Maintenance of public halls, civic centres, aquatic centre, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

To help promote the Shire and its economic well being.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works operation, plant repair and operation costs and engineering operation costs.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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)	1,347,137	1,347,137	503,856	(843,281)	(62.60%)	▼
Revenue from operating activities							
Governance		65,905	32,953	16,477	(16,476)	(50.00%)	▼
General purpose funding - general rates	6	1,106,404	1,106,404	1,109,783	3,379	0.31%	
General purpose funding - other		1,500,259	272,802	260,350	(12,452)	(4.56%)	
Law, order and public safety		24,446	11,140	5,665	(5,475)	(49.15%)	
Health		7,000	3,500	1,790	(1,710)	(48.86%)	
Housing		233,464	77,824	72,892	(4,932)	(6.34%)	
Community amenities		195,552	188,230	191,604	3,374	1.79%	
Recreation and culture		13,000	2,672	3,316	644	24.10%	
Transport		175,679	170,679	156,876	(13,803)	(8.09%)	
Economic services		28,740	10,094	15,074	4,980	49.34%	
Other property and services		61,000	12,914	29,955	17,041	131.96%	▲
		3,411,449	1,889,212	1,863,782	(25,430)		
Expenditure from operating activities							
Governance		(529,571)	(259,269)	(175,648)	83,621	32.25%	▲
General purpose funding		(116,997)	(37,169)	(37,339)	(170)	(0.46%)	
Law, order and public safety		(97,890)	(36,847)	(52,834)	(15,987)	(43.39%)	▼
Health		(172,518)	(52,735)	(25,319)	27,416	51.99%	▲
Education and welfare		(47,080)	(29,031)	(28,483)	548	1.89%	
Housing		(284,340)	(94,780)	(112,083)	(17,303)	(18.26%)	▼
Community amenities		(334,597)	(109,863)	(120,933)	(11,070)	(10.08%)	▼
Recreation and culture		(1,044,763)	(330,352)	(309,258)	21,094	6.39%	
Transport		(1,720,210)	(567,482)	(639,525)	(72,043)	(12.70%)	▼
Economic services		(318,674)	(104,546)	(77,756)	26,790	25.63%	▲
Other property and services		(6,977)	(1,994)	(3,371)	(1,377)	(69.06%)	
		(4,673,617)	(1,624,068)	(1,582,549)	41,519		
Non-cash amounts excluded from operating activities	1(a)	1,945,828	666,096	709,317	43,221	6.49%	
Amount attributable to operating activities		683,660	931,240	990,550	59,310		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	12	702,000	234,000	169,754	(64,246)	(27.46%)	▼
Proceeds from disposal of assets	7	392,000	0	5,454	5,454	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,891,000)	(886,000)	(465,225)	420,775	47.49%	▲
Amount attributable to investing activities		(1,797,000)	(652,000)	(290,017)	361,983		
Financing Activities							
Transfer from reserves	9	528,000	0	0	0	0.00%	
Transfer to reserves	9	(761,797)	0	0	0	0.00%	
Amount attributable to financing activities		(233,797)	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	1,626,377	1,204,389			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note 13 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 and 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 OCTOBER 2020

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.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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 31 OCTOBER 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)	1,347,137	1,347,137	503,856	(843,281)	(62.60%)	▼
Revenue from operating activities							
Rates	6	1,106,404	1,106,404	1,109,783	3,379	0.31%	
Operating grants, subsidies and contributions	11	1,677,411	451,586	415,545	(36,041)	(7.98%)	
Fees and charges		499,082	288,670	296,901	8,231	2.85%	
Interest earnings		81,000	26,000	22,368	(3,632)	(13.97%)	
Other revenue		31,552	7,552	19,185	11,633	154.04%	▲
Profit on disposal of assets	7	16,000	9,000	0	(9,000)	(100.00%)	
		3,411,449	1,889,212	1,863,782	(25,430)		
Expenditure from operating activities							
Employee costs		(1,896,055)	(621,614)	(517,789)	103,825	16.70%	▲
Materials and contracts		(459,516)	(125,442)	(198,824)	(73,382)	(58.50%)	▼
Utility charges		(34,000)	(12,836)	(9,232)	3,604	28.08%	
Depreciation on non-current assets		(2,007,296)	(669,096)	(708,459)	(39,363)	(5.88%)	
Insurance expenses		(120,000)	(114,000)	(97,467)	16,533	14.50%	▲
Other expenditure		(138,750)	(75,080)	(49,920)	25,160	33.51%	▲
Loss on disposal of assets	7	(18,000)	(6,000)	(858)	5,142	85.70%	
		(4,673,617)	(1,624,068)	(1,582,549)	41,519		
Non-cash amounts excluded from operating activities	1(a)	1,945,828	666,096	709,317	43,221	6.49%	
Amount attributable to operating activities		683,660	931,240	990,550	59,310		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	702,000	234,000	169,754	(64,246)	(27.46%)	▼
Proceeds from disposal of assets	7	392,000	0	5,454	5,454	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,891,000)	(886,000)	(465,225)	420,775	47.49%	▲
Amount attributable to investing activities		(1,797,000)	(652,000)	(290,017)	361,983		
Financing Activities							
Transfer from reserves	9	528,000	0	0	0	0.00%	
Transfer to reserves	9	(761,797)	0	0	0	0.00%	
Amount attributable to financing activities		(233,797)	0	0	0		
Closing funding surplus / (deficit)	1(c)	0	1,626,377	1,204,389	(421,988)		

KEY INFORMATION

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

Refer to Note 13 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 31 OCTOBER 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 03 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.

(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	(16,000)	(9,000)	0
Add: Movement in employee liabilities associated with restricted cash		2,437	0	0
Less: Movement in contract liabilities (non-current to current)		(65,905)	0	0
Add: Loss on asset disposals	7	18,000	6,000	858
Add: Depreciation on assets		2,007,296	669,096	708,459
Total non-cash items excluded from operating activities		1,945,828	666,096	709,317

(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 31 October 2019	Year to Date 31 October 2020
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(6,114,376)	(5,652,177)	(6,114,376)
Less: Change in accounting policy		1,196	49,225	1,196
Add: Provisions - employee		198,943	220,118	198,943
Total adjustments to net current assets		(5,914,237)	(5,382,834)	(5,914,237)

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

Current assets				
Cash and cash equivalents	2	6,831,540	6,783,879	7,244,117
Rates receivables	3	136,658	267,963	302,004
Receivables	3	45,862	20,273	38,780
Other current assets	4	5,254	14,987	5,254
Less: Current liabilities				
Payables	5	(184,579)	(130,818)	(71,364)
Contract liabilities	10	(65,905)	(30,048)	(49,428)
Provisions	10	(350,737)	(220,118)	(350,737)
Less: Total adjustments to net current assets	1(b)	(5,914,237)	(5,382,834)	(5,914,237)
Closing funding surplus / (deficit)		503,856	1,323,284	1,204,389

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Municipal Account	Cash and cash equivalents	158,040	0	158,040	0	Bendigo	Variable	Nil
Licensing Account	Cash and cash equivalents	12,454	0	12,454	0	Bendigo	Variable	Nil
Savings Account	Cash and cash equivalents	922,887	0	922,887	0	Bendigo	Variable	Nil
ATM Control Account	Cash and cash equivalents	15,130	0	15,130	0	Bendigo	Nil	Nil
ATM Cash Account	Cash and cash equivalents	19,870	0	19,870	0	Bendigo	Nil	Nil
Cash on Hand	Cash and cash equivalents	1,360	0	1,360	0	Cash on hand	Nil	Nil
Term Deposit XXXXXX932	Cash and cash equivalents	0	4,804,963	4,804,963	0	Bendigo	0.95%	Jan-21
Term Deposit XXXXXX965	Cash and cash equivalents	0	1,309,413	1,309,413	0	Bendigo	0.95%	Jan-21
Total		1,129,741	6,114,376	7,244,117	0			
Comprising								
Cash and cash equivalents		1,129,741	6,114,376	7,244,117	0			
		1,129,741	6,114,376	7,244,117	0			

KEY INFORMATION

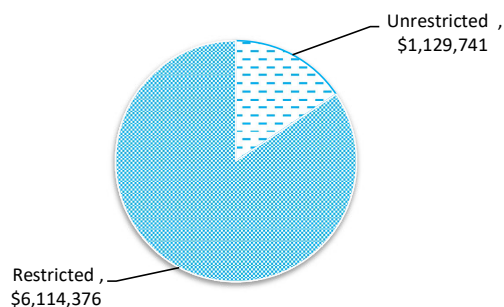
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to 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.

Composition of Cash and Cash Equivalents



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

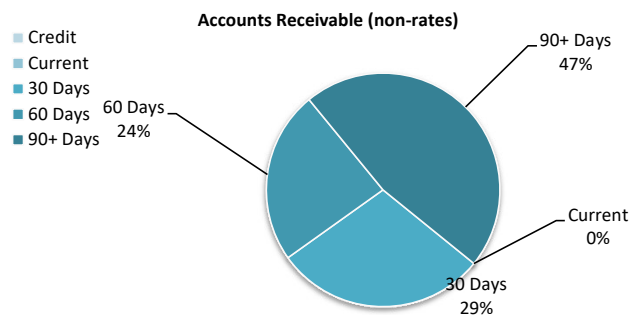
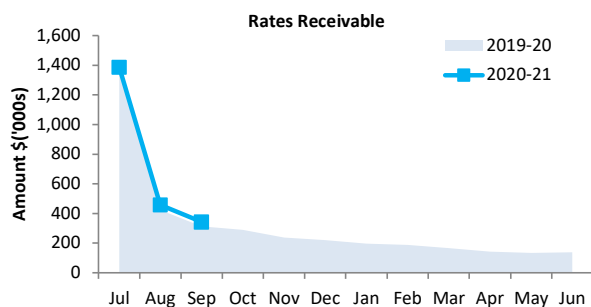
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2020	31 Oct 2020
	\$	\$
Opening arrears previous years	102,623	136,658
Levied this year	1,069,703	1,109,783
Charges levied for sewerage, security, recycling and rubbish bins	180,272	183,643
ESL charge levied	33,852	33,852
Interest and legal fees	13,976	2,018
Less - collections to date	(1,263,768)	(1,163,950)
Equals current outstanding	136,658	302,004
Net rates collectable	136,658	302,004
% Collected	90.2%	79.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	0	734	600	1,171	2,505
Percentage	0.0%	0%	29.3%	24%	46.7%	
Balance per trial balance						
Sundry receivable						2,505
Sports Club Loan						5,000
Allowance for impairment of receivables						(2,388)
Interest Receivable						19,950
GST receivable						13,713
Total receivables general outstanding						38,780
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 31 OCTOBER 2020**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 October 2020
Other current assets	\$	\$	\$	\$
Inventory				
Stock on Hand	5,254	0	0	5,254
Total other current assets	5,254	0	0	5,254

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 31 OCTOBER 2020**

**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - trade	0	1,358	2,630	0	0	3,988
Percentage	0%	34.1%	65.9%	0%	0%	
Balance per trial balance						
Sundry creditors						5,399
ATO liabilities						15,451
Credit Card						4,193
Bonds and deposits						12,883
Other Payables						33,438
Total payables general outstanding						71,364

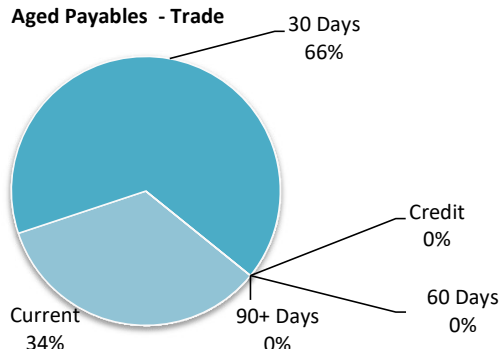
Amounts shown above include GST (where applicable)

KEY INFORMATION

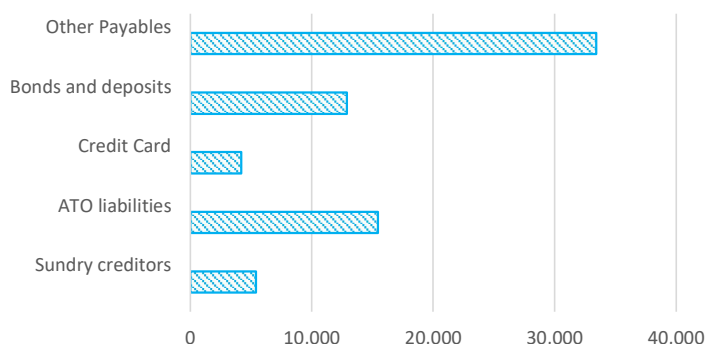
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

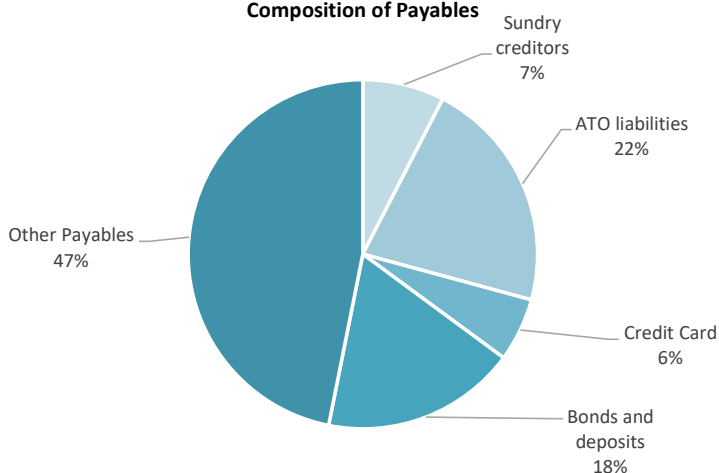
Aged Payables - Trade



Composition of Payables



Composition of Payables



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

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

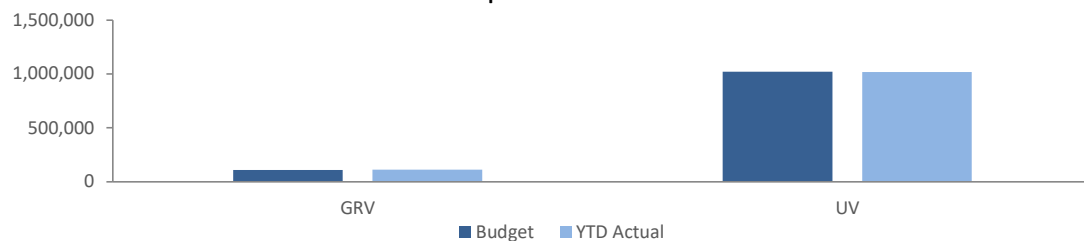
General rate revenue

RATE TYPE	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
				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV	0.1135	135	959,024	108,849	0	0	108,849	112,213	0	0	112,213
Unimproved value											
UV	0.0192	217	53,265,000	1,022,155	0	0	1,022,155	1,020,372	0	0	1,020,372
Sub-Total		352	54,224,024	1,131,004	0	0	1,131,004	1,132,585	0	0	1,132,585
Minimum payment	Minimum \$										
Gross rental value											
GRV	400	27	27,250	10,800	0	0	10,800	10,800	0	0	10,800
Unimproved value											
UV	400	24	214,926	9,600	0	0	9,600	10,000		0	10,000
Sub-total		51	242,176	20,400	0	0	20,400	20,800	0	0	20,800
Discount							(45,000)				(43,602)
Amount from general rates							1,106,404				1,109,783

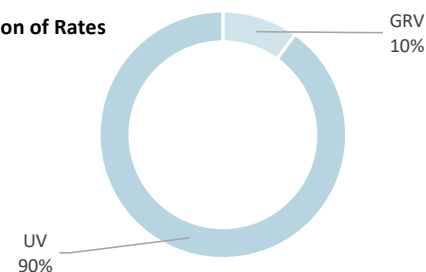
KEY INFORMATION

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.

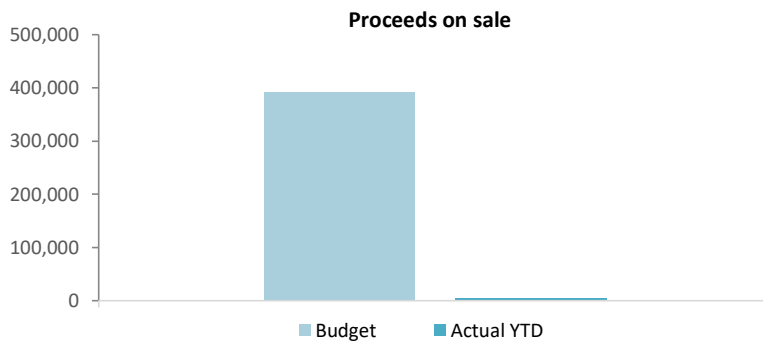
Composition of Rates



Composition of Rates



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Recreation and culture								
	Slasher (KD014)	3,000	0	0	(3,000)	0	0	0	0
	Transport								
	PE40 Toyota Utility (KD 040)	0	0	0	0	6,312	5,454	0	(858)
	WS Ute 1 (000KD)	42,000	35,000	0	(7,000)	0	0	0	0
	TL Ute (KD064)	21,000	25,000	4,000	0	0	0	0	0
	WC Ute (KD-66)	19,000	20,000	1,000	0	0	0	0	0
	KD035 P/M Tip	56,000	60,000	4,000	0	0	0	0	0
	KD002 Mech Ute	14,000	12,000	0	(2,000)	0	0	0	0
	Case Tractor (KD029)	25,000	30,000	5,000	0	0	0	0	0
	Other property and services								
	CEO 1 (oKD)	58,000	55,000	0	(3,000)	0	0	0	0
	CEO 2 (OKD)	58,000	55,000	0	(3,000)	0	0	0	0
	DCEO 1 (00KD)	49,000	50,000	1,000	0	0	0	0	0
	DECO 2 (00KD)	49,000	50,000	1,000	0	0	0	0	0
		394,000	392,000	16,000	(18,000)	6,312	5,454	0	(858)



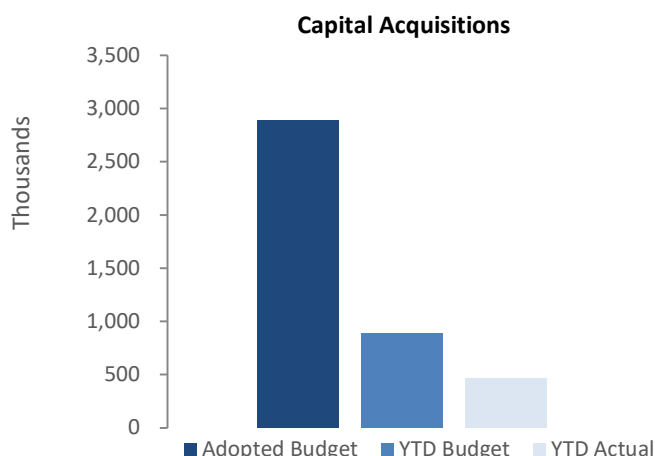
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2020**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Building and Improvements	251,000	111,000	0	(111,000)
Plant and Equipment	690,000	415,000	34,010	(380,990)
Furniture and equipment	170,000	20,000	19,629	(371)
Roads	1,570,000	240,000	411,586	171,586
Other Infrastructure	210,000	100,000	0	(100,000)
Payments for Capital Acquisitions	2,891,000	886,000	465,225	(420,775)
Total Capital Acquisitions	2,891,000	886,000	465,225	(420,775)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	702,000	234,000	169,754	(64,246)
Other (disposals & C/Fwd)	392,000	0	5,454	5,454
Cash backed reserves				
Plant and equipment	238,000	0	0	0
Building	120,000	0	0	0
Recreation	20,000	0	0	0
IT & Admin	150,000	0	0	0
Contribution - operations	1,269,000	652,000	290,017	(361,983)
Capital funding total	2,891,000	886,000	465,225	(420,775)

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 31 OCTOBER 2020**

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

Capital Acquisitions	Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
	\$	\$	\$	\$
Building and Improvements				
L09 Smith Street (McMiles)	6,000	6,000	0	(6,000)
L203 Pearman Street (Staff)	30,000	30,000	0	(30,000)
Yalambee Unit Upgrades	80,000	40,000	0	(40,000)
L05 Depot Crib Room	35,000	35,000	0	(35,000)
Caravan Park Ablutions	100,000	0	0	0
TOTAL - Building and Improvements	251,000	111,000	0	(111,000)
Plant & Equipment				
Slasher/Mower (KD014)	20,000	20,000	0	(20,000)
WS Ute (000KD)	50,000	0	0	0
Mechanic Ute (KD002)	25,000	0	0	0
Case FWA Tractor (KD029)	70,000	70,000	0	(70,000)
Prime Mover Tipper Truck (KD035)	200,000	200,000	0	(200,000)
Team Leader Ute (KD064)	40,000	0	0	0
Works Crew Ute (KD066)	35,000	0	0	0
CEO Vehicle 1 (OKD)	65,000	65,000	0	(65,000)
CEO Vehicle 2 (OKD)	65,000	0	0	0
DCEO Vehicle 1 (00KD)	60,000	60,000	0	(60,000)
DCEO Vehicle 2 (00KD)	60,000	0	0	0
Ford Ranger 2020 4 x 2 Ute	0	0	34,010	34,010
TOTAL - Plant & Equipment	690,000	415,000	34,010	(380,990)
Furniture & Equipment				
New Finance System	150,000	0	0	0
TV Decoders	20,000	20,000	19,629	(371)
TOTAL - Furniture & Equipment	170,000	20,000	19,629	(371)

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital Acquisitions	Adopted Annual Budget	YTD Budget	YTD Actual	Variance (Under)/ Over
	\$	\$	\$	\$
Roads				
Koorda Kulja W/Seal	130,000	0	13,072	13,072
Burakin Wialki W/Seal	150,000	70,000	113,815	43,815
Koorda Dowerin W/Seal	150,000	70,000	139,305	69,305
Kulja Kalannie W/Seal	130,000	100,000	50,847	(49,153)
Koorda Kulja Full Recon C4A (slk 0.00-1.00)	120,000	0	12,332	12,332
Koorda Kulja Full Recon C4B (slk 8.60-10.00)	140,000	0	37,250	37,250
Koorda North West Shoulder Recon	150,000	0	0	0
Dukin West Widen & Ref/Sheet	70,000	0	866	866
Footpath	20,000	0	0	0
Kerbing	20,000	0	0	0
Koorda Dowerin Reseal	150,000	0	31,885	31,885
Anderson Ref/Sheet	90,000	0	0	0
Cooper Ref/Sheet	60,000	0	12,214	12,214
Maher Ref/Sheet	90,000	0	0	0
Remlap Ref/Sheet	100,000	0	0	0
TOTAL - Roads	1,570,000	240,000	411,586	171,586
Other Infrastructure				
L17 Drive In	20,000	20,000	0	(20,000)
Townscape Revitalisation	150,000	40,000	0	(40,000)
TV Decoders	40,000	40,000	0	(40,000)
TOTAL - Other Infrastructure	210,000	100,000	0	(100,000)
	2,891,000	886,000	465,225	(420,775)

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

**OPERATING ACTIVITIES
NOTE 9
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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Accrued Leave	198,943	0	0	2,437	0	0	0	201,380	198,943
Road	700,131	0	0	207,351	0	0	0	907,482	700,131
Plant and equipment	824,854	0	0	208,879	0	(238,000)	0	795,733	824,854
Building	1,231,474	0	0	46,392	0	(120,000)	0	1,157,866	1,231,474
TV Satellite	31,641	0	0	388	0	0	0	32,029	31,641
Recreation	1,258,282	0	0	115,414	0	(20,000)	0	1,353,696	1,258,282
Medical Practitioner	295,841	0	0	3,624	0	0	0	299,465	295,841
IT & Admin	382,191	0	0	103,457	0	(150,000)	0	335,648	382,191
Sewerage	954,345	0	0	70,955	0	0	0	1,025,300	954,345
Community Bus	62,256	0	0	763	0	0	0	63,019	62,256
NRM	21,869	0	0	268	0	0	0	22,137	21,869
Waste Management	152,549	0	0	1,869	0	0	0	154,418	152,549
	6,114,376	0	0	761,797	0	(528,000)	0	6,348,173	6,114,376

	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 October 2020
Other current liabilities		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	11	65,905	0	(16,477)	49,428
Total unspent grants, contributions and reimbursements		65,905	0	(16,477)	49,428
Provisions					
Annual leave		103,295	0	0	103,295
Long service leave		117,442	0	0	117,442
Remediation costs		130,000	0	0	130,000
Total Provisions		350,737	0	0	350,737
Total other current assets		416,642	0	(16,477)	400,165

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11

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 31 OCTOBER 2020**

NOTE 11

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 31 Oct 2020	Current Liability 31 Oct 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Grant Wheatbelt Secondary Freight Network	280,095	0	(16,477)	263,618	49,428	65,905	32,953	16,477
General purpose funding								
Grants Commission	0	0	0	0	0	632,000	158,000	153,305
Federal Road Grant	0	0	0	0	0	325,000	81,250	72,264
Grants Roads and Community Infrastructure	0	0	0	0	0	439,707	0	0
Law, order, public safety								
Subsidy - BFS	0	0	0	0	0	18,120	6,040	0
Transport								
Grant - MRD Direct	0	0	0	0	0	161,679	161,679	156,875
Other property and services								
Grant - Diesel Fuel Rebate	0	0	0	0	0	35,000	11,664	16,624
	280,095	0	(16,477)	263,618	49,428	1,677,411	451,586	415,545

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 31 Oct 2020	Current Liability 31 Oct 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Transport								
Federal Roads to Recovery	0	0	0	0	0	402,000	134,000	49,110
Grant - Regional Road Group	0	0	0	0	0	300,000	100,000	120,644
	0	0	0	0	0	702,000	234,000	169,754

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

**NOTE 13
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2020-21 year is \$10,000 and 10.00%.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(16,476)	(50.00%)	▼ Timing	Allocation of WSFN income recognition not yet complete.
Other property and services	17,041	131.96%	▲ Timing	Insurance contribution credits received and higher diesel fuel rebate than anticipated.
Expenditure from operating activities				
Governance	83,621	32.25%	▲ Timing	Elected Member expenses lower than anticipated, July-October claims to be complete in November accounts. Audit fee invoice not yet received for 2019/20 audit.
Law, order and public safety	(15,987)	(43.39%)	▼ Timing	Book figure depreciation on new fire truck higher than anticipated at time of budget. Depreciation on \$640,000 worth of equipment in appose to \$200,000 fair value of the old vehicle in previous years.
Health	27,416	51.99%	▲ Timing	Account for Doctor services and September and October EHO Recoup account not received at time of October month end.
Housing	(17,303)	(18.26%)	▼ Timing	Timing issues with expenditure on Housing.
Community amenities	(11,070)	(10.08%)	▼ Timing	Refuse site maintenance \$30,000 higher than anticipated due to major site clean up as per Landfill Management Plan. Sewerage expenditure lower than anticipated.
Transport	(72,043)	(12.70%)	▼ Timing	Road Preservation, maintenance and depreciation currently ahead of anticipated budget.
Economic services	26,790	25.63%	▲ Timing	Area Promotion and Business/Economic development currently behind predicted budget.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(64,246)	(27.46%)	▼ Timing	RtR anticipated grant income not yet received.
Payments for property, plant and equipment and infrastructure	420,775	47.49%	▲ Timing	P35 Prime Mover has been ordered as per plant replacement program, however is not expected to be expended until March. Anticipated CEO and DCEO Vehicle and Tractor changeover not yet complete.

Monthly Report - List of Accounts Paid

Submitted to Council 18 November 2020

The following list of accounts has been paid under delegation, by the Chief Executive Officer, since the previous list of accounts. **Municipal vouchers numbered from V204 to V304 and direct bank transactions totalling \$437,518.29** submitted to each member of the Council, on Wednesday the 18 November 2020 have been checked and are fully supported by vouchers and duly certified invoices with checks being carried out as to prices, computations and costing.


Darren Simmons
 Chief Executive Officer

Vouch No.	Payment Date	Supplier's Name	Description of purchase	Payment made by delegated authority
V204	13/10/2020	Super Choice	Employee Superannuation Payments	8,883.84
V205	13/10/2020	AMPAC Debt Recovery (WA) PL	Commission & Costs to 30 September 2020	1,408.00
V206	13/10/2020	ASK Waste Management PL	Landfill Closure Management Plan & Waste Management Strategy: Development of Draft WMS & LCMP	2,689.50
V207	13/10/2020	Av-Sec	Admin Office Monitoring 1 Oct - 31 Dec 2020	120.00
V208	13/10/2020	Avon Waste	Monthly Waste & Recycling Removal Account	5,576.72
V209	13/10/2020	BOC Gases	Service Charges	122.46
V210	13/10/2020	Brauer Industries PL	L17933 - Re-Agents (Annual Replacement)	475.20
V211	13/10/2020	Wesfarmers Ltd (Bunnings)	General Retic Supplies & L157 Winch System	156.30
V212	13/10/2020	CJD Equipment PL	P43 2 X Rearview Mirrors + Replace Windscreen	2,107.06
V213	13/10/2020	Corsign WA	4 X Road Signs	158.40
V214	13/10/2020	Toll Transport PL (Courier)	Freight: Library & Parts	51.92
V215	13/10/2020	Dept Fire & Emergency	2020/21 ESL Local Government Properties	2,268.00
V216	13/10/2020	Elders Ltd	L203 Retic, L20135 Retic, 20L Glyphosate	424.33
V217	13/10/2020	Great Southern Fuel Supplies	14,000L Diesel 15L Oil, Fire \$46.57 Diesel, Admin Cards	15,891.26
V218	13/10/2020	JSF Brushes	GETS 6 X Polywire Brushes	2,112.00
V219	13/10/2020	Koorda Ag Parts	Replenish Oval Spray Unit, TV Rebroadcasting Dish Cage, Strainer	1,632.18
V220	13/10/2020	Koorda Community RC	Post Assemblies Burakin Wialki Rd, P47 Tyre Repair	6,693.00
V221	13/10/2020	Koorda Supermarket PL	CDO Quarterly \$6600 & ATM Reimbursement \$93	181.00
V222	13/10/2020	WALGA aft LGISWA	Tea Coffee Milk Refreshments BF Training & RU OK Chat	51,808.09
V223	13/10/2020	Market Force	2nd Instalment Insurance- Liability \$11616, Property \$26789.95, W/Comp \$19800, Contribution Assistance (\$6397.86CR)	88.90
V224	13/10/2020	Moore Australia (WA) PL	Death Notice: R Fisher	3,575.00
V225	13/10/2020	NEWROC	Compilation Monthly Financial Statements August	14,300.00
V226	13/10/2020	OCLC (UK) Ltd	Annual Membership Fee \$12100, Business Cases \$2200	1,700.60
V227	13/10/2020	Purewater Pool Services	Library - Amlib Use & Maintenance	3,120.15
V228	13/10/2020	Rialto Distribution PL	Annual Pre Season Pool Maintenance	302.50
V229	13/10/2020	Roadshow Films PL	Movie: Four Kids And It	366.00
V230	13/10/2020	Sigma Chemicals	Movie: Tenet	582.34
V231	13/10/2020	WA Contract Ranger Services	Pallet Pool Salt + Pool Stabiliser	748.00
V232	13/10/2020	WCS Concrete PL	Ranger Services 24/08, 3/09, 7/09 & 14/09/2020	283.80
V233	13/10/2020	Westrac Equipment PL	L20135 3m3 Landscaping Mix	4,741.51
V234	13/10/2020	Wongan Hills Hardware	P20 Side Shift Shims \$589.25, P50 1000 Hr Service At Depot	325.05
V235	13/10/2020	Worldwide Printing Solutions	L20135 Plants, Retic, L267 2 Shower Heads, Mixer Tap & Wall Stops	537.00
V236	13/10/2020	Wyalkatchem Mechanical Service	5 X Receipt Books	3,887.46
V237	14/10/2020	Shire of Koorda	Service P18, P65 & P37, Air Con P13 & P35, Windscreen P43	38,612.74
V238	20/10/2020	Shire of Koorda	Employee Wages	550.55
V239	26/10/2020	Synergy	Petty Cash	1,948.79
V240	26/10/2020	Telstra	Streetlights 25 Aug - 24 Sept 2020	642.51
V241	26/10/2020	Telstra	Bulk Office Account	30.00
V242	26/10/2020	Telstra	SES Phone Account	24.40
V243	26/10/2020	Telstra	LH & SES Mobile Account (TV Rebroadcasting)	177.20
V244	27/10/2020	Super Choice	WS, CEO & DCEO Mobile Account	8,681.18
V245	27/10/2020	Shire of Koorda	Employee Superannuation Payments	38,597.11
			Employee Wages	
			Sub Total	226,582.05

V246	28/10/2020	Super Choice	Employee Superannuation Payments	748.58
V247	29/10/2020	Shire of Koorda	Employee Wages	4,502.13
V248	29/10/2020	ACMA	TV Rebroadcasting Transmission Licence To 27/11/2021	225.00
V249	29/10/2020	5 Rivers Plumbing & Gas	L261A & L157 Clear Toilet Blockages	371.25
V250	29/10/2020	AMPAC Debt Recovery (WA) Pty Ltd	Commission & Costs to 9 October 2020	55.00
V251	29/10/2020	Baileys Fertilisers	L20135 Brilliance Fertiliser	1,471.80
V252	29/10/2020	Boral Construction Materials Group	3 x 205L Bitumen Burakin Wialki Road	1,217.70
V253	29/10/2020	Cadoux Primary School	Book Prize Donation	50.00
V254	29/10/2020	Hannah Cooper	Council Reception	96.00
V255	29/10/2020	Corsign WA	3 x Sapphire Rd Signs + L & R Posts & Clamps	2,905.10
V256	29/10/2020	Hills Fire Equipment Services	6 Monthly Level 1 Fire Equipment Servicing	1,447.60
V257	29/10/2020	JM & S Enterprises	Monthly Meterplan	226.06
V258	29/10/2020	Kalannie Primary School	Book Prize Donation	50.00
V259	29/10/2020	Koorda Meat Supply	Staff Function	60.00
V260	29/10/2020	Koorda Motor Museum	Native Plants + 2 Bags Baileys Brilliance	953.00
V261	29/10/2020	Koorda Primary School	Book Prize Donation	50.00
V262	29/10/2020	LGMAWA	2 x Annual State Conference Registrations (CEO & DCEO)	2,010.00
V263	29/10/2020	N-Com Pty Ltd	4.3m Satellite Dish - Prime Focus Galvanized	12,175.37
V264	29/10/2020	Quest Innaloo	Accommodation & Parking for DOT Staff Training	900.00
V265	29/10/2020	Bruce Rock Shire Council	Monthly Reimbursement WSNF Project Manager	6,293.84
V266	29/10/2020	Stabilised Pavements of Australia PL	Wet Mixing Koorda Dowerin Rd & Burakin Wialki Rd	31,589.80
V267	29/10/2020	Wallis Computer solutions	Managed IT Services Medical Centre 2020/21	2,008.91
V268	29/10/2020	Wyalkatchem District High School	Book Prize Donation	50.00
V269	2/11/2020	Bendigo Card Services	See Summary Below	4,193.03
V270	3/11/2020	DFES	October 2020 ESL Remittance	1,225.52
V271	10/11/2020	Synergy	Bulk Accounts	8,296.76
V272	10/11/2020	Super Choice	Employee Superannuation Payments	8,391.15
V273	10/11/2020	Shire of Koorda	Employee Wages	36,339.76
V274	11/11/2020	Dept Of Communities Housing	L164 C Lodge Street Gas Test	270.35
V275	11/11/2020	AMPAC Debt Recovery (WA) PL	Commission & Costs to 31 October 2020	132.00
V276	11/11/2020	Avon Waste	Monthly Waste & Recycling Removal October Account	5,576.72
V277	11/11/2020	BOC Gases	Service Charges + Pool Gas	395.49
V278	11/11/2020	Gina Boyne	Councillor Payment July - Oct 2020	1,576.43
V279	11/11/2020	Wesfarmers Ltd (Bunnings)	Brooms , Mop Heads, Cobweb Brooms, Hand Cleaner	241.52
V280	11/11/2020	CJD Equipment PL	P36 Filter Kit	304.00
V281	11/11/2020	Contract Aquatic Services	Monthly Contract Fee November	15,400.00
V282	11/11/2020	Buster Cooper	Councillor Payment July - Oct 2020	1,500.00
V283	11/11/2020	Toll Transport PL	Freight: Drive In & Parts	116.28
V284	11/11/2020	Elders Ltd	20L Glyphosate	138.60
V285	11/11/2020	Great Southern Fuel Supplies	14,600L Diesel Grease Hand Cleaner Admin Cards	16,901.13
V286	11/11/2020	Koorda Ag Parts	P29 Battery & Filters, P59 Tyres, P07 Battery P11 Microphone P47 Tyres	2,686.20
V287	11/11/2020	Koorda Community RC	ATM Reimbursement	59.00
V288	11/11/2020	Koorda Supermarket Pty Ltd	Yalambee Pegs & Cleaner. Milk Coffee Etc Office & Depot	134.09
V289	11/11/2020	Major Motors Pty Ltd	P65 Brake Booster	222.43
V290	11/11/2020	Market Force	Death Notice MC Henning	117.26
V291	11/11/2020	Pam McWha	Councillor Payment July - Oct 2020	2,050.00
V292	11/11/2020	Moore Australia Pty Ltd	Compilation Monthly Financial Statements September	3,575.00
V293	11/11/2020	Workwear Group	Staff Uniforms	144.00
V294	11/11/2020	Office Works Ltd	Stationery	184.75
V295	11/11/2020	Plastics Plus	2 x Grain Shovels	88.00
V296	11/11/2020	Public Libraries WA Inc	Category 1 Membership 2020/21	110.00
V297	11/11/2020	Shire of Wyalkatchem	Contribution Medical Services June 2020 \$7505.34, July To Sept \$12110.45	19,615.79
V298	11/11/2020	Lea Smith	Councillor Payment July - Oct 2020	1,500.00
V299	11/11/2020	George Storer	Councillor Payment July - Oct 2020	1,675.79
V300	11/11/2020	Jannah Stratford	Councillor Payment July - Oct 2020	4,300.00
V301	11/11/2020	WA Contract Ranger Services	Ranger Services 21/09, 30/09, 8/10, 15/10, 20/10	935.00
V302	11/11/2020	WALGA	Breakfast Director General Event Registration	50.00
V303	11/11/2020	Westrac Pty Ltd	P20 Inspect Steering Sensor & Replace Rearview Mirror (Koorda Depot)	2,782.20
V304	11/11/2020	Wongan Hills Hardware	L 267 Cistern, L05 Circular Saw Blades	250.85
			GRAND TOTAL	437,518.29

Bendigo Credit Card				
V269	3/10/2020	Crisp Wireless	Office Internet Account	328.90
	3/10/2020	Crisp Wireless	L68 WS Internet Account	99.00
	3/10/2020	Crisp Wireless	L282 CEO Internet Account	99.00
	3/10/2020	Crisp Wireless	L164 DCEO Internet Account	99.00
	3/10/2020	Crisp Wireless	ES Building Internet Account	55.00
	8/10/2020	Rent a Satphone	Satphone Monthly Rental & Usage Account	44.00
	9/10/2020	LWM Hegney	Market Valuation of Lot 11 (21) Railway Street	2,236.30
	16/10/2020	Seek.com	Plant Mechanic Job Advert	313.50
	16/10/2020	Seek.com	Building Maintenance Officer Job Advert	282.70
	28/10/2020	Bunnings	Staff Gratuitous Gift as per Policy	600.00
	30/10/2020	Bendigo Card Services	October 2020 Card Fee x 2	8.00
	31/10/2020	Noodle Bar Perth	Meals - Darren Simmons (Breakfast with Director Generals)	27.63
				4,193.03

FINANCIAL POSITION - as at 12/11/2020

Municipal Account

Cash at bank	
Bendigo Municipal	121,607.02
Bendigo Licencing	15,860.90
Bendigo Savings Account	822,886.93
Bendigo ATM Account	27,630.00
Bendigo ATM Cash Account	7,370.00
Subtotal	995,354.85
<i>Less sundry creditors</i>	<i>(6,353.19)</i>
Balance	989,001.66

Reserve Funds

Accrued Leave	198,943.04
Road	700,130.78
Plant	824,853.85
Building	1,125,189.49
Community Housing	41,786.83
Joint Venture	45,368.35
Joint Venture (Johnson Place)	19,129.59
TV Satellite	31,640.86
Recreation	1,258,281.88
Medical Practitioner	295,840.74
Information Technology	382,191.32
Sewerage	954,345.63
Community Bus	62,255.61
NRM	21,869.15
Waste Management	152,549.00
Balance	6,114,376.12

Trust Funds

Nominations	
Balance	-