



SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 19 MAY 2021

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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, declared the Meeting open at 4.06pm.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

Cr Jarrad Logie - President
Cr Natalie Major - Deputy President
Cr Moya Carne
Cr Gil Medlen (4.06pm to 5.47pm)
Cr Simon Harding
Cr Alex Watt
Cr Bob Baker
Cr Tracey Price
Cr Bernie Panizza

Staff

Geoff McKeown - Chief Executive Officer
Manuela Lenehan - Minute Taker

Visitors – Mel Durack and Nicole Ramsay (Peel Harvey Catchment Council)
and Helen Brookes (Urbaqua) (4.23pm to 5.17pm)

Apologies - Nil

Leave of Absence – Nil

3.0 Public Question Time

Nil

4.0 Petitions / Deputations / Presentations

The Peel Harvey Catchment Council representatives Mel Durack and Nicole Ramsay, along with Helen Brookes from Urbaqua joined the Meeting at 4.23pm to present information on of the Hotham-Williams River Action Plan.

Project Coordinator Mel Durack gave an overview of the various projects PHCC is working on, before moving on to explain the scope, methodology and sites being assessed as part of the River Action Plan. She also outlined a number of general recommendations incorporated in the Plan, and the support received from various parties.

Helen Brookes then presented a more detailed explanation of the three sites located in the Shire of Williams, including the various challenges they present and the proposed actions that need to be taken to remedy degradation and other issues.

Councillors were invited to ask questions and give comment on the details of the presentation.

Mel Durack, Nicole Ramsay and Helen Brookes left the meeting 5.17pm.

5.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	Cr Moya Carne / Councillor
Item No. / Subject	8.3.3 Williams Bowling Club
Type of Interest	Impartiality

6.0 Confirmation of Minutes of Previous Meetings

6.1 Ordinary Council Meeting Held 21 April 2021

Officer’s Recommendation

That the Minutes of the Ordinary Council Meeting held 21 April 2021, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Harding/Price

That the Minutes of the Ordinary Council Meeting held 21 April 2021, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0
Resolution 102/21**

6.2 General Meeting of Electors Held 20 January 2021

Section 5.33(1) of the *Local Government Act 1995* states that decisions made at electors’ meetings are to be considered at the next ordinary council meeting or, if that is not practicable:

- (a) at the first ordinary council meeting after that meeting; or
- (b) at a special meeting called for that purpose, whichever happens first

The General Meeting of Electors was held on 20 January 2021. There were no decisions made at the meeting that require the Council to make a decision in response. Therefore Minutes are presented for noting.

Officer’s Recommendation

That the Minutes of the General Meeting of Electors held 20 January 2021, as previously circulated, be noted.

Council Resolution

Harding/Watt

That the Minutes of the General Meeting of Electors held 20 January 2021, as previously circulated, be noted.

**Carried 9/0
Resolution 103/21**

7.0 Announcements by Presiding Member Without Discussion

Nil

8.0 Matters Which Require Decisions**8.1 Development and Regulatory Services****8.1.1 Building Permits**

File Reference	13.34.10
Statutory Ref.	<i>Building Act 2011, Building Regulations 2012</i>
Author & Date	Trevor Brandy 8 May 2021
Attachments	Nil

Background

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

Comment

Building Permits issued for the Month of April 2021:

Permit Number	Owner	Address	Description
455 A	Darren Waite	Lot 202 (175) Narrogin Road	Timber Framed Dwelling and Shed
455	Williams Mens Shed Head quarters	Lot 566 Brooking Street	Steel Framed Shed
456	Aubrey Fowler & Co.	8376 York/Williams Road	Steel Framed Fertiliser Shed

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Plan 2017 to 2032. Specifically, it relates to the following strategy(s);
CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

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

Voting Requirements

Simple Majority

Officer's Recommendation

That Council endorse the issue of Building Permits for the month of April 2021.

Council Resolution**Major/Harding**

That Council endorse the issue of Building Permits for the month of April 2021.

**Carried 9/0
Resolution 104/21**

8.2 Office of the Chief Executive Officer

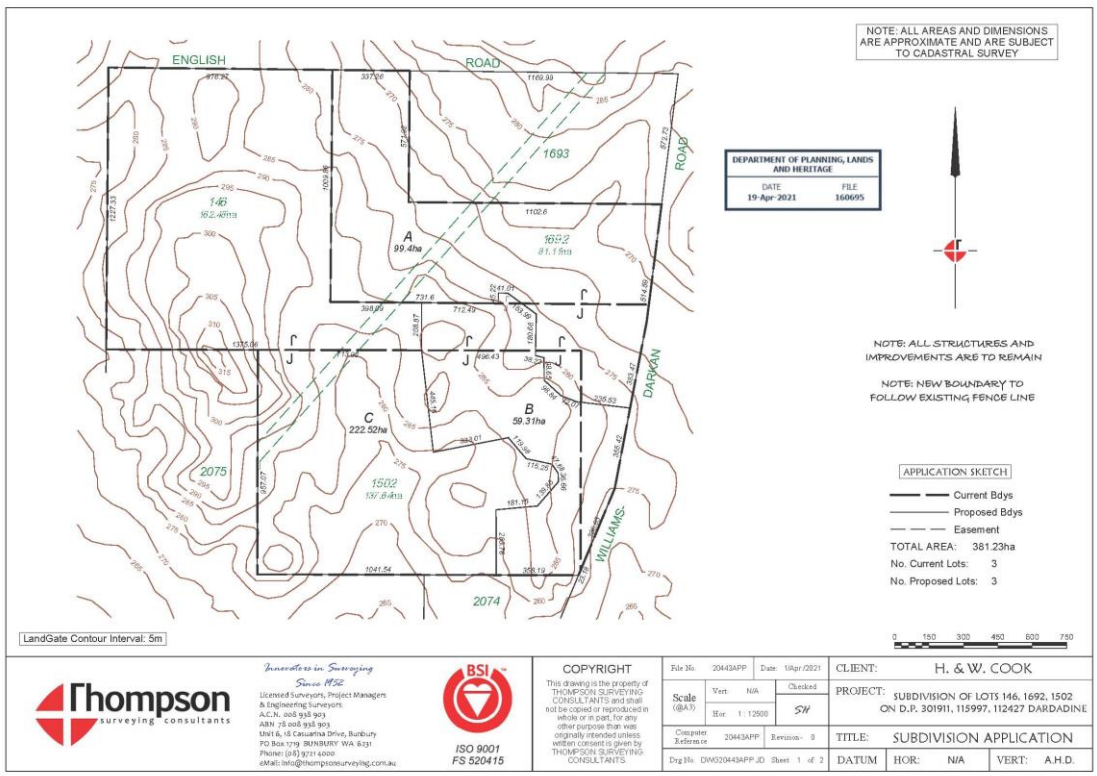
8.2.1 Proposed Subdivision Application – Lots 146, 1502 & 1692 Williams Darkan Road

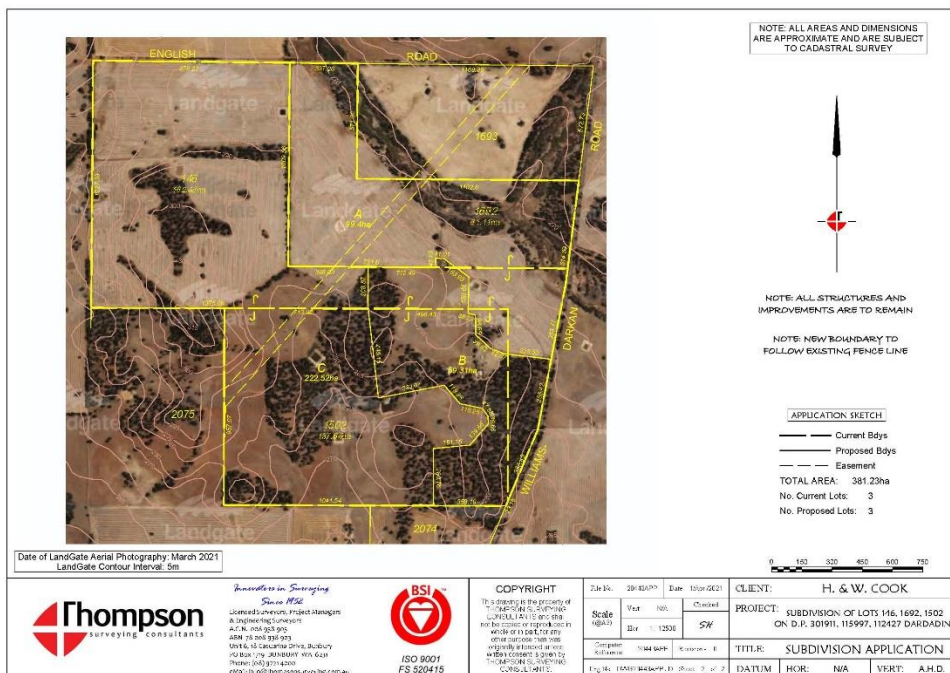
File Reference	10.64.20
Statutory Ref.	Shire of Williams Town Planning Scheme No.2
Author & Date	Geoff McKeown 13 May 2021
Attachments	Nil

Background

An application has been lodged with the Western Australian Planning Commission (WAPC) seeking planning approval to subdivide and amalgamate Lots 146, 1502 and 1692 Williams Darkan Road, Williams. The WAPC has referred the application to the Shire of Williams for comment (by 1 June 2021).

The lots included in the proposal are shown on the following plan. The proposal includes the subdivision of lots 146, 1502 and 1692 and creation of three new lots identified as Lots A, B and C on the plan.





Comment

➤ **Description of Application**

The letter of application includes the following supporting information:

“The land is zoned General Farming of the Shire of Williams Town Planning Scheme No.2 and comes under the effect of the scheme text. The land is also subject to the policies adopted by the WA Planning Commissions (WAPC) which in the case are the State Planning Policy 2.5 – Rural Planning Guidelines version 3 and DC Policy 3.4 – Subdivision of Rural Land.

I am mindful of DC Policy 3.4 which gives just a few reasons for being able to subdivide land within a General Farming or Rural Zoning. Section 6.3 Property rationalization to improve land management of this policy states:

“Many rural properties comprise multiple titles and landowners may wish to subdivide to achieve better land management. Subdivision may also present opportunities to create access to landlocked lots. Multiple lots in one ownership may be rationalized provided that:

- (a) *There is no increase in the number of lots;*
- (b) *The new boundaries achieve improved environmental and land management practices and minimize adverse impacts on rural land use;*
- (c) *No new roads are created, unless supported by the Local Government;*
- (d) *New vehicle access points on State roads are minimized; and*
- (e) *Rural living sized lots (1-40 hectares), created as a results of the rationalization, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.*

In instances where a subdivision only purposes to realign existing lot boundaries, where no change to the land use and/or landform is proposed, and no additional development is proposed, applications for property rationalization may be unconditional approved.”

The attached plan shows the existing and proposed lots to be created in consideration of the above points. Note:

- The realignment of lots meet the requirements of DC Policy 3.4;
- All lots created should front a gazette and constructed road;
- Lot A is formed by most of Lots 1692, the portion of Lot 146 fronting the Williams-Darkan Road and the northeast corner of Lot 1502 Lot A fronts the Williams-Darkan Road and English Road;
- Lot B (new proposed lot) is formed by a portion of Lots 1502, 146 & 1692 as per your sketch. Lot B fronts the Williams-Darkan Road;
- Lot C is formed by the remainder of Lot 1502 being amalgamated to the north western portion of Lot 146. Lot C fronts English Road;
- All of the land the subject of the Certificate of the Title Volume 1856 Folio 209 has a Memorial G246867 placed by the Agriculture Department to protect vegetation. Our clients have looked after the land as required by the Memorial but have specifically fenced off a section near the Williams Darkan Road to be total free of livestock to enhance the native vegetation regeneration. Lot B is designed to follow the existing fences that surrounds this vegetation and encompass the farms infrastructure.

➤ **Shire of Williams Town Planning Scheme No 2**

The lots are zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

Under the Shire's Scheme there is a general presumption against subdivision of rural land unless the lots have already been divided by a significant physical feature, the lots are for farm adjustment, the lots are for specific uses (recreation) or the lots are for the establishment of uses ancillary to the rural use of the land.

➤ **State Planning policy: Development Control Policy 3.4 – Subdivision of Rural Land**

There is also a general presumption against subdivision of rural land under the WAPC's Development Control Policy 3.4 ('DCP 3.4') which states that 'the creation of new or smaller lots will be by exemption'.

DCP 3.4 outlines exceptional circumstances where subdivision of rural land will be considered as followed:

- Re-alignment of boundaries with no increase in the number of lots.
- Protection of heritage places
- Homestead lots (between 1-20 hectares)
- For public utilities.

All applications are assessed in accordance with stringent criteria aimed at preventing fragmentation of rural land, maintaining lot sizes suitable for continued agriculture, and protecting agricultural land from ad-hoc unplanned subdivision.

The proposed subdivision application does not propose to increase the number of lots and therefore complies with the Shire's Scheme and WAPC Development Control Policy 3.4.

Accordingly, it is recommended that the application be supported.

➤ **Bush Fire Prone Mapping**

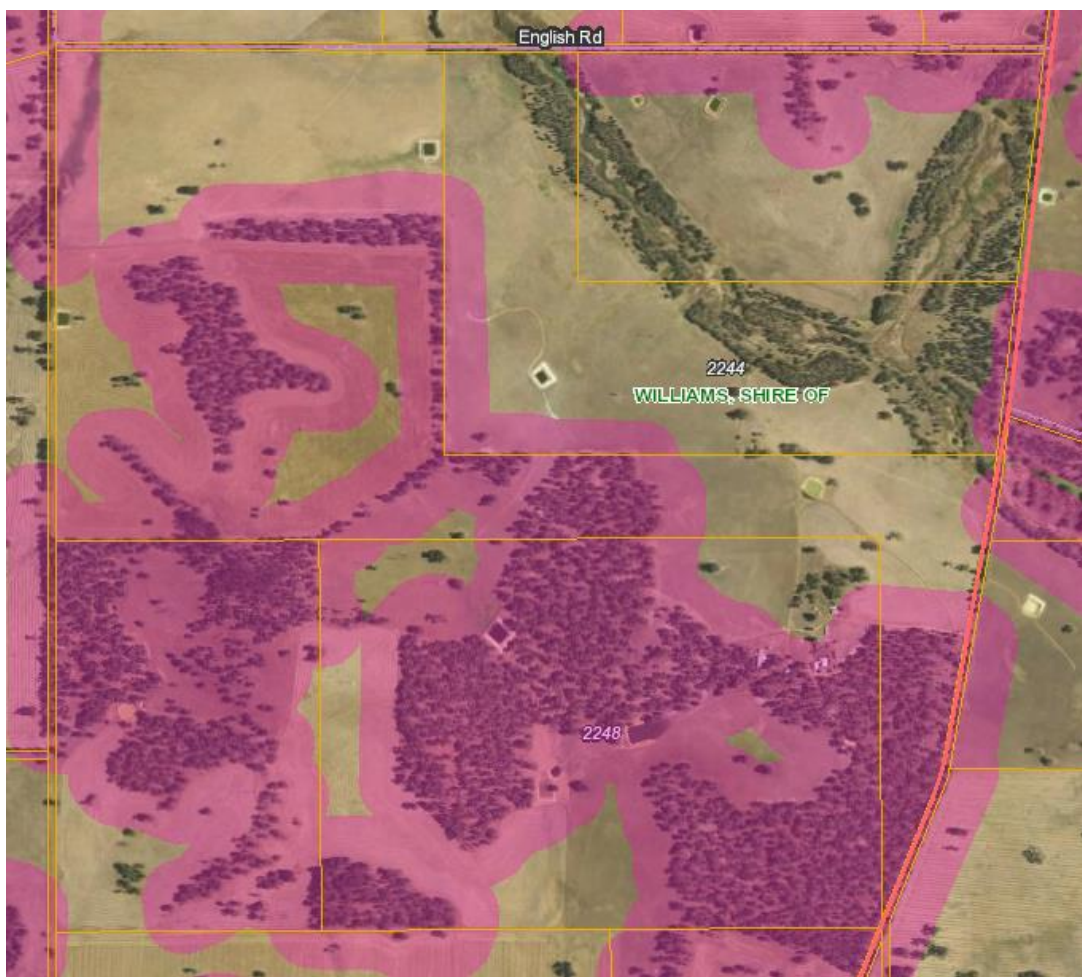
There is online mapping which identifies all land in bushfire prone areas for the whole of Western Australia – available on www.dfes.wa.gov.au. An extract of the map as it applies to lots that are the subject to this application is highlighted on the following page.

The bush fire prone areas have been designated by the Fire and Emergency Services Commissioner.

A new State Planning Policy, State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) was gazetted on Monday, 7 December 2016.

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.

SPP 3.7 requires all new subdivision applications entailing land identified as Bushfire Prone to be supported with a Bushfire Attack Level (BAL) contour map. However, the WAPC Planning Bulletin 111/2016 states that State Planning Policy 3.7 applies to applications for subdivision except for amalgamations or boundary realignments. As this proposed boundary realignment will not result in an increased bushfire risk, no detailed fire assessment is required at this stage. Any potential future development on the site will require appropriate assessment at that time.



Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 146, 1502 and 1692 Williams Darkan Road, Williams noting the following points:

1. The application complies with State Planning Policy: Development Control Policy 3.4 – Subdivision of Rural Land; and
2. Each proposed lot fronts a properly constructed road.

Council Resolution

Harding/Carne

That Council recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 146, 1502 and 1692 Williams Darkan Road, Williams noting the following points:

1. The application complies with State Planning Policy: Development Control Policy 3.4 – Subdivision of Rural Land; and
2. Each proposed lot fronts a properly constructed road.

**Carried 9/0
Resolution 105/21**

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

File Reference	12.15.33
Statutory Ref.	Land Administration Act 1997
Author & Date	Geoff McKeown 13 May 2021
Attachments	Nil

Background

At the December 2020 Ordinary Council Meeting the following resolution was passed:

Watt/Carne

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

1. *The Shire of Williams agrees to relinquish the required 471m² of land to Main Roads (MRWA) at no cost and no compensation will be payable under Part 10 of the Land Administration Act 1997 (LAA).*
2. *MRWA will be responsible for all survey and legal documentation costs associated with the transfer of the subject land to the State for road widening purposes.*
3. *MRWA will manage the road widening dedication process and keep the Shire updated on progress.*

4. The Shire agrees to provide access to the landowner of Lot 13917 via the land shown on Land Dealing Plan 2060-287 until the land is converted to road reserve.
5. The Shire will construct and meet the cost of extending the gravel driveways to the new amended boundaries of Lot 13917 and Loc D to a rural driveway standard.
6. If agreement is reached between all parties (including the adjoining landowner of Lot 13917) by January 2021, the Shire will undertake the construction of the driveway extensions in February 2021.
7. The Shire will cover the cost of and install a new agricultural fence and gates on the amended boundaries of Williams Loc D.

**Carried 7/1
Resolution 59/21**

This decision was communicated to Bailiwick Legal and Main Roads in December 2020.

Comment

Bailiwick Legal responded in April 2021 on behalf of its client stating:

"Thank you for the below correspondence and apologies for the delay in our response.

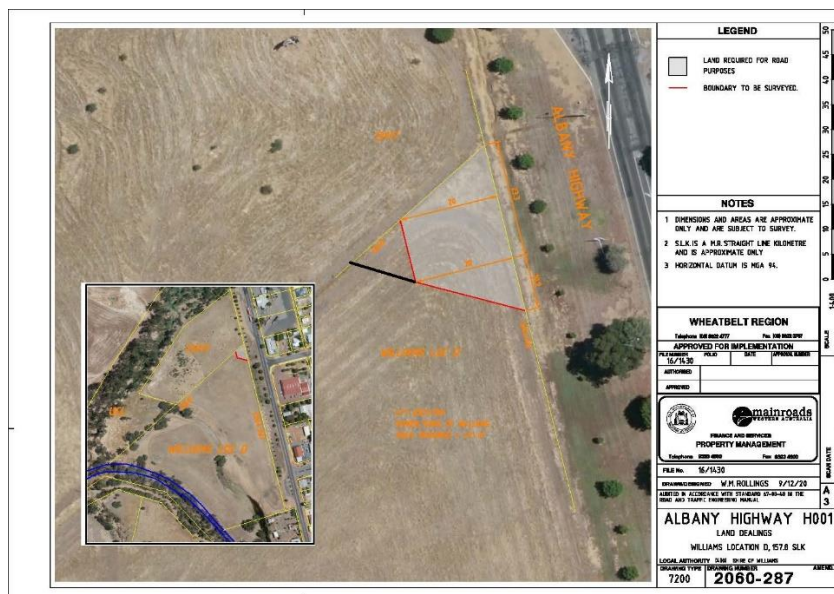
We confirm Main Roads' representation that an easement is not required for a crossover on this particular road reserve, and that our client is therefore not precluded from accessing the entirety of its land from any point along the eastern boundary.

Our client has considered the proposal put forward by Main Roads and the Shire but remains concerned that the crossover / resumption does not provide suitable access to our client's land. Our client instructs that if the proposed resumed land is extended along the southern boundary so that it forms a triangle to our client's land (as attached), this would be satisfactory.

Can you please provide us with Main Roads' / the Shire's position on this.

We confirm it remains our client's position that any resolution of this matter is to be recorded in a deed of settlement executed by all parties."

A marked-up plan was provided showing the request for an extended area, see below:



The request was considered at the April 2021 Ordinary Council Meeting and the following resolution was passed:

Major/Carne

That Council respond to the request to relinquish additional land for the purpose of providing access to Lot 13917 Albany Highway, Williams, as requested by Bailiwick Legal on behalf of Rapanui Nominees Pty Ltd, advising that the Council's position remains unchanged and the proposed frontage to the road widening is sufficient for access.

**Carried 5/2
Resolution 101/21**

Further correspondence was received from Bailiwick Legal on behalf of its client stating:

"We refer to your correspondence dated 22 April 2021 and note that the Shire has rejected our client's proposal as put forward in our email dated 12 April 2021.

We note that Main Roads has confirmed that an easement is not required for a cross over on the road reserve directly in front of our client's and the Shire's land. It therefore follows that our client is not precluded from accessing the entirety of its land from any point along such road reserve, being any point along our client's eastern boundary. It therefore also follows that the Shire's construction of the truck bay on the road reserve directly in front of our client's land is an obstruction and clearly prevents our client from exercising its rights as set out above.

Despite this, our client has indicated its willingness to discuss a resolution of the position our client has been put in, by no fault of its own, that allows the truck bay to remain whilst providing our client with access to its land as it is entitled.

Whilst it may be the Shire's position that the proposed land resumption (as outlined in December 2020 correspondence) meets the required guidelines for a rural driveway/cross over, our client instructs that it is not satisfactory for his use and needs and is clearly more restrictive than having access at any point along our client's eastern boundary as it is entitled.

Our client considers his position as outlined in our email dated 12 April 2021 to be an appropriate resolution of this matter. That being, that the southern boundary of the proposed land resumption be extended to form a triangle that meets our client's southern boundary so that the width of the proposed access to our client's land is the same as that of the proposed land resumption (being 34.2m). This position is also consistent with the proposal put forward by Main Roads and discussed at the meeting Mr Fowler attended on 18 November 2020 in any event.

We fail to see any material disadvantage to the Shire resulting from our client's proposal and respectfully ask the Shire to reconsider its response in light of the above.

Our client notes that Main Roads take no issue with our client's proposal as outlined in our email dated 12 April 2021.

We await to hear from you."

Strategic Implications

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

- ED 1.3 Promote land availability within the Shire for residential, industrial and commercial development
- LUE 4.1 Strive for high-quality, well-constructed and maintained local road network

Financial Implications

The Shire of Williams initially offered approximately 471m² of freehold land to become road reserve and to construct a 20m section of road to a rural road standard.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council again respond to the request to relinquish additional land for the purpose of providing access to Lot 13917 Albany Highway, Williams, as requested by Bailiwick Legal on behalf of Rapanui Nominees Pty Ltd, advising that the Council's position remains unchanged and the proposed frontage to the road widening is sufficient for access.

If Council wishes to revoke its decision made at the April 2021 Ordinary Council Meeting in favour of an alternation position it needs to comply with the provision of the *Local Government (Administration) Regulations 1996*. Specifically regulation 10(1) and 10(2), which state:

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.

Voting Requirements

Absolute Majority

Officer's Alternative Recommendation

That Council agrees to the request to relinquish additional land, as identified in the marked-up plan provided, for the purpose of providing access to Lot 13917 Albany Highway, Williams, as requested by Bailiwick Legal on behalf of Rapanui Nominees Pty Ltd.

Council Resolution

Carne/Watt

That Council again respond to the request to relinquish additional land for the purpose of providing access to Lot 13917 Albany Highway, Williams, as requested by Bailiwick Legal on behalf of Rapanui Nominees Pty Ltd, advising that the Council's position remains unchanged and the proposed frontage to the road widening is sufficient for access.

**Carried 8/1
Resolution 106/21**

8.2.3 Policy for Temporary Employment or Appointment of CEO

File Reference	4.20.15
Statutory Ref.	Local Government Act 1995 section 5.39C
Author & Date	Geoff McKeown 13 May 2021
Attachments	Temporary Employment or Appointment of CEO Policy

Background

New legislation requires all local governments to adopt a policy that deals with:

- a) the employment of a person in the position of CEO for a term not exceeding 1 year; and
- b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

Section 5.39C of the Local Government Act 1995 states:

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following —
 - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

- (2) A local government may amend* the policy.

* Absolute majority required.

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (4) The CEO must publish an up-to-date version of the policy on the local government’s official website.

Comment

In its guidance on the subject, the Department of Local Government, Sport and Cultural Industries (DLGSC) notes:

“Where the role of CEO is not fulfilled for a significant period, this leads to increased risk to the operations and governance of the local government. Therefore, local governments are required to develop and implement a policy that outlines the arrangements to temporarily replace a CEO for any period less than twelve months, for example, when a CEO is on planned or unplanned leave. The policy must include the decision-maker(s) for appointing an acting CEO.

As an example, the policy may include employee position titles, specifying that the Council considers a person holding these positions to be suitably qualified and experienced for the position of CEO. In addition, the policy should also include a methodology for the CEO to appoint an Acting CEO from the listed positions for a period of absence of up to four weeks; however any decision regarding the appointment of an Acting CEO for any period exceeding four weeks must be made by the council.

The policy must be made available on the local government's official website”.

A draft policy titled “C 3.7 Temporary Employment or Appointment of CEO Policy” has been prepared and appears below as Attachment 1. It should be noted that the Policy also includes reference to designated senior employees.

The draft Policy was discussed by Council at the April 2021 Ordinary Council Meeting. Council requested greater clarity in the Policy for the situation where a person is appointed by Council in the position of CEO, as opposed to an acting role during a period of short term leave or emergency. The draft Policy has been amended accordingly.

Strategic Implications

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

- CL 2.2 Maintain accountability, transparency and financial responsibility.
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

In the event of the CEO being absent a cost may be incurred for the appointment of a person to act in the role.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Adopt the Temporary Employment or Appointment of CEO Policy pursuant to section 5.39C *Local Government Act 1995*;
2. Approve the inclusion of the Policy in the Policy Manual to be published on the Shire's website; and
3. Designate the Manager of Finance and Works Supervisor as senior employees pursuant to section 5.73(1) *Local Government Act 1995*.

Council Resolution

Major/Harding

That Council:

1. Adopt the Temporary Employment or Appointment of CEO Policy pursuant to section 5.39C *Local Government Act 1995*;
2. Approve the inclusion of the Policy in the Policy Manual to be published on the Shire's website; and
3. Designate the Manager of Finance and Works Supervisor as senior employees pursuant to section 5.73(1) *Local Government Act 1995*.

**Carried by Absolute Majority 9/0
Resolution 107/21**

C 3.7 Temporary Employment or Appointment of CEO Policy

OBJECTIVE

To outline the process by which Council appoints an Acting Chief Executive Officer, as required by Section 5.39C(1)(a) and (b) of the *Local Government Act 1995*.

STATEMENT

Council is responsible for the appointment of its CEO and the appointment of an Acting CEO.

GUIDELINES

To ensure clarity around functions and delegated authority, the following process occurs for appointment of an Acting CEO.

Employment of a person in the position of CEO for a term not exceeding one year

Council must approve, by Council resolution, a person to be appointed in the position of CEO for a term not exceeding one year.

In accordance with section 5.36(2)(b) and 5.41 of the *Local Government Act 1995*, Council must believe the person is suitably qualified for the position and can carry out the functions of a CEO and is satisfied with the provision of the proposed employment contract*.

*Absolute Majority required.

Appointment of an employee to act in the position of CEO for a term not exceeding one year

For the purposes of Section 5.36 (2) of the *Local Government Act 1995*, the Council has determined that the Manager of Finance is suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:

1. The term of appointment is no longer than 20 working days consecutive;
2. That the employee's employment conditions are not varied other than the employee is entitled to, at the CEO's discretion, a salary no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Manager of Finance is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

Pursuant to Section 5.37(1) of the *Local Government Act 1995*, the following employees are designated as senior employees –

- a) Manager of Finance; and
- b) Work Supervisor.

Responsible Officer	Chief Executive Officer
History	Adopted May 2021 (Resolution ../21)
Delegation	
Relevant Legislation	<i>Local Government Act 1995</i> sections 5.36(2), 5.37(1) and 5.39C
Related Documentation	

8.2.4 Use of Common Seal and Actions Performed Under Delegated Authority

File Reference	4.50.60
Statutory Ref.	Sections 5.42 and 9.49A <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 13 May 2021
Attachments	Nil

Background

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

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

Comment

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

- **Investment of Shire Monies – Delegation LGA4**

Delegation - The Chief Executive Officer has delegated authority, subject to Part 3 of the *Trustees Act 1962*, to invest money held in the Municipal Fund or the Trust Fund that is not, for the time being, required by the local government for any other purpose.

Action - The Chief Executive Officer approved a transfer of:

1. \$400,000.00 from the WA Treasury Corporation Overnight Cash Facility to the Municipal Fund Cash Management Account to earn interest.
2. \$200,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors.

- **Debt, Write-Off, Waiver or Concession – Delegation LGA9**

Delegation - The Chief Executive Officer has delegated authority to write-off debts and grant concessions in relation to any amount of money, up to an amount of \$200.00.

Action - The Chief Executive Officer authorised the waiver of the RSL Hall Hire fee of \$46.00 for square dancing lessons for seniors through the "Stay on Your Feet" program to be held on the 20 May 2021.

Action - The Chief Executive Officer authorised the waiver of the Pavilion Hire fee of \$74.00 for a meeting and kitchen & BBQ usage for a community event titled, 'An Audience with Road Trauma Support WA' conducted by Road Trauma Support counsellors.

- **Payment of Creditors – Delegation FMR1**

Delegation - Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in regard to the making of payments from the municipal and trust funds.

Action - Payments from the Municipal Fund and Trust Fund as per financial report attached 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.
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of March and April 2021.

Council Resolution

Harding/Major

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of March and April 2021.

**Carried 9/0
Resolution 108/21**

8.3 Corporate and Community Services

8.3.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 12 May 2021
Attachments	Payment listing for month ending 30 April 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 104878 – 104881 totalling \$377,034.05 approved by the Chief Executive Officer during the month of April 2021 be endorsed.

Council Resolution

Watt/Carne

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104878 – 104881 totalling \$377,034.05 approved by the Chief Executive Officer during the month of April 2021 be endorsed.

**Carried 9/0
Resolution 109/21**

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 APRIL 2021

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/04/2021	WA SUPER	Superannuation - March 2021	\$ 17,468.87
07/04/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 07/04/2021	\$ 43,946.81
08/04/2021	FDC EDUCATORS	FDC Educators PE 04/04/2021	\$ 21,114.07
15/04/2021	STEVE'S TRANSPORTABLES	11855 - Disabled Toilet (Men's Shed)	\$ 7,111.50
15/04/2021	BUILDING AND ENERGY (EFT)	BSL collection - March 2021	\$ 246.81
16/04/2021	WILLIAMS PRIMARY SCHOOL P&C ASSOCIATION	11768 - Tulips (Parks & Gardens)	\$ 1,089.00
21/04/2021	FDC EDUCATORS	FDC Educators PE 18/04/2021	\$ 18,185.84
22/04/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 21/04/2021	\$ 44,977.59
29/04/2021	AVON WASTE	11015 - Monthly Refuse Charges March 2021	\$ 11,089.42
29/04/2021	BELVEDERE NURSERY (EFT)	11877 - Fertiliser	\$ 64.00
29/04/2021	BERTY BEE'S GARDENING	11883 - Contract Gardening Services - March 2021	\$ 1,716.00
29/04/2021	BEST OFFICE SYSTEMS	11561 - Monthly Printing/Copying Charges	\$ 437.90
29/04/2021	BOC Ltd (EFT)	11566 - March 2021 Container Service Fee	\$ 43.32
29/04/2021	BODDINGTON MEDICAL CENTRE	11866 - Support Doctor's Visit to Williams, 1st Qtr 2021	\$ 972.00
29/04/2021	BOYA EQUIPMENT (EFT)	11834 - Filters (Skid Steer)	\$ 88.58
29/04/2021	BP TRUST (EFT)	11551 - Monthly Fuel & Refreshments Account	\$ 436.54
29/04/2021	CJD EQUIPMENT PTY LTD (EFT)	11837 - Parts (Excavator)	\$ 729.85
29/04/2021	CORNER'S AUTOMOTIVE ELECTRICS	11823 - New Battery (Roller)	\$ 280.50
29/04/2021	DOWN TO EARTH TRAINING & ASSESSING	11916 - Staff Training (Works)	\$ 1,746.00
29/04/2021	DS AGENCIES PTY LTD	11896 - Table Setting (Cullen Park)	\$ 3,844.50
29/04/2021	DUFF ELECTRICAL CONTRACTING	11954 - Repair Light (12 Jamtree Lane)	\$ 68.44
29/04/2021	EXPRESS PRINT (EFT)	11914 - Vehicle Pre-Start Books	\$ 902.00
29/04/2021	EXTERIA (EFT)	11853 - Gazebo (Sandalwood Ct)	\$ 10,022.10
29/04/2021	FUEL DISTRIBUTORS OF WA PTY LTD (EFT)	11926 - Bulk Fuel	\$ 11,340.27
29/04/2021	GOODYEAR DUNLOP TYRES P/L BEAUREPAIRES)	11831 & 11927 - Tyre Repairs (Various)	\$ 1,419.97
29/04/2021	HARMONY SOFTWARE	Educators' Software Fees, Month of March 2021	\$ 214.50
29/04/2021	HOST DIRECT (EFT)	11971 - Kitchen Supplies (Pavilion)	\$ 76.45
29/04/2021	IRRI-TEC	11929 - Urgent Call-out (Oval Dam Pump & Controller)	\$ 5,317.40
29/04/2021	ITR PACIFIC PTY LTD	11836 & 11907 - Parts (Excavators)	\$ 562.72
29/04/2021	JP UPHOLSTERY & CANVAS	11854 - Shadesail for Numbat Sculpture	\$ 2,500.00
29/04/2021	LANDGATE (EFT)	Valuations	\$ 6,594.06
29/04/2021	LOVEGROVE TURF SERVICES PTY LTD	11930 - Verti-mowing Football Oval	\$ 5,610.00
29/04/2021	M & J DYKE PTY LTD	11833 - Repair (Posi-Trailer)	\$ 64.08
29/04/2021	MELCHIORRE PLUMBING & GAS	11965, 11895, 11975 - Plumbing Works (Various)	\$ 2,847.68
29/04/2021	METRO COUNT (EFT)	11934 - Parts for Traffic Counter	\$ 66.00
29/04/2021	MOORE AUSTRALIA (WA) PTY LTD	11765 - Staff Training (C Ryan)	\$ 1,925.00
29/04/2021	NARROGIN CHAMBER OF COMMERCE INC (EFT)	Narrogin Chamber of Commerce M/ship	\$ 265.00
29/04/2021	NARROGIN FURNISHINGS (EFT)	11967 - Blinds (Aged Unit)	\$ 1,700.00
29/04/2021	NARROGIN MAZDA (EFT)	11769 - Service (Mazda)	\$ 310.83
29/04/2021	PAUL BABIC.	11548 - Refurbishment (Aged Unit)	\$ 9,440.00
29/04/2021	PEEL HARVEY CATCHMENT COUNCIL	NRM Officer Contribution 2020/2021	\$ 5,500.00
29/04/2021	PRICE'S FABRICATION AND STEEL	11582 - Start Payment (Men's Shed)	\$ 25,565.68
29/04/2021	PRIME AG SERVICES - WILLIAMS (EFT)	11932 - Monthly Account for March 2021	\$ 760.00
29/04/2021	RECKON LTD (EFT)	11770 - Reckon Subscription (2 Licences)	\$ 780.00
29/04/2021	REGIONAL FIRE & SAFETY	11764 - Fire Equipment Service	\$ 2,450.80
29/04/2021	REPCO	11821 - Floor Trolley	\$ 78.85
29/04/2021	SHIRE OF WAGIN (EFT)	EHO Expenses	\$ 6,828.25
29/04/2021	SOUTH WEST ISUZU (EFT)	11832 - Parts (Various Vehicles)	\$ 534.59
29/04/2021	STAR TRACK EXPRESS	Freight ex Host Direct	\$ 56.55
29/04/2021	T-QUIP (EFT)	11824, 11827, 11829 - Parts (Toro Mower)	\$ 3,876.00
29/04/2021	THE GOODS (EFT)	11544, 11959, 11969 - Cleaning Products	\$ 2,196.47
29/04/2021	THE WILLIAMS COMMUNITY NEWSPAPER. (EFT)	11597 - Photocopy Charges for Shire Notes	\$ 60.00
29/04/2021	THE WILLIAMS WOOL SHED. (EFT)	11925 - Refreshments (Staff Training)	\$ 199.20
29/04/2021	TOLL TRANSPORT PTY LTD	Freight (Various)	\$ 645.43
29/04/2021	TOWN PLANNING INNOVATIONS	General Planning Advice for March 2021	\$ 433.13
29/04/2021	WA CONTRACT RANGER SERVICES	11890 - Ranger Services	\$ 1,122.00
29/04/2021	WILLIAMS COMMUNITY RESOURCE CENTRE	Seniors' Excursion, Library Service, Printing	\$ 11,492.07
29/04/2021	WILLIAMS HOTEL - STRICKO'S (EFT)	11968 - Refreshments	\$ 59.99
29/04/2021	WILLIAMS NEWSAGENCY	Monthly Account - March 2021	\$ 60.10
29/04/2021	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - March 2021	\$ 1,438.36

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 APRIL 2021

DATE	NAME	DESCRIPTION	AMOUNT
29/04/2021	WILLIAMS RUSTIC GROCER	Monthly Refreshments & Consumables, March 2021	\$ 189.05
29/04/2021	WILLIAMS SJA SUB CENTRE (EFT)	SJA Subscriptions Collected in March 2021	\$ 228.00
29/04/2021	WP & ST DUFFIELD	11933 - Gravel for Roadworks (Quindanning-Darkan Rd)	\$ 8,484.00
29/04/2021	MISTER YARDMAN	11891 - Rotary Hoe Quindanning Playground	\$ 132.00
08/04/2021	TELSTRA	Monthly Phone Charges	\$ 449.91
15/04/2021	AUSTRALIAN COMMUNICATIONS & MEDIA AUTH	Communications Tower Licence	\$ 114.00
15/04/2021	SYNERGY	Electricity Consumption (Various)	\$ 2,937.53
19/04/2021	TELSTRA	Monthly Phone Charges (Various)	\$ 210.45
22/04/2021	AUSTRALIAN TAXATION OFFICE	BAS March 2021	\$ 16,326.00
28/04/2021	TELSTRA	Pool Telephone to 19/4/2021	\$ 32.60
28/04/2021	SYNERGY	Electricity to Swimming Pool 16/3/2021 to 20/4/2021	\$ 1,308.05
01/04/2021	WESTNET	Monthly CEO Internet Charges, April 2021	\$ 54.99
06/04/2021	CBA	CBA - Merchant Fees March 2021	\$ 347.89
16/04/2021	ANZ CARDS	Monthly Credit Card Expenses x 3	\$ 2,867.41
07/04/2021	WATER CORPORATION.	Water Consumption Charges	\$ 11,050.27
28/04/2021	WATER CORPORATION.	Water Consumption Charges	\$ 31,135.98
28/04/2021	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, March 2021	\$ 174.40
29/04/2021	SHIRE OF WILLIAMS	Rego (Trailer)	\$ 18.45
			<u>\$ 377,034.05</u>

8.3.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 12 May 2021
Attachments	Financial Statements ending 30 April 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 30 April 2021 be received.

Council Resolution**Harding/Price**

That the financial statements presented for the period ending 30 April 2021 be received.

Carried 9/0
Resolution 110/21



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 30 April 2021

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

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Statement of Financial Activity by Program

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Note 2	Explanation of Material Variances
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Note 4	Receivables
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Note 7	Borrowings
Note 8	Grants and Contributions
Note 9	Trust Fund
Note 10	Budget Amendments

Prepared by : Manager of Finance
Date prepared : All known transactions up to 12 May 2021

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 30 APRIL 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 BY PROGRAM
FOR THE PERIOD ENDED 30 APRIL 2021**

	Note	Adopted Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1(b)	392,035	392,035	386,912	(5,123)	(1%)	
Revenue from operating activities							
Governance		19,949	19,699	19,449	(250)	(1%)	
General Purpose Funding - Rates	5	1,966,047	1,966,047	1,966,522	475	0%	
General Purpose Funding - Other		242,571	185,247	190,500	5,253	3%	
Law, Order and Public Safety		52,867	34,220	37,272	3,052	9%	
Health		400	333	773	440	132%	
Education and Welfare		332,801	287,176	319,485	32,309	11%	▲
Housing		252,122	170,043	169,111	(932)	(1%)	
Community Amenities		199,852	155,253	167,559	12,306	8%	▲
Recreation and Culture		44,474	38,999	42,904	3,905	10%	
Transport		111,690	89,115	104,847	15,732	18%	▲
Economic Services		115,154	102,878	140,684	37,806	37%	▲
Other Property and Services		64,230	53,858	74,390	20,532	38%	▲
		3,402,157	3,102,869	3,233,496	130,627		
Expenditure from operating activities							
Governance		(205,370)	(162,174)	(139,329)	22,845	14%	▲
General Purpose Funding		(90,051)	(76,993)	(74,046)	2,947	4%	
Law, Order and Public Safety		(111,406)	(97,804)	(97,313)	491	1%	
Health		(61,302)	(51,085)	(42,681)	8,404	16%	▲
Education and Welfare		(353,525)	(297,658)	(279,288)	18,370	6%	▲
Housing		(194,893)	(171,851)	(155,326)	16,525	10%	▲
Community Amenities		(307,745)	(251,813)	(240,591)	11,222	4%	
Recreation and Culture		(766,025)	(644,013)	(675,629)	(31,616)	(5%)	
Transport		(1,598,367)	(1,334,583)	(1,232,542)	102,041	8%	▲
Economic Services		(176,976)	(150,613)	(161,863)	(11,250)	(7%)	▼
Other Property and Services		(108,977)	(146,894)	(174,226)	(27,332)	(19%)	▼
		(3,974,637)	(3,385,481)	(3,272,834)	112,647		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,267,984	1,061,654	1,054,387	(7,267)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	0	0	(15,273)	(15,273)		▼
Adjust Provisions and Accruals		5,144	0	61	61		
Amount attributable to operating activities		700,648	779,042	999,838	220,796		
Investing Activities							
Grants, Subsidies and Contributions	8	826,022	504,600	504,873	273	0%	
Proceeds from Disposal of Assets	6	52,000	52,000	67,273	15,273	29%	▲
Proceeds from Self Supporting Loans		15,966	15,966	15,966	0	0%	
Capital Acquisitions	6	(2,133,525)	(1,691,452)	(1,673,067)	18,385	1%	
Amount attributable to investing activities		(1,239,537)	(1,118,886)	(1,084,955)	33,931		
Financing Activities							
Proceeds from New Borrowings		100,000	100,000	100,000	0	0%	
Transfer from Reserves	3	240,856	0	0	0		
Repayment of Debentures		(102,462)	(71,149)	(71,149)	0	0%	
Transfer to Reserves	3	(91,540)	(4,462)	(3,006)	1,455	33%	▲
Amount attributable to financing activities		146,854	24,389	25,845	1,455		
NET OPERATIONS, CAPITAL, FINANCING		(392,035)	(315,455)	(59,272)	256,182		
CLOSING FUNDING SURPLUS (DEFICIT)	1(b)	0	76,580	327,640	251,059		

KEY INFORMATION

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

OPERATING ACTIVITIES
NOTE 1(b)
ADJUSTED NET CURRENT ASSETS

	Note	Year to Date Actual 30 Apr 2021	This Time Last Year 30 Apr 2020	This Years Opening 1 July 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	743,655	542,067	854,072
Cash Restricted	3	767,864	966,393	764,857
Receivables - Rates	4	17,218	30,342	21,700
Receivables -Other	4	88,338	41,637	78,744
Accrued Revenue		0	0	3,608
Loans Receivable - clubs	7	0	0	15,966
Inventories		35,301	18,208	27,564
		<u>1,652,376</u>	<u>1,598,647</u>	<u>1,766,511</u>
Less: Current Liabilities				
Payables		(151,545)	(75,280)	(213,981)
Contract Liabilities	8	(69,462)	(52,573)	(48,870)
Provisions		(356,517)	(325,680)	(356,517)
Long Term Borrowings	7	(31,313)	(30,311)	(102,462)
		<u>(608,838)</u>	<u>(483,844)</u>	<u>(721,830)</u>
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(767,864)	(966,393)	(764,857)
Less: Loans Receivables	7	0	0	(15,966)
Add: Leave Entitlements Cash Backed		20,652	15,556	20,591
Add: Long Term Borrowings	7	31,313	30,311	102,462
Adjusted Net Current Assets		327,640	194,278	386,911

SIGNIFICANT ACCOUNTING POLICIES

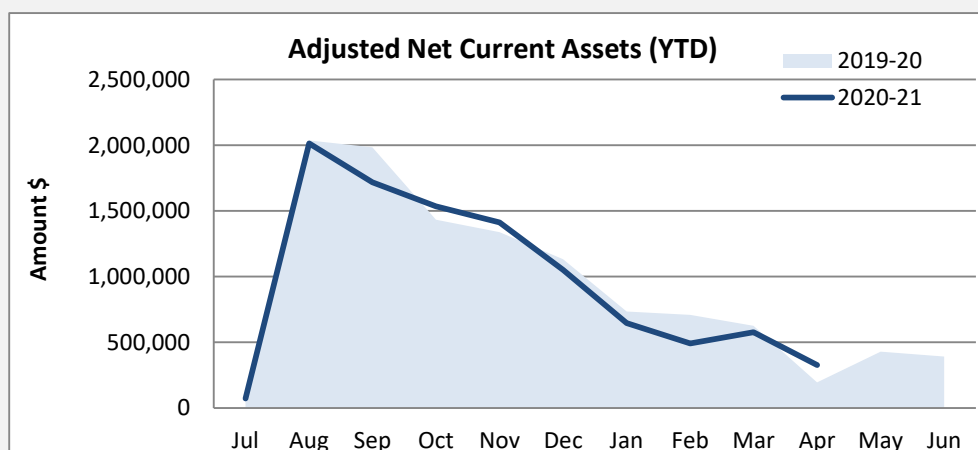
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

KEY INFORMATION

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

This Year YTD
Surplus (Deficit)
\$327,640

Last Year YTD
Surplus(Deficit)
\$194,278



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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 2020/21 year is \$5,000 or 5% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(250)	(1%)			
General Purpose Funding - Rates	475	0%			
General Purpose Funding - Other	5,253	3%			
Law, Order and Public Safety	3,052	9%			
Health	440	132%			
Education and Welfare	32,309	11%	▲	Timing	Childcare income exceeding budget expectations by \$58,000. No Reimbursement of Photocopier of \$18,000 from The Williams as it did not proceed.
Housing	(932)	(1%)			
Community Amenities	12,306	8%	▲	Timing	Income for Refuse Site Fees above budget estimate.
Recreation and Culture	3,905	10%			
Transport	15,732	18%	▲	Permanent	Profit on "trade in" of Giga Truck.
Economic Services	37,806	37%	▲	Permanent	Building permits and sale of water exceeding budget estimates.
Other Property and Services	20,532	38%	▲	Permanent	Paid Parental Leave reimbursements not budgeted for and Private Works exceeding budget estimate.
Operating Expense					
Governance	22,845	14%	▲	Timing	Delay in spend of Members Expenses
General Purpose Funding	2,947	4%		Permanent	Federal Assistance Grant slightly more than budget estimate.
Law, Order and Public Safety	491	1%			
Health	8,404	16%	▲	Timing	Mosquito Control expenses may still occur.
Education and Welfare	18,370	6%	▲	Permanent	Allocation for purchase of photocopier has now been purchased directly by "The Williams" newspaper.
Housing	16,525	10%	▲	Permanent	Change in depreciation due to re-allocation to correct program
Community Amenities	11,222	4%			
Recreation and Culture	(31,616)	(5%)		Permanent	Change in depreciation due to re-allocation to correct programs.
Transport	102,041	8%	▲	Timing	Road maintenance works ongoing. This is expected to be in line with budget as construction works come to an end.
Economic Services	(11,250)	(7%)	▼	Permanent	Take up of COVID-19 Stimulus less than expected + costs of water overbudget in line with income in water sales.
Other Property and Services	(27,332)	(19%)	▼	Timing	Public works overhead under allocated due to holidays in April. This should turn around in May and June.
Investing Activities					
Grants, Subsidies and Contributions	273	0%			
Proceeds from Disposal of Assets	15,273	29%	▲	Permanent	Trade In of Giga Truck more than budget estimate.
Capital Expenses	18,385	1%	▼	Permanent	Overbudget Gravel Sheeting Culbin-Boranning Rd.
			▲	Permanent	Underbudget Gravel Sheeting English Rd
			▲	Permanent	Purchase of new Truck less than budgeted.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

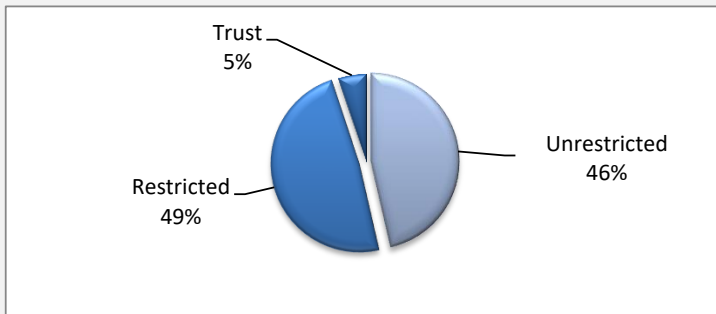
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	129,746			129,746	ANZ	0.00%	At Call
Municipal Cash Investment	200,151			200,151	ANZ	0.05%	At Call
Trust Bank Account			80,008	80,008	ANZ	0.00%	At Call
Term Deposits							
Reserves		767,864		767,864	ANZ	0.05%	24-Jun-21
Treasury							
Overnight Cash Deposit	403,944			403,944	Treasury	0.05%	Overnight
Total	734,441	767,864	80,008	1,582,312			

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
\$1.58 M	\$0.73 M

CASH BACKED RESERVES

Reserve Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Service Leave Reserve	20,591	144	61	5,000	0	0	0	25,735	20,652
Plant Reserve	179,117	1,254	928	40,000	0	(109,108)	0	111,263	180,045
Building Reserve	291,381	2,040	988	20,000	0	(90,000)	0	223,421	292,369
Joint Venture Housing Reserve	105,128	736	366	10,000	0	0	0	115,864	105,494
Recreation Facilities Reserve	122,825	860	483	10,000	0	(41,748)	0	91,937	123,308
Art Acquisition Reserve	8,783	61	35	0	0	0	0	8,844	8,818
Refuse Site Reserve	24,196	169	95	0	0	0	0	24,365	24,291
Community Chest Reserve	12,835	90	50	1,186	0	0	0	14,111	12,885
Total	764,856	5,354	3,006	86,186	0	(240,856)	0	615,540	767,862

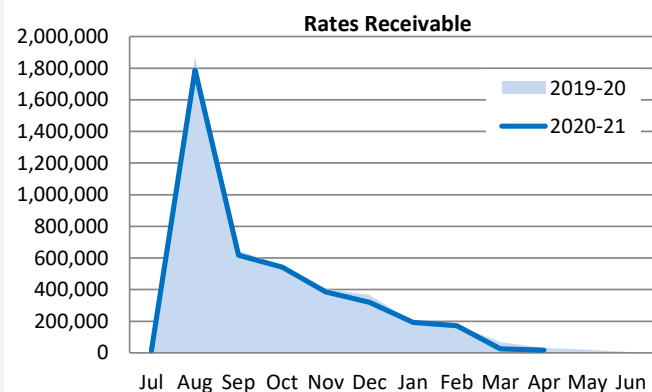
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	30 Apr 2021	30 June 2020
	\$	\$
Opening Arrears Previous Years	21,700	25,034
Rates - Levied this year	1,927,597	1,889,254
Rubbish - Levied this year	158,852	155,506
ESL - Levied this year	57,920	57,547
<u>Less</u> Collections to date	(2,148,851)	(2,105,641)
Net Rates Collectable	17,218	21,700
% Collected	99.21%	98.98%

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.



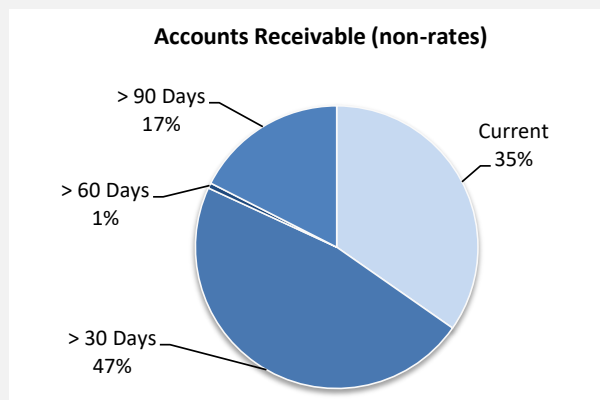
Collected	Rates Due
99%	\$17,218

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	30,657	41,666	538	15,477
Percentage	34.70%	47.17%	0.61%	17.52%
Total Receivables General Outstanding				88,338

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
\$88,338
Over 30 Days
65.30%
Over 90 Days
17.52%

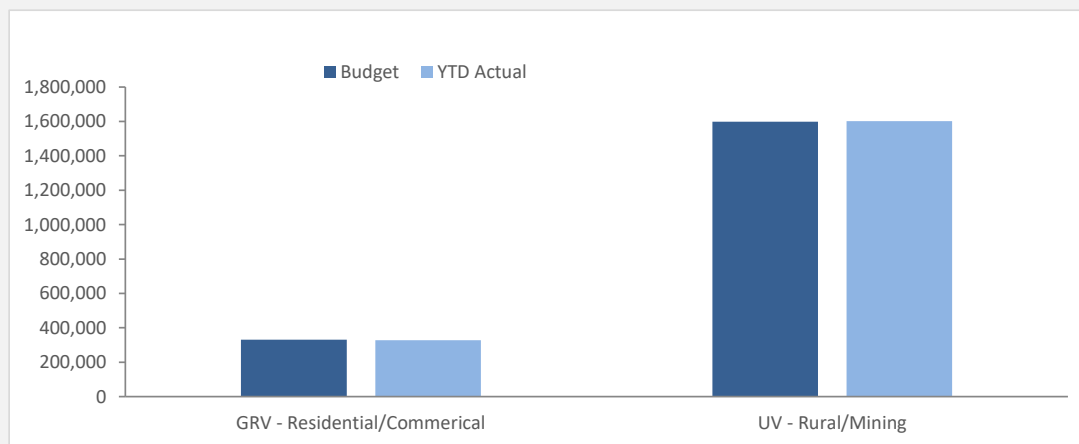
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

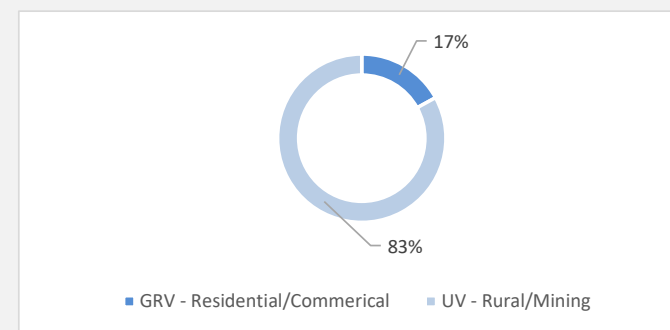
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV - Residential/Commerical	0.074721	168	2,861,590	213,821	0	0	213,821	214,101	1,063	0	215,164
UV - Rural/Mining	0.006731	240	225,098,000	1,515,135	0	0	1,515,135	1,515,960	1,492	0	1,517,452
Minimum Payment	Minimum \$										
GRV - Residential/Commercial	734	159	722,845	116,706	0	0	116,706	113,036	0	0	113,036
UV - Rural/Mining	944	89	7,885,851	84,016	0	0	84,016	84,500	0	0	84,500
Sub-Totals		656	236,568,286	1,929,678	0	0	1,929,678	1,927,597	2,555	0	1,930,152
Amount from General Rates							1,929,678				1,930,152
Ex-Gratia Rates							36,370				36,370
Total General Rates							1,966,048				1,966,522

SIGNIFICANT ACCOUNTING POLICIES

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



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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	244,887	90,000	88,810	1,190
Plant & Equipment	564,500	564,500	534,280	30,220
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,138,333	976,650	990,136	(13,486)
Parks, Gardens, Recreation Facilities	185,805	60,302	59,841	461
Capital Expenditure Totals	2,133,525	1,691,452	1,673,067	18,385

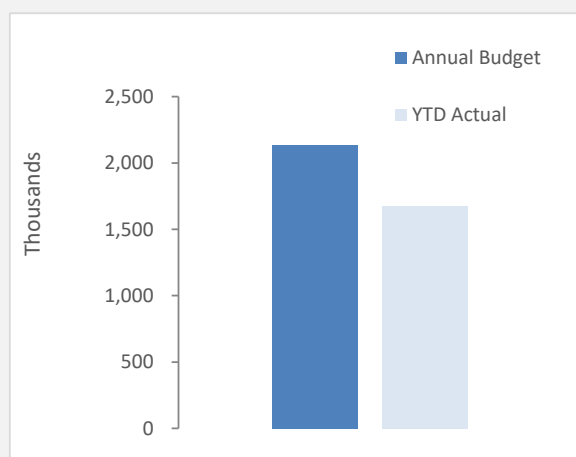
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	826,022	504,873	504,873	0
Borrowings	100,000	100,000	0	100,000
Other (Disposals & C/Fwd)	52,000	52,000	67,273	15,273
Cash Backed Reserves				0
Plant Replacement Reserve	109,108	0	0	0
Building Reserve	90,000	0	0	0
Recreation Facilities Reserve	41,748	0	0	0
Refuse Site Reserve	0	0	0	0
Contribution - operations	914,647	1,034,579	1,100,921	66,342
Capital Funding Total	2,133,525	1,691,452	1,673,067	181,615

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
	\$2.13 M	\$1.67 M	78%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.83 M	\$.5 M	61%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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)
	\$		\$			
Holden Colorado Ute - WL19	22,000	22,000	0	22,000	20,000	(2,000)
Isuzu Giga Tip Truck - WL128	30,000	30,000	0	30,000	47,273	17,273
	52,000	52,000	0	52,000	67,273	15,273

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over
90%	Refurbishment - 1 x Single Person Unit - New Street	33,129	27,000	26,086	914
-	Single Person Units - Carport	22,558	0	0	0
100%	Mens Shed	149,200	63,000	62,724	276
-	Childcare Flooring	40,000	0	0	0
	Land & Buildings Total	244,887	90,000	88,810	1,190
100%	4x4 Dual Cab Ute - WL19	40,000	40,000	45,362	(5,362)
100%	Multi-Tyre Road Roller - WL49	175,000	175,000	164,680	10,320
100%	Mini Excavator 5-6 Tonne	77,000	77,000	76,380	620
100%	Kuboto Heavy Duty Slasher	0	0	5,840	(5,840)
100%	Tandem Drive Truck - WL128	248,000	248,000	217,518	30,482
100%	Variable Message Sign	24,500	24,500	24,500	0
	Plant & Equipment Total	564,500	564,500	534,280	30,220
95%	PROJECT GRANT - Williams Darkan Rd - Reseal	103,950	99,500	99,507	(7)
90%	PROJECT GRANT - Quindanning Darkan - Seal	315,540	281,000	280,996	4
100%	RTR - York Williams Road - Reseal	69,319	69,319	56,136	13,183
100%	RTR - Clayton Road - Seal Widening	77,399	77,399	106,671	(29,272)
50%	RTR - Wangeling Gully Rd - Gravel Sheeting	49,654	22,000	21,953	47
100%	COUNCIL FUNDED - Brooking Street	290,000	290,000	306,064	(16,064)
10%	LRCI GRANT - Brooking Street	36,000	13,000	12,992	8
100%	COUNCIL FUNDED - English Rd - Gravel Sheeting	30,399	30,399	6,121	24,278
100%	COUNCIL FUNDED - Culbin Boranning - Gravel Sheeting	47,681	47,681	69,738	(22,057)
100%	COUNCIL FUNDED - Petchell Rd - Seal	14,155	14,155	9,249	4,906
-	LRCI GRANT - Marradong Rd - Stablising Pavement	52,075	2,000	1,800	200
-	COUNCIL FUNDED - Carne/Narrakine Rd - Tree Clearing	22,034	70	210	(140)
100%	COUNCIL FUNDED - Townsite Drainage	30,127	30,127	18,699	11,428
	Roads Total	1,138,333	976,650	990,136	(13,486)
100%	Lions Park Carpark & Landscaping	13,392	13,392	12,915	477
-	Town Hall Park - redevelopment	100,150	0	0	0
5%	Cemetery Improvements - Marling	15,939	10,900	10,900	0
100%	Shade Sail - Lions Park	5,556	5,556	5,550	6
50%	Eagles Sculpture	20,454	20,454	20,455	(1)
5%	Gazebo - Sandalwood Crt	12,511	10,000	10,022	(22)
-	Water Tank - Glenfield Fire Shed	17,803	0	0	0
	Infrastructure - Other Total	185,805	60,302	59,841	483
	Capital Expenditure Total	2,133,525	1,691,452	1,673,067	18,385

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021**

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Information on Borrowings Particulars	Principal 30 June 20 \$	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Annual Budget \$	Actual \$	Annual Budget \$	Actual \$	Annual Budget \$	Actual \$	Annual Budget \$
Recreation and Culture									
Loand #71 Mens Shed	0	100,000	100,000	0	0	100,000	100,000	0	0
Transport									
Loan #67 Grader	61,117	0	0	20,028	40,398	41,089	20,719	1,045	1,748
Other Property and Services									
Loan #65 Industrial Land	184,772	0	0	12,039	12,039	172,733	172,733	11,581	11,581
Loan #66 Industrial Land	140,546	0	0	12,336	12,336	128,210	128,210	5,733	5,733
Loan #70 Industrial Shed	193,460	0	0	10,780	21,723	182,680	171,737	2,921	5,679
	579,895	100,000	100,000	55,183	86,496	624,712	593,399	21,281	24,741
Self supporting loans									
Recreation and Culture									
Loan #69 Williams Bowling Club	122,989	0	0	15,966	15,966	107,023	107,023	3,749	3,749
	122,989	0	0	15,966	15,966	107,023	107,023	3,749	3,749
Total	702,884	100,000	100,000	71,149	102,462	731,735	700,422	25,030	28,490

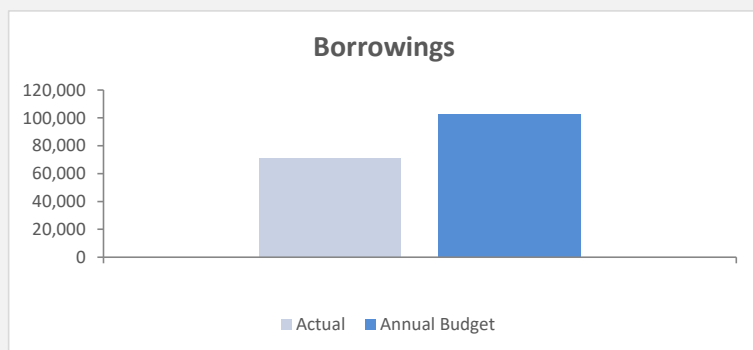
All debenture repayments are financed by general purpose revenue.

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
\$71,149**

**Interest Earned
\$3,806**

**Interest Expense
\$25,030**

**Reserves Bal
\$767,862**

**Loans Due
\$731,735**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2020-21 Budget	Variations		YTD Revenue	Not Received	
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 30-Apr		Additions (Deletions)	Operating			Non Operating
Governance					\$	\$	\$	\$	\$	
Thank a Volunteer Grant	0	1,000	0	1,000	0	1,000	1,000	0	1,000	
National Australia Day	0	1,000	(1,000)	0	0	1,000	1,000	0	0	
National Australia Day	0	18,449	(18,449)	0	0	18,449	18,449	0	0	
GENERAL PURPOSE FUNDING										
Equalisation Grant	0	0	0	0	82,095	0	82,095	0	13,778	
Local Road Grant	0	0	0	0	136,897	0	136,897	0	32,342	
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	0	
ESL Maintenance Grant	0	0	0	0	23,205	0	23,205	0	0	
Depart. Of Infrastructure	20,000	0	(20,000)	0	20,000	0	0	20,000	(227)	
WA Police Road Safety Commission	0	4,159	(4,159)	0	0	4,159	4,159	0	0	
DFES - Water Tank	0	0	0	0	0	17,803	17,803	0	17,803	
EDUCATION & WELFARE										
Federal Sustainability Grant	0	0	0	0	43,000	0	43,000	0	0	
The Williams - Photocopy	0	0	0	0	18,000	(18,000)	0	0	0	
HOUSING										
NRAS - Contribution	0	0	0	0	55,961	0	55,961	0	41,901	
COMMUNITY AMENITIES										
PHCC - Contribution to NRM Officer	0	0	0	0	1,100	0	1,100	0	1,100	
PHCC - Feral Pig Eradication Project	0	6,334	0	6,334	0	12,668	12,668	0	12,668	
RECREATION AND CULTURE										
(MAF RfR) 2019-20 Round 1	9,200	0	(9,200)	0	9,200	0	0	9,200	0	
South 32	5,000	0	(5,000)	0	5,000	0	0	5,000	0	
Mens Shed Contribution	0	0	0	0	40,000	0	0	40,000	40,000	
Public Open Space Contribution	0	0	0	0	20,000	0	0	20,000	20,000	
Contribution to Eagle	0	0	0	0	0	20,454	0	20,454	5,454	
TRANSPORT										
Direct Grant	0	0	0	0	75,740	0	75,740	0	0	
Road Project Grant	0	223,728	(223,728)	0	282,327	0	0	282,327	58,599	
Local Roads and Community Projects	0	116,465	(85,000)	31,465	232,929	0	0	232,929	147,929	
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	49,394	
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	5,700	
TOTALS	34,200	371,135	(366,536)	38,799	1,251,266	57,533	482,777	826,022	861,359	447,440

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.43 M	\$.33 M	78%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.72 M	\$.46 M	64%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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 20	Received	Paid	30 Apr 2021
	\$	\$	\$	\$
Building Retention	0	0	0	0
Sale of Land for rates	60,007	0	0	60,007
Public Open Space Contributions	20,000	0	0	20,000
	80,007	0	0	80,007

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 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
E168325	Eagle Sculpture	35/21	Capital Expenditure			(20,454)	(20,454)
I113030	Contribution to Eagle Sculpture	35/21	Capital Revenue		15,000		(5,454)
A01115	Art Acquisition Reserve	35/21	Cashback Reserves		5,454		0
E042065	COVID-19 Safe Australia Day	60/21	Operating Expenses			(18,449)	(18,449)
I042010	Contribution to COVID-19 Safe Australia Day	60/21	Operating Revenue		18,449		0
E168326	Water Tank - Glenfield Fire Shed	60/21	Capital Expenditure			(17,803)	(17,803)
I051015	Contribution to Water Tank Glenfield Fire Shed	60/21	Capital Revenue		17,803		0
E106160	PHCC - Feral Pig Eradication	60/21	Operating Expenses			(12,669)	(12,669)
I103101	PHCC - Feral Pig Eradication Grant	60/21	Operating Revenue		12,669		0
I053005	Grants and Donations	85/21	Operating Revenue		4,159		4,159
E053105	Safety & Awareness Programs	85/21	Operating Expenses			(4,159)	0
E168326	Gazebo Sandalwood Cr	65/21	Capital Expenditure		12,511		12,511
I091150	Contributions & Reimbursements	65/21	Operating Revenue			(8,511)	4,000
E111005	Williams Hall Maintenance	65/21	Operating Expenses			(4,000)	0
				0	86,045	(86,045)	

Cr Carne declared an Impartiality Interest in the following Item 8.3.3 Williams Bowling Club. The nature of her interest relates to her being a member of the Williams Bowling Club. Cr Carne remained in the meeting, took part in the discussion and voted on the item.

8.3.3 Williams Bowling Club

File Reference	Nil
Statutory Ref.	N/A
Author & Date	Britt Logie 14 May 2021
Attachments	Letter 11/05/2021

Background

The Williams Bowling Club replaced the first grass green with synthetic green 5 years ago. The existing green remains as grass. The Williams Bowling Club would like to replace the remaining grass green with a synthetic surface.

Comment

The Williams Bowling Club ("the Club") would like to replace the remaining grass green with another synthetic green and is asking the Shire to assist in this project.

The previous synthetic green received assistance from the Shire with cash and in-kind support to remove the grass green and surrounds. The Club took out a self-supporting loan of \$168,000. The Shire has also assisted with a contribution to the Club of \$10,000 per year for the duration of the loan. There are currently 5 years left of the original loan.

The Club is again requesting assistance from the Shire, based on arrangements similar to the original synthetic green project. The Club has \$120,000 that they will put forward, however are asking the Shire to continue its \$10,000 per year contribution for the duration of each of the loans until they are paid. With the addition of a second self-supporting loan this will be \$20,000 a year for the first 5 years and then \$10,000 a year, at which time the second loan is paid out.

The Club would also wish to extend the crop lease of Lot 9000, for a further 5 years on top of the existing lease, which expires in February 2023.

In the past, there have been issues in receiving funding for the Williams Bowling Club. This relates to the sport and recreation plan that the Shire endorsed in 2013. In the plan it states that the Club will be relocated to the north end of the Pavilion when its existing clubhouse requires major refurbishment. This is unlikely to happen and its inclusion in the plan is detrimental to the Club receiving sport and recreation funding.

I would like to revisit this plan and update it, making the "recreation area" extend to where the Bowling Club is currently located. After this plan has been updated and approved, the Shire will be able to apply for funding from the Community Sporting and Recreation Facilities Fund (CSRFF) to fund this additional synthetic green. The CSRFF Funding opens on the 2nd June.

Strategic Implications

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

- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 2.4 Continue to promote community events, initiatives and programs
- SCD2.7 Support implementation initiatives identified in plans for the Shire
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.

Financial Implications

Future implementation – to be staged and budgeted accordingly.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council agrees to the updating of the Williams Sport and Recreation Plan and an application for a Community Sporting and Recreation Facilities Fund grant, to assist with funding a new synthetic green at the Williams Bowling Club.

The Chief Executive Officer provided additional information received from the Williams Bowling Club after the Agenda was prepared and published. The Williams Bowling Club would like to proceed with the project in the 2021/22 financial year, if possible, acknowledging that this will remove the opportunity to apply for a Community Sporting and Recreation Facilities Fund grant which has a longer lead time.

Council Resolution

Panizza/Watt

Council offer in principle support to the Williams Bowling Club for the installation of a second synthetic green at the Bowling Club and will consider the inclusion of the project, and the following support initiatives, in the Council's 2021/22 Budget deliberation:

1. Inclusion of a self-supporting loan to support the Club's financial contribution to the project;
2. Continuation of the current financial support provided by the Shire for the term of the new self-supporting loan, i.e. \$10,000 per annum from the conclusion of Loan 69 until the conclusion of the new self-supporting loan; and
3. Continuation of the current lease held by the Williams Bowling Club of Lot 9000 for five (5) years beyond its scheduled completion in February 2023.

**Carried 9/0
Resolution 111/21**

Councillor Medlen left the Meeting at 5.47pm.

Williams Bowling Club

Box 174 Williams 6391

genderjn@gmail.com

Williams Shire Council

CEO and Councillors

11/05/2021

Dear Geoff,

We would like to put a proposition to the Shire Budget Meeting for this coming year.

Because the Williams Bowling Club is moving forward with a good depth of members, we would like to replace the remaining grass green with another synthetic green.

REASONS BEING;

- The existing grass green is too man power needy for our capabilities. Also the costs of maintaining that green would be far better going toward another synthetic.
- We really need the second green to attract players for carnivals – the grass is too hard to maintain and quite different to the synthetic.
- A second synthetic will lengthen the life of our existing synthetic
- We have had quotes to put lights on our synthetic green, Approx \$35k, which would not be necessary with a new green as the lights are already there.

CLUBS POSITION;

We have serviced the current loan for the current synthetic and with the assistance of the lease from the Shire and the work of the members we now have \$150k in the Bank.

ASSISTANCE ASKED FOR;

- We have had a quote for \$230k to put in a new synthetic green, similar to the last one.

2.

- Putting up \$120k from the club we are asking the Shire to continue to grant \$10k/year to each of the loans until fully repaid.

- To look at extending the crop lease for a further 5 years on top of the existing lease.

-Assistance to remove the existing grass green and surrounds.

Bob Duff, our new President, will be in touch prior to your meeting to further discuss this request.

Kind Regards

A handwritten signature in black ink, appearing to read 'Jeremy Genders', written in a cursive style.

Jeremy Genders Secretary Williams Bowling Club.

8.3.4 Williams Swimming Pool

File Reference	Nil
Statutory Ref.	N/A
Author & Date	Britt Logie 12 May 2021
Attachments	Nil

Background

The Williams Swimming Pool is open from 1st November to the 31st March each year. The Swimming Pool is currently managed by Contract Aquatics Services.

Comment

The below statistics represent the income for the Williams Swimming Pool for the past three seasons.

	2020-21 Pool Income		2019-20 Pool Income		2018-19 Pool Income	
Adult Pass	8	\$800.00	16	\$1,527.20	7	\$668.15
Child Pass	3	\$236.36	7	\$327.27	2	\$109.10
Family Pass	35	\$7,777.18	41	\$8,534.51	36	\$7,091.19
In-term Swim	2	\$1,481.82	3	\$1,268.18	2	\$1,801.82
Pool Admission Char	27	\$3,480.01	21	\$2,982.73	22	\$3,980.00
Grand Total	75	\$13,775.37	88	\$14,639.89	69	\$13,650.26

There has been a slight decrease this season from last season. The reasons for this are not clear, however it could be the loss of Karen Vlastuin for the swim club, Covid-19 or the weather.

The Manager of Contract Aquatics Services, Matt Mildwaters, says the Pool is in very good condition and will not require any major repairs for many years. The Shire could possibly look at funding in the future to make the pool more attractive with water play areas, etc.

Strategic Implications

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

- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 2.4 Continue to promote community events, initiatives and programs
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.

Financial Implications

Future implementation – to be staged and budgeted accordingly.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council receives the Williams Swimming Pool Report for the 2020/21 Season.

Council Resolution**Watt/Harding**

That Council receives the Williams Swimming Pool Report for the 2020/21 Season.

Carried 8/0
Resolution 112/21

8.3.5 Community Development Officer's General Report

File Reference	Nil
Statutory Ref.	N/A
Author & Date	Britt Logie 12 May 2021
Attachments	Nil

Background

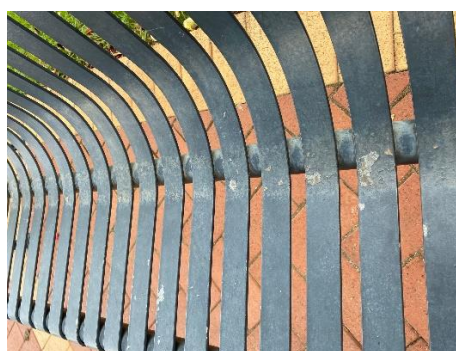
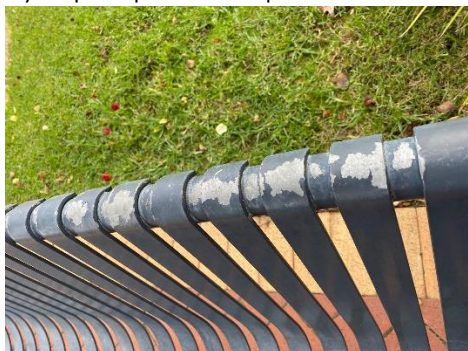
The Community Development Officer manages and supports the management of a variety of projects that are either currently being implemented, in the final stages of delivery/ reporting or awaiting outcome advice on potential funding.

PURPLE BENCH PROJECT

I have recently been approached by Hazel Harris from the CRC. They have received funds of \$200 from the Centre for Women's Safety and Wellbeing Purple Bench Project.

"The Purple Bench Project is in honour of all victims of domestic homicide in WA".

The benches in front of the CRC are in need of restoration, which we could paint purple and display a plaque – see pictures below.



The recent benches restored by the Men's Shed in the Lions Park were \$300. With the \$200 already received from funding this will require an additional \$100 for the repainting.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENT

The Shire of Williams Local Emergency Management Arrangement is due for renewal. Every 5 years this is required to be updated. I will update the plan and have it ready for the next LEMC Meeting, and endorsement by Council.

Grants

A large part of my job is to search for funding that may improve the community and apply for it. The current applications that have been applied for are:

PENDING:

DFES Water Tank Rd2 – We have applied for a 200,000ltr water tank to go on the Ram Shed and be used for filling up water tankers during fire season.

Driver Reviver Rd2 - \$116,300 was applied for, for the sealing of the overflow carpark at the Lions Park. This will create a parking bay designated for caravans, camper trailers and buses. The Shire will contribute \$18,100 in site preparation and soil preparation. We have been notified that a formal announcement will be made at the end of May.

Community Garden Grant - \$9,874 for the establishment of a Community Garden – application is pending.

Community Water Supply Program - \$41,640 to install a 250,000ltr tank at the Williams Golf Club, to store bore water for stock watering and other community purposes.

APPROVED

South32 Community Funding – Playgroup.

South32 have approved \$1,000 for the Playgroup to be used to update toys.

Road Safety Commission – National Safety Week

The Road Safety Commission released a rapid round of funding last week to the value of \$1,000 for a Community BBQ Event in the Lions Park.

Strategic Implications

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

- 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

Projects and activities will fall within the current Budget or be approved by Council as unbudgeted expenditure.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council receive the Community Development Officer's General Report for the month of May 2021.

Council Resolution

Major/Price

That Council receive the Community Development Officer's General Report for the month of May 2021.

**Carried 8/0
Resolution 113/21**

8.3.6 Consideration of Traineeship Position

File Reference	80.50.40
Statutory Ref:	<i>Education and Care Services National Law (WA) Act 2012</i>
Author & Date	Sharon Palumbo 13 May 2021
Attachments	Nil

Background

This report is to seek Council's support on the possibility of the Willi Wag Tails Childcare Centre taking on a full-time trainee. The Centre is currently thriving with permanent bookings and there are still more places available within our licence that we can utilise.

After discussions with the Chief Executive Officer and Manager of Finance on the benefits of a trainee, contact was made with 'Busy at Work', a not for profit association that provides apprenticeship and traineeship support services. They currently support local childcare services that deliver childcare traineeships. As a childcare service, the Willi Wag Tails Childcare Service is eligible to receive some great funding. This program will cover 50% of the trainees' wages for the first year and the training program costs. Additionally, a bonus of \$1,500 will be paid to the Shire after the trainee has completed 6 months, with a further \$2,500 paid on completion of the traineeship.

It should also be noted that a trainee is remunerated at 80% of a normal wage. Essentially, that means a trainee will be at the Centre 5 days a week, at a cost to the Shire of 4 days.

Comment

Having a trainee will allow the Centre to continue offering our 'before school' and 'after school' service to families. There are currently four working families utilising this service. Providing this service requires a staff member to drop off and pick up the children from school, which reduces our educator to child ratios at the centre during this period.

A trainee will provide additional lunch cover, allowing staff to have relief at this time. This can help prevent burn out, which is a high risk in this industry.

We are proposing that initially the traineeship will be a full time position for 12 months only. That way if this business decision is not successful we are not locked into employing staff long term. However, if it is successful this could be a great opportunity for the Shire to give back to the community and offer more traineeships in the future.

For the future of the Centre it makes good business sense to employ more staff now, to support the increased utilisation that we are experiencing. This will also provide families more flexibility with casual days, as these are still in high demand.

The additional staff will allow us to open up more child places and assist the service on its journey to remaining a valuable and sustainable service for the community well into the future.

Strategic Implications

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

- SCD 2.5 Investigate opportunities to engage with youth, through improved access to services, facilities and programs
- CL 2.3 Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

Financial Implications

Any cost or income associated with this traineeship program will be included in 2021/2022 budget.

This is also likely to have a positive financial income for the centre. Over 50% of the wages are covered, course fees are provided for with a possible additional bonus of up to \$4,000, should the trainee complete the program.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council supports the proposal to employ a Trainee to support the Willi Wag Tails Childcare Centre and requests the Manager of Children's Services to apply for Traineeship Funding and, if successful, advertise a 12 month's Traineeship position.

Council Resolution

Harding/Watt

That Council supports the proposal to employ a Trainee to support the Willi Wag Tails Childcare Centre and requests the Manager of Children's Services to apply for Traineeship Funding and, if successful, advertise a 12 month's Traineeship position.

**Carried 8/0
Resolution 114/21**

9.0 Elected Members' Motions of which Notice has been given

Nil

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

10.1 Elected Members

Nil

10.2 Officers

The Chief Executive Officer sought Council approval to consider an additional item not included in the Agenda.

Council Resolution

Major/Price

That the following late item, relating to Williams Repertory Club – Town Hall Park BBQ, be accepted for discussion.

**Carried 8/0
Resolution 115/22**

10.2.1 Williams Repertory Club – Town Hall Park BBQ

File Reference	Nil
Statutory Ref.	N/A
Author & Date	Britt Logie 17 May 2021
Attachments	Letter received from Williams Repertory Club

Background

In September 2015, the Williams Repertory Club proposed the installation of a Glass Washer and the installation of a BBQ in the Town Hall Park in which they agreed to contribute to the costs. The Glass Washer went ahead, however the decision made supporting the Town Hall Park BBQ was later revoked in July 2016 during the budget deliberation.

Williams Repertory Club – Town Park BBQ

The Shire has recently received a letter from Courtney Kett, Williams Repertory Club, in regards to a BBQ in the Town Hall Park. As the Shire is undertaking improvements in the Town Hall Park, the Club thought that now was the optimal time to revisit the idea of a BBQ and would like to put \$5,000 toward the purchase of a new BBQ.

With the Funding from LRCI Round 2, the Shire would be able to purchase a shelter and the additional funds for the installation of the BBQ.



The Town Hall Park is used by many local families and having a BBQ will be a great asset to the town and will be utilised by all.

Strategic Implications

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

- 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

Projects and activities will fall within the current funding for Town Hall Park and the Funds received from Repertory Club.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council support the installation of a BBQ in the Town Hall Park as proposed by the Williams Repertory Club with the additional funds required sourced from the Local Roads and Community Infrastructure Funding.

Council Resolution

Major/Baker

That Council support the installation of a BBQ in the Town Hall Park as proposed by the Williams Repertory Club with the additional funds required sourced from the Local Roads and Community Infrastructure Funding.

**Carried 8/0
Resolution 116/21**

11.0 Application for Leave of Absence

Nil

12.0 Closure of Meeting

There being no further business for discussion the President declared the Meeting closed at 6.05pm.