



SHIRE OF WILLIAMS AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 20 MARCH 2024



NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members,

You are respectfully advised the next Ordinary Meeting of the Shire of Williams will be held on Wednesday 20 March 2024, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3.30 pm.

A handwritten signature in blue ink, which appears to read 'Peter Stubbs', is centered on the page.

Peter Stubbs
Chief Executive Officer

DISCLAIMER

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

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

SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-2032

ECONOMIC

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

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

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

SOCIAL AND CULTURAL

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

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

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

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

LAND USE & ENVIRONMENT

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

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

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

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

LUE4. Recognising and implementing sustainability measures.

INNOVATION, LEADERSHIP & GOVERNANCE

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

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

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

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

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

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AGENDA

1.0 Declaration of Opening / Announcement of Visitors

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

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

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

Staff

Peter Stubbs - Chief Executive Officer
 Britt Logie - Community Development Officer/Minute Taker
 Cassie Barker – Senior Finance Officer
 Tony Kett - Works Supervisor

Visitors – Nil
 Apologies - Nil
 Leave of Absence – Nil

3.0 Public Question Time

Nil

4.0 Petitions / Deputations / Presentations

Nil

5.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding
Item No. / Subject	8.2.5 - Proposed Single House – Lot 40 (No 18) and Lot 41 (20) New St, Williams
Type of Interest	Financial Interest

6.0 Confirmation of Minutes of Previous Meetings

6.1 Ordinary Council Meeting Held 7 February 2023

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 7 February 2024, as previously circulated, be confirmed as a true and accurate record.

6.2 General Meeting of Electors Held 7 February 2024

Officer's Recommendation

That the Minutes of the General Meeting of Electors held 7 February 2024, as previously circulated, be received.

6.3 Audit Committee Meeting Held 6 March 2024

Officer's Recommendation

That Council:

1. Note and receive the minutes of the Audit Committee meeting held on Wednesday 6 March 2024.
2. Note the Audit Committee review of the Compliance Audit Report for 2023 and adopt the Compliance Audit Report, provided with the Council Agenda, for certification by the Shire President and Chief Executive Officer and submission to the Minister.
3. Note and receive the Shire of Williams Financial Management, Risk Management and Regulation Compliance audit conducted by Dry Kirkness (Audit) Pty Ltd, and the Shire Management comments in the report for recommended improvements.

7.0 Announcements by Presiding Member Without Discussion

I would like to congratulate Wendy Williamson on her decision to become an Australian Citizen today with the ceremony for that special event held in our Williams Shire Council Chambers, and for Wendy joining our Shire staff as a gardener.

I thank Councillors who were able to participate in Council's road and drainage infrastructure inspections on the 6 March 2024. 380km of the road network were inspected along with numerous culverts and bridges to inform our works program going forward.

I thank Councillors who were able to meet with Altina Energy on 14 March 2024 about Alinta's proposed nature-based carbon plantings with the Williams and surrounding districts and encourage residents to attend the Altina Energy public meetings to be held in Williams Friday 22 and Monday 25 March 2024.

8.0 Matters Which Require Decisions

8.1 Corporate and Community Services

8.1.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cassie Barker 29 February 2024
Attachments	Payment listing for month ending 31 January 2024 Payment listing for month ending 29 February 2024

Background

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

Statutory Implications

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

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

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

<p>Officer’s Recommendation</p> <p>That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105005 – 105008 totalling \$570,925.42 approved by the Chief Executive Officer during the month of January 2024 be endorsed.</p> <p>That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105009 – 105012 totalling \$401,748.87 approved by the Chief Executive Officer during the month of February 2024 be endorsed.</p>

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 JANUARY 2024

PAYMENT TYPE	DATE	NAME	DESCRIPTION	ITEM	ACCOUNT	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES						
EFT	03/01/2024	FDC EDUCATORS	FDC Educators Week Ending 24/12/2023		A01101 - Municipal Fund Cheque	9,245.48
SS	03/01/2024	WA SUPER	Superannuation December 2023		A01101 - Municipal Fund Cheque	31,295.49
EFT	10/01/2024	FDC EDUCATORS	FDC Educators PE 7/1/2024		A01101 - Municipal Fund Cheque	7,066.80
EFT	10/01/2024	HICKS HANDYMAN	13568 - Painting (Shire Office, Williams Memorial Hall)		A01101 - Municipal Fund Cheque	12,468.50
EFT	10/01/2024	WESFARMERS KLEENHEAT GAS PTY LTD	13519 - Yearly Facility Fee (Shortfall)		A01101 - Municipal Fund Cheque	50.05
EFT	10/01/2024	NA MG GALLEGOS	Return of Overpaid Rates		A01101 - Municipal Fund Cheque	1,158.00
EFT	10/01/2024	METLAM AUSTRALIA PTY LTD	13564 - Parts For Hand Dryer (Lions Park)		A01101 - Municipal Fund Cheque	147.62
EFT	11/01/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 10/01/2024		A01101 - Municipal Fund Cheque	51,242.80
EFT	24/01/2024	FDC EDUCATORS	FDC Educators PE 21/1/2024		A01101 - Municipal Fund Cheque	17,351.88
EFT	24/01/2024	AIR RESPONSE	13343 - Stericlean Air Conditioners (New St)		A01101 - Municipal Fund Cheque	585.00
EFT	24/01/2024	AVON WASTE	13357 - Monthly Refuse Charges December 2023		A01101 - Municipal Fund Cheque	10,306.62
EFT	24/01/2024	BELVEDERE NURSERY	13469 - Tree (Office Gardens)		A01101 - Municipal Fund Cheque	85.00
EFT	24/01/2024	BEST OFFICE SYSTEMS	13353 - Monthly Printing/Copying Charges		A01101 - Municipal Fund Cheque	240.58
EFT	24/01/2024	BITUTEK PTY LTD.	13366 - Supply & Spray Bitumen (Clayton Rd)		A01101 - Municipal Fund Cheque	106,195.98
EFT	24/01/2024	BOC Ltd	13299 - December 2023 Container Service Fee		A01101 - Municipal Fund Cheque	44.06
EFT	24/01/2024	CHATTERBOX CAFE & GALLERY	13520 - Refreshments (Council Meeting)		A01101 - Municipal Fund Cheque	112.50
EFT	24/01/2024	CITRUS WHEEL MARKETING	13372 - Marradong Trails Marketing (December 2023)		A01101 - Municipal Fund Cheque	420.00
EFT	24/01/2024	CITY OF KALAMUNDA	Building Surveyor Wages 17/7/2023 - 18/12/2023		A01101 - Municipal Fund Cheque	1,289.90
EFT	24/01/2024	COLLIE RIVER VALLEY MEDICAL CENTRE	Pre-employment Medical (J Watson)		A01101 - Municipal Fund Cheque	165.00
EFT	24/01/2024	CONTRACT AQUATIC SERVICES	13399 - Monthly Swimming Pool Management January 2024		A01101 - Municipal Fund Cheque	14,300.00
EFT	24/01/2024	CORNER'S AUTOMOTIVE ELECTRICS	13440,13442 - LED Beacons & Cables, Volvo A/C check and Parts		A01101 - Municipal Fund Cheque	2,972.20
EFT	24/01/2024	CORSIGN WA PTY LTD	13248, 13224 - Sandwich Board Signs, Road Signs (Various)		A01101 - Municipal Fund Cheque	2,695.00
EFT	24/01/2024	DEPARTMENT OF THE PREMIER AND CABINET	13344 - Advertising Scheme Amendment (Government Gazette)		A01101 - Municipal Fund Cheque	124.80
EFT	24/01/2024	DUFF ELECTRICAL CONTRACTING	13384 - Lighting Upgrade (Ram Shed)		A01101 - Municipal Fund Cheque	4,378.00
EFT	24/01/2024	E & MJ ROSHER PTY LTD (EFT)	13605 - Filters & Oil (Kubota Utility Vehicle & Rotary Mower)		A01101 - Municipal Fund Cheque	695.33
EFT	24/01/2024	EMBROIDER ME	Embroidery of Staff Uniforms		A01101 - Municipal Fund Cheque	165.55
EFT	24/01/2024	GOODYEAR AUTOCARE NARROGIN	13448, 13445,13609 - New Tyre & Fitting Plus Tyre Repairs		A01101 - Municipal Fund Cheque	1,063.00
EFT	24/01/2024	GREAT SOUTHERN FUELS	13468 - Bulk Fuel		A01101 - Municipal Fund Cheque	14,271.22
EFT	24/01/2024	GROUND UP BUILDING AND CONSTRUCTION	13294,13575 - Carpentry Work (Childcare Centre)		A01101 - Municipal Fund Cheque	13,646.00
EFT	24/01/2024	H+ H ARCHITECTS	13288 - Architectural Services New Growse Street Dwelling		A01101 - Municipal Fund Cheque	10,015.50
EFT	24/01/2024	HARMONY SOFTWARE	Educators' Software Fees, Month of December 2023		A01101 - Municipal Fund Cheque	471.70
EFT	24/01/2024	JLT	Regional Risk Coordinator Fees December 2023		A01101 - Municipal Fund Cheque	3,916.39
EFT	24/01/2024	JP UPHOLSTERY & CANVAS	13336,13557 - Footings, Posts & Shade Sail (Childcare Centre)		A01101 - Municipal Fund Cheque	2,753.08
EFT	24/01/2024	LANDGATE.	Land Valuations - Rating		A01101 - Municipal Fund Cheque	122.06
EFT	24/01/2024	LR SIMS & CO	13572 - Supply/Fit Grab Rails (U2 Sandalwood Ct)		A01101 - Municipal Fund Cheque	567.00
EFT	24/01/2024	MAKIT NARROGIN HARDWARE	13556 - Pine Wood for Bench Repair (Pavilion)		A01101 - Municipal Fund Cheque	58.80
EFT	24/01/2024	MELCHIORRE PLUMBING & GAS	13526,13558,13563,13565,13568,13573 - Testing & Repairs (Various)		A01101 - Municipal Fund Cheque	8,957.63
EFT	24/01/2024	METAL ARTWORK BADGES	13522 - Name Plate & Base (P Stubbs)		A01101 - Municipal Fund Cheque	74.80
EFT	24/01/2024	NARROGIN CARPETS & CURTAINS	13576.13577 - Floor Coverings (Childcare Centre)		A01101 - Municipal Fund Cheque	8,470.00
EFT	24/01/2024	NARROGIN PACKAGING	13470,13566 - Reticulation Parts		A01101 - Municipal Fund Cheque	826.00
EFT	24/01/2024	OFFICE OF THE AUDITOR GENERAL	Attest Audit for YE June 2023		A01101 - Municipal Fund Cheque	24,299.00
EFT	24/01/2024	STRETTLE PTY LTD	13387 - Assistance - Development of Cats Local Law		A01101 - Municipal Fund Cheque	440.00
EFT	24/01/2024	T-QUIP.	13604 - Filters (Toro Mower)		A01101 - Municipal Fund Cheque	132.10
EFT	24/01/2024	TEAM GLOBAL EXPRESS	Freight (Various)		A01101 - Municipal Fund Cheque	1,238.57
EFT	24/01/2024	THE GOODS	13567 - Cleaning Products (Various)		A01101 - Municipal Fund Cheque	1,166.42
EFT	24/01/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13351 - Photocopy charges		A01101 - Municipal Fund Cheque	117.60
EFT	24/01/2024	TINLEY, MICHAEL	Reimbursement - Pre Employment Medical		A01101 - Municipal Fund Cheque	190.00
EFT	24/01/2024	TOTAL QUALITY CLEAN	13554 - Carpet Cleaning (RSL Hall, CRC)		A01101 - Municipal Fund Cheque	1,155.00
EFT	24/01/2024	TOWN PLANNING INNOVATIONS	13531 - General Planning Advice for December 2023		A01101 - Municipal Fund Cheque	1,320.00
EFT	24/01/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION.	13530 - Cost of Conducting Election		A01101 - Municipal Fund Cheque	16,397.34
EFT	24/01/2024	WESTRAC	13450,13471,13602 - Parts and Filters		A01101 - Municipal Fund Cheque	4,453.63
EFT	24/01/2024	WILLIAMS BOWLING CLUB.	2nd 50% Contribution to Greens, 2023/2024		A01101 - Municipal Fund Cheque	5,000.00
EFT	24/01/2024	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Service at CRC - 2nd Quarter 2023/24		A01101 - Municipal Fund Cheque	11,072.01
EFT	24/01/2024	WILLIAMS DISTRICT CLUB	13527 - Seniors & Shire Xmas Parties, Community Chest Grant		A01101 - Municipal Fund Cheque	4,797.00
EFT	24/01/2024	WILLIAMS HOTEL - STRICKO'S	13350 - Refreshments		A01101 - Municipal Fund Cheque	563.93
EFT	24/01/2024	WILLIAMS NEWSAGENCY	Newspapers and Groceries		A01101 - Municipal Fund Cheque	345.00
EFT	24/01/2024	WILLIAMS RURAL SUPPLIES	13472 - Monthly Hardware Account - December 2023		A01101 - Municipal Fund Cheque	14,808.90
EFT	25/01/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 24/01/2024		A01101 - Municipal Fund Cheque	54,156.73
BPAY	03/01/2024	TELSTRA	Pool Telephone to 19/12/2023		A01101 - Municipal Fund Cheque	34.54
BPAY	03/01/2024	TELSTRA	Telephone Services to Shire Office November & December		A01101 - Municipal Fund Cheque	769.45
BPAY	10/01/2024	TELSTRA	Mobile Phone Services to 1/1/2024		A01101 - Municipal Fund Cheque	313.69
BPAY	17/01/2024	SYNERGY	Electricity - Communication Tower Bates Rd, 28/11/2023 to 12/1/2024		A01101 - Municipal Fund Cheque	396.36
BPAY	19/01/2024	AUSTRALIAN TAXATION OFFICE	BAS December 2023		A01101 - Municipal Fund Cheque	42,202.00
BPAY	24/01/2024	TELSTRA	TIMS SMSS, Month to 6/1/2024		A01101 - Municipal Fund Cheque	78.90
Direct Debit	03/01/2024	CBA	CBA - Merchant Fees December 2023		A01101 - Municipal Fund Cheque	97.22
Direct Debit	4-31Jan24	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department Of Transport		A01101 - Municipal Fund Cheque	27,275.85
Direct Debit	22/01/2024	ANZ CARDS	Monthly Credit Card Expenses x 2		A01101 - Municipal Fund Cheque	2,382.71
Direct Debit	23/01/2024	WA TREASURY CORPORATION	Dec 23 GFEE		A01101 - Municipal Fund Cheque	1,788.26
105005	03/01/2024	SYNERGY	Electricity Supply (Various)		A01101 - Municipal Fund Cheque	4,484.26
105006	10/01/2024	SYNERGY	Electricity to Office, Depot a.o. to 28/12/2023		A01101 - Municipal Fund Cheque	1,227.35
105007	17/01/2024	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, December 2023		A01101 - Municipal Fund Cheque	218.15
105008	24/01/2024	SYNERGY	Electricity to Chambers, Office, Hall, Pool & Streets to 29/12/2023		A01101 - Municipal Fund Cheque	7,988.13
TOTAL						570,925.42

PAYMENT LISTING
FEBRUARY 2024

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 29TH FEBRUARY 2024

PMT TYPE	DATE	NAME	DESCRIPTION	ITEM	ACCOUNT	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES						
EFT	06/02/2024	A BONZA BOUNCE	13525 - Bouncy Castle etc (Australia Day)		A01101 - Municipal Fund Cheque	2,000.00
EFT	06/02/2024	CAUNT, MARY	13535 - Face Painting (Australia Day)		A01101 - Municipal Fund Cheque	370.00
EFT	06/02/2024	COHESIS PTY LTD	13277 - ERP Selection (Final 50%)		A01101 - Municipal Fund Cheque	5,225.00
EFT	06/02/2024	GRANDSTAND VENTURES PTY LTD	13524 - Band 'Slapback' (Australia Day)		A01101 - Municipal Fund Cheque	2,750.00
EFT	06/02/2024	MARTIN JAINE SCULPTURES	13528 - Grass Tree Sculptures (x2)		A01101 - Municipal Fund Cheque	5,300.00
EFT	06/02/2024	WILLIAMS HOTEL - STRICKO'S	13533 - Refreshments For Sale (Australia Day)		A01101 - Municipal Fund Cheque	856.87
EFT	07/02/2024	FDC EDUCATORS	FDC Educators PE 4/2/2024		A01101 - Municipal Fund Cheque	18,626.04
EFT	08/02/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 07/02/2024		A01101 - Municipal Fund Cheque	56,772.15
SS	09/02/2024	WA SUPER	Superannuation - January 2024		A01101 - Municipal Fund Cheque	24,772.50
EFT	21/02/2024	FDC EDUCATORS	FDC Educators PE 18/2/2024		A01101 - Municipal Fund Cheque	20,317.14
EFT	22/02/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 21/02/2024		A01101 - Municipal Fund Cheque	55,420.22
EFT	27/02/2024	Newmont Australia Pty Ltd	UV Credit - Mining Tenement Death Ass#3112		A01101 - Municipal Fund Cheque	903.61
EFT	27/02/2024	St George Mining Limited	UV Credit - Mining Tenement Death Ass#3110		A01101 - Municipal Fund Cheque	787.76
EFT	27/02/2024	AIR RESPONSE	13560 - Service 2 Air Conditioners (Shire Office)		A01101 - Municipal Fund Cheque	345.00
EFT	27/02/2024	APV VALUERS & ASSET MANAGEMENT	13538 - Comprehensive Valuation (10% Part Payment)		A01101 - Municipal Fund Cheque	2,151.60
EFT	27/02/2024	AVON WASTE	13357 - Monthly Refuse Charges January 2024		A01101 - Municipal Fund Cheque	12,316.76
EFT	27/02/2024	AYLMORE FABRICATION AND WELDING	13446 - Tailgate Manufacture, Straighten S/Link		A01101 - Municipal Fund Cheque	1,366.90
EFT	27/02/2024	BELVEDERE NURSERY	13582, 13486, 13481, 13651, 13550 - Gardening supplies -(Various)		A01101 - Municipal Fund Cheque	2,320.90
EFT	27/02/2024	BEST OFFICE SYSTEMS	13353 - Monthly Printing/Copying Charges		A01101 - Municipal Fund Cheque	563.18
EFT	27/02/2024	BOC Ltd	13299 - January 2024 Container Service Fee		A01101 - Municipal Fund Cheque	44.06
EFT	27/02/2024	CANNON HYGIENE	16585 - Hygiene Service (29/3/24 -28/9/24)		A01101 - Municipal Fund Cheque	1,306.24
EFT	27/02/2024	CHATTERBOX CAFE & GALLERY	13540 - Refreshments (February Council Meeting)		A01101 - Municipal Fund Cheque	112.50
EFT	27/02/2024	CONPLANT PTY LTD	13606 - Parts (MT Roller)		A01101 - Municipal Fund Cheque	166.77
EFT	27/02/2024	CONTRACT AQUATIC SERVICES	13399 - Monthly Swimming Pool Management February 2024		A01101 - Municipal Fund Cheque	14,300.00
EFT	27/02/2024	CORSIGN WA PTY LTD	13458 - Sign - ANZAC Memorial		A01101 - Municipal Fund Cheque	91.30
EFT	27/02/2024	COUNTRY PAINT SUPPLIES	13476 - Paint (Lions Park)		A01101 - Municipal Fund Cheque	129.95
EFT	27/02/2024	DFES.	ESLB 3rd Qtr Contribution 2023/24		A01101 - Municipal Fund Cheque	20,446.62
EFT	27/02/2024	FUEL DISTRIBUTORS OF WA PTY LTD	13474 - Bulk Fuel - Petrol & Diesel		A01101 - Municipal Fund Cheque	14,957.35
EFT	27/02/2024	HANSON CONSTRUCTION MATERIALS P/L	13473, 13478, 13479 - Washed Granite		A01101 - Municipal Fund Cheque	21,968.29
EFT	27/02/2024	HARMONY SOFTWARE	Educators' Software Fees, Month of January 2024		A01101 - Municipal Fund Cheque	333.90
EFT	27/02/2024	LOCAL GOVERNMENT WORKS ASSOCIATION OF WA	13483 - LG Works Association 1 Year Membership (T Kett, C Kett, A Wood)		A01101 - Municipal Fund Cheque	300.00
EFT	27/02/2024	MAKIT NARROGIN HARDWARE	13561 - Timber for Bin Covers		A01101 - Municipal Fund Cheque	184.32
EFT	27/02/2024	McINTOSH & SON	13601 - Repair, Parts & Travel (CASE Loader)		A01101 - Municipal Fund Cheque	2,694.92
EFT	27/02/2024	MCINTOSH & SON NARROGIN	13610 - Fittings & Blades (Backhoe & Mower)		A01101 - Municipal Fund Cheque	90.68
EFT	27/02/2024	MELCHIORRE PLUMBING & GAS	13563, 13542, 13579, Plumbing Repairs		A01101 - Municipal Fund Cheque	7,788.88
EFT	27/02/2024	MOORE AUSTRALIA (WA) PTY LTD	13539, 13261, - Financial Planning & Staff Training		A01101 - Municipal Fund Cheque	3,724.16
EFT	27/02/2024	NARROGIN BEARING SERVICE	13612,13615, 13613 - Parts & Repairs		A01101 - Municipal Fund Cheque	630.54
EFT	27/02/2024	NARROGIN CARPETS & CURTAINS	Restretch Carpet (12 Muntthoola Rd)		A01101 - Municipal Fund Cheque	180.00
EFT	27/02/2024	NARROGIN GLASS	13608, 13449 - Windows / Windscreen		A01101 - Municipal Fund Cheque	988.78
EFT	27/02/2024	NARROGIN PACKAGING	13475 - Reticulation Parts (Pavilion)		A01101 - Municipal Fund Cheque	267.00
EFT	27/02/2024	NARROGIN TOYOTA	13607 - Filters (Toyota Hilux)		A01101 - Municipal Fund Cheque	373.43
EFT	27/02/2024	NATURE PLAYGROUNDS	13400 - Final Payment (Playground Equipment - Playgroup)		A01101 - Municipal Fund Cheque	3,299.45
EFT	27/02/2024	O'ROURKE ELECTRIC SERVICES	13574 - Connect Hot Water System (U2 New St)		A01101 - Municipal Fund Cheque	192.50
EFT	27/02/2024	OFFICEWORKS	13541, 13546 - Office Stationery & Equipment		A01101 - Municipal Fund Cheque	790.50
EFT	27/02/2024	PEEL HARVEY CATCHMENT COUNCIL	13545 - Hotham-Williams Landcare Support (Pmt 2 - 2023/24 Contribution)		A01101 - Municipal Fund Cheque	5,500.00
EFT	27/02/2024	PRIME AG SERVICES - WILLIAMS	Soil Wetter (Quindanning-Darkan Rd)		A01101 - Municipal Fund Cheque	414.00
EFT	27/02/2024	SOUTH WEST ISUZU	13603 - Filters (Isuzu Utes)		A01101 - Municipal Fund Cheque	349.26
EFT	27/02/2024	ST LUKE'S FAMILY PRACTICE	Support Doctor's Visit to Williams, February 2024		A01101 - Municipal Fund Cheque	1,100.00
EFT	27/02/2024	TEAM GLOBAL EXPRESS	Freight (Various)		A01101 - Municipal Fund Cheque	320.24
EFT	27/02/2024	THE GOODS	13536 - Cleaning Products & Consumables (Childcare)		A01101 - Municipal Fund Cheque	486.26
EFT	27/02/2024	THE WEST AUSTRALIAN	13526, 13571 - Advertising (Electors' Meeting, Job Vacancies)		A01101 - Municipal Fund Cheque	750.57
EFT	27/02/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13351 - Public Relations		A01101 - Municipal Fund Cheque	64.00
EFT	27/02/2024	TINLEY, MICHAEL	Reimbursement - Work Pants		A01101 - Municipal Fund Cheque	127.90
EFT	27/02/2024	TOWN PLANNING INNOVATIONS	General Planning Advice for January 2024		A01101 - Municipal Fund Cheque	453.75
EFT	27/02/2024	WA CONTRACT RANGER SERVICES	13300 - Services December 2023 - January 2024		A01101 - Municipal Fund Cheque	1,463.00
EFT	27/02/2024	WESTMERE FARMING COMPANY	13480 - 4,688 Cubic Metres of Gravel (Congelin-Narrogin Rd)		A01101 - Municipal Fund Cheque	8,204.00
EFT	27/02/2024	WILLIAMS BOWLING CLUB.	13548 - Community Chest Funding & Newmont Grant		A01101 - Municipal Fund Cheque	6,000.00
EFT	27/02/2024	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Operating Costs		A01101 - Municipal Fund Cheque	8,499.80
EFT	27/02/2024	WILLIAMS HOTEL - STRICKO'S	Refreshments - Staff Meeting		A01101 - Municipal Fund Cheque	59.99
EFT	27/02/2024	WILLIAMS NEWSAGENCY	Monthly Account January 2024		A01101 - Municipal Fund Cheque	282.48
EFT	27/02/2024	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - January 2024		A01101 - Municipal Fund Cheque	3,562.48
EFT	27/02/2024	WILSONS SIGN SOLUTIONS	13529 - Name Plates (Chambers Honour Board)		A01101 - Municipal Fund Cheque	123.20
EFT	27/02/2024	WREN OIL	Oil Waste Disposal - Administration Fee		A01101 - Municipal Fund Cheque	16.50
BPAY	07/02/2024	SYNERGY	Electricity to Streetlights to 24/1/2024		A01101 - Municipal Fund Cheque	2,990.01
BPAY	07/02/2024	TELSTRA	Telephone & Internet Charges (Various)		A01101 - Municipal Fund Cheque	424.07
BPAY	15/02/2024	TELSTRA	Mobile Phone & Data Services (Various)		A01101 - Municipal Fund Cheque	470.52
BPAY	19/02/2024	AUSTRALIAN TAXATION OFFICE	BAS January 2024		A01101 - Municipal Fund Cheque	13,909.00
BPAY	29/02/2024	TELSTRA	Pool Telephone to 19/02/2024		A01101 - Municipal Fund Cheque	34.94
Direct Debit	19/02/2024	ANZ CARDS	Monthly Credit Card Expenses		A01101 - Municipal Fund Cheque	586.53
Direct Debit	05/02/2024	CBA	CBA - Merchant Fees Jan 2024		A01101 - Municipal Fund Cheque	204.37
105009	01/02/2024	WILLIAMS LICENSED POST OFFICE	Petty Cash Recoup		A01101 - Municipal Fund Cheque	35.20
105011	1/02/2024	WILLIAMS LICENSED POST OFFICE	Postage & Stationery January 2024		A01101 - Municipal Fund Cheque	128.20
105010	15/02/2024	WATER CORPORATION.			A01101 - Municipal Fund Cheque	22,250.51
105012	29/02/2024	WATER CORPORATION.	Water - Standpipes a.o.		A01101 - Municipal Fund Cheque	14,410.32
TOTAL						401,748.87

8.1.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cassie Barker 29 February 2024
Attachments	Financial Statements ending 31 January 2024 Financial Statements ending 29 February 2024

Background

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

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

Statutory Implications

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer's Recommendation

That the financial statements presented for the period ending 31 January 2024 be received
That the financial statements presented for the period ending 29 February 2024 be received.



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 January 2024

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

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SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	9	2,245,399	2,245,398	2,244,013	(1,385)	(0.06%)	▼
Grants, subsidies and contributions	12	469,870	443,365	338,163	(105,202)	(23.73%)	▼
Fees and charges		1,093,829	649,117	686,869	37,752	5.82%	▲
Interest revenue		80,500	46,958	90,005	43,047	91.67%	▲
Other revenue		39,775	22,992	53,679	30,687	133.47%	▲
Profit on asset disposals	5	6,814	6,814	21,197	14,383	211.08%	▲
		3,936,187	3,414,644	3,433,926	19,282	0.56%	
Expenditure from operating activities							
Employee costs		(1,914,703)	(1,094,309)	(1,176,861)	(82,552)	(7.54%)	▼
Materials and contracts		(1,387,703)	(835,835)	(613,729)	222,106	26.57%	▲
Utility charges		(251,190)	(132,116)	(88,236)	43,880	33.21%	▲
Depreciation		(1,953,425)	(1,138,018)	(1,150,006)	(11,988)	(1.05%)	▼
Finance costs		(19,189)	(9,595)	(9,889)	(294)	(3.06%)	
Insurance		(165,012)	(165,012)	(168,910)	(3,898)	(2.36%)	
Other expenditure		(25,100)	(5,058)	(28,934)	(23,876)	(472.04%)	▼
Loss on asset disposals	5	(9,782)	0	(1,809)	(1,809)	0.00%	
		(5,726,104)	(3,379,943)	(3,238,374)	141,569	4.19%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,956,393	1,131,204	1,130,618	(586)	(0.05%)	
Amount attributable to operating activities		166,476	1,165,905	1,326,170	160,265	13.75%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	723,437	392,896	53,905	(338,991)	(86.28%)	▼
Proceeds from disposal of assets	5	60,500	40,500	64,669	24,169	59.68%	▲
Proceeds from financial assets at amortised cost - self supporting loans		17,693	8,772	8,772	0	0.00%	
		801,630	442,168	127,346	(314,822)	(71.20%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(1,488,500)	(480,000)	(465,134)	14,866	3.10%	▲
Payments for construction of infrastructure	4	(1,391,293)	(1,055,000)	(592,820)	462,180	43.81%	▲
		(2,879,793)	(1,535,000)	(1,057,953)	477,047	31.08%	
Amount attributable to investing activities		(2,078,163)	(1,092,832)	(930,607)	162,225	14.84%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	3	931,500	0	0	0	0.00%	
		931,500	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(75,989)	(37,699)	(37,699)	0	0.00%	
Transfer to reserves	3	(372,500)	0	(41,723)	(41,723)	0.00%	▼
		(448,489)	(37,699)	(79,422)	(41,723)	(110.67%)	
Amount attributable to financing activities		483,011	(37,699)	(79,422)	(41,723)	(110.67%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		1,428,676	1,428,676	1,198,283	(230,393)	(16.13%)	▼
Amount attributable to investing activities		166,476	1,165,905	1,326,170	160,265	13.75%	▲
Amount attributable to financing activities		(2,078,163)	(1,092,832)	(930,607)	162,225	14.84%	▲
Amount attributable to financing activities		483,011	(37,699)	(79,422)	(41,723)	(110.67%)	▼
Surplus or deficit after imposition of general rates		0	1,464,050	1,514,424	50,374	3.44%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024

	30 June 2024	31 January 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,390,001	3,796,467
Trade and other receivables	139,127	242,909
Other financial assets	22,693	11,421
Inventories	21,068	25,486
TOTAL CURRENT ASSETS	3,572,889	4,076,283
NON-CURRENT ASSETS		
Other financial assets	207,701	207,701
Property, plant and equipment	17,295,266	17,466,557
Infrastructure	66,457,278	66,147,582
Investment property	61,117	61,117
TOTAL NON-CURRENT ASSETS	84,021,362	83,882,957
TOTAL ASSETS	87,594,251	87,959,240
CURRENT LIABILITIES		
Trade and other payables	291,300	104,951
Other liabilities	5,000	344,580
Borrowings	75,989	48,271
Employee related provisions	354,566	354,566
TOTAL CURRENT LIABILITIES	726,855	852,368
NON-CURRENT LIABILITIES		
Borrowings	439,890	429,909
Employee related provisions	14,757	14,757
TOTAL NON-CURRENT LIABILITIES	454,647	444,666
TOTAL LIABILITIES	1,181,502	1,297,034
NET ASSETS	86,412,749	86,662,206
EQUITY		
Retained surplus	23,612,432	23,861,889
Reserve accounts	1,719,674	1,719,674
Revaluation surplus	61,080,642	61,080,642
TOTAL EQUITY	86,412,748	86,662,205

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 11 March 2024

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 January 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	2	1,402,324	3,390,000	3,796,467
Trade and other receivables		139,128	139,127	242,908
Other financial assets		212,700	22,693	11,421
Inventories	7	21,068	21,068	25,486
		1,775,220	3,572,888	4,076,282
Less: current liabilities				
Trade and other payables	8	(291,301)	(291,301)	(104,951)
Other liabilities	11	(5,000)	(5,000)	(344,580)
Borrowings	10	(75,989)	(75,989)	(48,271)
Employee related provisions	11	(354,566)	(354,566)	(354,566)
		(726,856)	(726,856)	(852,368)
Net current assets		1,048,364	2,846,032	3,223,914
Less: Total adjustments to net current assets	Note 2(c)	(1,683,353)	(1,647,749)	(1,708,418)
Closing funding surplus / (deficit)		(634,989)	1,198,283	1,515,496

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	5	(6,814)	(6,814)
Add: Loss on asset disposals	5	9,782	0
Add: Depreciation		1,953,425	1,138,018
Total non-cash amounts excluded from operating activities		1,956,393	1,130,618

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 January 2024
		\$	\$	\$
Less: Reserve accounts	3	(1,719,674)	(1,719,674)	(1,761,397)
Less: Financial assets at amortised cost - self supporting loans	7		(22,693)	(11,421)
- Current financial assets at amortised cost - self supporting loans			(17,693)	(20,193)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10		75,989	48,271
- Current portion of employee benefit provisions held in reserve	3	36,322	36,322	36,322
Total adjustments to net current assets	Note 2(a)	(1,683,352)	(1,647,749)	(1,708,418)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(105,202)	(23.73%)	▼
Timing Variance			
Fees and charges	37,752	5.82%	▲
Timing Variance			
Interest revenue	43,047	91.67%	▲
Timing Variance			
Other revenue	30,687	133.47%	▲
Timing Variance			
Profit on asset disposals	14,383	211.08%	▲
Timing Variance			
Expenditure from operating activities			
Employee costs	(82,552)	(7.54%)	▼
Timing Variance			
Materials and contracts	222,106	26.57%	▲
Timing Variance			
Utility charges	43,880	33.21%	▲
Timing Variance			
Depreciation	(11,988)	(1.05%)	▼
Not material			
Other expenditure	(23,876)	(472.04%)	▼
Timing Variance			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(338,991)	(86.28%)	▼
Timing Variance			
Proceeds from disposal of assets	24,169	59.68%	▲
Timing Variance			
Outflows from investing activities			
Payments for property, plant and equipment	14,866	3.10%	▲
Timing Variance			
Payments for construction of infrastructure	462,180	43.81%	▲
Timing Variance			
Outflows from financing activities			
Transfer to reserves	(41,723)	0.00%	▼
Monthly OCDF Interest			
Surplus or deficit at the start of the financial year	(230,393)	(16.13%)	▼
Surplus or deficit after imposition of general rates	50,374	3.44%	▲
Due to variances described above			

MONTHLY FINANCIAL REPORT
FEBRUARY 2024



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	9	2,245,399	2,245,398	2,242,322	(3,076)	(0.14%)	
Grants, subsidies and contributions	12	469,870	443,365	355,327	(88,038)	(19.86%)	▼
Fees and charges		1,093,829	753,620	754,276	656	0.09%	
Interest revenue		80,500	53,667	102,070	48,403	90.19%	▲
Other revenue		39,775	25,383	53,869	28,486	112.22%	▲
Profit on asset disposals	5	6,814	6,814	21,197	14,383	211.08%	▲
		3,936,187	3,528,247	3,529,061	814	0.02%	
Expenditure from operating activities							
Employee costs		(1,914,703)	(1,251,991)	(1,285,502)	(33,511)	(2.68%)	▼
Materials and contracts		(1,387,703)	(921,938)	(634,801)	287,137	31.14%	▲
Utility charges		(251,190)	(157,494)	(127,615)	29,879	18.97%	▲
Depreciation		(1,953,425)	(1,301,093)	(1,312,789)	(11,696)	(0.90%)	▼
Finance costs		(19,189)	(9,595)	(9,889)	(294)	(3.06%)	
Insurance		(165,012)	(165,012)	(168,910)	(3,898)	(2.36%)	
Other expenditure		(25,100)	(25,067)	(43,434)	(18,367)	(73.27%)	▼
Loss on asset disposals	5	(9,782)	0	(1,809)	(1,809)	0.00%	
		(5,726,104)	(3,832,190)	(3,584,749)	247,441	6.46%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,956,393	1,294,279	1,293,401	(878)	(0.07%)	
Amount attributable to operating activities		166,476	990,336	1,237,713	247,377	24.98%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	723,437	392,896	57,104	(335,792)	(85.47%)	▼
Proceeds from disposal of assets	5	60,500	40,500	64,669	24,169	59.68%	▲
Proceeds from financial assets at amortised cost - self supporting loans		17,693	8,772	8,772	0	0.00%	
		801,630	442,168	130,545	(311,623)	(70.48%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(1,488,500)	(480,000)	(468,133)	11,867	2.47%	▲
Payments for construction of infrastructure	4	(1,391,293)	(1,055,000)	(798,989)	256,011	24.27%	▲
		(2,879,793)	(1,535,000)	(1,267,122)	267,878	17.45%	
Amount attributable to investing activities		(2,078,163)	(1,092,832)	(1,136,577)	(43,745)	(4.00%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	3	931,500	0	0	0	0.00%	
		931,500	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(75,989)	(37,699)	(37,699)	0	0.00%	
Transfer to reserves	3	(372,500)	0	(47,675)	(47,675)	0.00%	▼
		(448,489)	(37,699)	(85,374)	(47,675)	(126.46%)	
Amount attributable to financing activities		483,011	(37,699)	(85,374)	(47,675)	(126.46%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,428,676	1,428,676	1,198,283	(230,393)	(16.13%)	▼
Amount attributable to operating activities		166,476	990,336	1,237,713	247,377	24.98%	▲
Amount attributable to investing activities		(2,078,163)	(1,092,832)	(1,136,577)	(43,745)	(4.00%)	▼
Amount attributable to financing activities		483,011	(37,699)	(85,374)	(47,675)	(126.46%)	▼
Surplus or deficit after imposition of general rates		0	1,288,481	1,214,045	(74,436)	(5.78%)	▼

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	30 June 2024	29 February 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,390,001	3,557,641
Trade and other receivables	139,127	196,388
Other financial assets	22,693	11,421
Inventories	21,068	25,597
TOTAL CURRENT ASSETS	3,572,889	3,791,047
NON-CURRENT ASSETS		
Other financial assets	207,701	207,701
Property, plant and equipment	17,295,266	17,434,665
Infrastructure	66,457,278	66,225,861
Investment property	61,117	61,117
TOTAL NON-CURRENT ASSETS	84,021,362	83,929,344
TOTAL ASSETS	87,594,251	87,720,391
CURRENT LIABILITIES		
Trade and other payables	291,300	140,725
Other liabilities	5,000	317,997
Borrowings	75,989	48,271
Employee related provisions	354,566	354,566
TOTAL CURRENT LIABILITIES	726,855	861,559
NON-CURRENT LIABILITIES		
Borrowings	439,890	429,909
Employee related provisions	14,757	14,757
TOTAL NON-CURRENT LIABILITIES	454,647	444,666
TOTAL LIABILITIES	1,181,502	1,306,225
NET ASSETS	86,412,749	86,414,166
EQUITY		
Retained surplus	23,612,432	23,613,847
Reserve accounts	1,719,674	1,719,674
Revaluation surplus	61,080,642	61,080,642
TOTAL EQUITY	86,412,748	86,414,163

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

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

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 March 2024

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	2	\$ 1,402,324	\$ 3,390,000	\$ 3,557,641
Trade and other receivables		139,128	139,127	196,387
Other financial assets		212,700	22,693	11,421
Inventories	7	21,068	21,068	25,597
		<u>1,775,220</u>	<u>3,572,888</u>	<u>3,791,046</u>
Less: current liabilities				
Trade and other payables	8	(291,301)	(291,301)	(140,725)
Other liabilities	11	(5,000)	(5,000)	(317,997)
Borrowings	10	(75,989)	(75,989)	(48,271)
Employee related provisions	11	(354,566)	(354,566)	(354,566)
		<u>(726,856)</u>	<u>(726,856)</u>	<u>(861,559)</u>
Net current assets		1,048,364	2,846,032	2,929,487
Less: Total adjustments to net current assets	Note 2(c)	(1,683,353)	(1,647,749)	(1,714,370)
Closing funding surplus / (deficit)		(634,989)	1,198,283	1,215,117

(b) Non-cash amounts excluded from operating activities

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

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(6,814)	(6,814)	(21,197)
Add: Loss on asset disposals	5	9,782	0	1,809
Add: Depreciation		1,953,425	1,301,093	1,312,789
Total non-cash amounts excluded from operating activities		1,956,393	1,294,279	1,293,401

(c) Current assets and liabilities excluded from budgeted deficiency

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

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
Adjustments to net current assets				
Less: Reserve accounts	3	(1,719,674)	(1,719,674)	(1,767,349)
Less: Financial assets at amortised cost - self supporting loans	7		(22,693)	(11,421)
- Current financial assets at amortised cost - self supporting loans			(17,693)	(20,193)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10		75,989	48,271
- Current portion of employee benefit provisions held in reserve	3	36,322	36,322	36,322
Total adjustments to net current assets	Note 2(a)	(1,683,352)	(1,647,749)	(1,714,370)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2023-24 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	(88,038)	(19.86%)	▼
Timing Variance			
Interest revenue	48,403	90.19%	▲
Timing Variance			
Other revenue	28,486	112.22%	▲
Timing Variance			
Profit on asset disposals	14,383	211.08%	▲
Timing Variance			
Expenditure from operating activities			
Employee costs	(33,511)	(2.68%)	▼
Timing Variance			
Materials and contracts	287,137	31.14%	▲
Timing Variance			
Utility charges	29,879	18.97%	▲
Timing Variance			
Depreciation	(11,696)	(0.90%)	▼
Not material			
Other expenditure	(18,367)	(73.27%)	▼
Timing Variance			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(335,792)	(85.47%)	▼
Timing Variance			
Proceeds from disposal of assets	24,169	59.68%	▲
Timing Variance			
Outflows from investing activities			
Payments for property, plant and equipment	11,867	2.47%	▲
Timing Variance			
Payments for construction of infrastructure	256,011	24.27%	▲
Timing Variance			
Outflows from financing activities			
Transfer to reserves	(47,675)	0.00%	▼
Monthly OCDF Interest			
Surplus or deficit at the start of the financial year	(230,393)	(16.13%)	▼
Surplus or deficit after imposition of general rates	(74,436)	(5.78%)	▼
Due to variances described above			

8.2 Office of the Chief Executive Officer

8.2.1 Local Planning Strategy

File Reference	14.25.24
Statutory Reference	Planning and Development (Local Planning Schemes) Regulations 2015
Author & Date	Peter Stubbs
Attachments	Nil

Background

Agreement between the Department of Planning Lands and Heritage (DPLH), and the Shires of Williams, West Arthur and Wagin to prepare a joint Local Planning Strategy was reached on in June 2023. The concept of a joint approach was for efficiency and cost effectiveness reasons.

Legislation

The Planning and Development Act 2005 and related Planning and Development (Local Planning Schemes) Regulations 2015 require that Local Governments establish local planning strategies.

Section 11 of the Regulations sets at the requirement for local planning strategy for local planning scheme.

(1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.

(2) A local planning strategy must —

- (aa) be prepared in a manner and form approved by the Commission; and
- (a) set out the long-term planning directions for the local government; and
- (b) apply any State or regional planning policy that is relevant to the strategy; and
- (c) provide the rationale for any zoning or classification of land under the local planning scheme.

(3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.


[Regulation 11 amended: SL 2020/252 r. 6.]

A first draft of the joint local planning strategy, for comment, was received by the Shire of Williams on 15 February 2023. Comments by the CEO on the first draft have been submitted to DPLH.

Comment

The best- case estimated timeline and summary of the process to finalise the local planning strategy is provided below. It is likely that this timeline will take longer.

Shire of Wagin, West Arthur and Williams Joint Local Planning Strategy – the process to come:

		Date
Start 	<i>This correspondence from DPLH</i>	<i>13 February</i>
	Finalise mapping - Four weeks	<i>12 March</i>
	Final draft - Six weeks	<i>23 April</i>
	Certification for advertising - Six weeks	<i>4 June</i>
	Advertising - Four weeks	<i>2 July</i>
	Consideration of submission, modifications, Council reports recommending WAPC endorsement - Eight weeks	<i>27 August</i>
	Endorsement by WAPC - Six weeks	<i>8 October</i>
	Finish	Final Document Published - Two weeks

The strategy aims to describe key features of each Shire district, aspirations, and ways in which Shires seek to influence the balance between growth and looking after the natural environment.

The first draft recommends some changes over the next 5 years to Town Planning Scheme zoning. Feedback has been given that some changes proposed in the first draft, might have little value or detract from the aspirations of Williams. Close attention will be necessary in the final draft to mitigate the risk of committing to changes that have little benefit or might impede flexibility or objectives of Council and the district.

On Tuesday 26 March 2024 DPLH representatives will visit Williams townsite to ground truth some properties to better understanding zoning options.

The next draft of the local planning strategy will be circulated to Councillors out of session and will be included on the Council Forum agenda in April 2024.

Strategic Implications

The local planning strategy has broad relevance to many of Councils strategies related to economic development, governance, land and environmental management and cultural social issues.

Financial Implications

There is no cost for DPLH drafting the local planning strategy. However, DPLH mapping costs will alloy to each Shire at an hourly rate.

Mapping by DPLH is to be charged at \$85 per hour. Total cost is estimated at less than \$2,500. Council will have minor advertising costs.

Voting Requirements

Simple majority

Officer’s Recommendation

That Council notes the joint-collaboration between the Shires of Williams, Wagin, and West Arthur with the support of the Department of Planning Lands and Heritage for the preparation of Local Planning Strategy and the estimated timeframes and process for that.

8.2.2 Budget Review

File Reference	4.1.20
Statutory Ref.	Local Government (Financial Management) Regulations 1996, Regulation 33A
Author & Date	Peter Stubbs, 12 March 2024
Attachments	Budget Review Report for the period to 31 January 2024

Background

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. The results of the review and accompanying report must be presented to Council within 30 days of the review. The review and Council decision is then provided to the Department of Local Government, Sport, and Cultural Industries within 30 days of the Council adoption of the review.

The Budget Review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Council adopted a 5% and \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review.

Local Government (Financial Management) Regulations 1996

Section 33(a) Review of budget

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following —
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Comment

Employee Costs

No budget allocation/provision was made to support the position and work of Administration Officer (Trainee) or for two vacant works staff when the 2023/24 budget was adopted. This appears to be an oversight.

The replacement of two Administration Officers (Kate Medlen and Manuela Lenehan) in the Shire Office, with Jessica Paterson and Deborah Martin has no material budget impact.

Manuela Lenehan and James Lenehan are on leave and have significant annual and long service leave entitlements to clear.

The budget review includes provision for four weeks salary to support the now vacant Manager for Corporate Services role, currently being advertised and on the assumption that this position is filled in mid-May 2024. A successful applicant may not commence until July 2024 depending on what notice they may need to provide to their current employer.

An over budget Employee cost expense of 5.3% is forecast.

Budget - Capital Items

	Budget	Revised Budget	Variance	Comments
Archive Room	\$30,000	\$10,000	-\$20,000	Records to be re organised in 23/24. The room can continue as storage going forward. WHS risk with steps- potential scissor lift to overcome carrying records up the steps & digitisation of records
Housing (Reserve Fund)	\$600,000	\$450,000	-\$150,000 (Reserve Fund)	Opportunity to purchase existing home subject to valuation, building inspection report & Offer & Acceptance.
Fire Appliance	\$50,000	\$50,000	\$0	Fast fill units to support BushFire brigades
Culbin Boraning Road	\$69,000	\$0	-\$69,000	Resourcing & work program review indicates this work will not occur before end of June 2024
Medlen Road	\$57,750	\$0	-\$57,750	
Footpath Albany Highway, Woolshed to Pharmacy	\$60,000	\$90,000	\$30,000	\$30,000 grant funding is budgeted to be received. An application is pending to increase this to the \$45,000, given quotes indicate that the project will now cost \$90,000. <u>Options;</u> 1.Reduce scope & stay with original budget. 2. Increase the Council's budget to \$45,000 if department of transport agrees to extend funding

				3. Increase the Council's budget to \$60000 if department of transport does not agree to additional funding. 4. Not proceed with the project.
RV sewer dump	\$25,000	\$40,000	-\$25,000	Recommended to be funded by LRCI grant funding-\$20,000 & Trust Fund Public Open Space contributions \$20,000 Plumbing quote is \$20,000. Additional \$20,000 for vehicle hard stands/roads, signage, picnic tables
Reallocation of Funding				
Roadside vegetation management			\$126,750	Contracted work
Dardadine Road				Complete the works commenced in 23/24.

It is recommended that Council increase its budget allocation to the Albany Highway footpath to \$45,000, to assist secure the additional and matching grant funding allowing the project to proceed in 2023/24 with the original scope.

The above recommended changes to the capital budget items are considered prudent given the time of year, resource capacity, and workloads. If Council approved those budget changes here would remain \$30,000 uncommitted in the capital budget.

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

The Budget Review for 2023/24 indicates that the Shire expects a budget surplus of \$88,515 at the 30 June 2024. This forecast is contingent on the expected income of \$665,363 from the capital budget yet to be received and associated with Road for Recovery grants.

Voting Requirements

Absolute Majority

Officer's Recommendation 1

That Council make following budget 2023/24 amendments,

1. Reduce the Archive Room budget from \$30,000 to \$10,000 to support records sorting, storing and disposal as per State Records Act .
2. Authorise the Chief Executive Officer to review a property valuation and building inspection report, to make an offer within 5% of the valuation purchase to acquire a suitable 3 x 2 home in Williams to meet Shire housing needs.
3. Reallocate \$69,000 from the Cublin Boraning Road and \$57,750 from Medlen Road to complete Dardanine Road to support contract roadside vegetation management on Shire roads and the completion of works commenced on Dardadine Road.
4. Increase the Council budget allocation for Footpath, Albany Highway from the Woolshed to the Pharmacy from \$30,000 to \$45,000 to enhance the securing matching grant funding and retain the original project scope.

Officer's Recommendation 2

That Council

1. authorise the establishment of the budgeted RV sewer dump point to be built on the site of the old caravan park at 38 Brooking Street, Williams, in accordance with Department of Health guidelines, regulations and Australian Standards.
2. authorise use of \$20,000 from LRCI grant funding and \$20,000 from Council's Trust fund for Public Open Space Contributions to complete the RV sewer dump point facility including road access hardstands, signage and picnic tables.

8.2.3 Long Term Financial Plan 2024-2039

File Reference	4.12.36
Statutory Ref.	Local Government Act 1996
Author & Date	Peter Stubbs. 12 March 2024
Attachments	Att.2 Long Term Financial Plan (Draft)

Background

In May 2023 the Shire of Williams accepted a quote from Moore Australia to assist in reviewing Council's Long Term Financial Plan (LTFP, a 10-to-15-year Plan) in accordance with the Department of Local Government, Sport, and Cultural Industries (DLGSC) Financial Planning framework and guidelines.

Mr Russell Barnes, Director of Moore Australia presented to Councillors at the Councillor Forum on data, assumptions and a proposal for consideration to finalise the LTFP for Council adoption.

In developing a LTFP, important considerations include debt ratios, inflation, rates revenue etc. Revenue (rates) modelling in the draft LTFP is built on a predicted CPI +1.5% across the LTFP.

Comment

LTFP's are a key element of the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short-, medium- and long-term community priorities. The LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives are developed.

LTFP's require a set of assumptions on which they are developed. In developing a LTFP important considerations include debt ratios, inflation, rates revenue etc. Revenue (rates) modelling in the draft LTFP is built on a predicted CPI plus 1.5% across the LTFP.

Strategic Implications

Long Term Financial Planning is a key driver of Council's Strategic Community Plan 2020-2032 and its approach to Annual Budgets.

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

The cost of Moore Australia's assistance and financial modelling was \$9,500 plus GST.

Voting Requirements

Absolute Majority

<p>Officer's Recommendation That Council adopt to draft Long Term Financial Plan 2024-2039 as presented, noting further reviews can be undertaken at any time.</p>

8.2.4 Proposed Single House and Rainwater Tank – Lot 204 (No 173) Narrogin Road, Williams

File Reference	10.60.15
Statutory Ref	Shire of Williams Town Planning Scheme No 2
Author & Date	Liz Bushby, Town Planning Innovations, 8 March 2024
Attachments	

Background

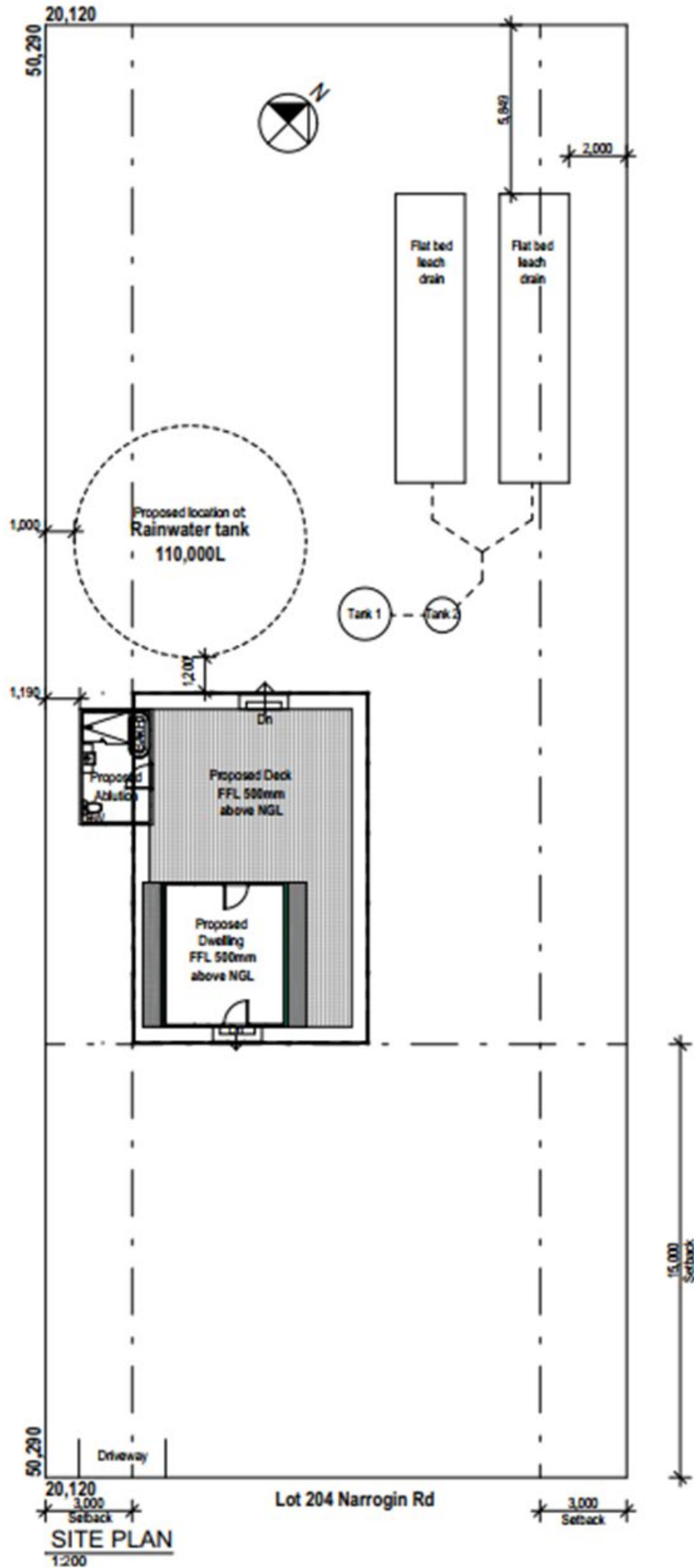
Lot 204 is zoned 'Rural Residential' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme'). The lot has an approximate area of 1012m² and is vacant.



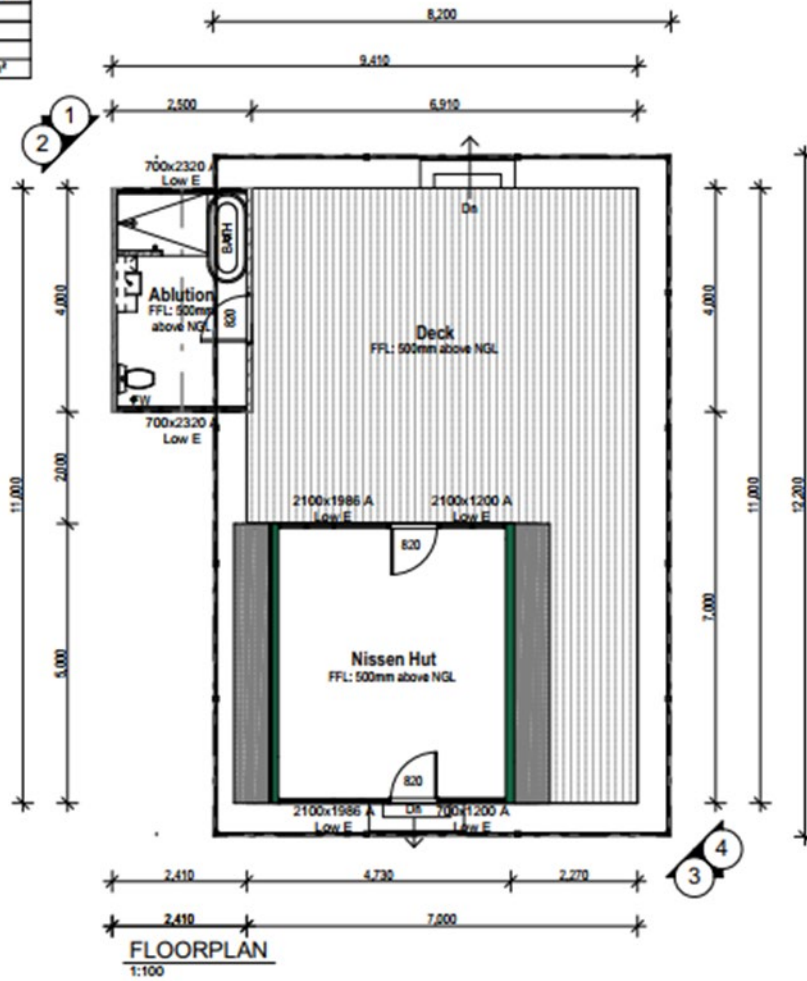
Comment

Proposed Development

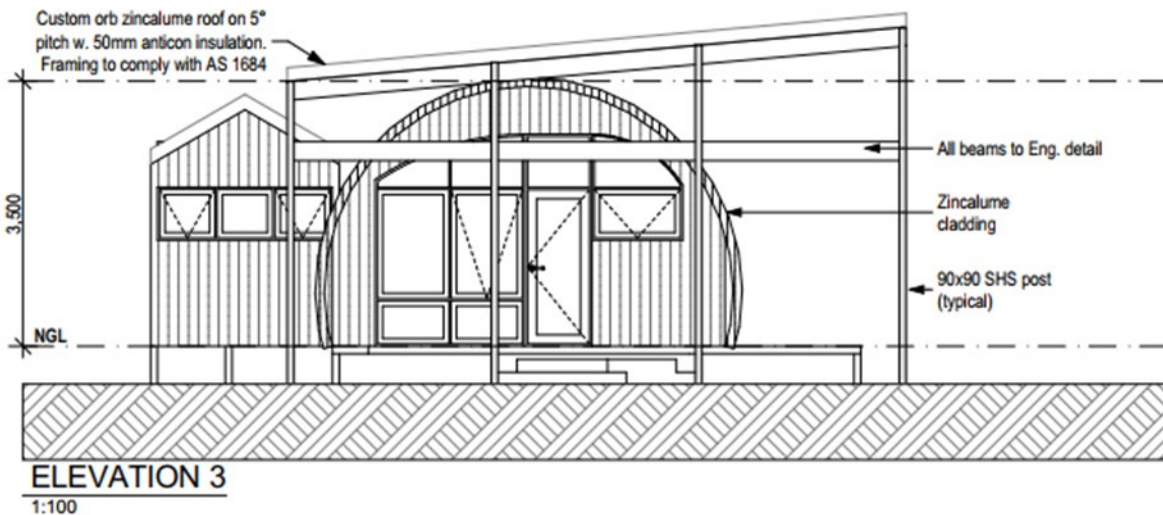
The owner has applied for a single house, deck/patio, separate ablution, and a 110,000 litre rainwater tank on the lot.



FLOOR AREAS	
NAME	AREA
ABLUTION	10.0
DECK	53.0
DWELLING	21.3
	84.3 m ²



Street Elevation below:



State Planning Policy 3.7: Planning in Bushfire Prone Areas

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

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

A Bushfire Attack Level (BAL) assessment report is not required as part of the planning application process where the lot size is 1,100m² or less.

At that lot size it is recognised that planning can only play a limited role in reducing bushfire risk, and application of the appropriate construction standard at the building permit stage is the most appropriate instrument for reducing the bushfire risk for existing lots.

As Lot 204 has an area of 1,012m², a BAL assessment will be required as part of the separate Building Permit process. A BAL is not required to be submitted as part of the planning process.

- **Referral to Main Roads Western Australia**

The development will necessitate a new crossover to Narrogin Road, which falls under the care and control of Main Roads Western Australia (MRWA).

The owners will need to lodge a formal application to MRWA to undertake works within their road reserve. TPI contacted MRWA and they advised the application should be formally submitted to their organisation for comment.

To expedite processing of the application, TPI recommends that Council delegate authority to the Chief Executive Officer, so the application can be determined once MRWA advice is received.

LEGISLATIVE REQUIREMENTS:

Planning and Development (Local Planning Schemes) Regulations 2015

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

Clause 61 lists development for which planning approval is not required. A rainwater tank is only exempt from the need for planning approval where it meets specific size criteria, including a maximum volume of 5000 litres.

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

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

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

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

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

Strategic Implications

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

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

Financial Implications

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. Council's development application fee to the applicant is applicable.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council

1. Note that the application for a single house and rainwater tank on Lot 204 (No 173) Narrogin Road, Williams has been referred to Main Roads Western Australia as a crossover is proposed to a road that falls under their care and control.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for a single house, deck/patio, separate ablution and rainwater tank on Lot 204 (No 173) Narrogin Road, Williams.

8.2.5 Proposed Single House – Lot 40 (No 18) and Lot 41 (20) New St, Williams

File Reference	10.60.25
Statutory Ref.	Shire of Williams Town Planning Scheme No 2
Author & Date	Peter Stubbs
Attachments	Nil

The Shire has received two planning applications for two single houses side by side, on adjacent lots.

Both lots are under the same ownership. The owners are in the process of purchasing crown land to the rear of Lot 41.



Location Plan

Comment

Proposed Development

The owners have lodged two planning applications seeking approval for a single house on Lots 40 and 41 respectively.

The house proposed on Lot 40 complies with the Residential Design Codes, with the exception of a variation to a privacy setback for living room windows that face east. The variation is supported as it only impacts on Lot 41 which is under the same ownership, and a dividing fence is proposed at 2.6 metres high which will interrupt sightlines.

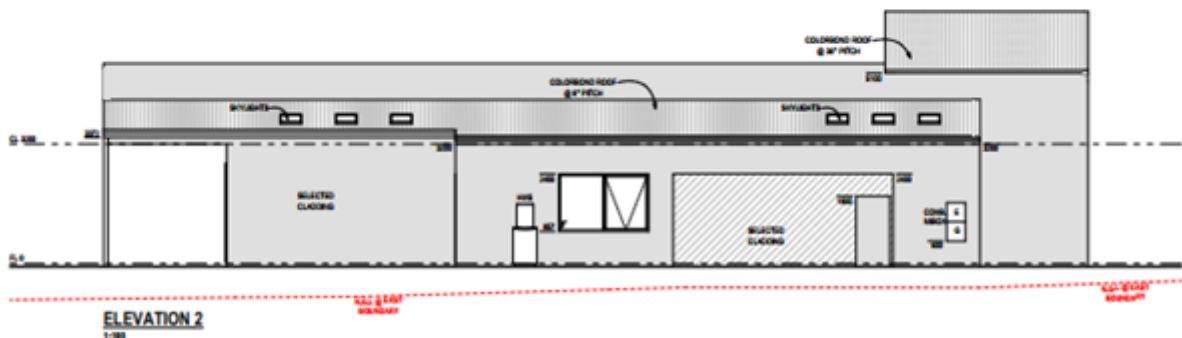
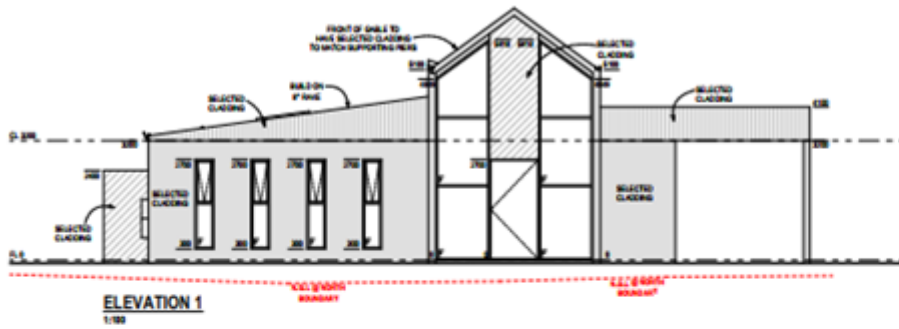
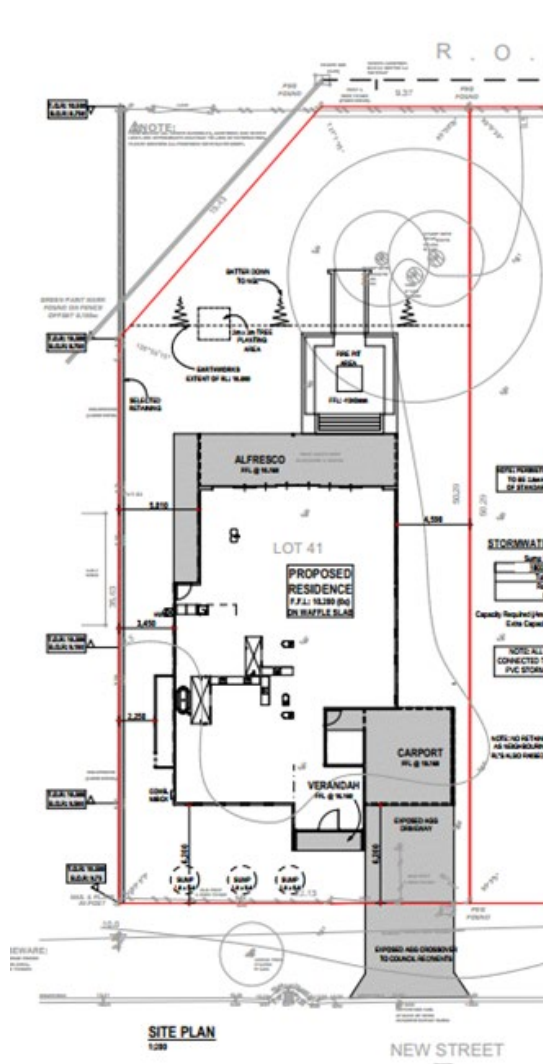


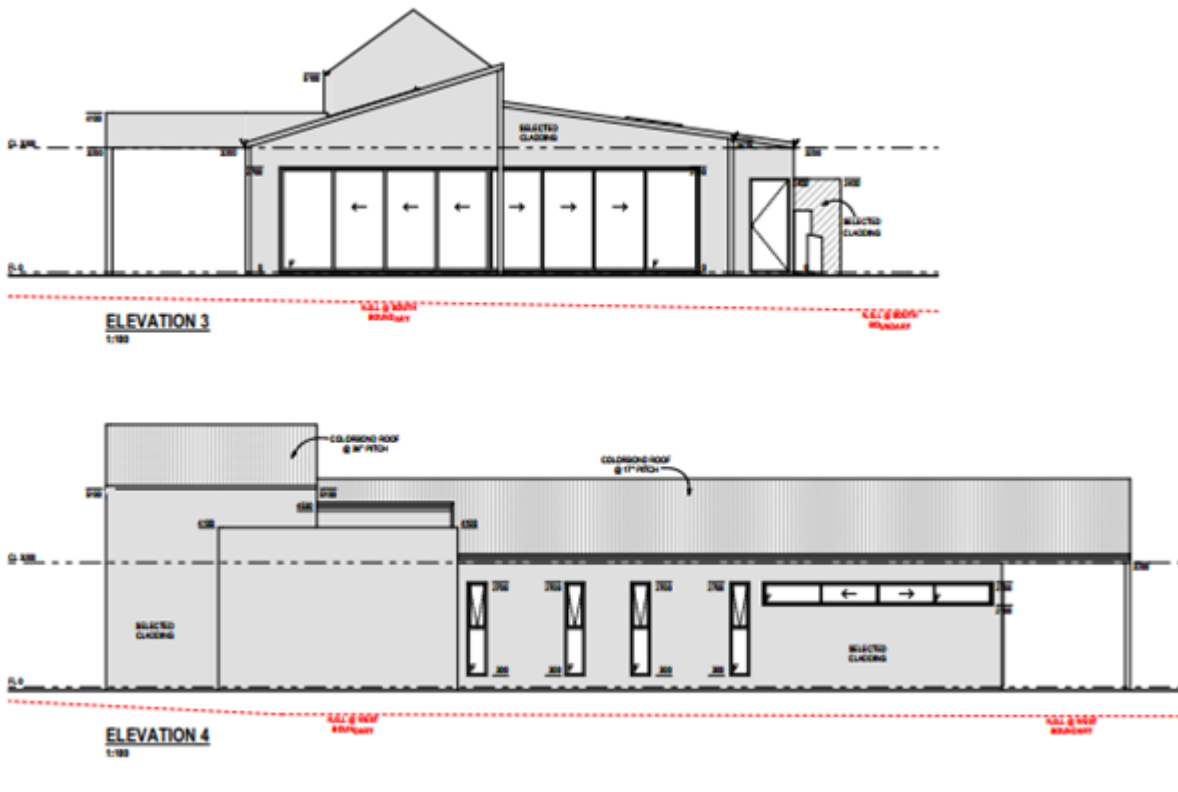
The house proposed on Lot 41 also seeks variations to the Residential Design Codes including:

- a) A portion of the entry protrudes into the 6 metre front setback area;
- b) Variations are proposed to the minimum privacy setbacks where the finished floor level is more than 0.5m above natural ground level. A higher 2.5 metre dividing fence is proposed to interrupt sightlines; and
- c) A retaining wall is proposed on the common east lot boundary. The height ranges from 0.75 metres, to 1.75 metres at the highest point.

The existing levels of Lot 41 range from 9.75m at the front lot boundary to 9.19m at the rear truncation.

Much of the finished floor level of the proposed dwelling on Lot 41 will be more than 0.5 metres above the existing Natural Ground Level, as evident from the elevations.





- **Consultation**
The applications are being advertised for public comment until the 22 March 2024. Any comments on the retaining wall or privacy will need to be considered.

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

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

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

A Bushfire Attack Level (BAL) assessment report is not required as part of the planning application process where the lot size is 1,100m² or less.

At that lot size it is recognised that planning can only play a limited role in reducing bushfire risk, and application of the appropriate construction standard at the building permit stage is the most appropriate instrument for reducing the bushfire risk for existing lots.

As Lots 40 and 41 both have areas less than 1,100m², a BAL assessment will be considered as part of the separate Building Permit process.

POLICY REQUIREMENTS:

Not applicable.

LEGISLATIVE REQUIREMENTS:

Planning and Development (Local Planning Schemes) Regulations 2015

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

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

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

Shire of Williams Town Planning Scheme No 2 (the Scheme) – Both lots are zoned Residential with an R20 density code.

STRATEGIC IMPLICATIONS:

Additional housing is important to the needs of the community.

Council's strategic objectives include to support industry and business development through the development of sustainable infrastructure and investment opportunities.

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

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

FINANCIAL IMPLICATIONS:

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. Council's development application fees will be applicable.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

Officer's Recommendation

That Council,

1. Note that the applications for a single house on Lot 40 (No 18) New Street, Williams and Lot 41 (No 20) New Street, Williams are being advertised for public comment.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant delegated authority to the Chief Executive Officer to determine the development applications for a single house on Lot 40 (No 18) New Street, Williams and Lot 41 (No 20) New Street, Williams, after the close of public comment period 22 March 2024.

8.2.6 Use of Common Seal and Decisions Under Delegated Authority

File Reference	Various
Statutory Ref.	
Author & Date	Peter Stubbs
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

The Common Seal was applied the Cats Local Law on the 7 February 2024.

Decisions by the CEO using delegated authority were as per the table below;

Decision Type	Name/Property	Date of Decision	Purpose
1 Demolition Permit # 516	Denya Nominees Pty Ltd for the Williams Hotel	6 February 2024	partial demolition following the fire damage to the building.
2 Development Application	60 Lavender Street, Williams	14 February 2024	a variation to the approved Development Application- inclusion of an awning 9m x.7.5m to the proposed shed
3 Development Application	Neoen, Umwelt, Mr Glen Ford	29 February 2024	Meteorological Mast as per Council resolution 80/24
4 Building Permit #497	19 Growse St, Williams	8 February 2024	Carport

Payment from the Municipal or Trust Funds – Delegation 1.1.19

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

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

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

The standard approved Council fees were applied the above decisions.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 6 February 2024 to 15 March 2024.

9.0 Elected Members' Motions of which Notice has been given

Nil

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

10.1 Elected Members

Nil

10.2 Officers

Nil

11.0 Application for Leave of Absence

Nil

12.0 Closure of Meeting