



SHIRE OF WILLIAMS AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 17 NOVEMBER 2021



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 November 2021, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3.30 pm.

It is noted that Cr Harding made a Declaration by Elected Member in accordance with the *Local Government Act 1996* and *Local Government (Constitution) Regulations 1998* on 1 November 2021.

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 2017-2032

ECONOMIC

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

ED1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

ED2. To have appropriate levels of housing to cater for population retention and growth.

SOCIAL AND CULTURAL

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

SCD1. To provide community infrastructure and facilities that meet the needs of the population.

SCD2. To support a safe and healthy community with a strong sense of community pride.

SCD3. To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

LAND USE & ENVIRONMENT

To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community 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. Recognising and implementing sustainability measures.

LUE4. To have safe and well maintained transport network that supports local economy.

CIVIC LEADERSHIP

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

CL1. The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community needs.

CL2. The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

CL3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

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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

Staff

Geoff McKeown - Chief Executive Officer
Britt Logie - Community Development Officer
Tony Kett - Works Supervisor
Cara Ryan - Manager of Finance
Sharon Palumbo - Family Day Care Co-ordinator
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 20 October 2021

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 20 October 2021, 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 Live Local Love Local Community Chest Funding

File Reference	Nil
Statutory Ref.	Local Government Act 1995 – Part 6 Financial Management
Author & Date	Britt Logie 12 November 2021
Attachments	Community Chest Fund Applications 2021

Background

The Shire of Williams began the Live Local Love Local community campaign in 2019. The idea for this campaign was to create community events, where the funds raised will be returned to the community. In October 2021, the Live Local Love Local funds raised were combined with the Community Chest Funds to allow for the release of 5 x \$1,000 grants. Funding is for undertaking projects and programs within the Shire of Williams or that provide benefit to residents and visitors of the Shire of Williams.

Successful projects should meet at least one defined priority area or have clearly identified and evidenced the need for the project. Funding is for undertaking projects and programs within the Shire of Williams or that provide benefit to residents and visitors of the Shire of Williams:

- building capacity within local community groups, volunteers and residents.
- supporting our young people.
- supporting our older people.
- providing opportunity to be healthy and promote wellbeing.
- supporting and encouraging cultural diversity and inclusion.
- developing and attracting art projects and increasing participation.
- generally building the strength, engagement and cohesion of the community.
- encourage tourism and increase visitation.
- activate local businesses and main streets; and
- improve, conserve and promote heritage.

Applications should be assessed according to:

- the level of community benefit.
- the level to which it addresses an evidenced need.
- long term sustainability.
- partnerships, collaborations, community engagement and involvement or other funding sources that have been secured.
- capacity to deliver the project.

The following represents an overall assessment of each application:

1. Blue Light Disco / PCYC

Darren & Teneale Redhead have been advocators for the Blue Light Discos since they have been stationed in Williams. They have organised and run several discos for the children of Williams. With the funding they would like to hold an event at the Town Park with entertainment and sausage sizzle for the children. They would charge a gold coin donation for the entry and the money raised from the event will go toward the purchase of Blue Light Disco Equipment.

2. The Dance Unit

Claire Harley has been teaching dance to our children and youth for the past few years in the RSL hall on Thursdays. With the funding Claire would like to offer an acrobatic class to encourage new skills. Children will be guided by professional

experienced teachers. With the funds provided by the Community Chest, they would like to purchase: Air Barrel, Flexi Roll Tumbling Mat, 2 x Acrobat balance trainers and an Air Board.

3. CRC – Evolve Project

The Evolve project will provide an experience that promotes connection to each other, to support our Mental Health and bring awareness to general wellbeing services to women of the wheatbelt. The funds provided from the Community Chest will go towards the venue hire for the event held at the Millbrook Grounds in 2022.

4. The Williams Cricket Club

The Williams Cricket Club is looking at replacing the synthetic cricket pitch at the town oval. Over the last 2 seasons, the pitch has had to be repaired several times. Williams hosts many senior and junior teams as well as school cricket carnivals. The funding received from the community chest will contribute towards the cost of the replacement which will be approximately \$4,000 - \$6,000.

5. The Williams Hockey Club

The Williams Hockey Club has a strong support of junior and senior teams. There are frequent occasions throughout the year where there are 3 - 4 games played in Williams. The Hockey Club usually provides sausages and hamburgers for the players and spectators; this creates an inviting and social environment for the community. The current BBQ has issues with the ignition button, becoming a safety issue in lighting. The funds provided from the Community Chest will purchase a Family Weber Q BBQ.

6. The Williams District Club

The Williams District Club wishes to upgrade the outdoor area making it larger, safer and more adaptable for outdoor functions. Improving the outdoor area, will make it more attractive, friendly and a safe area for young families. The funds provided from the Community Chest will go towards the purchase and installation of Concreting.

7. The Williams Campdraft 2022

The Williams Campdraft is an annual event that attracts 150 - 200 riders and their horses to Williams to compete. This is an extremely popular event which showcases the Community Spirit of our Town. The funds provided from the Community Chest would be used to upgrade and complete some upcoming projects with the yards and water infrastructure.

All the applications are attached for Councillors to view in detail.

Comment

The first round of the Community Chest Funding closed on the 30th October 2021. 7 applications were received with a total request for funding of \$7,000. Applications are to be reviewed by Council with the Community Development Officer's recommendations.

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.

ED 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.

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

Financial Implications

Allocation of \$5000 toward the Community Chest Funding has already been included in the Budget.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council review all applications received and make a decision based on the priority areas listed above.



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1000.00

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au



1. APPLICANT DETAILS

Name of Organisation

Williams Blue Light Unit / PCYC

Contact Person

Darren Redhead

Address

15 Brooking Street, Williams

Position

Facilitator

Phone

08 9893 3800

Email

darren.redhead@police.wa.gov.au

Is your organisation registered for GST

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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Organisations ABN

TBC

Is your organisation incorporated?

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES		NO	<input checked="" type="checkbox"/>
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Party in the Park

Please provide a brief description of project / event (maximum of 100 words).

Event to be held on a Saturday in December between 10-2. Providing entertainment for children of all ages. Event is proposed to have a bouncy castle, face painting and various other activities/entertain for children. A PCYC sausage sizzle will be on offer. The blue light disco system will provide music. A request will be made to utilise the grass area on Growse Street next to the Shire building.

How will your project / event benefit the Williams Community?

Engaging the youth to divert their energy and attention from boredom. Providing a better community engagement from local police. Providing a safe and family friendly event that brings the broader community together.



Estimated project start date

December 2021

Estimated project completion date

December 2021

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

To cover the cost or part thereof, inflatable equipment and food/drinks. It is proposed that a bouncy castle be hired for the event, depending on cost other inflatable activities will be considered.

The Williams Blue Light Unit will provide a BBQ where a fee will be charged.

The event is proposed to charge a gold coin donation in exchange for a wrist band that will entitle the wearer to unlimited use of the inflatable devices and all activities.

Money raised from the gold coin donation and BBQ will be used to raise sufficient funds for Williams Blue Light unit to purchase their own Blue Light Disco equipment.



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Utilising social media, twitter and facebook. Printed copies of the flyer to be displayed around the townsite and surrounding towns/areas. The Williams publication to be also utilised.

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
<input type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
<input type="checkbox"/>	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input type="checkbox"/>	Display the Shire of Williams Banner at your event if possible
<input type="checkbox"/>	Verbal Announcement at event.
	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

Williams Blue Light Unit / PCYC

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Darren Redead

Position (eg President or Vice President)

Facilitator

Signature

Date

30/10/2021

Have fun with your local Blue Light™ Unit!

wapcyc.com.au/blue-light



Appendix 1

Blue Light™ Unit Application Form

Name of proposed Blue Light™ Unit (*town/suburb, e.g. Boddington Blue Light™*).

Williams Blue Light

Name of proposed facilitators

(2 people who will take the lead role in organising and delivering activities, be debit card holders and have reporting responsibility – Minimum 1 to be Police Officer.)

Name: Darren Redhead

Email: pd13543@police.wa.gov.au

Phone: 0436 836 478

Name: Teneale Redhead

Email: pd13665@police.wa.gov.au

Phone: 0436 836 479

Please describe how you will meet the objectives and outcomes of Blue Light™.

Williams Police would like to provide safe and supervised activities for local youth to attend especially during the holiday periods when there is less to do within the town.

We would like to continue working on developing positive relationships with the whole community and make Blue Light in Williams something that the locals and town are involved and proud of.

Being able to host events will enable our police to create and enhance stronger relationships with all.

Please describe how you have identified the need for Blue Light™ Activities within the area

(e.g. from community feedback, increase in crime, anti-social behaviour etc.)

The feedback received from both parents and children when hosting recent Blue Light events is extremely positive. It is vital for Police to engage with the community at all levels, but an enhanced focus is channelled towards the youth and youth offending. By offering activities such as these we, as police officers, can break down the barriers of the persona that police are often tarnished with.

By redirecting the energy and boredom of the youth I have no doubt that such petty crime can be reduced significantly.

What support and involvement will there be from WA Police?

Officers at Williams Police and indeed surrounding stations (Narrogin/Boddington) will organise and host such events and regard the role of PCYC as an integral part of community policing.

Have fun with your local Blue Light™ Unit!

wapcyc.com.au/blue-light



Please give details of any Local Government/community support and involvement.

Williams Police continuously works in partnership with the Shire of Williams, Williams & Darkan Primary Schools and Williams CRC to provide many opportunities for the youth of the town. These engagement ranges from road safety initiatives, after school / school holiday activities and Blue Light Discos.

A minimum number of 2 Blue Light™ events must take place each year. What activities will your Blue Light™ Unit host?

At a minimum Williams Police will hold 2 Blue Light discos but would also like to host a pool party and some sporting events. We have been fortunate to be able to borrow the hub equipment from Blue Light Boddington and with the new lighter/easier audio setup the arduous task of lugging it around is now a thing of the past. We as a team can now start to work on other ideas to further enhance the activities undertaken within Williams.

Facilitator name: Darren Redhead

Facilitator Signature:

Date: 27/10/21

Blue Light Coordinator name: Jema Ritchie

Blue Light Coordinator Signature:

Date: 30/7/21

PCYC Executive Manager name:

PCYC Executive Manager Signature:

Date:

PCYC Executive Manager name:

Executive Manager Signature:



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1000.00.

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au



1. APPLICANT DETAILS

Name of Organisation

The Dance Unit

Contact Person

Claire Harley

Address

157 Folland Road, Williams

Position

Owner and Teacher

Phone

0424 182 016

Email

thedanceunit@hotmail.com

Is your organisation registered for GST

YES		NO	<input checked="" type="checkbox"/>
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Organisations ABN

8080 454 2070

Is your organisation incorporated?

YES		NO	<input checked="" type="checkbox"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES		NO	X
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Skill development

Please provide a brief description of project / event (maximum of 100 words).

The Skill development project is an acrobatic class offered to children which encourages body and spacial awareness, builds strength, balance, agility and coordination. Children are guided by professional, experienced teachers to learn new skills in the acrobatic genre.

How will your project / event benefit the Williams Community?

Not only is the project something different for the community, it builds friendships and relationships which are vital in a small community. Children encourage each other, are provided with a safe learning environment and will develop a new support network which is not only beneficial for this class but can be identified and used in all situations.



Estimated project start date

Feb 1st 2022.

Estimated project completion date

Continual

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

Acrobatic products to promote new skills and higher skill learning. These products are multipurpose as they can be adapted for motor gross learning and experimenting for all age groups.

• Air barrel - \$199.00

~~• Air barrel - \$199.00~~

• Flexi Roll tumbling mat \$299

• 2x Acrobatic balance trainers \$49 x 2

• Air board - \$399

All purchased from gymnastics direct.

Total - \$995



How will the project/event be advertised and promoted?

The project will be promoted on the Dance Units social media (facebook and instagram) as well as our term newsletter.

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
<input type="checkbox"/>	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input type="checkbox"/>	Display the Shire of Williams Banner at your event if possible
<input checked="" type="checkbox"/>	Verbal Announcement at event.
<input type="checkbox"/>	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

The Dance Unit

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Clairie Harley

Position (eg President or Vice President)

Owner

Signature

Clairie Harley

Date

28th October 2021



1. APPLICANT DETAILS

Name of Organisation

Williams Community Resource Center

Contact Person

Sarah Ford

Address

5 Brooking Street, Williams WA 6391

Position

Committee Member.

Phone

(08) 98851378

Email

reception@williamscrc.net.au

Is your organisation registered for GST

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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Organisations ABN

69 842 648 724

Is your organisation incorporated?

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES		NO	X.
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

3. PROJECT DETAILS

What is the name of your proposed project or event?

Evolve

Please provide a brief description of project / event (maximum of 100 words).

The aim of this project is to facilitate an opportunity for Wheatbelt Woman to experience a variety of support therapies, services, networks & create joyful kinships to bridge that gap. The Evolve experience will focus on a specific & holistic framework for mental health & wellbeing that embraces the mind, body & soul stimulating connection, laughter and friendship for wheatbelt woman.

How will your project / event benefit the Williams Community?

Evolve will provide an experience that promotes connection to each other, to support our mental health and bring awareness to general wellbeing services. Our aim is to provide an understanding of supporting ones mind, body and soul and the importance of self-care & wellbeing to the women of Williams. It will also bring people to Williams and showcase our beautiful town. Local services will be used where available. ^{even} during eg KM Yoga, massage, coffee van ect.



Estimated project start date

March 2021

Estimated project completion date

16/10/2022.

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

The funds will go towards the venue hire for the day & evening - Millbrook Grounds.



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Social media platforms - Facebook, Instagram,
local Radio & the Williams paper.
Throughout the CRC Network of the Wheatbelt.

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
<input checked="" type="checkbox"/>	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input checked="" type="checkbox"/>	Display the Shire of Williams Banner at your event if possible
<input checked="" type="checkbox"/>	Verbal Announcement at event.
<input type="checkbox"/>	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

Williams Community Resource Centre

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

SARAH FORD

Position (eg President or Vice President)

Committee Member

Signature

Sarah Ford

Date

31/10/2021



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1000.00

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au



1. APPLICANT DETAILS

Name of Organisation

Williams Campdraft

Contact Person

Sandra Fowler

Address

9475 York-Williams Rd Williams WA 6391

Position

Committee Member and Sponsorship Co-ordinator

Phone

0429 688 466

Email

williamscampdraft@hotmail.com / srp018@hotmail.com

Is your organisation registered for GST

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Organisations ABN

90793694492

Is your organisation incorporated?

YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

N/A

3. PROJECT DETAILS

What is the name of your proposed project or event?

Williams Campdraft 2022

Please provide a brief description of project / event (maximum of 100 words).

The Williams Campdraft committee aims to run the Campdraft event annually, depended on season conditions, cattle numbers, and competitor entries. Between 150 and 200 riders and their horses descend on Williams to compete in the sport of Campdrafting, while enjoying a great social scene that accompanies the sport. Campdrafting involves a rider & their horse displaying skill & partnership to 'cut' a cow from the mob, then maneuver the beast through a course & finally a set of 'gates' to finish the course. A small committee of under 10 works tirelessly in the lead up to the event, as well as on the weekend of, to bring the best experience possible to our competitors and spectators.

How will your project / event benefit the Williams Community?

The competitors and spectators of the event, along with the committee, are largely from rural areas, and understand how important it is to support local businesses while they are in town. The committee seek community groups and businesses each year to assist with keeping the competitors well fed and watered, along with supporting local business for any projects and sponsorship in the lead up to the event. The committee promote all of our sponsors through social media, as well as announcements during the event, encouraging our competitors to support those business who support their sport.
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Estimated project start date

March 2022

Estimated project completion date

May 2022

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

In the event that the Williams Campdraft committee were fortunate enough to secure Community Chest funds, we would look to upgrade & complete some ongoing projects with the yarding and water infrastructure on the grounds, with the view of keeping animal welfare (cattle & horses) front of mind. If funding permits, improving the surface and drainage on the main arena is the next priority for the committee. This would involve loosening the surface through mechanical means, and incorporating wetting agents and new soil, as we had some issues with drainage in 2021, due to the event moving dates into the winter months.



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

The Williams Campdraft is promoted on our Facebook page, as well as being shared to similar event pages, along with emails throughout the Campdraft network of WA. Our event is also posted on the National Campdraft calendar. Our event is also promoted through our sponsors, be it in their businesses or on their business social media pages.

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

✓	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
✓	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
✓	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
✓	Display the Shire of Williams Banner at your event if possible
✓	Verbal Announcement at event.
	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

William Campdraft

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Sandra Fowler

Position (eg President or Vice President)

Committee Member and Sponsorship Co-ordinator

Signature

S. R. Fowler

Date

28/10/2021



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1000.00

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au



1. APPLICANT DETAILS

Name of Organisation

WILLIAMS CRICKET CLUB

Contact Person

TOBY LAVENDER

Address

4 LAWRENCE PLACE, WILLIAMS W.A

Position

PRESIDENT

Phone

0487 953 555

Email

TOBYLAV3@HOTMAIL.COM

Is your organisation registered for GST

YES		NO	<input checked="" type="checkbox"/>
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Organisations ABN

Is your organisation incorporated?

YES		NO	<input checked="" type="checkbox"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES		NO	<input checked="" type="checkbox"/>
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

3. PROJECT DETAILS

What is the name of your proposed project or event?

REPLACEMENT OF SYNTHETIC CRICKET PITCH @ TOWN OVAL

Please provide a brief description of project / event (maximum of 100 words).

WE ARE LOOKING TO RENEW THE SYNTHETIC PLAYING STRIP ON THE CRICKET PITCH AT THE TOWN OVAL AS IT IS QUITE AGED AND HAS HAD TO BE REPAIRED IN SEVERAL PLACES OVER THE LAST 2 SEASONS.

How will your project / event benefit the Williams Community?

IT WILL PROVIDE ADEQUATE PLAYING FACILITIES FOR THE SENIOR AND JUNIOR CRICKET TEAMS WITHIN WILLIAMS. I BELIEVE WILLIAMS ALSO HOSTS SCHOOL CRICKET CARNIVALS WITH TRAVELLING TEAMS THROUGHOUT SUMMER EACH YEAR.



Estimated project start date

DECEMBER 2021

Estimated project completion date

JANUARY 2022.

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

ANY FUNDS RECEIVED WILL CONTRIBUTE TOWARDS THE COST OF REPLACEMENT. QUOTES RECEIVED SO FAR INDICATE A TOTAL COST OF \$4500 - \$6000.



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

TO BE HONEST IT IS PROBABLY NOT A PROJECT THAT CAN BE PROMOTED TO THE COMMUNITY OUTSIDE OF THE BENEFITS OF HAVING A GOOD QUALITY CRICKET PITCH.

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
<input type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
<input checked="" type="checkbox"/>	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input checked="" type="checkbox"/>	Display the Shire of Williams Banner at your event if possible
<input type="checkbox"/>	Verbal Announcement at event.
<input type="checkbox"/>	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

WILLIAMS CRICKET CLUB

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

TOBY LINDEN

Position (eg President or Vice President)

PRESIDENT

Signature

Date

18/10/2021



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1000.00

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au



1. APPLICANT DETAILS

Name of Organisation

Williams Hockey Club

Contact Person

Kristy Medlen - Secretary

Address

16 Grouse Street

Position

Secretary

Phone

0439977422

Email

kristyjasper@hotmail.com

Is your organisation registered for GST

YES	<input checked="" type="radio"/>	NO	<input type="radio"/>
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Organisations ABN

Is your organisation incorporated?

<input checked="" type="radio"/>	YES	<input type="radio"/>	NO	<input type="radio"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES		NO	
-----	--	----	--

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

3. PROJECT DETAILS

What is the name of your proposed project or event?

A Family Weber Q

Please provide a brief description of project / event (maximum of 100 words).

The hockey club uses the BBQ at home games to supply hamburgers and sausages to players and spectators. It helps create a social environment for the community.

How will your project / event benefit the Williams Community?

Creating a social atmosphere for members of the hockey club and wider community.



Estimated project start date

November 2021.

Estimated project completion date

November 2021.

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

The money will be used to purchase a family Weber Q for home games of hockey.



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

We will advertise the finding on our facebook page to all members.

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
<input checked="" type="checkbox"/>	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input type="checkbox"/>	Display the Shire of Williams Banner at your event if possible
<input type="checkbox"/>	Verbal Announcement at event.
<input type="checkbox"/>	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

Williams Hockey Club.

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Kristy Medlen

Position (eg President or Vice President)

Secretary.

Signature

KMedl

Date

1/11/21.



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1000.00

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au



1. APPLICANT DETAILS

Name of Organisation

WILLIAMS DISTRICT CLUB INC

Contact Person

JEFF RINTOUL

Address

BROOKING STREET WILLIAMS

Position

PRESIDENT

Phone

0417 973 600

Email

jkrintoul@live.com.au
williamsdistrictclub@gmail.com

Is your organisation registered for GST

<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/>
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Organisations ABN

98 626 740 249

Is your organisation incorporated?

<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/>
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2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES	<input checked="" type="radio"/>	NO
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If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

3. PROJECT DETAILS

What is the name of your proposed project or event?

OUTDOOR AREA UPGRADE

Please provide a brief description of project / event (maximum of 100 words).

Extend the concrete area adjoining the patio at rear of the building towards the direction of the back fence to make it larger, safer and more adaptable for outdoor functions. The gate to carpark needs to be re-aligned to ensure the area is secure and safe for children.

How will your project / event benefit the Williams Community?

We want to upgrade the outdoor area long term to make it a more attractive, friendly and safe area that young families can enjoy in comfort while being able to easily supervise their children and make the most of the large lawn area. We want to offer the community a safe attractive alternative to other licensed venues.



Estimated project start date

1st DECEMBER 2021

Estimated project completion date

1st MARCH 2022

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.

PURCHASE & INSTALLATION COSTS OF
CONCRETING (T MEDLEN & G MADEJ)



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

VIA SOCIAL MEDIA @ "THE WILLIAMS"

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

<input checked="" type="checkbox"/>	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
<input checked="" type="checkbox"/>	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
<input type="checkbox"/>	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
<input type="checkbox"/>	Display the Shire of Williams Banner at your event if possible
<input checked="" type="checkbox"/>	Verbal Announcement at event. @ OPENING OF UPGRADED AREA
<input checked="" type="checkbox"/>	Other (please describe). ACKNOWLEDGEMENT IN "THE WILLIAMS"

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

WILLIAMS DISTRICT CLUB INC

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

JEFF RINTOUL

Position (eg President or Vice President)

PRESIDENT

Signature

Date

29th OCTOBER 2021

8.1.2 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 8 November 2021
Attachments	Payment listing for month ending 31 October 2021

Background

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

Statutory Implications

Local Government (Financial Management) Regulations 1996 - Reg 13

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) *the payee's name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officer's Recommendation	That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104902 – 104905 totalling \$404,013.69 approved by the Chief Executive Officer during the month of October 2021 be endorsed.
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SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 OCTOBER 2021

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
06/10/2021	FDC EDUCATORS	FDC Educators PE 03 October 2021	\$ 15,787.36
06/10/2021	BUILDING AND ENERGY	BSL collection - September 2021	\$ 1,023.76
07/10/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 06 October 2021	\$ 48,477.42
13/10/2021	Morgan, Kay	Refund overpaid Rates Ass#1184	\$ 1,760.12
15/10/2021	Brigitte Cheek	Refund Grant of Right of Burial, Plot R10G17	\$ 90.00
19/10/2021	WA SUPER	Superannuation - September 2021	\$ 18,404.16
20/10/2021	FDC EDUCATORS	FDC Educators PE 17 October 2021	\$ 16,295.97
21/10/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 20 October 2021	\$ 48,330.62
22/10/2021	CR SIMON HARDING	Nomination Deposit Return	\$ 80.00
22/10/2021	CR JARRAD LOGIE	Nomination Deposit Return	\$ 80.00
22/10/2021	CR CHRISTINE COWCHER	Nomination Deposit Return	\$ 80.00
22/10/2021	CR ROBERT BAKER	Nomination Deposit Return	\$ 80.00
31/10/2021	ACUMENTIS	12285 - Valuations (Jamtree Lane)	\$ 1,100.00
31/10/2021	APV VALUERS & ASSET MANAGEMENT	11788 - Valuations (Various)	\$ 1,320.00
31/10/2021	ASHLEY BLYTH TREE LOPPING	12178 - Tree Pruning (Town Site)	\$ 2,640.00
31/10/2021	AVON WASTE	11015 - Monthly Refuse Charges September 2021	\$ 8,738.95
31/10/2021	BENARA NURSERIES	12210 - Native Plants for Median Strips	\$ 313.49
31/10/2021	BERTY BEE'S GARDENING	11883 - Contract Gardening Services - September 2021	\$ 1,320.00
31/10/2021	BEST OFFICE SYSTEMS	12087 - Monthly Printing/Copying Charges	\$ 465.01
31/10/2021	BOC Ltd	12091 - September 2021 Container Service Fee	\$ 41.91
31/10/2021	BODDINGTON MEDICAL CENTRE	11866 - Support Doctor's Visit to Williams, 3rd Qtr 2021	\$ 1,892.00
31/10/2021	BP TRUST	Monthly Fuel Account September 2021	\$ 203.17
31/10/2021	BW TRUCK PARTS	12149 - Parts (Various)	\$ 3,066.80
31/10/2021	CANNON HYGIENE	11964 - Additional Hygiene Bin (Pavilion Disabled Toilet)	\$ 104.98
31/10/2021	CR ALEXANDER WATT	Cr Sitting Fees	\$ 296.00
31/10/2021	CR GILBERT MEDLEN	Cr Sitting Fees & Travel	\$ 669.12
31/10/2021	DAWSONS FUNERAL HOME.	12282 - Stainless Steel Plaques (Various)	\$ 442.50
31/10/2021	DFES.	Var. Buildings (Local Government ESL)	\$ 3,346.41
31/10/2021	DICKSON DECALS	New Labels for Roses	\$ 287.50
31/10/2021	DORMAKABA AUSTRALIA PTY LTD	Automatic Doors Serviced (x2)	\$ 253.00
31/10/2021	DUFF ELECTRICAL CONTRACTING	12228 - Replace HWS Thermostat (New St)	\$ 135.97
31/10/2021	FAWCETT, CALLUM	Reimbursement (Pre-Employment Medical)	\$ 126.00
31/10/2021	GOODYEAR DUNLOP TYRES P/L BEAUREPAIRES)	12147 - Tyre Repair (Isuzu Ute)	\$ 25.99
31/10/2021	HARMONY SOFTWARE	Educators' Software Fees, Month of September 2021	\$ 296.10
31/10/2021	LENEHAN, J	Reimbursement - Work Clothing	\$ 119.00
31/10/2021	LGIS	Insurance - Various	\$ 78,349.49
31/10/2021	LIBERTY RURAL	12179 - Bulk Fuel	\$ 14,176.00
31/10/2021	LOGIE, BRITT E.	Reimbursements - Catering (Cycling Australia)	\$ 1,798.64
31/10/2021	M & M CONTRACTORS	12174 - Sand (Men's Shed)	\$ 1,100.00
31/10/2021	MARKETFORCE.	Advertising - Various	\$ 837.93
31/10/2021	MARTIN JAINE SCULPTURES	12358 - Half-Circle Bench (Roadwise Ribbon)	\$ 3,250.00
31/10/2021	McDOUGALL, JUDITH.	12289 - Provide Specifications (Refurbish Sandalwood Court)	\$ 2,750.00
31/10/2021	McINTOSH & SON	12145 - Windscreen (Mini Excavator)	\$ 396.73
31/10/2021	MELCHIORRE PLUMBING & GAS	Plumbing Works - Various	\$ 7,986.76
31/10/2021	METAL ARTWORK CREATIONS.	Name Plaque - Cr C Cowcher	\$ 55.11
31/10/2021	MIRACLE RECREATION EQUIPMENT	12281 - Replacement Seat for Flying Fox (Lions Park)	\$ 852.50
31/10/2021	MJB INDUSTRIES PTY LTD	12117 - Pipes & Headwalls (Various)	\$ 5,761.73
31/10/2021	NARROGIN BEARING SERVICE	12141 - Parts (Toro Mower)	\$ 16.08
31/10/2021	NARROGIN HIRE SERVICE	12229 - Reticulation Controller (Jamtree Lane)	\$ 295.00
31/10/2021	NARROGIN MAZDA	12294 - Service (Mazda CX-5)	\$ 338.67
31/10/2021	NARROGIN QUARRY OPERATIONS	12180 - Bluemetal (Men's Shed)	\$ 836.35
31/10/2021	NARROGIN TOYOTA	12183 - Service (Hilux Ute)	\$ 415.83
31/10/2021	NARROGIN TYRE SERVICE	12150 - Tyre Repair (CAT Grader)	\$ 236.50
31/10/2021	OXTER SERVICES.	11594 - Granite Niche Wall (Marling Cemetery)	\$ 5,995.00
31/10/2021	R MUNNS ENGINEERING CONSULTING SERVICES	12293 - Consulting Work	\$ 242.00
31/10/2021	RJ SMITH ENGINEERING	12143 - Re-make Engine Mount (MT Roller)	\$ 291.50
31/10/2021	RYAN, CARA L.	Reimbursement - (Batteries, Moss Remover)	\$ 61.85
31/10/2021	SHIRE OF WAGIN	EHO Wages & Travel 20/8/2021 - 14/10/2021	\$ 6,825.10
31/10/2021	STAR TRACK EXPRESS	Freight - Stationery	\$ 77.05
31/10/2021	T-QUIP.	Parts (Toro Mower)	\$ 694.00
31/10/2021	THE GOODS	12234 - Cleaning Products, Toilet Paper (Various)	\$ 1,155.10
31/10/2021	THE WILLIAMS COMMUNITY NEWSPAPER.	Photocopy Charges	\$ 147.00
31/10/2021	THE WILLIAMS WOOL SHED.	Refreshments, Protective Clothing	\$ 433.50
31/10/2021	TOLL TRANSPORT PTY LTD	Freight - Various	\$ 342.23
31/10/2021	TOWN PLANNING INNOVATIONS	Planning & Scheme Amendment Advice	\$ 783.75

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 OCTOBER 2021

DATE	NAME	DESCRIPTION	AMOUNT
31/10/2021	TRUCK CENTRE (WA) PTY LTD	12137 - Parts (UD Tipper Truck)	\$ 3,179.09
31/10/2021	VIZONA PTY LTD	12295 - Flood Lights, Mesh Guards (30% Deposit)	\$ 906.84
31/10/2021	WA CONTRACT RANGER SERVICES	12084 - Ranger Services - 23/9/2021, 6/10/2021	\$ 561.00
31/10/2021	WA LOCAL GOVERNMENT ASSOCIATION	12094 - Election Advertising	\$ 330.00
31/10/2021	WESFARMERS KLEENHEAT GAS PTY LTD	11995 - LP Gas Cylinder - Pavilion	\$ 154.00
31/10/2021	WESTRAC	Parts, (CAT Graders)	\$ 3,765.15
31/10/2021	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Service, Contribution to Projector	\$ 12,642.07
31/10/2021	WILLIAMS HOTEL - STRICKO'S	12291 - Refreshments (Various)	\$ 1,067.55
31/10/2021	WILLIAMS NEWSAGENCY	Monthly Account September 2021	\$ 90.80
31/10/2021	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - September 2021	\$ 2,080.68
31/10/2021	WILLIAMS RUSTIC GROCER	Monthly Refreshments & Consumables, September 2021	\$ 193.18
06/10/2021	TELSTRA	Phone Charges - Various	\$ 453.02
20/10/2021	TELSTRA	Mobile Phone Services (Various)	\$ 298.46
26/10/2021	AUSTRALIAN TAXATION OFFICE	BAS September 21	\$ 22,477.00
01/10/2021	WESTNET	Monthly CEO Internet Charges, October 2021	\$ 54.99
04/10/2021	CBA	CBA - Merchant Fees September 2021	\$ 894.45
07/10/2021	BOND ADMINISTRATOR	Bond - 12 Munthoola Road, Williams	\$ 780.00
11/10/2021	WA TREASURY CORPORATION	Loan Repayment - #66 Industrial Land	\$ 9,034.69
15/10/2021	WA TREASURY CORPORATION	Loan#65 Industrial Land - Repayment	\$ 11,809.89
18/10/2021	ANZ CARDS	Monthly Credit Card Expenses x 3	\$ 5,584.41
06/10/2021	SYNERGY	Electricity Charges (Various)	\$ 3,327.71
13/10/2021	WATER CORPORATION.	Water Use, Service & Sewer (Various)	\$ 7,937.04
20/10/2021	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, September 2021	\$ 64.96
26/10/2021	WATER CORPORATION.	Water Use, Service & Sewer (Various)	\$ 2,132.00
			<u>\$ 404,013.69</u>

8.1.3 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 8 November 2021
Attachments	Financial Statements ending 31 October 2021

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 31 October 2021 be received.
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SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 31 October 2021

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

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Prepared by : Manager of Finance
Date prepared : All known transactions up to 12 November 2021
The 20/21 Annual Financial Statements remain unaudited therefore the
opening surplus figures may change.

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the Local Government Act 1995 and accompanying regulations), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

ROUNDING OFF FIGURES

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 OCTOBER 2021**

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Administration and operation of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer community.	Supervision and enforcement of local laws, fire prevention and suppression activities and animal control.
HEALTH	To provide an operational framework for good community health.	Health inspection and advisory services, analytical services, mosquito control, collection agent for Williams St John Ambulance subscriptions and assist with providing medical services.
EDUCATION AND WELFARE	To provide a framework that enables community needs in these areas are met.	Provision and maintenance of premises for the Williams Community Resource Centre and Willi Wagtails Childcare Centre. Provide administration services for the Childcare centre.
HOUSING	To help ensure the availability of adequate housing for the community needs.	Management, administration and maintenance of Williams Community Homes, Sandalwood Court, Wandoo Cottages, Jamtree Lane Units and New Street units.
COMMUNITY AMENITIES	Provision of amenities required by the community.	Refuse management, protection of the environment, maintenance of cemeteries and public conveniences.
RECREATION AND CULTURE	To establish and manage efficiently all infrastructure and resources which will meet the recreational and cultural needs of the community.	Maintenance of halls, recreational facilities and reserves. Operation of Library and compilation and maintenance of local heritage register.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges and drainage. Cleaning and lighting of streets, depot maintenance and on-line agent for Department of Transport.
ECONOMIC SERVICES	Promotion of Williams and improvement of economic wellbeing of the district and its inhabitants.	Tourism services, area promotion, implementation of buildings controls, provision of standpipe water, maintenance and management of Williams Stud Breeders pavilion.
OTHER PROPERTY AND SERVICES	Efficient utilisation of Council resources, plant repairs and operations, management of Williams Town Planning Scheme.	Provision of private works to public, maintenance of Council plant, approvals and monitoring of town planning activities.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

	Note	Adopted Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1 (b)	401,575	401,575	375,119	(26,456)	(7%)	
Revenue from operating activities							
Governance		1,000	0	0	0		
General Purpose Funding - Rates	5	2,028,853	2,028,853	2,029,729	876	0%	
General Purpose Funding - Other		268,372	72,851	101,761	28,910	40%	▲
Law, Order and Public Safety		37,448	14,099	20,960	6,860	49%	▲
Health		1,200	300	300	0	0%	
Education and Welfare		510,806	186,592	213,882	27,290	15%	▲
Housing		248,779	79,413	81,158	1,745	2%	
Community Amenities		211,630	78,506	85,058	6,552	8%	▲
Recreation and Culture		51,674	19,404	21,029	1,625	8%	
Transport		103,957	86,060	87,920	1,859	2%	
Economic Services		158,979	33,418	32,170	(1,248)	(4%)	
Other Property and Services		74,430	20,717	11,436	(9,280)	(45%)	▼
		3,697,128	2,620,214	2,685,403	65,189		
Expenditure from operating activities							
Governance		(209,500)	(71,562)	(69,769)	1,793	3%	
General Purpose Funding		(104,351)	(29,995)	(29,858)	137	0%	
Law, Order and Public Safety		(105,825)	(52,281)	(46,997)	5,284	10%	▲
Health		(60,204)	(19,971)	(17,474)	2,497	13%	▲
Education and Welfare		(521,951)	(177,314)	(148,045)	29,269	17%	▲
Housing		(196,366)	(75,770)	(81,867)	(6,097)	(8%)	▼
Community Amenities		(339,478)	(119,407)	(107,320)	12,087	10%	▲
Recreation and Culture		(824,929)	(279,916)	(236,455)	43,460	16%	▲
Transport		(1,518,285)	(514,591)	(670,811)	(156,220)	(30%)	▼
Economic Services		(238,875)	(62,661)	(57,113)	5,548	9%	▲
Other Property and Services		(128,007)	(117,591)	(98,905)	18,686	16%	▲
		(4,247,771)	(1,521,058)	(1,564,614)	(43,556)		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,264,609	421,537	419,422	(2,115)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	33,625	0	0	0		
Adjust Fair Value to financial assets		0	0	0	0		
Adjust Provisions and Accruals		5,128	0	0	0		
Amount attributable to operating activities		752,719	1,520,692	1,540,211	19,519		
Investing Activities							
Grants, Subsidies and Contributions	8	953,493	12,272	12,272	0	0%	
Proceeds from Disposal of Assets	6	136,000	0	0	0		
Proceeds from Self Supporting Loans		107,023	107,023	107,023	0	0%	
Capital Acquisitions	6	(2,412,193)	(181,155)	(180,561)	594	(0%)	
Amount attributable to investing activities		(1,215,677)	(61,860)	(61,266)	594		
Financing Activities							
Proceeds from New Borrowings		200,000	0	0	0		
Transfer from Reserves	3	236,955	0	0	0		
Repayment of Debentures		(195,514)	(129,533)	(129,533)	0	0%	
Transfer to Reserves	3	(180,058)	(30)	(31)	(1)	(2%)	
Amount attributable to financing activities		61,383	(129,563)	(129,564)	(1)		
NET OPERATIONS, CAPITAL, FINANCING		(401,575)	1,329,269	1,349,381	20,112		
CLOSING FUNDING SURPLUS (DEFICIT)	1 (b)	0	1,730,844	1,724,500	(6,344)		

KEY INFORMATION

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

The material variance adopted by Council for the 2021/22 year is \$5,000 or 5% whichever is the greater.

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

	Note	Year to Date Actual 31 Oct 2021	This Time Last Year 30 Sept 2020	This Years Opening 1 July 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,947,842	1,787,196	862,396
Cash Restricted	3	747,144	764,882	747,113
Receivables - Rates	4	510,115	617,896	12,116
Receivables -Other	4	28,099	69,417	135,087
Accrued Revenue		41,939	3,608	43,567
Loans Receivable - clubs	7	0	8,045	107,023
Inventories		22,253	30,243	22,190
		3,297,391	3,281,288	1,929,492
Less: Current Liabilities				
Payables		(158,415)	(205,851)	(262,217)
Contract Liabilities	8	(351,946)	(249,362)	(122,634)
Provisions		(341,041)	(356,517)	(341,041)
Long Term Borrowings	7	(65,982)	(94,541)	(211,480)
		(917,384)	(906,271)	(937,372)
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(747,144)	(764,882)	(747,113)
Less: Loans Receivables	7	0	(8,045)	(107,023)
Add: Leave Entitlements Cash Backed		25,655	20,592	25,655
Add: Long Term Borrowings	7	65,982	94,541	211,480
Adjusted Net Current Assets		1,724,500	1,717,222	375,119

SIGNIFICANT ACCOUNTING POLICIES

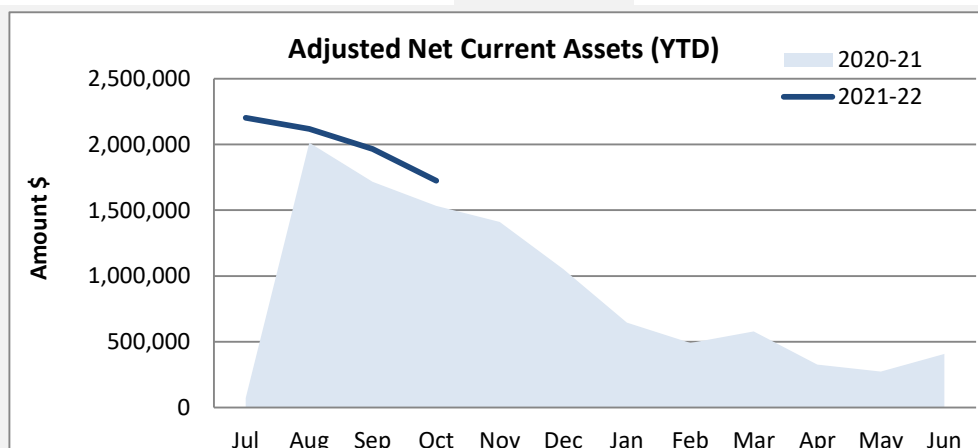
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

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

This Year YTD
Surplus (Deficit)
\$1,724,500

Last Year YTD
Surplus(Deficit)
\$1,717,222



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021/22 year is \$5,000 or 5% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0				
General Purpose Funding - Rates	876	0%			
General Purpose Funding - Other	28,910	40%	▲	Permanent	Budget calculation of Financial Assistance Grant was based on advance payment paid in June 21. Actual amount to be allocated will be \$80,000 more by year end.
Law, Order and Public Safety	6,860	49%	▲	Permanent	DFES Operating Grant reimbursement of over expenditure from 2020-2021.
Health	0	0%			
Education and Welfare	27,290	15%	▲	Timing	Childcare Centre fees currently exceeding budget expectations.
Housing	1,745	2%			
Community Amenities	6,552	8%	▲	Timing	Income for Rural Tip Passes purchased at the beginning of year.
Recreation and Culture	1,625	8%			
Transport	1,859	2%			
Economic Services	(1,248)	(4%)			
Other Property and Services	(9,280)	(45%)	▼	Timing	Private works currently below budget expectations.
Operating Expense					
Governance	1,793	3%			
General Purpose Funding	137	0%			
Law, Order and Public Safety	5,284	10%	▲	Timing	Delay in expenditure to be incurred.
Health	2,497	13%	▲	Timing	Delay in expenditure to be incurred.
Education and Welfare	29,269	17%	▲	Timing	Expenditure within Childcare services still to be incurred.
Housing	(6,097)	(8%)	▼		
Community Amenities	12,087	10%	▲	Timing	Delay in expenditure to be incurred.
Recreation and Culture	43,460	16%	▲	Timing	Expenditure in Parks & Gardens and at the Recreation Ground still to be incurred.
Transport	(156,220)	(30%)	▼	Timing	Maintenance road work being undertaken ahead of time. This will reduce as capital project works commence.
Economic Services	5,548	9%	▲	Permanent	Building permits exceeding budget expectations.
Other Property and Services	18,686	16%	▲	Timing	Salaries & Wages tracking below budget by one pay cycle. There are three pay runs scheduled for December so this should come back into line.
Investing Activities					
Grants, Subsidies and Contributions	0	0%			
Proceeds from Disposal of Assets	0				
Capital Expenses	594	(0%)			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

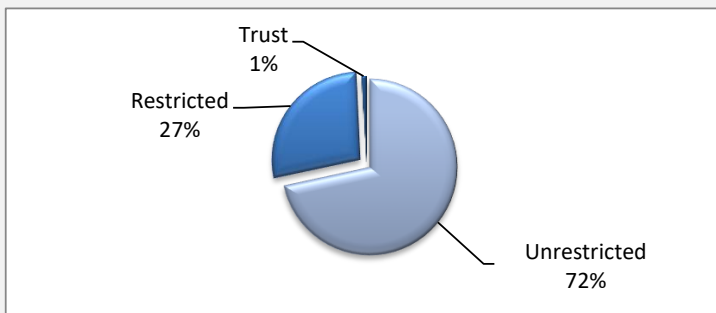
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	62,528			62,528	ANZ	0.00%	At Call
Municipal Cash Investment	1,020,994			1,020,994	ANZ	0.05%	At Call
Trust Bank Account			20,000	20,000	ANZ	0.00%	At Call
Term Deposits							
Reserves		747,144		747,144	ANZ	0.10%	03-Nov-21
Treasury							
Overnight Cash Deposit	854,111			854,111	Treasury	0.05%	Overnight
Total	1,938,233	747,144	20,000	2,705,377			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$2.71 M	\$1.94 M

CASH BACKED RESERVES

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	25,654	128	1	5,000	0	0	0	30,782	25,655
Plant Reserve	156,451	782	6	44,000	0	(60,840)	0	140,393	156,457
Building Reserve	282,393	1,412	12	45,000	0	(65,000)	0	263,805	282,405
Joint Venture Housing Reserve	119,927	600	5	10,000	0	(41,115)	0	89,412	119,932
Recreation Facilities Reserve	115,502	578	5	10,000	0	(5,000)	0	121,080	115,507
Art Acquisition Reserve	8,819	44	0	500	0	(25,000)	0	(15,637)	8,819
Refuse Site Reserve	24,294	121	1	0	0	0	0	24,415	24,295
Community Chest Reserve	14,073	70	1	1,822	0	0	0	15,965	14,074
Childcare	0	0	0	60,000	0	(40,000)	0	20,000	0
Total	747,113	3,736	31	176,322	0	(236,955)	0	690,216	747,144

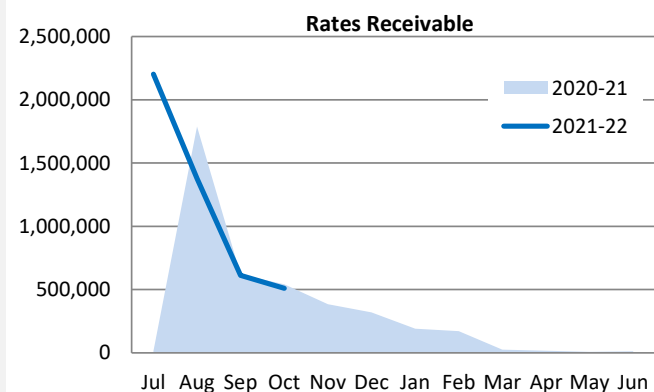
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Oct 2021	30 June 2021
	\$	\$
Opening Arrears Previous Years	12,116	21,700
Rates - Levied this year	1,991,319	1,927,597
Rubbish - Levied this year	164,516	158,852
ESL - Levied this year	61,188	57,920
<u>Less</u> Collections to date	(1,719,023)	(2,153,953)
Net Rates Collectable	510,115	12,116
% Collected	77.12%	99.44%

KEY INFORMATION

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



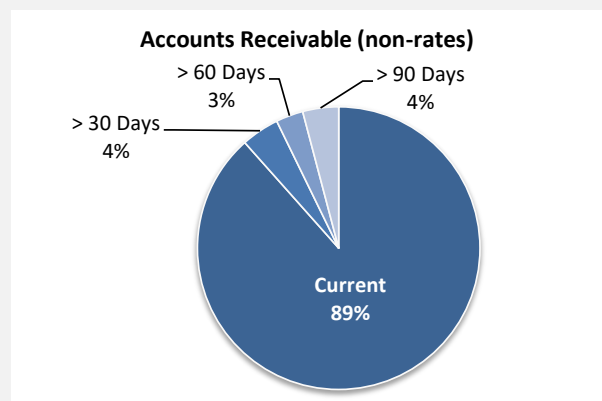
Collected	Rates Due
77%	\$510,115

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	24,846	1,222	876	1,154
Percentage	88.42%	4.35%	3.12%	4.11%
Total Receivables General Outstanding	28,099			

Amounts shown above include GST (where applicable)

SIGNIFICANT ACCOUNTING POLICIES

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



Debtors Due
\$28,099
Over 30 Days
11.58%
Over 90 Days
4.11%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

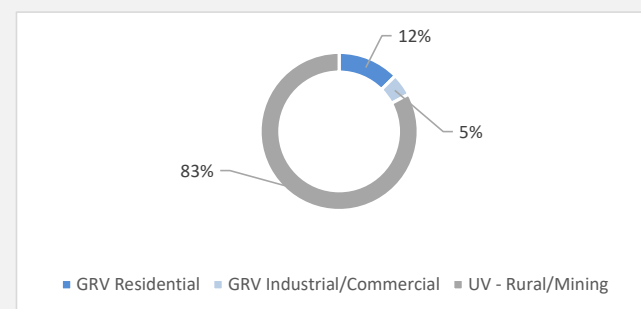
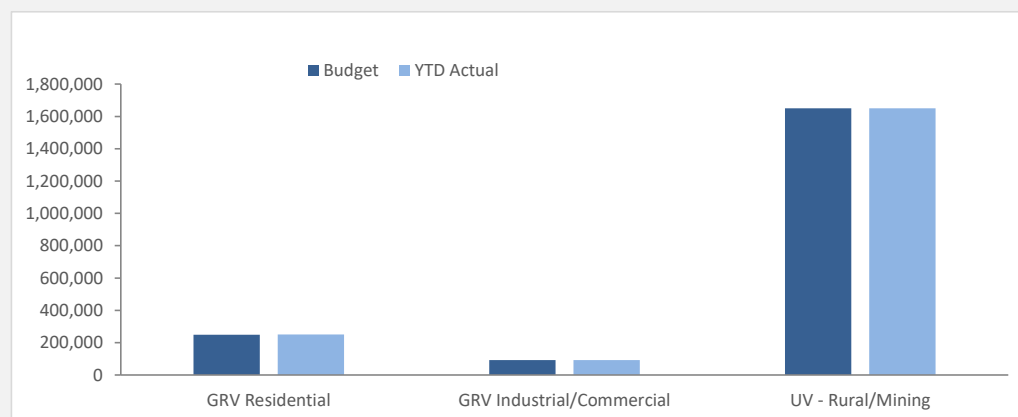
**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV Residential	0.077340	147	1,854,082	143,395	0	0	143,395	143,395	881	0	144,275
GRV Industrial/Commercial	0.077340	23	1,034,496	80,008	0	0	80,008	80,008	0	0	80,008
UV - Rural/Mining	0.006090	241	255,822,000	1,557,956	0	0	1,557,956	1,556,196	0	0	1,556,196
Minimum Payment	Minimum \$										
GRV Residential	760	140	663,340	106,400	0	0	106,400	106,400	0	0	106,400
GRV Industrial/Commercial	760	15	59,175	11,400	0	0	11,400	11,400	0	0	11,400
UV - Rural/Mining	960	96	8,768,193	92,160	0	0	92,160	93,920	0	0	93,920
Sub-Totals		662	268,201,286	1,991,319	0	0	1,991,319	1,991,319	881	0	1,992,199
Amount from General Rates							1,991,319				1,992,199
Ex-Gratia Rates							37,533				37,530
Total General Rates							2,028,852				2,029,729

SIGNIFICANT ACCOUNTING POLICIES

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

General Rates		
Budget	YTD Actual	%
\$1.99 M	\$1.99 M	100%



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	184,483	36,000	36,276	(276)
Plant & Equipment	476,000	0	0	0
Furniture & Equipment	57,000	7,000	5,000	2,000
Infrastructure - Roads	1,063,510	22,300	21,561	739
Parks, Gardens, Recreation Facilities	631,199	115,855	117,724	(1,869)
Capital Expenditure Totals	2,412,193	181,155	180,561	594

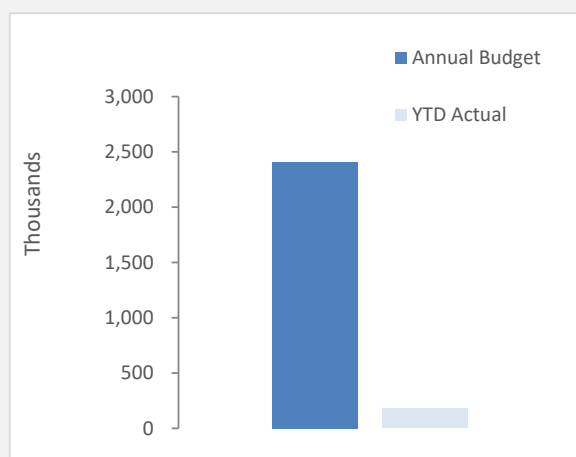
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	953,493	12,272	12,272	0
Borrowings	200,000	0	0	0
Other (Disposals & C/Fwd)	136,000	0	0	0
Cash Backed Reserves				0
Plant Replacement Reserve	60,840	0	0	0
Building Reserve	65,000	0	0	0
Recreation Facilities Reserve	5,000	0	0	0
Refuse Site Reserve	0	0	0	0
Contribution - operations	991,859	168,883	168,289	(594)
Capital Funding Total	2,412,193	181,155	180,561	(594)

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.41 M	\$0.18 M	7%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.95 M	\$0.01 M	1%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS (Continued)

CAPITAL DISPOSALS

Asset Description	Budget			YTD Actual		
	Net Book Value	Proceeds	Profit / (Loss)	Net Book Value	Proceeds	Profit / (Loss)
	\$		\$			
Mazda CX5 - WL16	21,910	18,000	(3,910)	0	0	0
Road Grader - WL61	124,795	100,000	(24,795)	0	0	0
Toro Reelmaster Mower	9,970	8,000	(1,970)	0	0	0
4 x 2 Single Cab Hi Rise Ute - WL5826	12,950	10,000	(2,950)	0	0	0
	169,625	136,000	(33,625)	0	0	0

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
-	Sandalwood Crt Refurbishment	25,000	0	0	0
-	Single Person Unit - Carport	20,000	0	0	0
-	Building Refurbishments	15,000	0	0	0
90%	Mens Shed	54,483	36,000	36,276	(276)
-	Archive Room	30,000	0	0	0
-	Childcare - (Foyer, Kitchen, Office)	40,000	0	0	0
	Land and Buildings Total	184,483	36,000	36,276	(276)
100%	Office Printer	7,000	7,000	5,000	2,000
-	Office Server Replacement	50,000	0	0	0
	Furniture and Equipment Total	57,000	7,000	5,000	2,000
-	Mazda CX5 - WL16	37,000	0	0	0
-	Road Grader - WL61	375,000	0	0	0
-	Toro Reelmaster Mower	37,000	0	0	0
-	4 x 2 Single Cab Hi Rise Ute - WL5826	27,000	0	0	0
	Plant & Equipment Total	476,000	0	0	0
-	Project Grant - Congelin Narrogin Rd	158,526	0	0	0
-	Project Grant - Quindanning Darkan Rd	281,700	0	0	0
-	RTR - York Williams Rd	103,298	0	0	0
-	RTR - Clayton Rd	92,814	500	508	(8)
10%	Council - Brooking Street	124,500	1,800	1,841	(41)
20%	LRCI - Rosseloty Street	140,000	20,000	19,211	789
-	Council - Narrakine Rd	15,900	0	0	0
-	Council - Pig Gully Rd	21,265	0	0	0
-	Council - Townsite Drainage	30,000	0	0	0
-	Council - Road Upgrades	95,506	0	0	0
	Roads Total	1,063,510	22,300	21,561	739
25%	Carpark - Lions Park	134,400	15,800	15,883	(83)
20%	Town Hall Park (Phase 1)	101,044	30,000	29,853	147
-	Town Hall Park (Phase 2)	30,000	0	0	0
100%	Eagle Sculpture (Final Payment)	20,455	20,455	20,455	0
100%	Cemetery Improvements - Marling	5,000	5,000	6,473	(1,473)
-	Cemetery Gazebo - Williams	15,000	0	0	0
10%	Townscape Brooking Street (Phase 1)	18,463	2,600	2,681	(81)
-	Entry Statements (Phase 2)	11,836	0	0	0
-	Playground Recreation Centre	20,000	0	0	0
-	Depot Fuel Facility	65,000	0	0	0
20%	Synthetic Bowling Green	210,000	42,000	42,381	(381)
	Infrastructure - Other Total	631,199	115,855	117,724	(1,869)
	Capital Expenditure Total	2,412,193	181,155	180,561	594

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Information on Borrowings Particulars	Principal 30 June 21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan #71 Mens Shed	100,000	0	0	9,840	19,715	90,160	80,285	358	681
Transport									
Loan #67 Grader	20,719	0	0	0	20,719	20,719	0	0	354
Other Property and Services									
Loan #65 Industrial Land	172,733	0	0	6,308	12,818	166,425	159,915	5,502	10,802
Loan #66 Industrial Land	128,210	0	0	6,362	12,856	121,848	115,354	2,673	5,214
Economic Services									
Loan #70 Industrial Shed	171,737	0	0	0	22,384	171,737	149,353	0	5,019
	593,399	0	0	22,510	88,492	570,889	504,907	8,533	22,070
Self supporting loans									
<u>Recreation and Culture</u>									
Loan #69 Williams Bowling Club	107,023	0	0	107,023	107,023	0	0	9,143	8,901
Loan #72 Williams Bowling Club	0	0	200,000	0	0	0	200,000	0	0
	107,023	0	200,000	107,023	107,023	0	200,000	9,143	8,901
Total	700,422	0	200,000	129,533	195,515	570,889	704,907	17,676	30,971

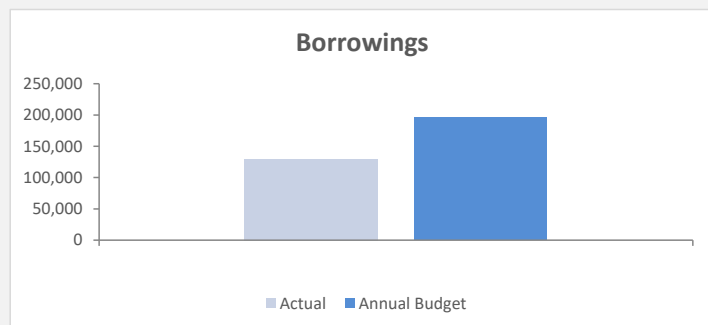
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments	\$129,533
Interest Earned	\$175
Reserves Bal	\$747,144
Interest Expense	\$17,676
Loans Due	\$570,889

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2021-22 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-Oct						
GENERAL PURPOSE FUNDING										
Equalisation Grant	0	0	0	0	108,796	0	108,796	0	47,382	61,414
Local Road Grant	0	0	0	0	140,340	0	140,340	0	44,718	95,622
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	4,000	0
ESL Maintenance Grant	0	0	0	0	27,348	0	27,348	0	15,817	11,531
EDUCATION & WELFARE										
Federal Sustainability Grant - Childcare	0	0	0	0	45,000	0	45,000	0	22,500	22,500
Trainee Incentive Program	0	0	0	0	13,500	0	13,500	0	0	13,500
Federal Sustainability Grant - Family Day Care	0	0	0	0	67,638	0	67,638	0	33,819	33,819
HOUSING										
NRAS - Contribution	0	0	0	0	56,240	0	56,240	0	14,088	42,152
COMMUNITY AMENITIES										
The Williams - Gazebo Cemetery	0	0	0	0	10,000	0	0	10,000	0	10,000
PHCC - Feral Pig Eradication Project	6,334	0	(6,334)	0	12,669	0	12,669	0	8,329	4,340
RECREATION AND CULTURE										
Mens Shed Contribution	0	0	0	0	40,000	0	0	40,000	0	40,000
Repertory Club Contribution to BBQ	0	0	0	0	5,000	0	0	5,000	0	5,000
Contribution to Eagle Sculpture	0	0	0	0	12,272	0	0	12,272	12,272	0
Public Open Space Contribution	0	0	0	0	20,000	0	0	20,000	0	20,000
TRANSPORT										
Direct Grant	0	0	0	0	80,207	0	80,207	0	80,207	0
Road Project Grant	0	117,394	0	117,394	293,481	0	0	293,481	0	293,481
Local Roads and Community Projects	0	0	0	0	260,328	0	0	260,328	0	260,328
Driver Reviver Grant - Lions Park	116,300	0	0	116,300	116,300	0	0	116,300	0	116,300
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	0	196,112
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
ECONOMIC SERVICES										
Community Water Supply Program	0	0	0	0	53,252	0	53,252	0	0	53,252
TOTALS	122,634	117,394	(6,334)	233,694	1,568,183	0	614,690	953,493	283,133	1,285,050

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.61 M	\$.27 M	44%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.95 M	\$.01 M	1%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 9
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 Jul 21	Received	Paid	31 Oct 2021
	\$	\$	\$	\$
Building Retention	0	0	0	0
Sale of Land for rates	0	0	0	0
Public Open Space Contributions	20,000	0	0	20,000
	20,000	0	0	20,000

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**

**NOTE 10
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				0
E042065	Contribution to Williams CRC for Projector Equipment	Res 25/22	Operating Expenses			(2,000)	(2,000)
A01119	Community Chest Reserve for Contribution to Williams CRC	Res 25/22	Cashback Reserves		2,000	0	0
I113030	Road Safety Community Grant Program	Res 39/22	Operating Revenue		4,460		4,460
E113005	Half Circle Bench Seat - Lions Park	Res 39/22	Operating Expenses			(2,955)	1,505
E053105	Road Safety Community Event	Res 39/22	Operating Expenses			(1,505)	0
I113030	CBH Grass Roots Community Grant - Mens Shed	Res 40/22	Operating Revenue		3,400		3,400
E116008	Mens Shed	Res 40/22	Operating Expenses			(3,400)	0
							0
							0
							0
				0	9,860	(9,860)	

8.1.4 Internal Control Policy & Legislative compliance policy

File Reference	4.1.10
Statutory Ref.	<i>Local Government (Audit) Regulations 1996</i>
Author & Date	Cara Ryan 2 November 2021
Attachments	Appendix 1 – draft Internal Control Policy Appendix 2 – draft Legislative Compliance Policy

Background

In January 2020, Moore Australia (formerly Moore Stephens) conducted the Financial Management Review required by the *Local Government (Financial Management) Regulations 1996*, and the review of Risk Management, Legislative Compliance and Internal Controls required by the *Local Government (Audit Regulations) 1996*.

As a result of this review, it was recommended that, to evidence the Council's commitment to internal controls and legislative compliance, a policy be adopted.

Comment

It is a requirement of the *Local Government (Audit) Regulations 1996* for the Chief Executive Officer (CEO) to review the appropriateness and effectiveness of the systems and procedures in relation to risk management, internal control and legislative compliance, every 3 years. Council has formally adopted a risk management policy along with its framework, but has not adopted a policy in regards to internal control or legislative compliance.

Adopting these policies will provide guidance to the CEO, staff and community of Council's expectation and implementation of appropriate and effective internal controls. Further, it evidences Council's commitment to meet a high level of compliance with legislative requirements.

Statutory Environment

Local Government (Audit) Regulations 1996 Regulation 17 states:

- 17. CEO to review certain systems and procedures
 - (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
 - (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
 - (3) The CEO is to report to the audit committee the results of that review.

Financial Implications

Nil

Strategic Implications

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans
- CL 2.2 Maintain accountability, transparency and financial responsibility.

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

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopts O1.33 Internal Control Policy and O1.34 Legislative Compliance Policy and approves their inclusion in the Shire of Williams Policy Manual.

○ 1.33 Internal Control Policy

OBJECTIVE

To document Council's commitment to appropriate and effective internal controls, ensuring they are applied through the implementation of policies, procedures and processes designed to promote compliance, encourage effective and efficient operations and to protect the Shire's assets.

The active management of internal controls assist's the organisation in addressing the risk of material misstatement of financial information, fraud and corruption, misappropriation of funds and loss of physical assets.

STATEMENT

The Shire is committed to maintaining an emphasis on integrity, ethical values and competence.

The Council is responsible for mandating a strong internal control framework to be implemented to ensure objectives are achieved efficiently and effectively and the principles of good governance are applied throughout the organisation.

The Chief Executive Officer is responsible for developing and maintaining an appropriate and effective internal control framework.

All employees are to play a part in the internal control framework and are responsible and accountable for documenting and implementing systems, controls, processes and procedures in their area of responsibility.

GUIDELINES

The system of internal controls extends beyond the matters which relate directly to the functions of the accounting systems and relates to every aspect of the Council's operations.

The essential elements of an effective internal control framework are:

- Structure and culture of the Council
- Delegations of Authority
- Policies and Procedures
- Trained and properly qualified staff
- Review process
- IT Controls
- Liaison with auditor and legal advisors
- Senior management compliance assurance
- Liaison with auditor and legal advisors
- Risk identification and assessment

Internal controls should be reviewed and assessed through risk management activities aligned with the Risk Management Framework.

The Chief Executive Officer is to every three years review the appropriateness and effectiveness of the Shire's systems and procedures in relation to internal control as contained within Regulation 17 of the Local Government (Audit) Regulations 1996.

Responsible Officer	Chief Executive Officer
History	
Delegation	
Relevant Legislation	<i>Local Government Act 1995 sections 5.36(2), 5.37(1) and 5.39C</i>
Related Documentation	O1.34 Legislative Compliance Policy S2.8 Risk Management Policy Risk Management Framework

O 1.34 Legislative Compliance Policy

OBJECTIVE

To ensure the Shire upholds its commitment to meet a high level of compliance with legislative requirements and takes any necessary action to rectify any breach as soon as reasonable.

STATEMENT

The Shire is to have appropriate processes and structures in place to ensure that legislative requirements are achievable and are integrated into the everyday operations of the organisation.

These structures and process's aim to:

- Develop and maintain a system for identifying legislation applicable to the Shire's activities.
 - Assign responsibilities for ensuring that legislation and regulatory obligations are fully implemented.
 - Provide training for staff, elected members, volunteers and other applicable people in the legislative and regulatory requirements that affect them.
 - Provide people with the resources to identify and remain up-to-date with new legislation.
 - Establish a mechanism for reporting non-compliance.
 - Review accidents, incidents and other situations where there may have been non-compliance.
 - Review audit reports, incident reports, complaints and other information to assess how the systems of compliance can be improved.
-

GUIDELINES

This policy applies to the whole of the organisation, all Councillors and all employees.

The Chief Executive Officer is responsible for the implementation of this policy and for the allocation of roles, responsibilities and accountabilities.

Employees have a duty to seek information and guidance on legislative requirements applicable to their area of work and to comply with the legislation. They are also responsible for reporting any areas of non-compliance they become aware of.

Councillors and committee members have a responsibility to be aware and abide by legislation applicable to their role.

Responsible Officer	Chief Executive Officer
History	
Delegation	
Relevant Legislation	<i>Local Government Act 1995 sections 5.36(2), 5.37(1) and 5.39C</i>
Related Documentation	O1.33 Internal Controls Policy S2.8 Risk Management Policy

8.1.5 Financial Reporting policy

File Reference	4.1.10
Statutory Ref.	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standards Board (AASB) Standards</i>
Author & Date	Cara Ryan 2 November 2021
Attachments	Appendix 1 – draft Financial Reporting Policy

Background

During the Financial Management Review in January 2020, Moore Australia (formerly Moore Stephens) recommended that O1.12 Significant Accounting Policy be reviewed and amended to not include legislative and accounting standards requirements.

Comment

Currently, O1.12 Significant Accounting Policy includes information that is contained within the Annual Financial reports, requiring it to be prepared in accordance with Australian Accounting Standards (AAS) and *Local Government (Financial Management) Regulations 1996*.

Ideally, to avoid conflict with the standards and legislation the Policy should not include requirements already contained in AAS or legislation. Rather, it should enhance these requirements and contain information on the Shire's financial framework in addition to the AAS and other statutory requirements.

It is proposed that the current policy Significant Accounting Policy is rescinded and replaced with O1.12 Financial Reporting Policy.

Statutory Environment

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Australian Accounting Standards Board (AASB) Standards

Financial Implications

Nil

Strategic Implications

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans
- CL 2.2 Maintain accountability, transparency and financial responsibility.
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council rescind O1.12 Significant Accounting Policy, adopt O1.12 Financial Reporting Policy and approve its inclusion in the Shire of Williams Policy Manual.

O 1.12 Financial Reporting Policy

OBJECTIVE

This Policy provides guidance on the Shire's financial framework, in addition to Accounting Standards and other statutory requirements, to ensure the Shire's accounting data is accurate, reliable and compliant.

STATEMENT

All financial reporting is to be carried out in accordance with the Australian Accounting Standards, Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, along with the organisational needs of the Shire to effectively monitor financial performance. The following principles should be upheld with all aspects of financial reporting:

- Practices are conducive to good financial management;
- There is full compliance with all relevant financial standards and statutory requirements; and
- Financial practices and reports are accurate, reliable, easy to understand and consistent.

The four major reporting functions are undertaken as follows:

Monthly Reporting

Monthly reports are prepared in accordance with section 6.4(2) of the Act and regulation 34 of the Regulations. Reports are prepared on a calendar basis, in a timely manner and presented at the next available Council meeting.

Annual Financial Reporting

The Annual Financial Report are prepared in accordance with section 6.4 of the Act and regulations 36 to 50 of the Regulations. The Annual Financial Report is submitted to the Shire's auditors by 30 September in the subsequent financial year. The audited Annual Financial Report is then presented to Council.

Annual Budget

The Annual Budget for the Shire is prepared in accordance with section 6.2 of the Act and regulations 22 to 33 of the Regulations. The Annual Budget for the financial year is presented to Council after 1 June but no later than 31 August in the year to which the Annual Budget relates.

Budget Review

Budget reviews are conducted throughout the financial year as good financial practice. Any proposed budget amendments are presented to Council, for determination, as part of the Monthly Financial Statements.

The Shire undertakes a formal Budget Review as per regulation 33A of the Regulations. The review is undertaken between 1 January and 31 March each financial year. The review considers the Shire's financial performance, position and outcomes. Council is to be presented with the review within 30 days and determine whether to adopt.

The material variance thresholds are adopted by Council annually at the time of the Annual Budget Adoption.

Fixed Assets

All fixed assets are to be recognised and reported in accordance with Australian Accounting Standards and Regulation 17A, Local Government (Financial Management Regulations) 1996. For those assets that are required to be revalued within a period of no more than 5 years, the Shire opts to carry out fair valuation as follows:

2023/2024	Land, Building and Other Structures
2021/2022	Infrastructure Roads and Footpaths

These assets are to then revalued on a four yearly rotation from the dates listed above.

Capitalisation of Assets

To ensure compliance with *Local Government (Financial Management) Regulation 1996 17A (5)*, expenditure to acquire or enhance an asset should be capitalised if it is \$5,000 or above. Where a group of assets form a set, such as bins, the value is taken to be the value of the set and not the individual pieces.

Expenditure of items of equipment under \$5,000 is to be expensed and if required to be listed on a property register of portable and attractive items. Refer POLICY O1.13 for Council's definition.

Non-infrastructure assets are capitalised progressively throughout the year at the time of acquisition or commissioning ready for use. Infrastructure assets are capitalised only at the conclusion of the financial year after the close off of accounts or at the time during the financial year that it can be determined that all expenditure relating to that item has been completed.

Depreciation

In accordance with AASB116 a non-current asset begins to be depreciated when it becomes available for use. Assets shall be depreciated using the straight line method, and based on the effective useful life less residual value. The effective useful life of an asset is to be reviewed by management annually.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30-50 years
Furniture and equipment	4-10 years
Plant & Equipment	5-15 years
Sealed roads and streets	
- formation	not depreciated
- pavement	50 years
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel Roads	
-formation	not depreciated
-pavement	50 years
Formed roads (unsealed)	
-formation	not depreciated
-pavement	50 years
Footpaths	
-slab	20 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years

Responsible Officer	Manager of Finance
History	Adopted 22 May 2019 (Resolution 196/19) Minor update – revised language 21 April 2021 (Resolution 97/21) O1.12 Significant Accounting Policies rescinded Nov 21 (Res ##/##) Adopted new Policy 17 November 2021 (Res ##/##)
Delegation	
Relevant Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Board (AASB) Standards
Related Documentation	O1.13 Portable and Attractive Assets Policy O1.24 Related Party Disclosures Policy S2.1 Accrual of Employee Entitlements Policy

8.2 Office of the Chief Executive Officer

8.2.1 Proposed Bush Fire Brigades Local Law

File Reference	4.1.50
Statutory Ref.	Local Government Act 1995 section 3.12 and Bush Fires Act 1954 (Section 43)
Author & Date	Geoff McKeown 2 November 2021
Attachments	Attachment 1 - draft Bush Fire Brigades Local Law

Background

This matter was considered as part of the 2020 Local Laws Review considered by Council at the Ordinary Council Meeting held 21 October 2020.

This local law is to adopt a new local law in compliance with the *Bush Fires Act 1954*.

This agenda item is the commencement of the statutory process to do so.

Comment

The *Local Government Act 1995* requires that the following statements are made in regard to local laws:

- Purpose – to make provisions for the establishment, management and administration of bush fire brigades in accordance with the *Bush Fire Act 1954*.
- Effect – to align the requirements of bush fire brigades with legislation and local practice.

The *Bush Fires Act 1954* requires a local government to adopt a local law –

43. Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

The proposed local law–

- recognises that brigades are not independent, but are ultimately responsible to the local government;
- includes provision for appointment of brigade officers directly by Council if considered necessary or appropriate, similar to appointment of fire control officers (which are required to be by Council, and are not an elected position);
- while preserving the Council's legal capacity to manage and control brigades, it allows brigades as much autonomy as possible.

The local law does not address fire hazards, fire breaks, etc. It is suggested that this be done by the preparation and adoption of a formal notice in accordance with the *Bush Fires Act 1954* s.33 as a matter of priority. A notice has all the effect and weight of a local law, and is actionable through infringements or court action if necessary.

Since brigades are to be established, named and have their geographic area of responsibility determined by Council in accordance with the *Bush Fire Act 1954*, it is suggested that Council consider the adoption of a policy, naming the brigades and with a map of the area of each brigade.

The statutory process is the same for making, amending or revoking a local law –

- Local public notice inviting public comment – minimum of 6 weeks
- During this time, submit to Department of Local Government and Department of Fire and Emergency Services.
- At the end of public comment, summary of public comments and any changes recommended by the departments to Council for decision regarding those comments, and consideration of any changes to the draft local law.
- final adoption of the amendment local law by Council.
- publication in the Government Gazette.
- local public notice to be given of the adoption, publication and commencement date of the local law.
- submission all necessary documents to Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) for their review.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the draft until after it has been formally adopted, Gazetted etc.

Strategic Implications

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans.
- CL 2.2 Maintain accountability, transparency and financial responsibility.
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

There will be a cost for advertising. In addition, the Shire has engaged Conway Highbury Pty Ltd to assist with the administrative component of this work.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. In accordance with section 3.12 (2) and (3) of the Local Government Act 1995, and all other legislation enabling it, give local public notice, inviting submissions during a minimum 6-week time frame, that it intends to make a Bush Fire Brigades Local Law 2021 –
 - . Purpose – to make provisions for the establishment, management and administration of bush fire brigades in accordance with the Bush Fire Act 1954.
 - . Effect – to align the requirements of bush fire brigades with legislation and local practice.
2. Provide copies, in accordance with section 3.12 (3) of the Local Government Act 1995, to the Minister for Local Government and the Minister for Fire and Emergency Services and any other person requesting it, of the proposed Bush Fire Brigades Local Law 2021.

LOCAL GOVERNMENT ACT 1995
BUSH FIRES ACT 1954

SHIRE OF WILLIAMS

BUSH FIRE BRIGADES LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995*, *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Williams resolved on _____ to make the following local law.

Citation

This local law may be cited as the *Shire of Williams Bush Fire Brigades Local Law 2021*.

Definitions

- (1) In this local law unless the context otherwise requires –
- Act** means the Bush Fires Act 1954;
 - brigade area** is defined in clause 5(1)(b);
 - bush fire brigade** is defined in section 7 of the Act;
 - CEO** means the Chief Executive Officer of the local government;
 - district** means the district of the local government;
 - local government** means the Shire of Williams;
 - normal brigade activities** is defined by section 35A of the Act; and
 - Regulations** means Regulations made under the Act.
- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a captain;
 - (b) a first lieutenant;
 - (c) a second lieutenant; and
 - (d) any additional lieutenants;
- means a person holding that position in a bush fire brigade.

Application

This local law applies throughout the district.

Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).
- (3) A bush fire brigade established under subclause (1) is to hold a meeting at least once every financial year to appoint persons to the positions in clause 5(1)(c).

Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 4(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the brigade area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities; and
 - (c) appoint –
 - (i) a captain;
 - (ii) a first lieutenant;
 - (iii) a second lieutenant; and
 - (iv) additional lieutenants if the local government considers it necessary.
- (2) A person appointed to a position pursuant to subclause (1)(c) is to be taken to be a brigade member.
- (3) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.

- (4) In accordance with section 43 of the Act, the local government may remove or appoint officers of a bush fire brigade as deemed necessary or appropriate.
- (5) Subject to subclause (4) –
 - (a) an election is to be held at the first annual general meeting by the members of the brigade for appointments to the positions referred to in subclause (1)(c) and every subsequent annual general meeting.
 - (b) if a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting or at any time, then the brigade members are to vote for a replacement member to fill the position.
- (6) The brigade members may elect, set the term of office, describe the duties of, and dismiss, any person to any other position including secretary, treasurer, equipment officer, training officer or other positions, and may combine those positions; and
- (7) The brigade members may establish types of brigade membership including fire fighting members, auxiliary members, cadet members, and honorary life members.

Duties of captain and bush fire brigade officers

- (1) The duties of the captain are to:
 - (a) provide leadership to bush fire brigades;
 - (b) monitor bush fire brigades' resourcing, equipment and training levels;
 - (c) liaise with the local government concerning –
 - (i) fire prevention or fire suppression matters generally;
 - (ii) directions to be issued by the local government to bush fire control officers, including those who issue permits to burn; and
 - (iii) bush fire brigade officers;
 - (d) ensure that a list of bush fire brigade members is maintained;
 - (e) report annually to the local government the office bearers of the bush fire brigade in accordance with the Regulations;
 - (f) report to the local government at least annually, for consideration and appropriate provision being made in the next local government budget, the status of a bush fire brigade's –
 - (i) training and readiness;
 - (ii) protective clothing;
 - (iii) equipment; and
 - (iv) vehicles and appliances.
 - (g) nominate persons to the CEO for appointment as bush fire control officers by the local government;
 - (h) arrange for normal brigade activities as authorised by the Act or by the local government; and
 - (i) where a vacancy occurs in a position appointed under clause 5(1)(c), to –
 - (i) advise the CEO of the vacancy as soon as practicable; and
 - (ii) make alternate suitable arrangements for that position until an appointment is made.
- (2) The duties of other bush fire brigade officers are to support the captain in his/her role.

Appointment, employment, payment, dismissal and duties of bush fire control officers

The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

Maintenance and equipment with appliances and apparatus of bush fire brigades

The local government may provide funds for the maintenance and equipment with appliances and apparatus of bush fire brigades in accordance with Part 6 of *the Local Government Act 1995*.

Dated this _____

The Common Seal of the Shire of Williams was affixed by authority of a resolution of Council in the presence of –

J. LOGIE, President.

G. McKEOWN, Chief Executive Officer.

8.2.2 Proposed Dogs Local Law

File Reference	4.1.50
Statutory Ref.	Local Government Act 1995 section 3.12 and Dog Act 1976 (Sections 49 and 51)
Author & Date	Geoff McKeown 10 November 2021
Attachments	Attachment 2 - draft Dogs Local Law

Background

This matter was considered as part of the 2020 Local Laws Review considered by Council at the Ordinary Council Meeting held 21 October 2020.

This agenda item is the commencement of the statutory process to do so.

Comment

The Local Government Act requires the following statements:

- Purpose – to make provisions about the impounding, the number that may be kept on premises, the manner of keeping dogs and create offences for non-compliance
- Effect – to provide for the controls of dogs within the district and impose penalties for non-compliance.

The local law complies with recent legislative changes relating to assistance animals and some specific control measures required of owners.

It is not adequate to simply have a fence around a property, under the local law, the fence must be able to confine the dogs so as to prevent them wandering at large.

Without kennel provisions prescribed, each application to keep more than the number of dogs stipulated in clause 3.2 would have to be determined under the *Dog Act 1976 s.27* at Council's discretion.

The statutory process is the same for making, amending or revoking a local law –

- Local public notice inviting public comment – minimum of 6 weeks
- During this time, submit to Dept of Local Government.
- At the end of public comment, summary of public comments and any changes recommended by the departments to Council for decision regarding those comments, and consideration of any changes to the draft local law.
- final adoption of the amendment local law by Council.
- publication in the Government Gazette.
- local public notice to be given of the adoption, publication and commencement date of the local law.
- submission all necessary documents to Parliamentary Joint Standing Committee on Delegated Legislation for their review.

The JSCDL reviews the local law, its effects and may recommend to Parliament that it be amended and request an undertaking, or that it be disallowed. The JSCDL will not review the draft until after it has been formally adopted, Gazetted etc.

Strategic Implications

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans.
- CL 2.2 Maintain accountability, transparency and financial responsibility.
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

There will be a cost for advertising. In addition, the Shire has engaged Conway Highbury Pty Ltd to assist with the administrative component of this work.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council

1. In accordance with section 3.12 (2) and (3) of the *Local Government Act 1995*, and all other legislation enabling it, give local public notice, inviting submissions during a minimum 6-week time frame, that it intends to make a Dogs Local Law-
 - . Purpose – to make provisions about the impounding, the number that may be kept on premises, the manner of keeping dogs and create offences for non-compliance
 - Effect – to provide for the controls of dogs within the district and impose penalties for non-compliance.
2. Provide copies, in accordance with section 3.12 (3) of the *Local Government Act 1995*, to the Minister for Local Government and any other person requesting it, of the proposed Dogs Local Law.

**LOCAL GOVERNMENT ACT 1995
DOG ACT 1976**

SHIRE OF WILLIAMS

DOGS LOCAL LAW 2022

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**LOCAL GOVERNMENT ACT 1995
DOG ACT 1976**

SHIRE OF WILLIAMS

DOGS LOCAL LAW 2022

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Williams resolved on _____ to make the following local law.

PART 1 - PRELIMINARY

Citation

This local law may be cited as the *Shire of Williams Dogs Local Law 2022*.

Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

Application

This local law applies throughout the district.

Definitions

In this local law unless the context otherwise requires –

Act means the *Dog Act 1976*;

adjoining includes land or premises which have a portion of a common boundary with a lot or is separated from that lot by a public reserve, road, right-of-way, pedestrian access way, access leg of a battle-axe lot or the equivalent not more than 6m in width;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

dangerous dog has the meaning given to it by section 3(1) of the Act;

district means the district of the Shire of Williams;

dog management facility has the meaning given to it in section 3(1) of the Act, and includes a kennel establishment;

infringement notice means the notice referred to in clause 7.4;

kennel establishment means any premises where more than the number of dogs under clause 3.3 over the age of 3 months are kept, boarded, trained or bred temporarily, usually for profit and where the occupier of the premises is not the ordinary keeper of the dogs;

licence means a licence to keep an approved kennel establishment on premises granted under clause 4.4;

licensee means the holder of a licence granted under clause 4.4;

local government means the Shire of Williams;

local planning scheme means a planning scheme of the local government made under the *Planning and Development Act 2005*;

notice of withdrawal means the notice referred to in clause 7.7(1);

nuisance means –

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person's ownership or occupation of land; or
- (c) interference which causes material damage to land or other property on the land affected by the interference;

owner, in relation to a dog, has the same meaning as in section 3(1) and (2) of the Act;

- person liable for the control of the dog** has the same meaning as in section 3(1) of the Act;
- premises** in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence made under clause 4.1;
- public place** has the meaning given to it by section 3(1) of the Act;
- Regulations** means the *Dog Regulations 2013*;
- Schedule** means a schedule to this local law;
- set fee** means a fee or charge made by the local government in accordance with clause 2.1 or clause 4.9;
- thoroughfare** has the meaning given to it in section 1.4 of the *Local Government Act 1995*;
- townsite** means the following townsites constituted under section 26(2) of the *Land Administration Act 1997* –
- (a) Williams; and
 - (b) Quindanning; and
- transferee** means a person who applies for the transfer of a licence to her or him under clause 4.13.

PART 2 – IMPOUNDING OF DOGS

Fees and charges

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* –

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional set fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) application for additional costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

Attendance of authorised person at dog management facility

An authorised person is to be in attendance at the dog management facility for the release of dogs at the times and on the days of the week as determined by the CEO.

Release of impounded dog

- (1) A claim for the release of a dog seized and impounded is to be made to an authorised person or if absent, to the CEO.
- (2) An authorised person is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of an authorised person, evidence –
 - (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
 - (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

Unauthorised release

Unauthorised release of dogs is dealt with by section 43 of the Act.

PART 3 – KEEPING OF DOGS

Dogs to be confined

- (1) An occupier of premises on which a dog is kept must –
 - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and

- (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.
- (3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and the Regulations.

Limitation on the number of dogs

- (1) This clause does not apply to premises which have been –
 - (a) licensed under Part 4 of this local law as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act –
 - (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are within a townsite; or
 - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are outside a townsite.

Application and determination to keep additional dogs

In determining an application for a licence to keep additional dogs, the local government is to have regard to

–

- (a) the matters referred to in clause 3.4;
- (b) the effect which approval of the proposed may have on the environment or amenity of the neighbourhood; and
- (c) whether approval of the application will create a nuisance for the owners and occupiers of adjoining premises.

Where application cannot be approved

The local government will not approve an application to keep an additional dog or dogs where –

- (a) more than 3 dogs are proposed to be kept on premises within a townsite;
- (b) more than 6 dogs are proposed to be kept on premises outside a townsite; or
- (c) where any dog already kept on the premises is a dangerous dog.

Conditions of approval

- (1) The local government may approve an application for a licence subject to any conditions as considered appropriate.
- (2) Approval of an application is not transferable to successive owners or occupiers of the premises.

Variation of permit conditions

The local government may vary the conditions of a permit by giving not less than 14 days notice.

Revocation of licence to keep additional dogs

Where a person does not comply with the conditions of approval to keep an additional dog or dogs under clause 3.5 the local government may revoke the licence to keep an additional dog or dogs.

PART 4 – APPROVED KENNEL ESTABLISHMENTS

Application for licence for approved kennel establishment

An application for a licence must be made in the form of Schedule 1, and must be lodged with the local government together with –

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.2;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;

- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government; and
- (e) the set fee for the application for a licence referred to in clause 4.9(1).

Notice of proposed use

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –
 - (a) once in a newspaper circulating in the district; and
 - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that –
 - (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
 - (b) the application, plans and specifications may be inspected at the offices of the local government.
- (3) The local government may refuse to determine the application for a licence until the notice or notices, as the case may be, is given in accordance with its directions where –
 - (a) a notice given under subclause (1) does not clearly identify the premises; or
 - (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises.

Exemption from notice requirements

The requirements of clauses 4.1(b), 4.2 and 4.4(a) do not apply in respect of the application for a licence where under a local planning scheme an application for a licence is made in respect of premises on which an approved kennel establishment is either a –

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements.

When application can be determined

An application for a licence is not to be determined by the local government until –

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.2(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises.

Determination of application

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.6;
- (b) any written submissions received within the time specified in clause 4.2(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;
- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

Where application cannot be approved

The local government cannot approve an application for a licence where –

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a local planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

Conditions of approval

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.
- (2) In respect of a particular application for a licence, the local government may vary any of the conditions contained in Schedule 2.

Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Fees

- (1) On lodging an application for a licence, the applicant is to pay a set fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a set fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a set fee to the local government.
- (4) The set fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

Form of licence

The licence is to be in the form determined by the local government from time to time and is to be issued to the licensee.

Period of licence

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the set fee referred to in clause 4.9(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
 - (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of –
 - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
 - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the set fee paid for that licence is not refundable for the term of the licence that has not yet expired.

Transfer

- (1) An written application for the transfer of a valid licence from the licensee to another person must be –
 - (a) made by the transferee;
 - (b) made with the written consent of the licensee; and
 - (c) lodged with the local government together with –
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence;
 - (ii) the set fee for the application for the transfer of a licence referred to in clause 4.9(3); and
 - (iii) any other relevant information required.
- (2) The local government is not to determine an application for the transfer of a valid licence until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid licence.
- (4) Where the local government approves an application for the transfer of a valid licence, then on the date of approval, unless otherwise specified in the notice issued under clause 4.14(b), the transferee becomes the licensee of the licence for the purposes of this local law.

Notification

The local government is to give written notice to –

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.12(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.12(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.12(2), which notice is to be given in accordance with section 27(6) of the Act.

Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 7 – DOGS IN PUBLIC PLACES

Places where dogs are prohibited absolutely

- (1) Designation of places where dogs are prohibited absolutely is dealt with in the Act.
- (2) If a dog enters or is in a place specified in subclause (1), every person liable for the control of the dog at that time commits an offence.
- (3) Subclause (2) does not apply to a dog who is being used as an assistance animal as defined in the *Disability Discrimination Act 1992* (Commonwealth).

Places which are dog exercise areas

Designation of places which are dog exercise areas is dealt with in the Act.

PART 5 - MISCELLANEOUS

Fees and charges

Set fees and charges are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

Offence to excrete

- (1) A dog must not excrete on –
 - (a) any thoroughfare or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

Objections and appeals

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object to or appeal against the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 5 - ENFORCEMENT

Offences

A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

General penalty

- (1) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000 and if the offence is of a continuing nature, to an additional penalty not exceeding \$100 for each day or part of the day during which the offence has continued.
- (2) Notwithstanding subclause (1) a person who commits an offence under clause 6.1(2) is liable, on conviction, to a penalty not exceeding \$1,000.

Modified penalties

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is not a dangerous dog.

Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 2 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.

Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

Withdrawal of infringement notice

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 3 of Schedule 1 of the *Local Government (Functions and General) Regulations 1996*.
- (2) A person authorised to issue an infringement notice under clause 7.4 cannot sign or send a notice of withdrawal.

Service of notices

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

Schedule 1 – Application for a licence for an approved kennel establishment

[cl. 4.1]

Shire of Williams

An application for a licence for an approved kennel establishment shall contain the following information –

- (a) full name of applicant;
- (b) postal address;
- (c) email address;
- (d) landline and mobile telephone numbers as appropriate;
- (e) facsimile number if appropriate;
- (f) address of proposed kennel premises;
- (g) number of dogs;
- (h) breed of dogs if appropriate;
- (i) either –

- (i) name and contact details of the person residing on the premises, and date from which taking up residence on the premises; or
- (ii) name, address and contact details of the person sufficiently close to the premises so as to control the dogs and ensure their health and welfare, and date from which taking up responsibility for the premises;
- (j) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (k) plans and specifications of the proposed kennel establishment;
- (l) copy of notice of proposed use to appear in newspaper;
- (m) copy of notice of proposed use to be given to adjoining premises;
- (n) written evidence that a person will reside –
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (o) if the person in item (n) is not the applicant, written evidence that the person is a person in charge of the dogs; and
- (p) signed by the applicant.

Schedule 2 – Conditions of a licence for an approved kennel establishment

[cl. 4.7]

Shire of Williams

An application for a licence for an approved kennel establishment may be approved subject to the following conditions –

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than –
 - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
 - (ii) 10m from any dwelling; and
 - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be –
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of

- the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;
- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
 - (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -
 - (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
 - (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
 - (l) all external surfaces of each kennel must be kept in good condition;
 - (m) the roof of each kennel must be constructed of impervious material;
 - (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
 - (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
 - (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
 - (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
 - (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside –
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

Schedule 3 – Prescribed offences

[cl.7.3]

Item	Clause	Nature of offence	Modified penalty \$
1	3.1	Failing to provide means for effectively confining a dog	200
2	3.5	Failure to comply with conditions of approval to keep additional dog or dogs	200
3	6.2	Dog excreting in prohibited place	100

Dated _____

The Common Seal of the Shire of Williams was affixed by authority of a resolution of Council in the presence of –

J. LOGIE, President

G. McKEOWN, Chief Executive Officer

8.2.3 4WDL Tourism & Key Worker Housing Projects

File Reference	4.12.40
Statutory Ref.	N/A
Author & Date	Gavin Treasure, CEO Shire of Dumbleyung, on behalf of 4WDL VROC Local Governments 10 November 2021
Attachments	Nil

Background

At its most recent meeting held on 9 November 2021, the 4WDL VROC considered proposals for separate tourism and key worker housing project activities. The purpose of this agenda item is to seek Council funding endorsement support for contributions towards both projects in conjunction with other 4WDL LGA members.

Comment

The 4WDL Strategic Plan includes the following strategic priorities:

Housing, short- & long-term accommodation, undertake a needs analysis for the provision of short- & long-term accommodation. Monitor for funding opportunities State Government funding for Community Housing possibility for refurbishment of existing or new dwellings for member local governments that require it; not all member local governments have same need for housing currently.

Tourism, identify opportunities to work across the 4WDL region. Compile a 'Drive Trail' brochure for all 4WDL member local governments to maximise the current tourism market and the travellers through the region.

This agenda item and funding request is consistent and closely aligns with both 4WDL strategic priority projects.

This agenda item seeks to access \$5,000 from the Shire's approved budget for consultants, for use with both 4WDL project activities. A similar funding request is being sought from each of the 4WDL LGA members. Therefore, no net offsetting budget or cashflow deficit is expected. Shire CEO in kind time is anticipated to assist with managing, overseeing and supporting both project activities, particularly Williams related inputs.

Either a part time employee or a consultant will be appointed to deliver the Tourism project. The Wheatbelt Development Commission (WDC) has notionally agreed to co-contribute \$10,000 for the Key Worker Housing project. An external consultant will probably be appointed for this activity.

This is considered a low-risk project for the Shire of Williams to participate in, with significant potential upside. 4WDL has a demonstrated track record of similar success, particularly in relation to an earlier Aged Care Housing Project which attracted grant funding success for all LGA participants.

Early initial engagement has occurred through 4WDL CEOs and elected members. The Shire of Dumbleyung facilitated a joint LGA workshop of CEOs and other key LGA officers to consider the Tourism project scope on 25th October 2021, in which Australia's Golden Outback CEO attended. Shire of Wagin coordinated a Housing Needs Analysis to gauge/assess the level of interest and impact in relation to key worker housing shortages. The WDC has also recently engaged with the Shire of Wagin, in which an offer was made to co-contribute funding towards the key worker housing project, initially targeting government employees and their host agencies.

Tourism

The 4WDL Tourism Action Plan purpose is to establish a 3 - 5 year tourism action plan that links all LGAs connected through 4WDL and identifies key new project opportunities for potential development / redevelopment and investment throughout the region. Each project will have sufficient design, description and scope to enable the 4WDL to seek (grant) funding towards the same.

The aim is to increase the tourism product and events offering throughout the 4WDL group by identifying opportunities to attract and retain tourists in the region. The test to be used in relation to impact includes increase in overall visitation (numbers), increased overnight stays and positive employment impacts. The first recommended project is to conduct a review of existing tourist accommodation options in each LGA, including recommendations and a plan for improvement.

Future potential projects may include:

- ✓ Identify and scope potential new or refurbished project attractions, including consideration being given to historical interpretation, night-time and art experiences
- ✓ Identify and scope potential new motor vehicle, bike riding and/or walking trails
- ✓ Identify new or expanded key signature events
- ✓ Identify new or expanded Aboriginal tourism experiences

Key Worker Housing

At the 4WDL meeting of CEOs on 14 September 2021, an action was proposed for the Shire of Dumbleyung CEO to compile a 4WDL 'Housing Needs Analysis Scope' prior to the next in-person meeting on 9 November 2021 to help identify, from the survey undertaken, as to where the collective is currently positioned. On 13 October 2021, Mr Rob Cossart (CEO) and Ms Clare Atkins from the Wheatbelt Development Commission visited the CEO of Wagin to discuss the shortage of housing. The possibility was raised of the WDC and 4WDL Shires scoping a project whereby a consultant could be employed to help determine the implications and viability of Shires funding new housing to accommodate workers by way of long-term lease arrangements, with government agencies and/or local employers. The follow up email from this meeting explains the concept as follows:

'Good Morning Bill,

Just sending through some notes from our recent meeting where we discussed the current shortage of housing in Wagin and the Wheatbelt on a broader scale:-

- This shortage is expected to continue with State Government employee housing requirements and general worker accommodation fuelling a strong rental market that has seen consistently low vacancy rates over the past few years. This has become a barrier to local businesses being able to increase production and building on capacity.*

- Rob introduced the concept of approaching some of the larger entities who are seeking housing for employees with the proposal of establishing long term lease agreements to assist securing finance and creating a demand for local shires investing in building houses.*

- There may be scope for a joint project between WDC and members of the 4WDL Local Government Group to engage a consultant who would gather the required information to assess if this could be a model that is achievable and financially viable. WDC is willing to co-contribute to the cost of engaging a consultant to complete the project.*

- Rob will continue to progress enquiries with senior management at a Stage Government level to introduce the concept of committing to longer term leases to secure long term housing options for employees in Wheatbelt towns.
- Bill will take the concept to the next 4WDL meeting to gauge support and feedback from other LGAs. Following this meeting a scoping document will be written up to define the project and allow a budget to be set prior to engaging a consultant.

The product of this body of work will allow viability of this strategy to be assessed, Rob will have a report that substantiates his enquiries at higher Government levels and allow other shires to assess the potential of a similar project to alleviate the widespread worker housing shortages.

Given the importance of the housing issues the WDC would like to have the report by the end of the year to facilitate future discussion and investment.

Kind Regards

Clare Atkins, Regional Development Officer, Wheatbelt Development Commission'

Tourism

Tourism is an important industry driver for Wheatbelt communities, including those in the 4WDL group. At present, no 4WDL LGA is considered a destination, more so a place to visit, maybe a stopover on a journey to another preferred location. By taking a strategic and focused approach on identifying opportunities to expand the tourism offerings for visitors in the region, this increases the likelihood of increasing visitation both in numbers and duration, leading to increased economic benefit, particularly for our hospitality and retail business sectors.

Due to geographic tourism alignment challenges through the 4WDL group, initial focus will be given to a review of existing tourist accommodation options in each LGA, including recommendations and a plan for improvement. If resources and time allows, additional effort may be exerted to consider other tourism activation opportunities under a broader tourism action plan. This is considered secondary in importance to the prioritised tourism accommodation review.

Key Worker Housing

The significant lack of key worker housing (both government and business) in all 4WDL LGA communities is the impetus behind this initiative. Failed market conditions in our towns in which lending institutions don't support loans for new housing is a significant issue restricting infrastructure investment. In consultation between the CEOs of Wagin and Dumbleyung, it was agreed that this proposal should be discussed in advance of the previously referred to 4WDL Housing Needs Analysis Scope being prepared.

Whilst it is 'early days' the scope for a joint (WDC 4WDL) approach to engage a consultant to carry out the work as proposed, could include (but not be limited to):

- Identification of available residential land within each (4WDL) Shire
- Identification of number of dwellings required and over what period
- Broad configuration (type) of housing units required (i.e., single/multiple dwellings)
- Investigation into what headworks charges might apply
- Ascertaining the financial capacity of Shires to fund developments
- Financial Modelling to determine viability of project

and (critically) the commitment of third parties (Government/employers) to lock in long term leasing arrangements.

A principal objective is that the provision of workers' accommodation should be cost neutral to Shires choosing to take up this initiative. This would need to be by way of either self-supporting loans or locked in long term lease arrangements with the agencies involved.

Strategic Implications

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

- ED 2.3 Promote and support the availability of accommodation suitable for young people, families and retirees.
- SCD 1.5 Continue to support and develop tourism opportunities for the Shire.
- SCD 3.1 Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire

Financial Implications

It is understood that the request for a contribution of \$5,000 would be split with \$3,000 to the tourism project and \$2,000 to the key worker housing project.

There is an allocation in the 2021/22 Annual Budget for area promotion, which includes a contribution to the Hotham Williams Economic Development Alliance (HWEDA). It is unlikely that this contribution will be made and it could be used to fund other projects.

In recent years the Shire has financially supported HWEDA to develop the Marradong Self Drive Trail and this should be taken into consideration in a decision to participate in another tourism strategy.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council advise the 4WDL VROC that:

1. it supports participation in a Key Worker Housing study in cooperation with other member local governments and will contribute up to \$2,000 to support the study; and
2. it declines the offer to participate in the Tourism Strategy development project due to its current investment in the Marradong Self Drive Trail Project.

8.2.4 Management of Bushfire Volunteers Policy

File Reference	5.10.7
Statutory Ref.	Work Health and Safety Act 2020
Author & Date	Geoff McKeown 11 November 2021
Attachments	Attachment 3 - draft Management of Bushfire Volunteers Policy

Background

At the recent 4WDL VROC Meeting held on 9 November 2021, the Shire of Wagin presented its recently adopted policy on the management of bushfire volunteers, which aims to recognise prior learning for experienced volunteers and set a standard of competency for those volunteers and also inexperienced volunteers.

Comment

With the introduction of the *Work Health and Safety Act 2020* (WHS Act) there have been concerns regarding the safety duties applicable to bushfire volunteers under the legislation and how they may impact volunteer bush fire brigades and farmers' response to bushfires.

In response to this the Shire of Wagin has adopted its own measures and advocated that other local governments could do the same.

DFES provides training for bushfire volunteers. In rural local governments there is a cohort of experienced volunteers who are unlikely to engage with this training. The proposed policy aims to capture these volunteers and also outline a list of basic competencies that all volunteers should attain. The Shire of Wagin indicated that Bushfire Volunteers (formerly the Association of Volunteer Bush Fire Brigades) endorsed its approach to this initiative.

A draft policy follows as an attachment, along with a draft certificate recognising prior learning and competencies.

In the absence of any other record of training held for bushfire volunteers, adoption and implementation of the policy will go some way towards managing the Shire's obligations under the WHS Act.

Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Adopt the Management of Bushfire Volunteers Policy; and
2. Approve the inclusion of the Policy in the Policy Manual to be published on the Shire's website.

O 1.33 Management of Bushfire Volunteers Policy

OBJECTIVE

This policy is designed to give guidance in managing the Shire's valuable bushfire volunteers in relation to their competency in fighting fires and expectations and requirements when attending a bushfire.

STATEMENT

The *Work Health and Safety Act 2020* does impact on the Shire's management of volunteers.

The Shire can adopt a structured approach to managing its registered bushfire volunteers.

The legislation indicates that volunteers are deemed to be 'workers' and the Shire has a duty of care with respect to their safety, training, performance and compliance.

Shire of Williams is adopting a protocol that recognises and addresses the issue of training. Recognition of Prior Learning, that is experience in fire situations, will be recognised and registered as a competency level.

Inexperienced volunteers will need undertake a basic introduction to fire safety and procedure training to eligible to receive a Shire Competency Certificate.

The Shire of Williams deems that a Bushfire Brigade Fire Control Officer and Deputy Chief Bushfire Control Officer are competent to assess a volunteer's recognition of prior learning status and to approve and sign a Competency Certificate.

Volunteers who attend bushfires are expected to have knowledge of, and agree to, the following:

- Follow orders of a Fire Control Officer (FCO)
 - Wear appropriate firefighting PPE
 - Understand and use the correct communication methods
 - Notify when arriving and leaving a fire ground
 - Ensure firefighting plant and equipment they use is operational.
-

Responsible Officer	Chief Executive Officer
History	Adopted new Policy 17 November 2021 (Res ##/##)
Delegation	
Relevant Legislation	Work Health and Safety Act 2020 Local Government Act 1995
Related Documentation	



**RECOGNISED PRIOR LEARNING ASSESSMENT FORM/
COMPETENCY CERTIFICATE**

Name: _____

Address: _____

Email: _____

Mobile Ph: _____

Date: _____

The Shire of Williams recognises that you have sufficient experience to be deemed a person who is competent in bushfire fighting.

The requirements for a BFB volunteer are:

- Following orders of a fire control officer (FCO)
- Wearing appropriate fire-fighting PPE
- Understanding and using the correct communication methods
- Notifying when arriving and leaving the fire grounds
- Ensuring firefighting plant and equipment is operational and all those who will use the equipment have been trained.

Should you become aware of any reason why you no longer have the capacity to hold this certificate, it is your obligation to surrender it forthwith.

I, _____ acknowledge and understand the above requirements of a bushfire brigade volunteer.

Signed: _____ Date: _____

Signed by the Bushfire Control Officer	Signed by the Deputy Chief Fire Control Officer	Signed by the Shire of Williams Chief Executive Officer
NAME.....	DAVID CARTER	GEOFF MCKEOWN
Date	Date	Date

8.2.5 Community Water Supply Program – Williams Golf Club

File Reference	13.60.50 and 11.70.55
Statutory Ref.	
Author & Date	Geoff McKeown 11 November 2021
Attachments	Nil

Background

The Shire submitted a grant application to the Department of Water (the Department) under the Community Water Supply Program. The project involves the installation of 2 x 250kl water tanks at the Williams Golf Club (the Club). The tanks will be filled from a bore that the Club installed in 2016. The water supply will be primarily for stock water in dry seasons but can also be used for firefighting and roadworks.

The Minister for Water has advised that the Shire's application was successful. The Department has provided a grant agreement that includes the following milestones for the project:

	Milestone	Milestone % payment	Milestone \$ payment	Original Milestone Date
1	Signing of Deed of Agreement	10%	\$4,903	October 2021
2	Agreement letter with the Williams Golf Club Order tanks Order pumps	30%	\$14,708	November 2021
3	Construct pad, hardstand area and vehicle access with crossovers – 4 days Install tank and fittings– 2 days	30%	\$14,708	January 2022
4	Connect water and power from bore to tank – 2 days Connect power to Clubhouse – 1 day	20%	\$9,805	February 2022
5	Final Completion / Project Close	10%	\$4,903	March 2023
		100%	\$49,025	

Comment

The first two milestones involve a deed of agreement with the Club to allow construction of the infrastructure on its property and agree to continued access to the bore and tanks. The Club will seek a level of consideration/compensation for agreeing to these arrangements.

The Club owns its property in freehold, so it is unique in terms of its relationship with the Shire, compared with other sporting clubs that use Shire provided facilities. Currently, the Shire supports the Club with the reimbursement of rates on the property. In 2021/22 the reimbursement was \$1,202.47. In addition, a discounted charge is applied to the fairway mowing done by the Shire. For the 2020 golf season the Shire's costs were \$11,824.10 and the Club was charged \$7,671.82, which amounted to a discount of \$4,152.28. The amount of mowing required each year can vary due to seasonal conditions.

There will be a direct cost to run the electric submersible pump that fills the tanks and the electric pump at the tanks that will fill trucks. An indirect cost will also be incurred for the additional maintenance on the access road off the Albany Highway to the location of the tanks. This will depend on how often the tanks are accessed.

A draft Deed of Agreement was presented to the Club.

On the 8 November 2021 Cr Baker and the CEO met with representatives of the Club. The representatives confirmed the Club's support for the project. They raised the following matters in relation to the draft Deed of Agreement:

- Public liability considerations with the public accessing the Club's property;
- Restricting access to the tank water to 'local' users only and not 'commercial' users;
- The Club having access to the water for its own stock watering;
- Installing a fence up to the turnaround point and having gates that discourage access further to the Clubhouse. The Club would be willing to install the fence and gates if the Shire paid for the materials;
- Including a term of the agreement, say 10 years, at which time it would be open for the parties to enter into a new agreement;
- Including a clause the addresses the relocation of the tank and pump infrastructure should the bore fail; and
- The Shire covering the cost of mowing the Club's fairways, calculated at the maximum of the average mowing hours over the last five (5) years, with the Club paying for any hours above that figure.

The average hours of mowing by the Shire over the past five (5) years, based on the Club's season, are as follows:

Year	Hours
2016	170.0
2017	88.5
2018	78.5
2019	77.0
2020	166.0
Average	116.0

Using the current charge rate of \$52.50 per hour, including GST, the income based on an average of 116 hours of mowing amounts to \$5,536.36 plus GST.

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.
- SCD 1.3 Maintain a safe and secure environment for the community.
- LUE 3.2 Investigate the implementation of sustainable water programs in town.

Financial Implications

The project grant requires a co-contribution. The total cost of the project is \$70,040 with the Community Water Supply Program Grant being \$49,025. The Shire will contribute \$15,215 and the Club has already contributed with an in-kind payment of \$5,800 towards the bore installation.

If the Shire negotiates an agreement for access with the Club that involves a monetary contribution over the term of the agreement there will be a further cost.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Acknowledges the receipt of funding of \$49,025 from the Department of Water under the Community Water Supply Program for the installation of water tank and pump infrastructure at the Williams Golf Club; and
2. Approves unbudgeted expenditure in accordance with section 6.8 *Local Government Act 1995* in the 2021/22 financial year to complete the project and acquit the grant.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council negotiate the terms of a Deed of Agreement to Access Community Water Supply with the Williams Golf Club that will apply to the installation and operation of water tank and pump infrastructure on land owned by the Club.

9 Elected Members' Motions of which Notice has been given

Nil

10 New Business of an Urgent Nature introduced by Decision of Meeting

10.1 Elected Members

Nil

10.2 Officers

Nil

11 Application for Leave of Absence

Nil

12 Closure of Meeting