



# SHIRE OF WILLIAMS AGENDA

ORDINARY COUNCIL MEETING  
WEDNESDAY 17 MAY 2023



## NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members,

You are respectfully advised the next Ordinary Meeting of the Shire of Williams will be held on Wednesday 17 May 2023, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3.30 pm.

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

Geoff McKeown  
Chief Executive Officer

### DISCLAIMER

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

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

SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-2032

ECONOMIC

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

**E1.** Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

**E2.** To have appropriate levels of housing to cater for population retention and growth.

SOCIAL AND CULTURAL

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

**SC1.** To provide community infrastructure and facilities that meet the needs of the population.

**SC2.** To support a safe and healthy community with a strong sense of community pride.

**SC3.** To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

LAND USE & ENVIRONMENT

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

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

**LUE2.** Natural assets and public open spaces are accessible, well utilised and managed.

**LUE3.** To have safe and well maintained transport network that supports local economy.

**LUE4.** Recognising and implementing sustainability measures.

INNOVATION, LEADERSHIP & GOVERNANCE

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

**ILG1.** The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community needs.

**ILG2.** The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

**ILG3.** Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

**ILG4.** A strategically focused, unified Council functioning effectively ensuring compliance within the regulatory framework

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## AGENDA

### 1.0 Declaration of Opening / Announcement of Visitors

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

### 2.0 Record of Attendance / Apologies / Leave of Absence

#### Elected Members

Cr Jarrad Logie - President  
Cr Natalie Major - Deputy President  
Cr Moya Carne  
Cr Simon Harding  
Cr Bob Baker  
Cr Tracey Price  
Cr Bernie Panizza  
Cr Christine Cowcher  
Cr John Macnamara

#### Staff

Geoff McKeown - Chief Executive Officer  
Britt Logie - Community Development Officer  
Cassie Barker – Senior Finance Officer  
Manuela Lenehan - Minute Taker

Visitors – Nil  
Apologies - Nil  
Leave of Absence – Nil

### 3.0 Public Question Time

Nil

### 4.0 Petitions / Deputations / Presentations

Nil

### 5.0 Declarations of Interest

Nil

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

**6.0 Confirmation of Minutes of Previous Meetings**

**6.1 Ordinary Council Meeting Held 19 April 2023**

**Officer's Recommendation**

That the Minutes of the Ordinary Council Meeting held 19 April 2023, as previously circulated, be confirmed as a true and accurate record.

**6.2 General Meeting of Electors Held 19 April 2023**

**Officer's Recommendation**

That the Minutes of the General Meeting of Electors held 19 April 2023, as previously circulated, be received.

**6.3 Special Meeting of Council Held 1 May 2023**

**Officer's Recommendation**

That the Minutes of the Special Meeting of Council held 1 May 2023, as previously circulated, be confirmed as a true and accurate record.

**7.0 Announcements by Presiding Member Without Discussion**

Nil

**8.0 Matters Which Require Decisions**

**8.1 Corporate and Community Services**

**8.1.1 Quindanning Community – South32 Project**

<b>File Reference</b>	10.70.95
<b>Statutory Ref.</b>	N/A
<b>Author &amp; Date</b>	Britt Logie 12 May 2023
<b>Attachments</b>	Nil

**Background**

The Quindanning Community have been in discussion with South32 and the Williams and Boddington Shires to discuss investment into community projects. The Shire of Williams conducted a community survey for Quindanning via mail and Survey Monkey.

**Comment**

A Community Investment application has been submitted to South32 for an amount of \$120,000. On receipt of the funding, the Quindanning Community will meet to decide on the project(s) that will be funded. A strategic plan will then be created for Quindanning outlining the long-term and short-term projects to be completed. Representatives of the Quindanning Community had a meeting on 24 April 2023, to discuss the community investment application and the best solution for the funding.

As the Quindanning Town Hall is located within the Shire of Williams, although it is vested to the Quindanning Hall Committee, it was requested by the representatives of the Quindanning Community that the Shire of Williams have an auspice agreement for the money.

The South32 Community Investment funding has not been included in the 2022/2023 Budget. It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Section 6.8 states:

**6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*;* or
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

- (1a) *In subsection (1) —*
  - additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.*
- (2) *Where expenditure has been incurred by a local government —*
  - (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
  - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

### **Strategic Implications**

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

- ILG 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate
- ILG 1.4 Continue to use community satisfaction surveys to seek community feedback on a range of issues
- ILG 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment
- E 1.5 Encourage community groups' initiatives to promote the Shire as a place to live, work, play and invest
- SCD 1.1 Provide, maintain and improve community infrastructure

### **Financial Implications**

There are no financial implications for the Shire of Williams. The funds will be held on behalf of the Quindanning Community.

### **Voting Requirements**

Absolute Majority

### **Officer's Recommendation**

That Council acknowledge the likely receipt of funding of \$120,000 from South32 and support the Shire of Williams having an auspice agreement for the funds to be used on behalf of the Quindanning Community. Further, should the funds be received prior to 30 June 2023, Council approves the creation of a reserve account for this purpose in accordance with section 6.11 *Local Government Act 1995*.



8.1.2 Shire of Williams Rebranding – Logo Change

<b>File Reference</b>	Nil
<b>Statutory Ref.</b>	N/A
<b>Author &amp; Date</b>	Britt Logie 12 May 2023
<b>Attachments</b>	Market Creations Proposal (as Separate Attachment) Word of Mouth Proposal (as Separate Attachment)

**Background**

The Shire of Williams logo has been the topic of much debate over the years. In 2020 the community was asked whether the logo needed a refresh, and the community was asked to put their ideas forward. The Shire received quite a few entries for different logos, however no decision was made to proceed with a change. In the strategic planning sessions in October 2022, the logo discussion was brought up again with stronger community input that the logo needs to be changed. The Shire of Williams then held a stall at the Williams Gateway Expo requesting input regarding the need to change the logo. With the results from the Expo, quotes have been obtained for a rebranding of the Shire of Williams Logo.

**Comment:**

The Community have had several opportunities to comment on the changing of the logo. On the corflute boards displayed at the Williams Gateway Expo, 64% expressed that they would like to see the logo changed; see below:



Two companies have been approached to give a quote on the rebranding of the Shire Logo. These companies were given the information from the above boards. The proposals include 6 logo design concepts that will be presented to the community.

Please see attachments for the Proposals.

**Proposal 1: Market Creations.**

Market Creations are currently used for all the Shire's website needs. Market Creations have successfully assisted many local government authorities and community organisations breathe new life into their communities through the branding process.

Some examples of logos that have been created by Market Creations are:



**Proposal 2: Word of Mouth**

Word of Mouth Agency is a locally owned, boutique digital agency based in Perth specialising in Web Design, Graphic Design & Social Strategy. They are a small graphic design team who use their passion for creativity and their respective skills and ideas to positively impact and visually inspire their clients.

The rebranding of the Shire of Williams Logo has not been included in the 2022/2023 Budget. It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Section 6.8 states:

**6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*;* or
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

- (1a) *In subsection (1) —*
  - additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*
- (2) *Where expenditure has been incurred by a local government —*
  - (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
  - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

**Strategic Implications**

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

- ILG 1.1 Promote a positive image of Council through appropriate marketing activities and high standards of customer service
- ILG 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate
- ILG 1.4 Continue to use community satisfaction surveys to seek community feedback on a range of issues

**Financial Implications**

Strategies included in the Strategic Community Plan are costed from time to time and included in the Annual Budget adopted by Council.

**Voting Requirements**

Absolute Majority

**Officer's Recommendation**

That Council endorse the proposal from ..... for the rebranding of the Shire of Williams Logo and approves the unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2022/2023 financial year to commence the rebranding process.

8.1.3 Road Safety Commission Community Grant

<b>File Reference</b>	Nil
<b>Statutory Ref.</b>	Local Government Act 1995
<b>Author &amp; Date</b>	Britt Logie 12 May 2023
<b>Attachments</b>	Nil

**Background**

The Government of Western Australia has made funds available from the Road Trauma Trust Account (RTTA) for community initiatives that assist in promoting road safety messages across the state. The Road Safety Community Grant Program supports the development and implementation of sustainable projects and one-off community activities related to road safety.

The Shire of Williams applied for funding from the current round and was successful for the amount of \$5,300. The project/event will include a free BBQ in the Park and a kangaroo sculpture to promote the hidden dangers on rural roads. The sculpture will be made by Martin Jaine Sculptures and will be displayed in the Lions Park.

This project/event has not been included in the 2022/23 Budget as it was not known at the time of adopting the budget that the grant funding would be approved.

**Comment**

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

**6.8. Expenditure from municipal fund not included in annual budget**

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

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

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

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

\* Absolute majority required.

(1a) In subsection (1) —

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

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

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

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

**Strategic Implications**

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

SC 1.1 Provide, maintain and improve community infrastructure.

E 1.5 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.

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

**Financial Implications**

There will be no financial implications to the Shire.

**Voting Requirements**

Absolute Majority

**Officer's Recommendation**

That Council acknowledges the receipt of funding of \$5,300 from the Road Safety Commission for an event to take place at the Lions Park and the purchase of a kangaroo sculpture, and approves unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2022/23 financial year to complete the project and acquit the grant.

8.1.4 Payment Listing

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cassie Barker 11 May 2023
<b>Attachments</b>	Payment listing for month ending 30 April 2023

**Background**

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

**Statutory Implications**

Regulation 13 of the *Local Government (Financial Management) Regulations 1995* states:

**13. Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.**

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee’s name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.

**Comment**

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

**Strategic Implications**

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

CL 2.2 Maintain accountability, transparency and financial responsibility

**Financial Implications**

As listed in the recommendation below.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104970 – 104971 totalling \$934,270.93 approved by the Chief Executive Officer during the month of April 2023 be endorsed.

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 APRIL 2023

DATE	NAME	DESCRIPTION	AMOUNT
<b>MUNICIPAL - EFT, BPAY, DIRECT DEBIT &amp; CHEQUES</b>			
05/04/2023	FDC EDUCATORS	FDC Educators PE 02/04/2023	\$ 16,957.29
05/04/2023	BUILDING AND ENERGY	BSL collection - March 2023	\$ 56.65
06/04/2023	SHIRE OF WILLIAMS	Salaries & Wages PE 05/04/2023	\$ 52,415.01
19/04/2023	FDC EDUCATORS	FDC Educators PE 16/04/2023	\$ 18,735.61
19/04/2023	D & A WOODWORKS	12818 - Final 3 Units Refurbished (Sandalwood Court)	\$ 128,105.00
20/04/2023	SHIRE OF WILLIAMS	Salaries & Wages PE 19/04/2023	\$ 50,402.29
27/04/2023	AIR RESPONSE	12986 - Repair to Air-conditioner (2 Jamtree Lane)	\$ 180.00
27/04/2023	AVON WASTE	11015 - Monthly Refuse Charges March 2023	\$ 10,525.21
27/04/2023	BELVEDERE NURSERY	13175 - Garden Plants (6 Richardson St)	\$ 133.00
27/04/2023	BITUTEK PTY LTD.	13043 - Supply & Spray Bitumen (York-Williams Rd)	\$ 90,989.17
27/04/2023	BOC Ltd	12822 - March 2023 Container Service Fee	\$ 44.71
27/04/2023	BODDINGTON CARPET CARE	Cleaning of Chairs (Art & Craft Centre), Carpet Cleaning New St	\$ 520.00
27/04/2023	BODDINGTON MEDICAL CENTRE	Support Doctor's Visit to Williams, 3rd Qtr 2022/2023	\$ 2,455.00
27/04/2023	CHAMDEN FARMING	13050 - Supply & Deliver Concrete (Lions Park EV Charging)	\$ 1,909.60
27/04/2023	CHATTERBOX CAFE & GALLERY	13171 - Catering (April Council Meeting)	\$ 66.50
27/04/2023	CORNER'S AUTOMOTIVE ELECTRICS	13120, 13122 - Electrical Items (Various Vehicles)	\$ 555.50
27/04/2023	CORSIGN WA PTY LTD	13044, 13038 - Flagging Tape, Traffic Signs	\$ 1,056.00
27/04/2023	DUFF ELECTRICAL CONTRACTING	12995, 13158, 12999, 13159, 13164, 13153, 12717 - Electrical Works	\$ 2,575.16
27/04/2023	EDWARDS ISUZU UTE	13117 - Filters & Oil (Colorado Ute)	\$ 584.30
27/04/2023	FRANK BOWMAN & CO	13049 - Vehicle Hire for Gravel Cartage (York-Williams Rd)	\$ 5,821.75
27/04/2023	GOODYEAR AUTOCARE NARROGIN	13121, 13116 - Tyre Repair & Fitting (Various)	\$ 371.00
27/04/2023	HARMONY SOFTWARE	Software Subscription for February and March 2023	\$ 610.00
27/04/2023	IMAGESOURCE DIGITAL SOLUTIONS	13096 - Coreflute Signs (Gateway Expo)	\$ 206.80
27/04/2023	INTERFIRE AGENCIES	12935 - Protective Trousers	\$ 210.52
27/04/2023	LANDGATE.	Land Valuations - Rating	\$ 71.80
27/04/2023	M & M CONTRACTORS	13042 - Adjustment to Shortfall (Inv. 3197)	\$ 100.00
27/04/2023	MADEJ CONCRETING	13048 - Setup & Pour Concrete (Lions Park EV Charging)	\$ 1,320.00
27/04/2023	MELCHIORRE PLUMBING & GAS	13000, 13161, 13165, 13167, 13160 - Various Plumbing Works	\$ 1,319.95
27/04/2023	NARROGIN CHAMBER OF COMMERCE INC	Narrogin Chamber of Commerce Membership 2023-2024	\$ 300.00
27/04/2023	NARROGIN TOYOTA	12757, 13047 - Cordless Blower, 2-Stroke Oil	\$ 456.19
27/04/2023	QUEST INNALOO	12997 - Accommodation For DoT Training (K Medlen)	\$ 930.00
27/04/2023	R MUNNS ENGINEERING CONSULTING SERVICES	13041 - Consulting Work (York-Williams Rd)	\$ 1,784.86
27/04/2023	RECKON LTD	13168 - Reckon Enterprise Subscription 17/5/23-17/5/24	\$ 5,340.00
27/04/2023	REPCO	13155 - Jockey Wheel for Mower Trailer	\$ 76.80
27/04/2023	RURAL TRAFFIC SERVICES PTY LTD.	13082 - Traffic Control (York-Williams Rd)	\$ 38,009.79
27/04/2023	SETON AUSTRALIA (EFT)	13152 - 2 Sharps Containers (Lions Park Toilets)	\$ 78.23
27/04/2023	SHIRE OF NARROGIN.	EHO Wages & Travel March 2023	\$ 190.65
27/04/2023	SURVCON SURVEYING SERVICES	13090 - Feature Site Survey (Lot 101 New St)	\$ 1,375.00
27/04/2023	TEAM GLOBAL EXPRESS	Freight - Various	\$ 143.13
27/04/2023	THE GOODS	13173 - Toilet Rolls (Various)	\$ 584.26
27/04/2023	THE WEST AUSTRALIAN	Advertising - Plant Operator	\$ 112.00
27/04/2023	THE WILLIAMS COMMUNITY NEWSPAPER.	12814 - Photocopy Charges for Shire Notes	\$ 33.60
27/04/2023	TJ DEPIAZZI & SONS	13097 - Mulch (Various)	\$ 2,028.40
27/04/2023	TOLL TRANSPORT PTY LTD	Freight - Various	\$ 219.03
27/04/2023	TOWN PLANNING INNOVATIONS	General Planning Advice for March 2023	\$ 1,072.50
27/04/2023	TUTT BRYANT HIRE PTY LTD	13026 - Roller Hire 28/2/23 - 31/3/23	\$ 5,738.04
27/04/2023	WA CONTRACT RANGER SERVICES	12816 - Ranger Services - 31/3/2023, 11/4/2023	\$ 627.00
27/04/2023	WA LOCAL GOVERNMENT ASSOCIATION	13095 - Councillor Training x 5 (CEO Recruitment)	\$ 2,915.00
27/04/2023	WESTRAC	13124, 13115 - Parts (CAT Roller), Service (CAT Grader)	\$ 4,212.57
27/04/2023	WILLIAMS GATEWAY EXPO.	Contribution to Fireworks at Gateway Expo 2023	\$ 2,000.00
27/04/2023	WILLIAMS GOLF CLUB.	Community Chest Funding	\$ 989.00
27/04/2023	WILLIAMS GROCER	Monthly Refreshments & Consumables, March 2023	\$ 166.83
27/04/2023	WILLIAMS NETBALL CLUB.	Community Chest Funding	\$ 947.25
27/04/2023	WILLIAMS NEWSAGENCY	Monthly Account March 2023	\$ 66.80
27/04/2023	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - March 2023	\$ 2,723.49
27/04/2023	WILLIAMS SJA SUB CENTRE	SJA Subscriptions Collected in March 2023	\$ 284.00
27/04/2023	WOODLANDS DISTRIBUTORS & AGENCIES	13162 - Dog Waste Disposal Bags (Lions Park, Cullen Park)	\$ 327.80
27/04/2023	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	12948 - Stabilisation (York-Williams Rd)	\$ 344,544.78
05/04/2023	SYNERGY	Electricity to Streetlights to 24/3/2023	\$ 2,611.32
05/04/2023	TELSTRA	Monthly Phone Usage to 19/3/2023	\$ 410.58
17/04/2023	AUSTRALIAN TAXATION OFFICE	BAS March 2023	\$ 7,183.00
19/04/2023	TELSTRA	Works Supervisor Home Phone to 7/4/2023	\$ 57.20
26/04/2023	TELSTRA	Mobile Phone Services to 1/4/2023	\$ 289.05
3-28 Apr23	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department of Transport	\$ 88,131.35
01/04/2023	WESTNET	Monthly CEO Internet Charges, April 2023	\$ 54.99

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 APRIL 2023

DATE	NAME	DESCRIPTION	AMOUNT
03/04/2023	CBA	CBA - Merchant Fees March 2023	\$ 132.73
17/04/2023	ANZ CARDS	Monthly Credit Card Expenses x 2	\$ 1,742.83
28/04/2023	WA TREASURY CORPORATION	Loan 72 Bowling Club	\$ 11,878.48
12/04/2023	WATER CORPORATION.	Water Use, Service & Sewer (Various)	\$ 15,041.58
27/04/2023	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, March 2023	\$ 163.00
			<hr/>
			Total \$ 934,270.93
			<hr/>



8.1.5 Financial Statements

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cassie Barker            11 May 2023
<b>Attachments</b>	Financial Statements ending 30 April 2023

**Background**

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

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

**Statutory Implications**

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

**Comment**

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

**Strategic Implications**

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

CL 2.2            Maintain accountability, transparency and financial responsibility

**Financial Implications**

As disclosed in the financial statements.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**  
 That the financial statements presented for the period ending 30 April 2023 be received.

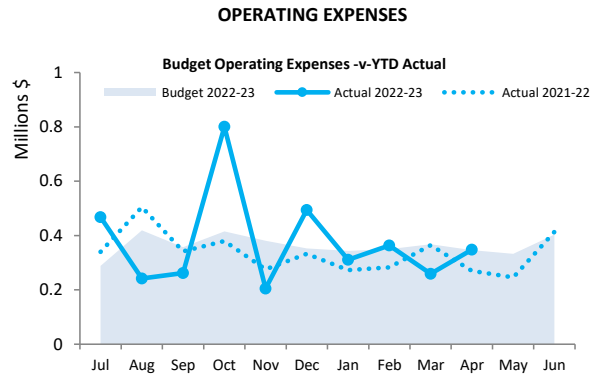
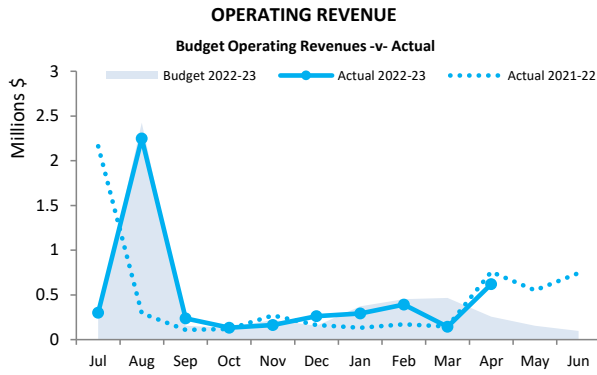
**SHIRE OF WILLIAMS**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 30 April 2023**

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

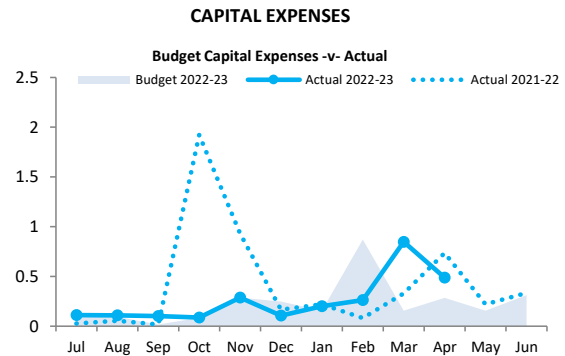
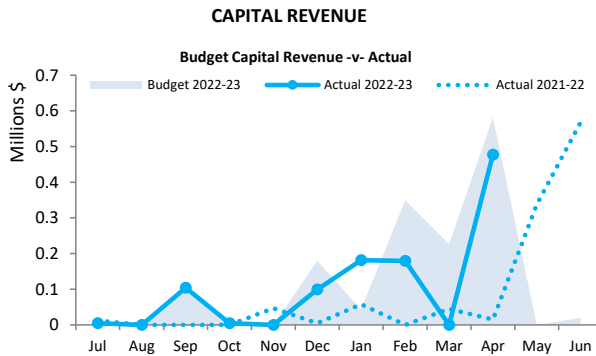
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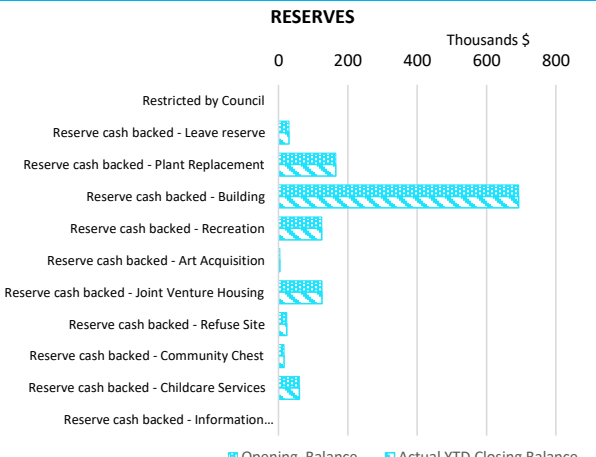
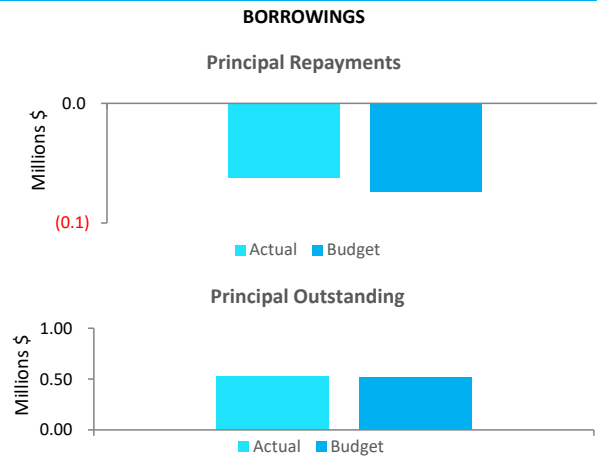
OPERATING ACTIVITIES



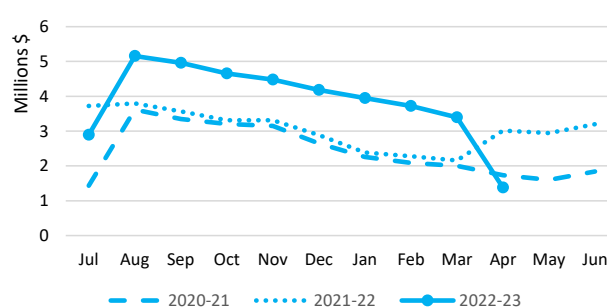
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.93 M	\$0.93 M	\$0.99 M	\$0.06 M
Closing	\$0.00 M	\$0.87 M	\$1.08 M	\$0.21 M
Refer to Statement of Financial Activity			\$0.00 M	\$0.00 M

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.27 M	50.5%
Restricted Cash	\$1.24 M	49.5%
Refer to Note 2 - Cash and Financial Assets		

Payables	
	% Outstanding
Trade Payables	\$0.10 M
0 to 30 Days	0.0%
Over 30 Days	0.0%
Over 90 Days	0%
Refer to Note 5 - Payables	

Receivables		
	\$	% Collected
Rates Receivable	\$0.04 M	98.4%
Trade Receivable	\$0.09 M	% Outstanding
Over 30 Days		26.7%
Over 90 Days		1.3%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.55 M	\$0.87 M	\$1.42 M	\$0.54 M
Refer to Statement of Financial Activity			

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.14 M	
YTD Budget	\$2.13 M	0.2%
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.46 M	
YTD Budget	\$0.42 M	9.6%
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.93 M	
YTD Budget	\$0.81 M	15.2%
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)
(\$1.14 M)	(\$0.67 M)	(\$1.26 M)	(\$0.59 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
	\$	%
YTD Actual	\$0.15 M	
Adopted Budget	\$0.10 M	40.0%
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
	\$	% Spent
YTD Actual	\$2.52 M	
Adopted Budget	\$2.77 M	(9.0%)
Refer to Note 7 - Capital Acquisitions		

Capital Grants		
	\$	% Received
YTD Actual	\$1.10 M	
Adopted Budget	\$1.50 M	(26.8%)
Refer to Note 7 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	(\$0.26 M)	(\$0.06 M)	\$0.20 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.06 M
Interest expense	\$0.02 M
Principal due	\$0.53 M
Refer to Note 8 - Borrowings	

Reserves	
Reserves balance	\$1.24 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 30 APRIL 2023

### 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. Excludes 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, and 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 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, reimbursements 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 associated 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, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, 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)

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. Excluding Land.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**BY NATURE OR TYPE**

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	927,694	927,694	<b>985,898</b>	58,204	6.27%	▲
<b>Revenue from operating activities</b>							
Rates		2,094,863	2,094,539	<b>2,097,468</b>	0	0.00%	
Rates (excluding general rate)		38,224	38,224	<b>39,444</b>	1,220	3.19%	
Operating grants, subsidies and contributions	11	461,514	419,807	<b>460,115</b>	40,308	9.60%	▲
Fees and charges		969,800	809,880	<b>932,681</b>	122,801	15.16%	▲
Interest earnings		10,500	9,222	<b>40,659</b>	31,437	0.00%	▲
Other revenue		63,428	55,749	<b>494,920</b>	439,171	787.76%	▲
Profit on disposal of assets	6	1,003	1,003	<b>54,720</b>	53,717	5355.63%	▲
		<b>3,639,332</b>	<b>3,428,424</b>	<b>4,120,007</b>	691,583	20.17%	
<b>Expenditure from operating activities</b>							
Employee costs		(1,820,803)	(1,282,543)	<b>(1,318,115)</b>	(35,572)	(2.77%)	
Materials and contracts		(838,802)	(899,139)	<b>(886,149)</b>	12,990	1.44%	
Utility charges		(190,061)	(147,911)	<b>(213,719)</b>	(65,808)	(44.49%)	▼
Depreciation on non-current assets		(1,264,609)	(1,049,939)	<b>(1,114,337)</b>	(64,398)	(6.13%)	▼
Interest expenses		(21,502)	(19,243)	<b>(19,418)</b>	(175)	(0.91%)	
Insurance expenses		(149,166)	(139,750)	<b>(149,873)</b>	(10,123)	(7.24%)	▼
Other expenditure		(65,100)	(64,250)	<b>(61,057)</b>	3,193	4.97%	
Loss on disposal of assets	6	(5,332)	(5,332)	<b>0</b>	5,332	100.00%	▲
		<b>(4,355,375)</b>	<b>(3,608,107)</b>	<b>(3,762,668)</b>	(154,561)	4.28%	
Non-cash amounts excluded from operating activities	1(a)	1,268,938	1,054,268	<b>1,059,617</b>	5,349	0.51%	
<b>Amount attributable to operating activities</b>		<b>552,895</b>	<b>874,585</b>	<b>1,416,956</b>	542,371	62.01%	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,503,941	1,464,101	<b>1,101,412</b>	(362,689)	(24.77%)	▼
Proceeds from disposal of assets	6	104,500	104,500	<b>146,349</b>	41,849	40.05%	▲
Proceeds from financial assets at amortised cost - self supporting loans	8	17,107	17,107	<b>17,107</b>	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	8	0	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(2,770,535)	(2,254,200)	<b>(2,521,378)</b>	(267,178)	(11.85%)	▼
<b>Amount attributable to investing activities</b>		<b>(1,144,987)</b>	<b>(668,492)</b>	<b>(1,256,511)</b>	(588,019)	87.96%	
<b>Financing Activities</b>							
Transfer from reserves	9	75,000	75,000	<b>0</b>	(75,000)	(100.00%)	▼
Repayment of debentures	8	(73,675)	0	<b>(62,056)</b>	(62,056)	0.00%	▼
Transfer to reserves	9	(336,927)	(336,927)	<b>(29)</b>	336,898	99.99%	▲
<b>Amount attributable to financing activities</b>		<b>(335,602)</b>	<b>(261,927)</b>	<b>(62,085)</b>	199,842	(76.30%)	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>871,860</b>	<b>1,084,258</b>	212,398	(24.36%)	▲

**KEY INFORMATION**

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

### **BASIS OF PREPARATION**

The financial report 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 Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

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 financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

### **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 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 not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

#### **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.

#### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 11 May 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(1,003)	(1,003)	(54,720)
Add: Loss on asset disposals	6	5,332	5,332	0
Add: Depreciation on assets		1,264,609	1,049,939	1,114,337
<b>Total non-cash items excluded from operating activities</b>		<b>1,268,938</b>	<b>1,054,268</b>	<b>1,059,617</b>

**(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.

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 30 April 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(1,243,716)	(1,243,716)	(1,243,745)
Less: - Financial assets at amortised cost - self supporting loans	4	(200,000)	(200,000)	(182,893)
Add: Borrowings	8	73,675	73,674	15,555
Add: Current employee related provisions held in reserve	10	30,698	30,698	30,698
<b>Total adjustments to net current assets</b>		<b>(1,339,343)</b>	<b>(1,339,344)</b>	<b>(1,380,385)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	2,983,406	2,983,406	2,511,988
Rates receivables	3	9,821	9,821	35,155
Receivables	3	161,804	161,804	92,503
Other current assets	4	226,515	284,868	321,226
<b>Less: Current liabilities</b>				
Payables	5	(160,820)	(160,820)	(91,125)
Borrowings	8	(73,675)	(73,674)	(15,555)
Contract liabilities	10	(560,413)	(560,413)	(69,798)
Provisions	10	(319,750)	(319,750)	(319,750)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(1,339,343)</b>	<b>(1,339,344)</b>	<b>(1,380,385)</b>
<b>Closing funding surplus / (deficit)</b>		<b>927,545</b>	<b>985,898</b>	<b>1,084,258</b>

**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
		\$	\$	\$	\$			
Municipal Fund Cheque Account	Cash and cash equivalents	51,175		51,175		0	0.00%	
Municipal Fund Investment	Cash and cash equivalents	126,062		126,062		ANZ	0.01%	
Municipal Treasury OCDF	Cash and cash equivalents	1,090,405		1,090,405		WATC	3.55%	
Reserve Funds	Cash and cash equivalents	0	1,243,745	1,243,745		ANZ	3.00%	
Petty Cash Advance	Cash and cash equivalents	600		600			0.00%	
<b>Total</b>		<b>1,268,243</b>	<b>1,243,745</b>	<b>2,511,987</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,268,243	1,243,745	2,511,987	0			
		<b>1,268,243</b>	<b>1,243,745</b>	<b>2,511,987</b>	<b>0</b>			

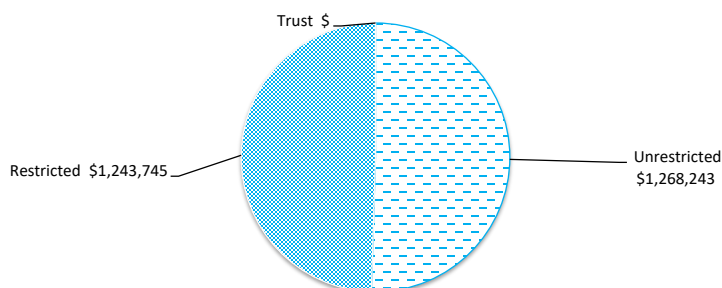
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

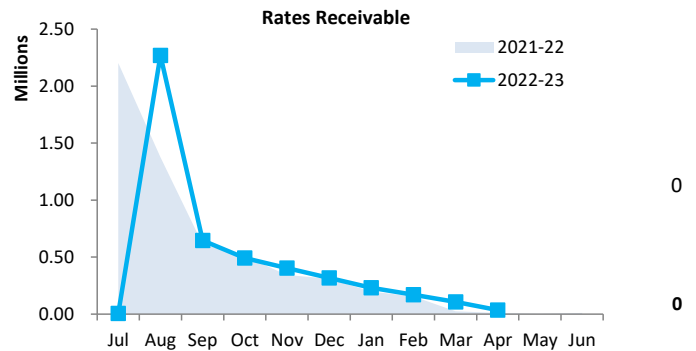
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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.



Rates receivable	30 June 2022	30 Apr 2023
	\$	\$
Opening arrears previous years	27,020	9,821
Levied this year	2,032,126	2,136,912
Less - collections to date	(2,049,325)	(2,111,578)
Gross rates collectable	<b>9,821</b>	<b>35,155</b>
<b>Net rates collectable</b>	<b>9,821</b>	<b>35,155</b>
% Collected	99.5%	98.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	552	67,664	323	23,327	1,189	93,056
Percentage	0.6%	72.7%	0.3%	25.1%	1.3%	
<b>Balance per trial balance</b>						
Sundry receivable						92,503
<b>Total receivables general outstanding</b>						<b>92,503</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

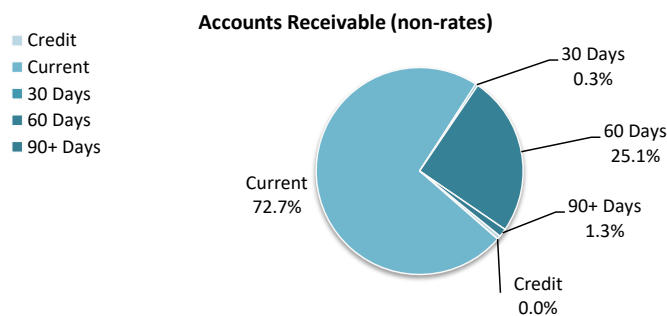
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

#### Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Other current assets	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 30 April 2023
	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	200,000		(17,107)	182,893
<b>Inventory</b>				
Fuel	18,559	121,571	(130,745)	9,385
History Books	614			614
Gravel	7,342	22,512	(12,637)	17,217
Units in WALGA House Trust	58,353	2,764		61,117
Williams Golf Club Loan		50,000		50,000
<b>Total other current assets</b>	<b>284,868</b>	<b>196,847</b>	<b>(160,489)</b>	<b>321,226</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### KEY INFORMATION

##### Other financial assets at amortised cost

The Shire 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.

##### Inventory

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

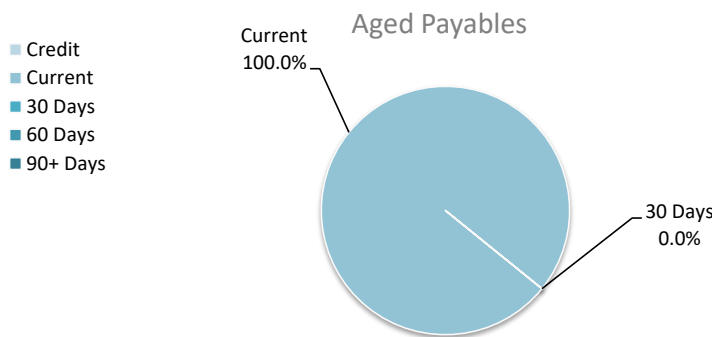
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	97,786	0	0	0	97,786
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors				0	0	97,786
Accrued salaries and wages						53,132
ATO liabilities						(63,369)
Other payables				0		13,765
BSL Fees						(5,299)
DPI Licensing					0	31
Provision for Doubtful Debts						375
Family Day Care liabilities						(5,916)
Bonds						620
<b>Total payables general outstanding</b>						<b>91,125</b>

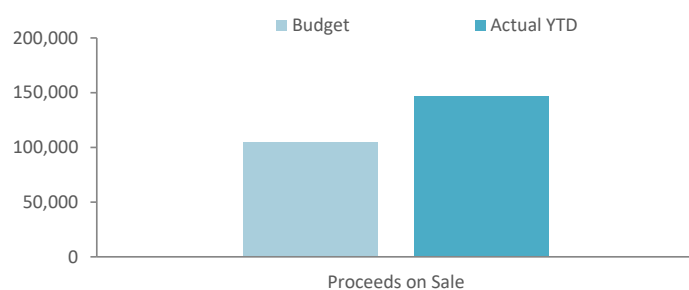
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	
	<b>Plant and equipment</b>								
	<b>Education and welfare</b>								
	Plant and Equipment - Mazda CX-5	23,331	18,000	0	(5,331)	22,352	27,364	5,012	0
	<b>Transport</b>								
	P&E - Kubota Skid Steer Loader	24,997	25,000	3	0	21,298	46,562	25,264	0
	P&E - Crew Cab Truck	14,000	15,000	1,000	0	12,406	31,164	18,758	0
	P&E - Ride on Mower	9,666	10,000	334	0			0	0
	P&E - Side by Side Utility Vehicle	833	500	0	(333)			0	0
	<b>Other property and services</b>								
	Plant and Equipment - Isuzu MU-X	36,001	36,000	0	(1)	35,573	41,259	5,686	0
		<b>108,829</b>	<b>104,500</b>	<b>1,337</b>	<b>(5,665)</b>	<b>91,629</b>	<b>146,349</b>	<b>54,720</b>	<b>0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**INVESTING ACTIVITIES  
NOTE 7  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	15,000	0		0
Buildings - specialised	641,594	440,000	435,687	(4,313)
Plant and equipment	371,000	371,000	674,169	303,169
Infrastructure - Roads	1,487,841	1,200,000	1,153,018	(46,982)
Infrastructure - Footpaths	123,200	123,200	125,811	2,611
Infrastructure - Drainage	90,000	90,000	101,774	11,774
Infrastructure - Parks and Ovals	41,900	30,000	30,919	919
<b>Payments for Capital Acquisitions</b>	<b>2,770,535</b>	<b>2,254,200</b>	<b>2,521,378</b>	<b>267,178</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,503,941	1,464,101	1,101,412	(362,689)
Other (disposals & C/Fwd)	104,500	104,500	146,349	41,849
Cash backed reserves				
Reserve cash backed - Joint Venture Housing	(45,000)		0	0
Reserve cash backed - Childcare Services	(30,000)		0	0
Contribution - operations	1,237,094	685,599	1,273,618	588,019
<b>Capital funding total</b>	<b>2,770,535</b>	<b>2,254,200</b>	<b>2,521,378</b>	<b>267,178</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

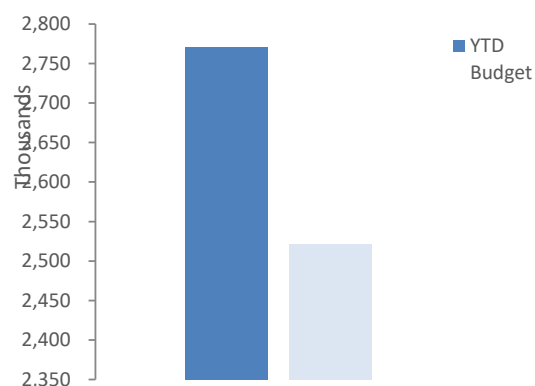
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

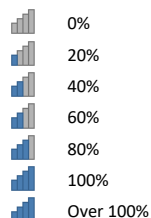
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

**Payments for Capital Acquisitions**



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

0

0

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

		Adopted			Variance
Account Description		Budget	YTD Budget	YTD Actual	(Under)/Over
		\$	\$	\$	\$
	Land and Buildings				0
	Archive Room C/Fwd 2021/22	30,000	0		0
	Sandalwood Court Fencing C/Fwd 2021/22	25,000	0		0
	Single Person Units Carport C/Fwd 2021/22	30,300	0		0
	Childcare Centre Foyer C/Fwd 2021/22	30,000	0		0
	Community Housing Refurbishment	15,000	0		0
	E168216 Sandalwood Unit Refurbishment	431,494	431,494	420,930	-10564
	E168218 Water Tank - Ram Shed	24,000	15,000	14,757	-242.92
	Ram Shed Lighting Upgrade	8,000	0		0
	Office & Hall Painting	23,800	0		0
	8 Fry Street	16,000	0		0
	18 Richardson Street	6,000	0		0
	Arts & Crafts Building Upgrade	17,000	0		0
	Plant and Equipment				0
	E168523 Isuzu MU-X SUV	53,000	53,000	49,364	-3636.45
	E168523 Mazda CX-5	38,000	38,000	36,673	-1327.27
	Kubota Skid Steer Loader	80,000	80,000	75,000	-5000
	Ride-on Mower	85,000	0		0
	Side by Side Utility Vehicle	25,000	0		0
	Crew Cab Truck	80,000	80,000	71,908	-8091.82
	E168520 Minor Plant	10,000	10,000	8,408	-1591.82
	Infrastructure - Roads & Drainage				0
	E168165 Road Project Grant - Quindanning Darkan Road	298,770	170,000	166,785	-3214.84
	E168172 Road Project Grant - Congelin Narrogin Road	163,281	163,281	128,368	-34913.19
	E168139 Clayton Road C/Fwd RTR 2021/22	41,274	41,274	41,274	0
	E168141 York Williams Road C/Fwd RTR 2021/22	66,724	66,724	66,724	0
	E168141 RTR - York Williams Road			7,720	
	E168139 RTR - Clayton Road	60,100	60,100	59,806	-294.16
	RTR - Dardadine Road	171,112	0	0	0
	E168178 LRCI (Phase 3) - York Williams Road	518,880	518,880	693,016	174136.27
	E168179 Mundays Road - Culvert Replacement	90,000	90,000	88,579	-1420.77
	Mundays Road	56,340	0		0
	E168183 Hurley Road	67,340	30,000	30,599	599.18
	Cemetery Road	31,515	0		0
	E168185 Mandiaking Road - Damaged Flood Crossing	12,805	12,805	13,195	389.6
	Narrakine Road	34,800			0
	Infrastructure - Parks & Gardens				0
	E168367 Brooking Street Townscape (LRCI Phase 2)	30,000	20,000	12,457	-7542.77
	E168310 Playground Recreation Centre	6,900	6,900	6,900	0
	Synthetic Bowling Green (Final Installment)	5,000	0		0
	E168327 Entry Statements			545	
	E168323 Town Hall Park			11,016	
	Infrastructure - Footpaths				0
	E168176 Williams Narrogin Road & Richmond Street	99,200	99,200	98,678	-522.24
	E168184 Rosselloty Street	24,000	24,000	27,134	3133.54
		<b>2,805,635</b>	<b>2,010,658</b>	<b>2,129,835</b>	<b>99,896</b>

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>										
Mens Shed	71	80,285			(19,856)	(19,856)	60,429	60,429	(540)	(540)
Williams Bowling Club	72	200,000			(17,107)	(17,107)	182,893	182,893	(6,650)	(6,651)
<b>Economic services</b>										
Industrial Shed	70	149,353			(11,446)	(23,065)	137,907	126,288	(2,255)	(4,338)
<b>Other property and services</b>										
Industrial Land	65	159,916			(13,647)	(13,647)	146,269	146,269	(9,973)	(9,973)
		389,554	0	0	-44,949	-56,568	344,605	332,986	-12,768	-14,851
<b>Self supporting loans</b>										
<b>Recreation and culture</b>										
Williams Bowling Club		200,000	0	0	-17,107	-17,107	182,893	182,893	(6,650)	(6,651)
		200,000	0	0	-17,107	-17,107	182,893	182,893	(6,650)	(6,651)
<b>Total</b>		589,554	0	0	-62,056	-73,675	527,498	515,879	(19,418)	(21,502)
Current borrowings		73,675					15,555			
Non-current borrowings		515,879					511,943			
		589,554					527,498			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES  
NOTE 9  
RESERVE ACCOUNTS

Reserve accounts

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Reserve cash backed - Leave reserve	30,698	31	1	5,000				35,729	30,699
Reserve cash backed - Plant Replaceme	165,078	165	4	50,000				215,243	165,082
Reserve cash backed - Building	692,521	693	16	50,000				743,214	692,537
Reserve cash backed - Recreation	125,132	125	3	10,000				135,257	125,135
Reserve cash backed - Art Acquisition	4,334	4	0	1,000				5,338	4,334
Reserve cash backed - Joint Venture Ho	125,699	126	3	15,000		(45,000)		95,825	125,702
Reserve cash backed - Refuse Site	24,335	24	1					24,359	24,336
Reserve cash backed - Community Ches	15,919	16	0	4,683				20,618	15,919
Reserve cash backed - Childcare Service	60,000	60	1	150,000		(30,000)		180,060	60,001
Reserve cash backed - Information Tect	0		0	50,000				50,000	0
	<b>1,243,716</b>	<b>1,244</b>	<b>29</b>	<b>335,683</b>	<b>0</b>	<b>(75,000)</b>	<b>0</b>	<b>1,505,643</b>	<b>1,243,745</b>

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		0	0	183,874	(155,557)	28,317
- Capital grant/contribution liabilities		560,413		392,378	(911,310)	41,481
<b>Total other liabilities</b>		560,413		576,252	(1,066,867)	69,798
<b>Employee Related Provisions</b>						
Annual leave		164,844	0			164,844
Long service leave		154,906	0			154,906
<b>Total Employee Related Provisions</b>		319,750	0	0	0	319,750
<b>Total other current assets</b>		<b>880,163</b>	<b>0</b>	<b>576,252</b>	<b>(1,066,867)</b>	<b>389,548</b>
<b>Amounts shown above include GST (where applicable)</b>						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

#### 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 Related Provisions

###### 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 employee related 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.

##### Capital grant/contribution liabilities

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.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2022		(As revenue)	30 Apr 2023	30 Apr 2023	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
National Australia Day Council - Australia Day 2022	9,348	22,800	(9,348)	22,800		9,348	9,348	9,348
<b>General purpose funding</b>								
Financial Assistance Grant - General Purpose		47,122	(47,122)	0		62,829	47,121	47,122
Financial Assistance Grant - Local Road		60,088	(60,088)	0		80,117	60,088	60,088
<b>Law, order, public safety</b>								
ESL Administration Grant		4,000	(4,000)	0		4,000	4,000	4,000
ESL Operating Grant		33,359	(33,359)	0		44,479	44,480	44,480
<b>Education and welfare</b>								
FDC - Sustainability Grant		62,238	(62,238)	0		62,238	62,238	62,238
Childcare Centre - Sustainability Grant		44,000	(44,000)	0		44,000	44,000	44,000
Dept of Education - Training Incentive		21,063	(21,063)	0		12,000	12,000	21,063
Williams Playgroup - Community Assitance Program		5,000	(5,000)	0		6,000		5,000
<b>Housing</b>								
NRAS - incentive		56,170	(56,170)	0		56,325	56,325	56,170
<b>Community amenities</b>								
PHCC - Narrakine Feral Pig Eradcation Project	8,424	5,258	(13,682)	0				13,682
Domestic Waste Collections		122,090	(103,278)	18,812				
Commercial Waste Collections		61,784	(52,279)	9,505				
<b>Transport</b>								
Main Roads - Direct Grant		92,925	(92,925)	0		80,207	80,207	92,925
Main Roads - Street Lighting Subsidy				0		5,971		
	<b>17,772</b>	<b>637,896</b>	<b>(604,552)</b>	<b>51,117</b>	<b>0</b>	<b>467,514</b>	<b>419,807</b>	<b>460,115</b>

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2022	Liability	Liability	30 Apr 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Housing</b>								
Dept of Communities - SHERP Grant - Sandalwood Crt	193,247	235,501	(292,825)	135,923		386,494	386,494	420,930
<b>Recreation and culture</b>								
Public Open Space Contribution				0		20,000		
<b>Transport</b>								
Dept of Infrastructure - LRCI Phase 3	349,394			349,394		465,858	465,858	349,394
Main Roads - Road Project Grants		123,214	(123,214)	0		308,034	308,034	246,427
Dept of Infrastructure - Roads to Recovery				0		196,112	196,112	
Dept of Infrastructure - LRCI Phase 1 & 2				0		77,843	77,843	
Dept of Transport - WABN Grant		29,760	(29,760)	0		49,600	29,760	29,760
<b>Economic services</b>								
DWER - Stock Water Grant		4,901	(4,901)	0				4,901
	<b>542,641</b>	<b>393,376</b>	<b>(450,700)</b>	<b>485,317</b>	<b>0</b>	<b>1,503,941</b>	<b>1,464,101</b>	<b>1,051,412</b>
<b>Non-operating contributions</b>								
<b>Recreation and culture</b>								
Williams Golf Club Loan		50,000		50,000	50,000			50,000
	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>
<b>TOTALS</b>	<b>542,641</b>	<b>443,376</b>	<b>(450,700)</b>	<b>535,317</b>	<b>50,000</b>	<b>1,503,941</b>	<b>1,464,101</b>	<b>1,101,412</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 13  
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 30 Apr 2023
	\$	\$	\$	\$
Public Open Space Contribution	20,000			20,000
	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 14  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption					0	927,695
				0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 15  
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 2022-23 year is \$5,000 or 5.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Opening funding surplus / (deficit)</b>	58,204	6.27%	▲			0
<b>Revenue from operating activities</b>						
Operating grants, subsidies and contributions	40,308	9.60%	▲	Higher than expected at this time		0
Fees and charges	122,801	15.16%	▲	Higher Childcare Fees		
Interest earnings	31,437	0.00%	▲	Higher interest rates		
Other revenue	439,171	787.76%	▲	DFES Reimbursements		
Profit on disposal of assets	53,717	5355.63%	▲	Level of profit better than Budget		
<b>Expenditure from operating activities</b>						
Utility charges	(65,808)	(44.49%)	▼	Higher than expected at this time		
Depreciation on non-current assets	(64,398)	(6.13%)	▼		Lower than expected at this time	
Insurance expenses	(10,123)	(7.24%)	▼		Timing of insurance payments	
Loss on disposal of assets	5,332	100.00%	▲		Lower loss on sale of asset than anticipated	
<b>Investing activities</b>						
Proceeds from non-operating grants, subsidies and contributions	(362,689)	(24.77%)	▼		Lower than expected at this time	
Proceeds from disposal of assets	41,849	40.05%	▲		Timing of asset disposals	
Payments for property, plant and equipment and infrastr	(267,178)	(11.85%)	▼		Timing of asset purchases	
<b>Financing activities</b>						
Transfer from reserves	(75,000)	(100.00%)	▼		Timing of reserve fund transfers	
Repayment of debentures	(62,056)	0.00%	▼		Timing of loan repayment	
Transfer to reserves	336,898	99.99%	▲	Timing of reserve fund transfers		
<b>Closing funding surplus / (deficit)</b>	212,398	(24.36%)	▲			

**8.2 Office of the Chief Executive Officer**

**8.2.1 Emergency Management - MOU**

<b>File Reference</b>	4.12.10
<b>Statutory Ref.</b>	<i>Local Government Act 1995, section 6.8</i>
<b>Author &amp; Date</b>	Geoff McKeown 8 May 2023
<b>Attachments</b>	Attachment 1 – Local Government MOU

**Background**

An existing Emergency Management Memorandum of Understanding (MOU) for the Western Australian Local Government Association (WALGA) Central Country Zone is due for renewal. The previous MOU was endorsed by all the Local Governments in the Zone.

**Comment**

The MOU sets out a basic framework for cooperation between the Local Governments (LG) named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MOU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

A draft MOU has now been circulated for local government comment and support.

This item seeks Council support for the draft MOU. This draft is for a term of five years, but this may be extended to a longer period with review at five years.

**Strategic Implications**

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

- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies

**Financial Implications**

A cost will only be incurred if support is provided in accordance with the MOU.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council

1. Receive the draft Local Government Memorandum of Understanding (MOU) for regional emergency management co-operation as attached to this item; and
2. Approve the President and / or CEO (as may be required) to sign an MOU when agreed to by the WALGA Central Country Zone.



# Local Government MoU

This Memorandum of Understanding is made on the (insert date)

## Parties to the Agreement

**Shire of Beverley**  
**Shire of Brookton**  
**Shire of Corrigin**  
**Shire of Cuballing**  
**Shire of Dumbleyung**  
**Shire of Kulin**  
**Shire of Lake Grace**  
**Shire of Narrogin**  
**Shire of Pingelly**  
**Shire of Quairading**  
**Shire of Wagin**  
**Shire of Wandering**  
**Shire of West Arthur**  
**Shire of Wickepin**  
**Shire of Williams**

Hereinafter called the 'partnering LGs' parties' or 'partners'.

## Aim

This Memorandum of Understanding (MoU) sets out a basic framework for cooperation between the Local Governments (LGs) named, to promote cooperation in a disaster event which affects one or more of the partnering LGs.

The guiding principle of this MoU is that any support given to a partnering LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the partnering LG providing the support.

## Purpose

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

## Partnering Objectives

Partners to this MoU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested.
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

## Allocation of Resources

1. This MoU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the Chief Executive Officer (CEO) of the LG seeking to offer aid.
2. This MoU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.
3. Acknowledges and accepts that each participating Local Government commits to make available at a minimum and if required the following resources (if they have available and or not otherwise committed or needed) at no cost for up to thirty (30) days during and immediately following an event. There after CEO discretion on allocation of these resources and cost recovery may apply:
  - Community Emergency Services Manager (CESM)
  - Local Recovery Coordinator (LRC)
  - Administration Officer
  - Plant Operator
  - Evacuation Centre Building
  - Animal Welfare Equipment
  - Community Bus (excludes fuel)
  - Emergency Generator (excludes fuel)

## Cost Recovery

The Disaster Recovery Funding Arrangements, Western Australia (DRFAWA) guidelines provide for the reimbursement of expenditure incurred by partnering LGs during a disaster event. Each partnering LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies. The affected partnering LG area will claim these costs accordingly under the DRFAWA guidelines.

In the event a partnering LG's resources and/or equipment are required to assist another partnering LG, these costs may not be claimable via DRFAWA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

## Responsibilities

The partners to this MoU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MoU recognises that each LG will have its own LEMPs in place in accordance with the *Emergency Management Act 2005*. However, the intention of this MoU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between partnering LGs and improve regional resilience to disaster events.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

### **Partnering Expectations**

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this may be subject to further negotiation and agreement in writing between the partners concerned.
2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.
5. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event.
6. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
7. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel, and storage.

### **Duration and Amendment**

The MoU will come into effect at the date which all parties have signed the agreement.

This MoU can be reviewed at any time but cannot be amended except with the written consent of all partners.

### **Term**

Unless mutually extended, terminated or parties withdraw, this MoU will expire on 30 June 2028.

### **Withdrawal**

Any partner may withdraw from this MoU by giving 90 days written notice to the partnering LG's and the State Emergency Management Committee.

### **Notices**

Communications in relation to this MoU should be addressed to:  
The Executive Officer, Central Country Zone of WALGA.

DRAFT

8.2.2 General Meeting of Electors

<b>File Reference</b>	4.1.20
<b>Statutory Ref.</b>	Local Government Act 1995, section 5.27
<b>Author &amp; Date</b>	Geoff McKeown 9 May 2023
<b>Attachments</b>	Nil

**Background**

The General Meeting of Electors of the Shire of Williams was held on Wednesday, 19 April 2023. A general meeting of the electors of a district is to be held once every financial year.

**Comment**

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* prescribe the matters to be discussed, including any 'Other General Business'. All decisions made at an electors' meeting are to be considered at the next Ordinary Council Meeting.

While there were no resolutions passed at the Meeting held on the 19 April 2023, several matters were raised by electors and some responses given and the detail appears in the Minutes. The matters raised are as follows;

- Tennis Courts – the cleaning of the Courts has been discussed by the Tennis Club Committee. A quote was obtained however the contractor has not turned up to complete the work.
- Doctor Service (on behalf of the Friends of the Williams Medical Centre) – as the doctor who was visiting the Medical Centre once a week has now discontinued this service, is there anything the Shire of Williams can do to help?
- Campdraft Area – Could Council undertake spraying of the Recreation Ground Area near Millbrook Place to reduce any fire hazards?
- Horse Manure on Footpaths – a general discussion was held regarding the request for horse owners to take more action in cleaning up after their horses.
- Previous request for building in Brooking Street to be painted and murals installed. A suggestion was for a 'war themed' mural on the timber panelling next to the door to the RSL Hall.

**Strategic Implications**

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

- SCD 1.1 Provide, maintain and improve community infrastructure
- LUE 1.1 Ensure that the townsite is maintained to a high standard

**Financial Implications**

To be determined

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council note the matters raised in 'Other General Business' at the General Meeting of Electors held on 19 April 2023.

8.2.3 Proposed Carport – Lot 4 (19) Growse Street, Williams

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations 11 May 2023
<b>Attachments</b>	Nil

**Background**

Lot 4 is zoned 'Residential' with a density code of R20 under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot has an approximate area of 726m<sup>2</sup> and has been developed with an existing single house.



Location Plan

The closest intersection is Growse Street and Richardson Street.

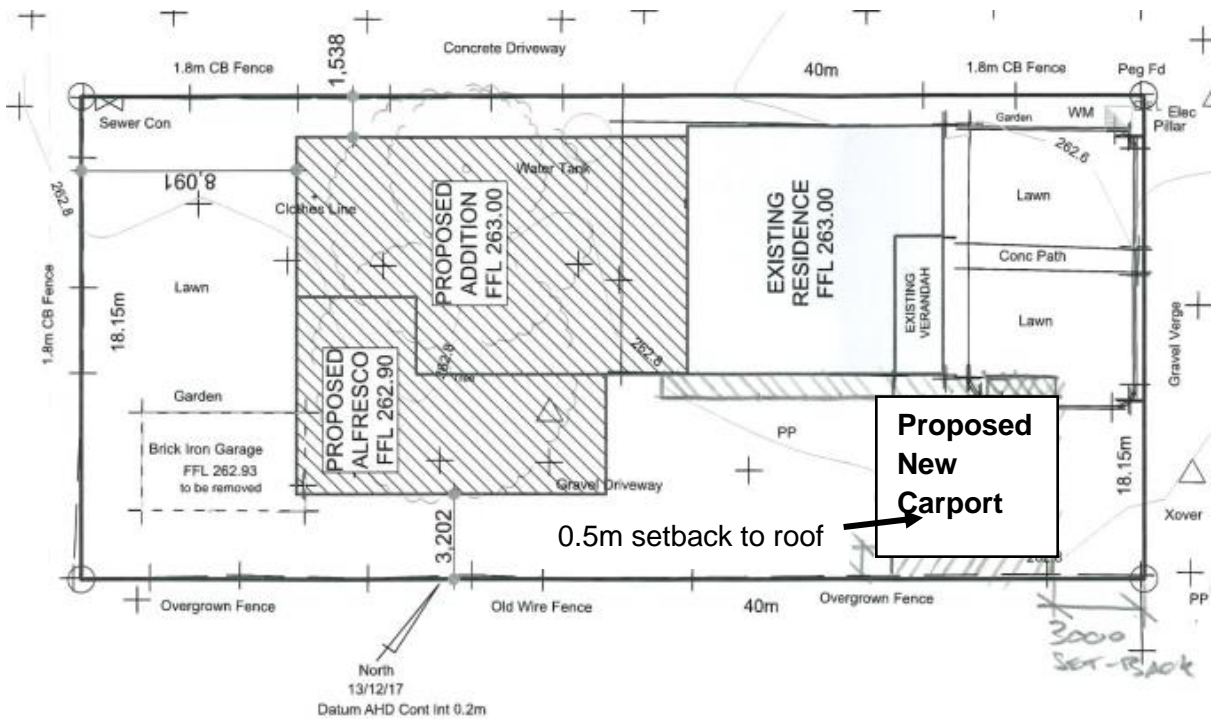
**Comment**

• **Proposed Development**

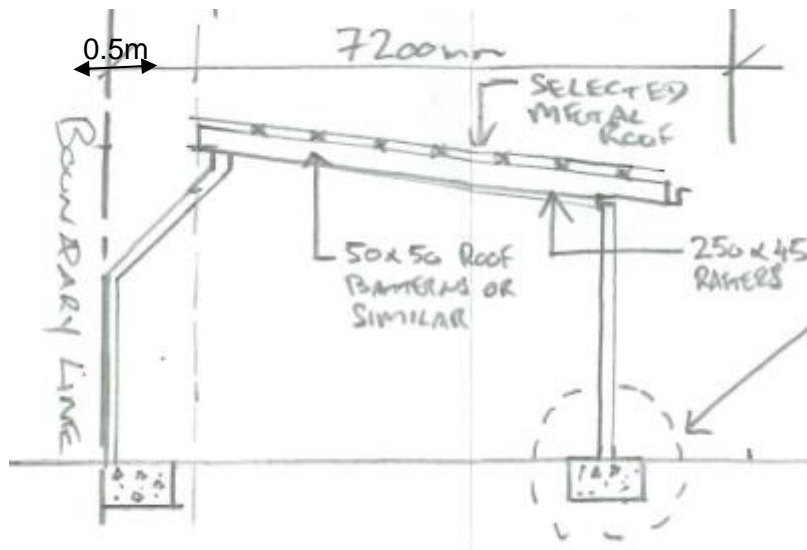
The owner seeks approval to construct a new carport on the lot, in line with an existing driveway.

The carport is proposed to be setback 3 metres from the front lot boundary and 500mm from the southern side boundary – see site plan overpage.





The supporting poles are proposed on the lot boundary, however angle in towards the house, so the roof will be setback 500mm to meet separate building requirements.



Above: Section showing setback to roof

• **Residential Design Codes**

The Residential Design Codes ('the Codes') operate as a state planning policy and apply to all residential development in Western Australia.

The Codes have two separate options for the assessment of development including 'Deemed to Comply' criteria and 'Design Principles'.

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for carports and setbacks to lot boundaries.

The applicant seeks a variation to the Residential Design Codes as a 500mm side setback is proposed in lieu of the required 1 metre setback. There is discretion to vary the setback requirement where it does not have an adverse impact on the adjoining property.

It is noted that the carport is proposed as an open sided structure therefore the visual impact is less than a solid wall proposed on the boundary.

- **Public Consultation**

This application is being advertised for public comment, to provide the affected neighbour with an opportunity to comment on the proposal.

Advertising closes on the 31 May 2023.

**LEGISLATIVE REQUIREMENTS:**

Planning and Development (Local Planning Schemes) Regulations 2015 -

Clause 61(1) only exempts carports from the need for planning approval where no variation to the 'deemed to comply' provisions of the Residential Design Codes are proposed.

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Williams Town Planning Scheme No 2 – discussed in the body of this report.

**Sustainability Implications**

- **Environment**

There are no known significant environmental implications associated with this proposal.

- **Economic**

There are no known significant economic implications associated with this proposal.

- **Social**

There are no known significant social implications associated with this proposal.

**Strategic Implications**

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

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

**Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. A planning application fee applies.

**Voting Requirements**

Absolute Majority

**Officer's (Consultant Planner) Recommendation**

That Council:

1. Notes that the side setback variation to the Residential Design Codes has been referred to the affected neighbour for comment; and
2. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a carport on Lot 4 (No 19) Growse Street, Williams.



8.2.4 Proposed Shed – Lot 150 (45) Richmond Street, Williams

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Geoff McKeown 11 May 2023
<b>Attachments</b>	Nil

**Background**

Lot 150 is zoned 'Residential' with a density code of R5 under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot has an approximate area of 1,012m<sup>2</sup> and is vacant.



Location Plan

The closest intersection is Brooking Street.

**Comment**

- **Proposed Development**

The owner seeks approval to construct a new 12m x 6m (72m<sup>2</sup>) shed on the lot for storage purposes.

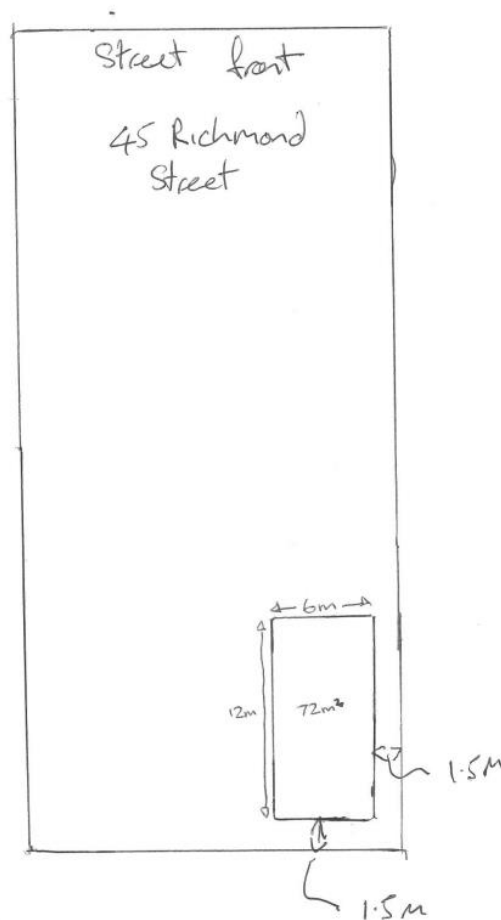
The owner owns the adjacent Lot 100 which contains a dwelling and sheds.

- **Residential Design Codes**

The Residential Design Codes ('the Codes') operate as a state planning policy and apply to all residential development in Western Australia.

The application meets the Codes requirement regarding setbacks, with a proposed 1.5m setback from the side and rear boundaries.

Richmond Street



Above - Site Plan

### Policy Requirements

Council has a Policy O1.2 – Building – Outbuildings in Residential Zones R2, R2.5, R5, R12.5, R20 and R30. The objective of the Policy is to:

- To provide flexibility for outbuilding size, construction and materials for outbuildings in residential areas.
- To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.
- To prevent the construction of outbuildings on vacant lots.

Further, the Policy has a guideline which states that an outbuilding may not be permitted to be constructed on vacant lots. The exception to this may only be the situation where an application for a building permit for a dwelling is submitted at the same time as the building permit for the outbuilding.

It can be argued that Council could permit this development, contrary to its Policy, because the applicant is the owner of adjacent lot, which already has a constructed dwelling.

As with all policies, Council, in its absolute discretion, reserves the right to amend, add, delete or apply wholly or in part or not at all, any or all of its policies.

### Strategic Implications

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council approves the construction of the 12m x 6m (72m<sup>2</sup>) outbuilding on Lot 150 (45) Richmond Street, Williams, noting that:

1. It complies with the setback requirements in the Residential Design Codes; and
2. Whilst contrary to Council's Policy O1.2 – Building – Outbuildings in Residential Zones R2, R2.5, R5, R12.5, R20 and R30, Council agrees not to apply the part of the Policy that requires a building permit application for a dwelling to accompany the building permit application for the outbuilding.

8.2.5 Proposed Single House and Garage – Lot 176 (57) Lavender Street, Williams

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations 11 May 2023
<b>Attachments</b>	Nil

**Background**

Lot 176 is zoned 'Rural Residential' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot has an approximate area of 1,012m<sup>2</sup> and is vacant.



*Location Plan*

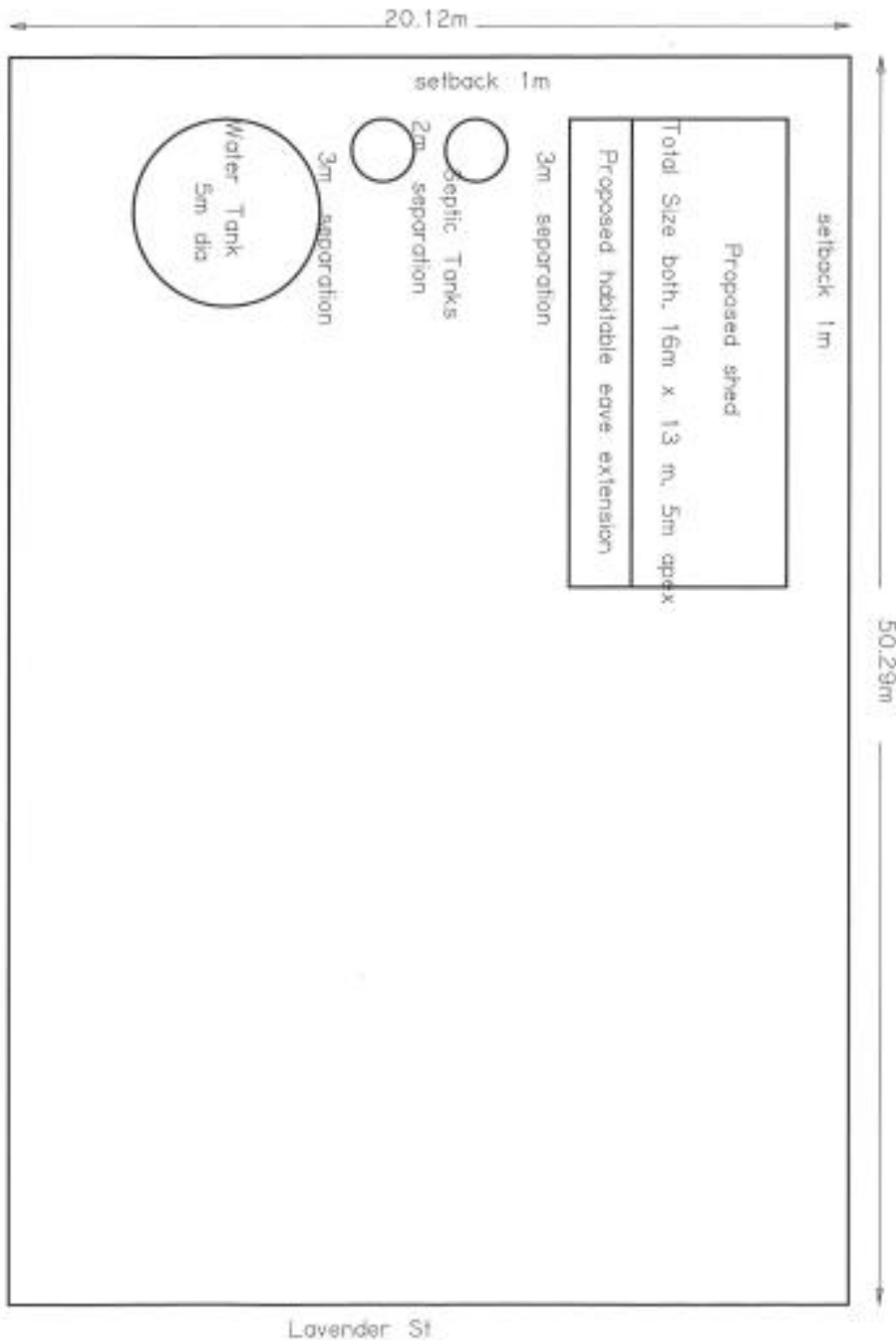
**Comment**

• **Proposed Development**

The owner has applied for a single house and double garage.



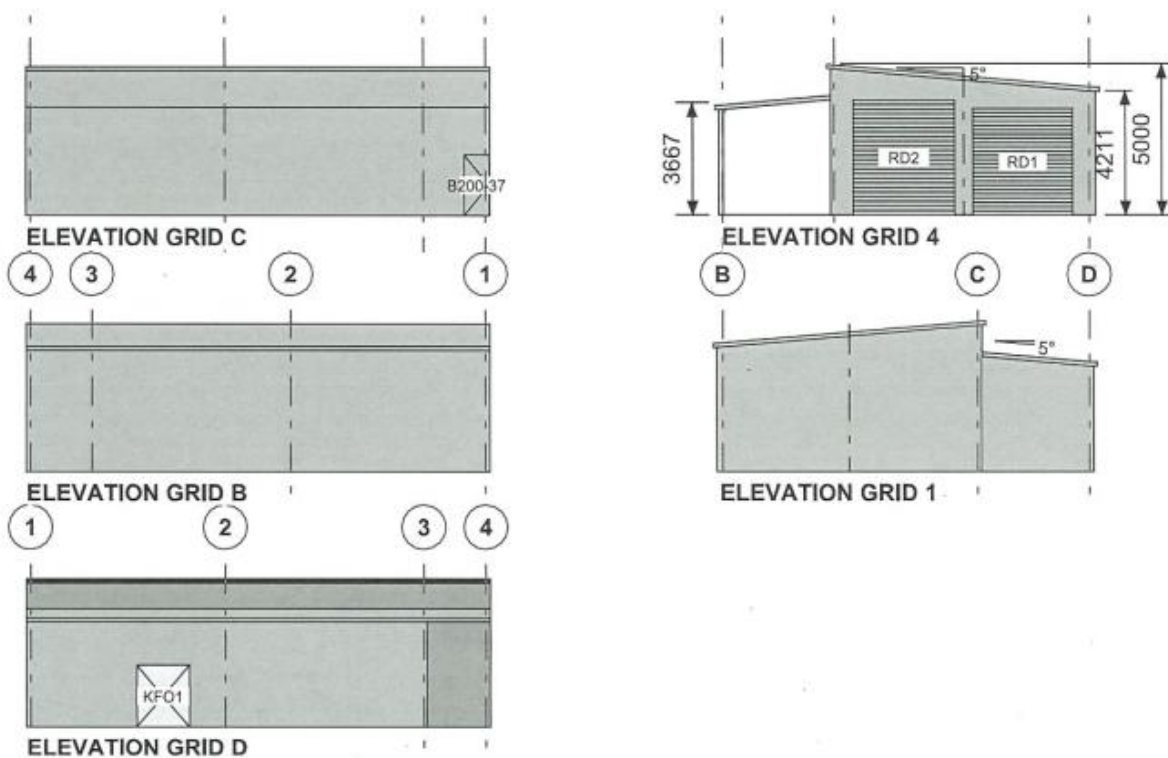
A site plan is included below.



The applicant has been advised that the habitable component will still need to meet the normal building requirements that apply to a dwelling. They have also been requested to provide an internal floor plan for the habitable portion of the building.

The building will have a shed like appearance, and the bulk of the floor area will comprise of the garage. The total floor area is 204.8m<sup>2</sup>, of which 57.6m<sup>2</sup> will be habitable, and the remaining 147.2m<sup>2</sup> is for a garage to house the owner's truck and caravan.

The proposed elevations are included below.



The application will be advertised for public comment, once the owner provides the internal floor plan already requested by the Shire.

• **State Planning Policy 3.7: Planning in Bushfire Prone Areas**

The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone and are amended from time to time.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The lot is within a declared bushfire prone area.

A Bushfire Attack Level (BAL) assessment report is not required as part of the planning application process where the lot size is 1,100m<sup>2</sup> or less. At that lot size it is recognised that planning can only play a limited role in reducing bushfire risk, and application of the appropriate construction standard at the building permit stage is the most appropriate instrument for reducing the bushfire risk for existing lots

As Lot 176 has an area of 1,012m<sup>2</sup>, a Bushfire Attack Level assessment will be required as part of the separate Building Permit process. A BAL is not required to be submitted as part of the planning process.

The owner has been advised that they will need to lodge a BAL assessment to support any separate building permit.

**LEGISLATIVE REQUIREMENTS:**

*Planning and Development (Local Planning Schemes) Regulations 2015*

The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shires Scheme.

Clause 67 of the deemed provisions outlines 'matters to be considered by Council' including but not limited to orderly and proper planning, the compatibility of the development with its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Williams Town Planning Scheme No 2 (the Scheme) – Under Clause 4.6(2)(a) planning approval is required for a single house in a Rural Residential zone.

Under Clause 4.6.2(f) Council shall have regard for the following:

- (i) the colour and texture of external building materials;
- (ii) building size, height, bulk, roof pitch;
- (iii) setback and location of the building on its lot;
- (iv) architectural style and design details of the building;
- (v) relationship to surrounding development; and
- (vi) other characteristics considered by the Shire to be relevant.

A single house is listed as a permitted use under Table 1: Zoning Table.

### **Sustainability Implications**

#### • **Environment**

There are no known significant environmental implications associated with this proposal.

#### • **Economic**

There are no known significant economic implications associated with this proposal.

#### • **Social**

There are no known significant social implications associated with this proposal.

### **Strategic Implications**

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

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

### **Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. A planning application fee applies.

### **Voting Requirements**

Absolute Majority

### **Officer's (Consultant Planner) Recommendation**

That Council:

1. Note that the application will be advertised for public comment once the owner lodges an internal floor plan for the proposed dwelling.
2. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a single house and garage on Lot 176 (No 57) Lavender Street, Williams.

8.2.6 Proposed Home Occupation – Lot 13 (20) Growse Street, Williams

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Nil
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations 11 May 2023
<b>Attachments</b>	Nil

**Background**

Lot 13 is zoned 'Residential' with a density code of R20 under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot has an approximate area of 1,517m<sup>2</sup> and has been developed with an existing single house and front carport.



Location Plan

The closest intersection is Growse Street and Piesse Street.

**Comment**

• **Proposed Home Occupation**

The occupier of Lot 13 seeks approval to use a living room within the existing dwelling to provide a remedial massage therapy service.

The applicant advises that she recently obtained a Diploma in Remedial Massage and seeks to use her skills to assist with the health and wellbeing of the local community. She advises that she can provide relaxation massages, as well as deep tissue, sports and remedial massages.

Further, the applicant advises that:

- At this stage she proposes to operate one day a week from 9.00am to 5.00pm. She may open for a second additional day by the end of the year.
- The house has an existing carport which can accommodate 2 cars. During her work hours, her husband works (off site) so there will be one space available in the carport for customers.
- It is anticipated that the number of bookings per day will average 4, with a maximum of 6 customers.



- No other person will be involved or employed to operate the business.
- There is car parking at the rear of the lot which can be used by occupants of the lot if required (to keep one bay in the carport available).
- Approximately 20m<sup>2</sup> within the existing living room space will be used to provide massages.

The proposed business is small scale, will offer a service to the local community, and can be provided with onsite carparking.

The application is generally supported.

- **Public Consultation**

This application is being advertised to provide nearby and adjacent neighbours with an opportunity to comment on the proposal.

Advertising closes on the 31 May 2023.

### **Legislative Requirements**

#### Planning and Development (Local Planning Schemes) Regulations 2015 -

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Williams Town Planning Scheme No 2 – A home occupation is listed as an 'AA' use in the Residential zone which means it requires planning approval.

Clause 5.7(1) outlines that Council shall not grant development approval to a home occupation unless it is satisfied that the use:

- (a) will not prejudicially affect the amenity of the neighbourhood by way of emissions of any nature;
- (b) will not occupy an area greater than 20 square metres;
- (c) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located; and
- (d) is compatible with the principal uses to which the land in the zone it is located may be put and will not in the opinion of the Council generate a volume of traffic that would prejudice the amenity of the area.
- (e) does not entail employment of any person not a member of the occupier's family.
- (f) does not display a sign exceeding 0.2m<sup>2</sup> in area.
- (g) does not entail the presence, use or calling of a vehicle of more than two tonnes tare weight.
- (h) does not entail the presence of more than one commercial vehicle and does not include provision for the fuelling or repairing of motor vehicles within the curtilage of the dwelling house or domestic out-building.
- (i) does not entail the offering for sale or display of motor vehicles machinery or goods (other than goods manufactured or serviced on the premises).
- (j) does not entail a source of power other than an electric motor of more than 0.373 kilowatts (0.5hp).

Under Clause 5.7(2) any approval is granted to the specific occupier of the lot and cannot be transferred to any other person.

### **Sustainability Implications**

- **Environment**

There are no known significant environmental implications associated with this proposal.

- **Economic**

There are no known significant economic implications associated with this proposal.

- **Social**

There are no known significant social implications associated with this proposal.

### **Strategic Implications**

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

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

### **Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. A planning application fee applies.

### **Voting Requirements**

Absolute Majority

### **Officer's (Consultant Planner) Recommendation**

That Council:

1. Notes that the application is being advertised for public comment, and advertising closes on the 31 May 2023.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a home occupation on Lot 13 (No 20) Growse Street, Williams.

8.2.7 Proposed Meteorological Mast – Lot 124 Collie-Williams Road, Williams

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Nil
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations 11 May 2023
<b>Attachments</b>	Nil

**Background**

Lot 124 is used for agricultural purposes and has an approximate area of 258 hectares.



Above: Location Plan

**Comment**

• **Proposed Development**

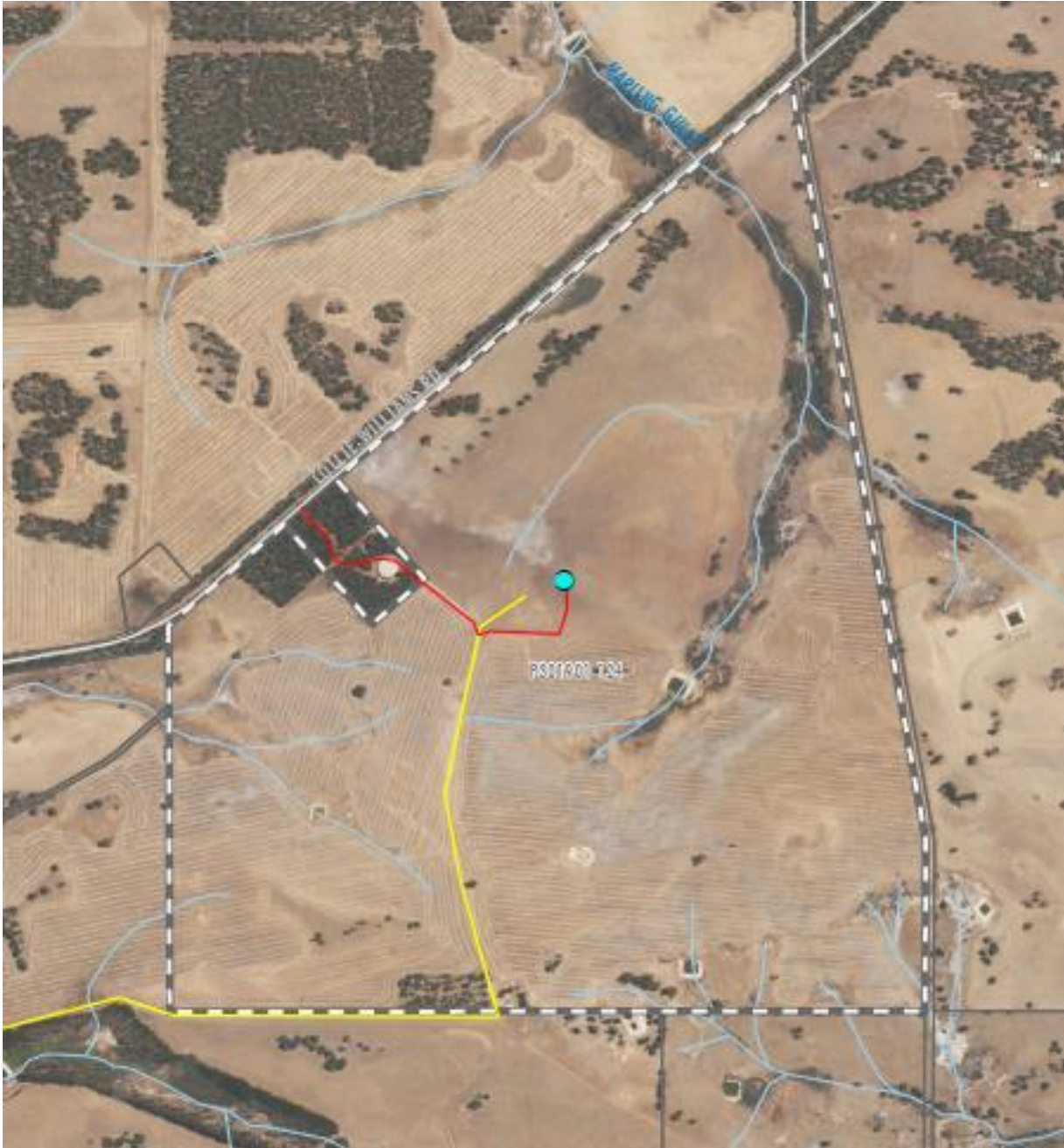
RES Australia Pty Ltd (RES) seeks approval to construct and operate a temporary Meteorological Mast (met mast) within Lot 124.

The applicant advises that the met mast will be temporary, and not a permanent fixture. The duration of a met mast installation is determined by a project's development duration, typically removed prior to the commencement of a project's construction. Based on the Project's current development duration, RES anticipates that the met mast will be installed for 4-5 years, before being removed from the land.



The purpose of the met mast is to conduct climatic monitoring to determine the suitability of the location for siting of a future wind farm. Any potential future development of a wind farm is dependent on the outcomes of pre-feasibility studies and approvals that are separate to this Development Application.

The applicant has advised that the met mast is similar to one already approved in the Shire of Narrogin. It is proposed to be setback approximately 100 metres from the Collie-Williams Road.



Above: Site Plan

The applicant has provided a photograph of a typical met mast. It will be a light weight lattice design with a maximum height of 80 metres.



It will include guy wires and anchor footings. No clearing of native vegetation is proposed.

- **Landuse Permissibility**

Lot 124 is zoned 'Rural ' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The proposal is considered to be a 'Use Not Listed' as a met mast is not defined in the Scheme, nor listed in 'Table 1-Zoning Table'.

In accordance with Clause 4.3.2 of the Scheme, as the use of the land for a met mast is not specifically mentioned in the Zoning Table, and cannot reasonably be determined as falling within the interpretation of one of the other existing use categories, the Council may:

Option 1: Determine that the met mast use is not consistent with the objectives and purposes of the Rural zone and is therefore not permitted; or

Option 2: Determine by Absolute Majority that the proposed met mast may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering an application for planning consent.

It should be noted that there are no specific objectives listed in the Scheme for the Rural zone. The proposed development will allow for continued agricultural use of the land.

TPI recommends pursuing Option 2 which requires the proposal to be advertised for public comment.

- **Advertising**

It is compulsory to advertise the application for 28 days if Council pursues Option 2 as outlined in the 'legislative requirements' section of this report.

To expedite processing of the application, Shire Administration has organised advertising of the proposal by writing to adjacent landowners and publishing a notice on the Shire website.

The application has also been referred to the Civil Aviation Safety Authority for comment.

Advertising closes on the 29 May 2023. At the time of writing this report no submissions had been received.

## **Legislative Requirements**

*Planning and Development (Local Planning Schemes) Regulations 2015* - The *Planning and Development (Local Planning Schemes) Regulations 2015* were gazetted on 25 August 2015 and became effective on 19 October 2015.

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Williams Town Planning Scheme No 2.

The Regulations have been amended and the revised Regulations became operative on the 15 February 2021.

- *Advertising*

As the application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under the revised Regulations. Advertising must be for a minimum of 28 days.

The compulsory advertising requirements for a 'complex application' are more onerous under the current Regulations and include:

- (a) Publication of a Notice with copies of the proposed plans on the Shire website; and
- (b) Make a copy of the plans available to the public for viewing at the Shire office; and
- (c) Writing to the owners and occupiers of lots within 200 metres of the proposed development; and
- (d) Erecting a sign in a conspicuous place on Lot 4708 to advertise the proposal.

The Western Australian Planning Commission has permanently exempted the Shire from having to meet some of the abovementioned advertising requirements if it is not practical to achieve (such as erecting a sign on site).

- *Matters to be considered by Council*

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

- *Delegated Authority*

Clause 82(1) and 82(2) provides Council with the ability to grant delegated authority to the Chief Executive Officer to determine the application. This will expedite determination of the application (after advertising). Any delegation must be made by an Absolute Majority of Council.

*Shire of Williams Town Planning Scheme No 2* – discussed in the body of this report.

**Sustainability Implications**

- **Environment**

There are no known significant environmental implications associated with this proposal.

- **Economic**

There are no known significant economic implications associated with this proposal.

- **Social**

There are no known significant social implications associated with this proposal.

**Strategic Implications**

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

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

**Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. A planning application fee applies.

**Voting Requirements**

Absolute Majority

**Officer's (Consultant Planner) Recommendation**

That Council:

1. In accordance with Clause 4.3.2 of the Scheme, determine by Absolute Majority that the proposed 'metrological mast' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme, and Clause 64 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, in considering an application for planning consent.
2. Note that:
  - (a) the application is being publicly advertised until the 29 May 2023 as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*.
  - (b) the application has been referred to the Civil Aviation Safety Authority for comment. The Shire is required to provide CASA with 42 days to comment, however has sought their comments as soon as practical.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for a 'metrological mast' on Lot 124 Collie Williams Road, Williams.
4. Note that the Western Australian Planning Commission has granted an ongoing exemption to the Shire which provides the Shire with flexibility over the methods of advertising for any complex application.
5. Note that any future wind farm proposal on Lot 124 would be subject to a separate future application, and the applicant has been advised that there is currently no discretion to consider a wind farm in the Rural zone under the current Scheme.



8.2.8 Use of Common Seal and Actions Performed Under Delegated Authority

<b>File Reference</b>	4.50.60
<b>Statutory Ref.</b>	Sections 5.42 and 9.49A <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 12 May 2022
<b>Attachments</b>	Nil

**Background**

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

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

**Comment**

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

- **Granting of Building Permits – Delegation 2.1.1**

**Delegation** - Powers to grant or refuse to grant a building permit under the *Building Act 2011*. The Council may delegate its powers or duties as a permit authority under provisions of this Act.

**Action** – There was one Building Permit issued for the Months of March and April 2023:

Permit Number	Owner	Address	Description
496	BR & EJ Kirk	Lot 97 (114) Munthoola Way	Shed

- **Payment from the Municipal or Trust Funds – Delegation 1.1.19**

**Delegation** - Authority to make payments from the municipal or trust funds with the authority limited to making payments subject to annual budget limitations.

**Action** - Payments from the Municipal Fund and Trust Fund are as per the payments listing attached to this Agenda.

- **Power to Invest and Manage Investments – Delegation 1.1.21**

**Delegation** - Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose.

**Action** – The Chief Executive Officer approved a transfer of:

1. \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors on the 20 April 2023.
2. \$500,000.00 from the WA Treasury Corporation Overnight Cash Facility to the Municipal Fund Cash Management Account for payment of creditors on the 27 April 2023.
3. \$400,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors on the 28 April 2023.



**Strategic Implications**

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

CL 2.2 Maintain accountability, transparency and financial responsibility.

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

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of March and April 2023.

**9.0 Elected Members' Motions of which Notice has been given**

Nil

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

**10.1 Elected Members**

Nil

**10.2 Officers**

Nil

**11.0 Application for Leave of Absence**

Nil

**12.0 Closure of Meeting**