



SHIRE OF WILLIAMS AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 21 APRIL 2021



NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members,

You are respectfully advised the next Ordinary Meeting of the Shire of Williams will be held on Wednesday 21 April 2021, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3.30 pm.



Geoff McKeown
Chief Executive Officer

DISCLAIMER

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

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

SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

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

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

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

SOCIAL AND CULTURAL

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

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

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

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

LAND USE & ENVIRONMENT

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

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

LUE2. Natural assets and public open spaces are accessible, well utilised and managed.
LUE3. Recognising and implementing sustainability measures.

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

CIVIC LEADERSHIP

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

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

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

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

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AGENDA

1.0 Declaration of Opening / Announcement of Visitors

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

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

Cr Jarrad Logie - President
Cr Natalie Major - Deputy President
Cr Moya Carne
Cr Gil Medlen
Cr Simon Harding
Cr Alex Watt
Cr Bob Baker
Cr Tracey Price
Cr Bernie Panizza

Staff

Geoff McKeown - Chief Executive Officer
Trevor Brandy - Environmental Health Officer/Building Surveyor
Cara Ryan - Manager of Finance
Manuela Lenehan - Minute Taker

Visitors – Nil
Apologies - Nil
Leave of Absence – Nil

3.0 Public Question Time

Nil

4.0 Petitions / Deputations / Presentations

Nil

5.0 Declarations of Interest

Nil

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

6.0 Confirmation of Minutes of Previous Meetings

6.1 Ordinary Council Meeting Held 17 March 2021

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 17 March 2021, as previously circulated, be confirmed as a true and accurate record.

6.2 Audit Committee Meeting Held 17 March 2021

Officer's Recommendation

That the Minutes of the Audit Committee Meeting held 17 March 2021, as previously circulated, be received.

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 April 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 March 2021:

Permit Number	Owner	Address	Description
454	Aubrey Fowler & Co.	8376 York Williams Road	Shed Repairs

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 a Building Permit for the month of March 2021.

8.2 Office of the Chief Executive Officer

8.2.1 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 30 March 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.

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*.

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.

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.

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.

A decision regarding the appointment of an Acting CEO for any period exceeding four weeks is made by the Council.

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

8.2.2 Employment Contract – Manager of Finance

File Reference	4.20.15
Statutory Ref.	Section 5.37 <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 1 April 2021
Attachments	Nil

Background

Ms Cara Ryan is currently employed as the Manager of Finance on a 5 year contract that commenced in May 2016. Her contract will expire on the 5 May 2021.

In accordance with Section 5.37(2) of the *Local Government Act 1995*, the CEO is to inform the Council of each proposal to employ a senior employee. The Council may accept or reject the CEO's recommendation but if the Council rejects a recommendation, it is to inform the CEO of the reasons for doing so.

Comment

Discussion has been held between Ms Ryan and the CEO on the terms of a new contract. It is not proposed to make any significant changes in the new contract and it will reflect the term of employment from the 6 May 2021 and expiring on the 5 May 2026.

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 Manager of Finance's remuneration package is included in the Annual Budget and Long Term Financial Plan.

Voting Requirements

Simple Majority

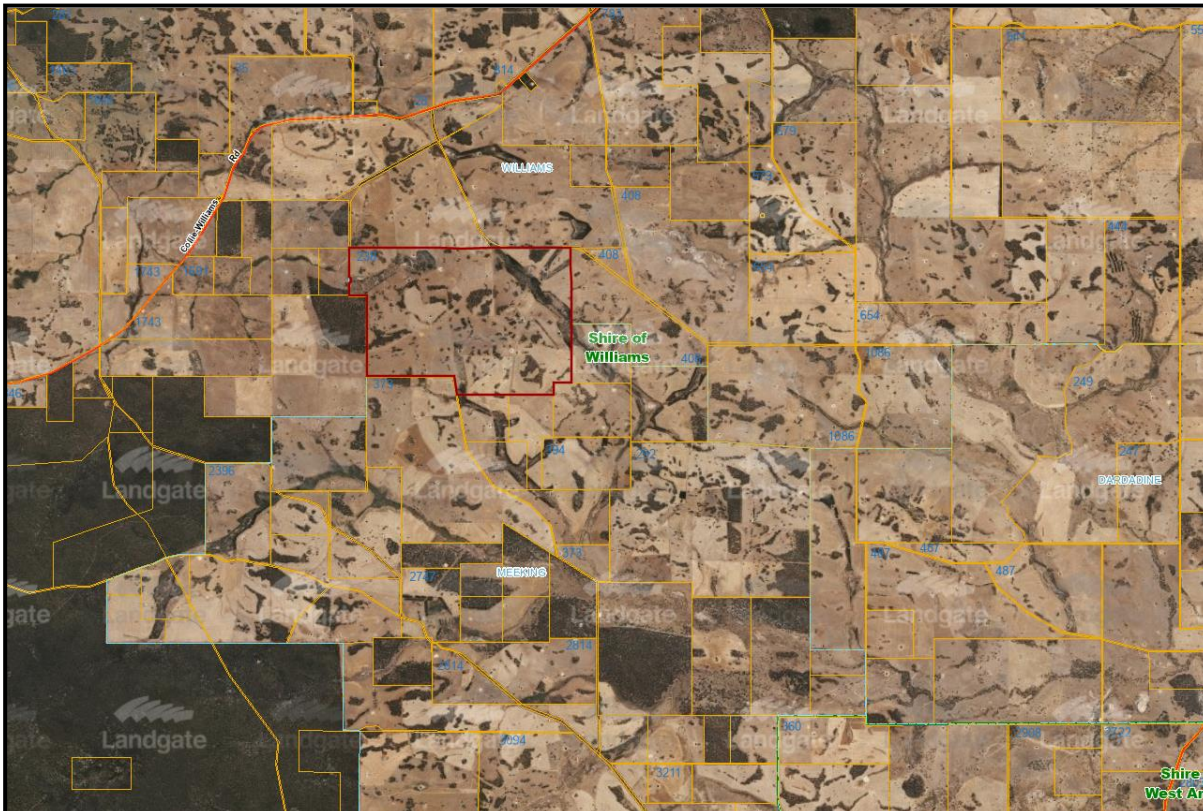
Officer's Recommendation	That Council accepts the Chief Executive Officer's recommendation to enter into a new five (5) year contract of employment with Ms Cara Ryan for the position of Manager of Finance commencing on 6 May 2021.
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8.2.3 Proposed Telecommunications Infrastructure – Lot 3972 (No 238) Roccis Road, Meeking

File Reference	10.60.15
Statutory Ref.	Shire of Williams Town Planning Scheme No.2
Author & Date	Liz Bushby, Town Planning Innovations (TPI) 7 April 2021
Attachments	Local Government Exemptions - <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Background

Lot 3972 is used for agricultural purposes and has an approximate area of 839 hectares.



Location Plan compiled by TPI

Comment

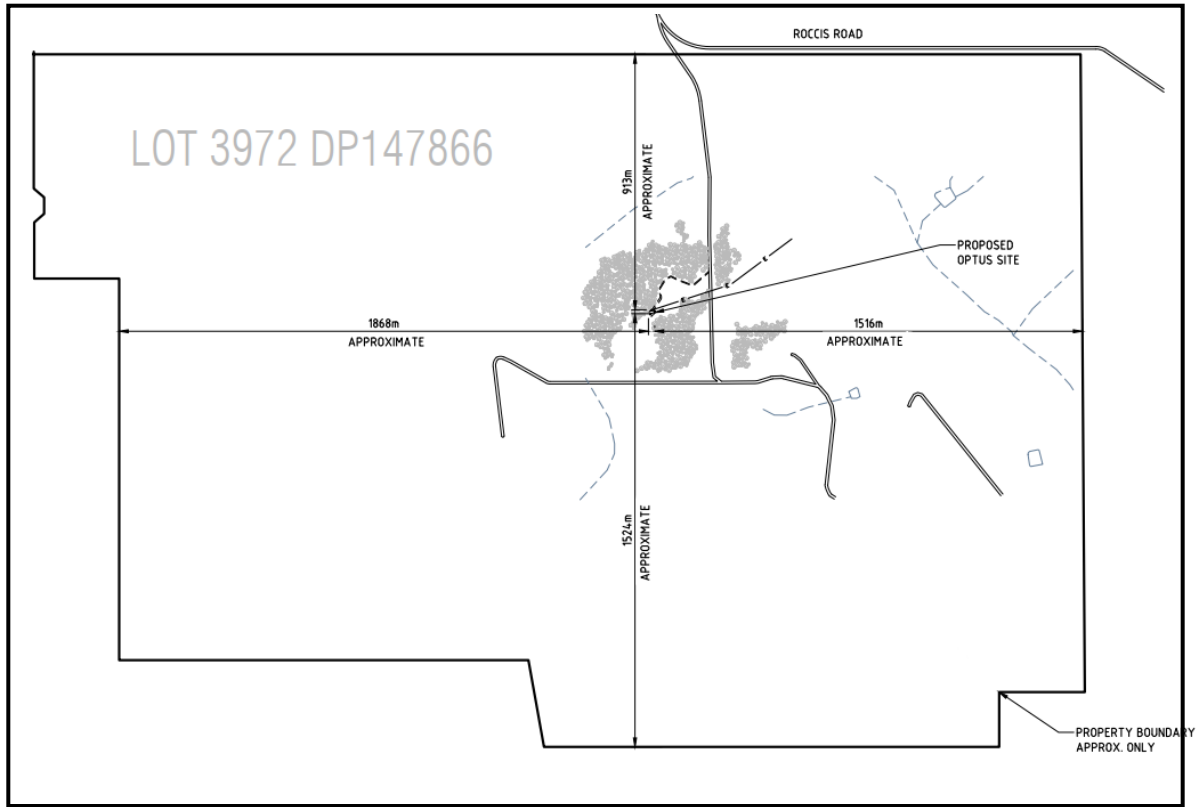
• **Proposed Development**

An application has been lodged by SAQ Consulting Pty Ltd on behalf of Optus.

The proposal is to develop a 50 metre high lattice communication tower, antennas, ground mounted equipment and fencing. The proposal forms part of the Government funded ‘blackspot’ programme, which aims to bring new and improved telecommunications into the Meeking area.

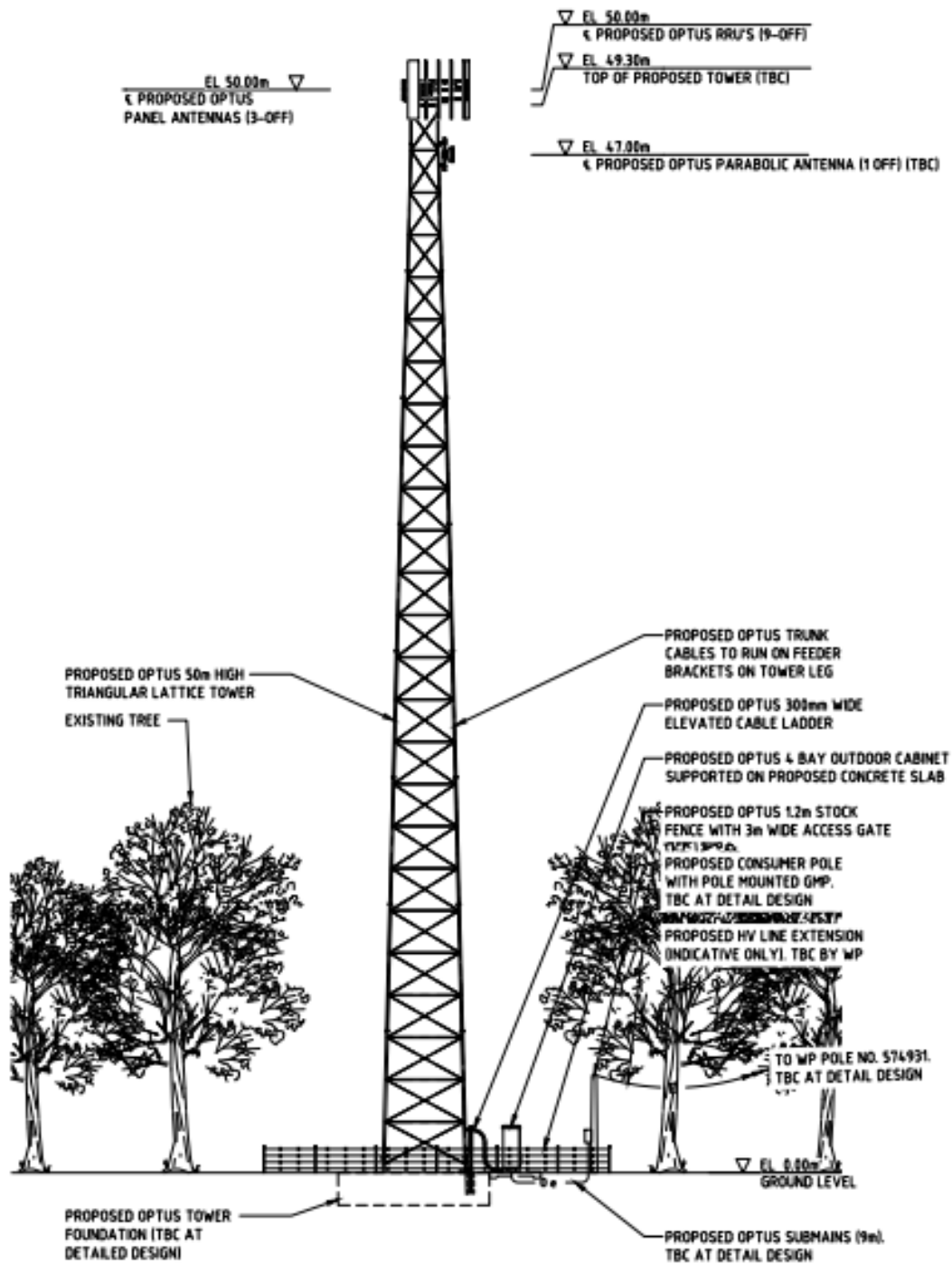
The infrastructure is proposed to be located approximately 913 metres from the north boundary, 1,868 metres from the west boundary, 1,524 metres from the south boundary and 1,516 metres from the east boundary – refer site plan below:

Site Plan



An elevation is included over page for ease of reference.

NOTE:
THIS DRAWING IS DIAGRAMMATIC ONLY
AND SHOULD NOT BE SCALED.



SOUTH EAST ELEVATION

SCALE 1:200

- **Landuse Permissibility**

Lot 3972 is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The proposal is construed as 'telecommunications infrastructure' which is not defined in the Shire's Scheme or listed in 'Table 1-Zoning Table' of the Scheme.

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

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

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

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

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

- **Advertising**

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

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

Formal advertising closes on the 6 May 2021. At the time of writing this report no submissions had been received.

Policy Requirements

There is no local planning policy applicable to the development. There is a Western Australian Planning Commission State Planning Policy 5.2 on Telecommunications Infrastructure.

Adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks.

The State Planning Policy aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas.

The objectives of the policy are to:

- facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs.

- manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure.
- ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons.
- promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

This policy applies throughout Western Australia in respect to above and below ground telecommunications infrastructure other than those facilities exempted under the *Commonwealth Telecommunications Act 1997* (Telecommunications Act).

Legislative Requirements:

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

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

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

• **Advertising**

As the application is being processed as a 'Use Not Listed', it is classified as a 'complex application' under the revised Regulations.

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

- (a) Publication of a Notice with copies of the proposed plans on the Shire website; and
- (b) Making a copy of the plans available to the public for viewing at the Shire office; and
- (c) Writing to the owners and occupiers of lots within 200 metres of the proposed development; and
- (d) Erecting a sign in a conspicuous place on Lot 3972 to advertise the proposal.

Advertising must be for a minimum of 28 days, and excludes some days for the Easter period.

The Western Australian Planning Commission has exempted the Shire from having to meet some or all of the advertising requirements if it is not practical to achieve. The exemption expires on the 13 August 2021 – refer Attachment 2.

The Shire can request that the existing exemption be extended. TPI recommends seeking an extension as some advertising requirements may not be practical, such as erecting a sign on site for remote properties.

• **Matters to be considered by Council**

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

• **Delegated Authority**

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

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

Sustainability Implications:

➤ Environment

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

➤ Economic

There are no quantified economic implications associated with this report.

➤ Social

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

Strategic Implications

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

- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.
- 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 Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. In accordance with Clause 4.3.2 of the Scheme, determine by Absolute Majority that the proposed 'telecommunications infrastructure' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme, and Clause 64 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, in considering an application for planning consent.
2. Note that the application is being advertised until the 6 May 2021 as required by the *Planning and Development (Local Planning Schemes) Regulations 2015*.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for a telecommunications tower on Lot 3972 (No 238) Roccis Road, Meeking.
4. Note that the Western Australian Planning Commission has granted an exemption to the Shire until the 13 August 2021 (Attachment 2) which provides the Shire with flexibility over the methods of advertising for any complex application.
5. Authorise the Chief Executive Officer to write to the Western Australian Planning Commission seeking an extension to the existing advertising exemption for complex applications until the 30 July 2022, and note that it is not practical for the Shire to use signs for advertising where a development site is remote.

EXEMPTION SCHEDULE

Local Government Exemptions - Planning and Development (Local Planning Schemes) Regulations 2015

1. A local government that is located outside of the areas covered by the Metropolitan and Peel Region Schemes and does not have a website on 15 February 2021 is exempt from complying with the following on an on-going basis:
 - a. R.76A(3)(a) and (5)
 - b. Schedule 2, cl.87(3)(a) and (5)
 - c. Schedule 2, cl.64(3)(a) with regard to publication on a website

- 2.

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	Giving notice to owners and occupiers cl.64(3)(b)	Sign on site cl.64(3)(c)	Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)
Regional South West	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site’s remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
City of Albany – excluding the Albany townsite			
Shire of Augusta-Margaret River			
Shire of Boyup Brook			
Shire of Bridgetown-Greenbushes			
Shire of Broomehill-Tambellup			
City of Bunbury – excluding the Bunbury townsite			
City of Busselton – excluding the Busselton townsite			
Shire of Capel			
Shire of Collie			
Shire of Cranbrook			
Shire of Dardanup			
Shire of Denmark			
Shire of Donnybrook-Balingup			
Shire of Gnowangerup			
Shire of Harvey			
Shire of Jerramungup			
Shire of Katanning			
Shire of Kent			
Shire of Kojonup			
Shire of Manjimup			
Shire of Nannup			
Shire of Plantagenet			

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	Giving notice to owners and occupiers cl.64(3)(b)	Sign on site cl.64(3)(c)	Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)
Shire of Waroona	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site's remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
Shire of Woodanilling			
Regional North			
Shire of Ashburton			
Shire of Broome			
Shire of Carnarvon			
Shire of Christmas Island			
Shire of Cocos (Keeling) Islands			
Shire of Derby-West Kimberley			
Shire of East Pilbara			
Shire of Exmouth			
Shire of Halls Creek			
City of Karratha - excluding the Karratha townsite			
Town of Port Hedland			
Shire of Shark Bay			
Shire of Upper Gascoyne			
Shire of Wyndham-East Kimberley			
Regional South			
Shire of Beverley			
Shire of Boddington			
Shire of Brookton			
Shire of Bruce Rock			
Shire of Carnamah			
Shire of Chapman Valley			
Shire of Chittering			
Shire of Coolgardie			
Shire of Coorow			
Shire of Corrigin			
Shire of Cue			
Shire of Cunderdin			
Shire of Dalwallinu			
Shire of Dandaragan			
Shire of Dowerin			
Shire of Dumbleyung			

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	Giving notice to owners and occupiers cl.64(3)(b)	Sign on site cl.64(3)(c)	Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)
Shire of Dundas	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site’s remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
Shire of Esperance			
Shire of Gingin			
Shire of Goomalling			
City of Greater Geraldton – excluding the Geraldton townsite			
Shire of Irwin			
City of Kalgoorlie-Boulder – excluding the Kalgoorlie-Boulder townsite			
Shire of Kellerberrin			
Shire of Kondinin			
Shire of Koorda			
Shire of Kulin			
Shire of Lake Grace			
Shire of Laverton			
Shire of Leonora			
Shire of Meekatharra			
Shire of Menzies			
Shire of Merredin			
Shire of Mingenew			
Shire of Moora			
Shire of Morawa			
Shire of Mount Magnet			
Shire of Mount Marshall			
Shire of Mukinbudin			
Shire of Murchison			
Shire of Narembeen			
Shire of Narrogin			
Shire of Ngaanyatjaraku			
Shire of Northam			
Shire of Northampton			
Shire of Nungarin			
Shire of Perenjori			
Shire of Pingelly			
Shire of Quairading			
Shire of Ravensthorpe			
Shire of Sandstone			
Shire of Tammin			

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	Giving notice to owners and occupiers cl.64(3)(b)	Sign on site cl.64(3)(c)	Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)
Shire of Three Springs	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site’s remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
Shire of Toodyay			
Shire of Trayning			
Shire of Victoria Plains			
Shire of Wagin			
Shire of Wandering			
Shire of West Arthur			
Shire of Westonia			
Shire of Wickepin			
Shire of Williams			
Shire of Wiluna			
Shire of Wongan Ballidu			
Shire of Wyalkatchem			
Shire of Yalgoo			
Shire of Yilgarn			
Shire of York			

NOTE: The above exemptions can be utilised by the local governments listed if required, and does not prohibit the advertising or publishing of a document in this manner. Local government can exercise flexibility in determining the most appropriate means by which public feedback may be obtained.

8.2.4 Policy for Reinstatement of Firebreaks Following Fire Event

File Reference	5.10.20
Statutory Ref.	Nil
Author & Date	Geoff McKeown 12 April 2021
Attachments	Reinstatement of Firebreaks Following Fire Event Policy

Background

The Shire is regularly providing plant and employees to attend fire situations. This provides important support to the bush fire brigades.

The Shire's Grader is often deployed and called on to grade firebreaks for fire suppression. The Works Supervisor oversees this work at the request of a Fire Control Officer or the property owner.

Comment

A draft Policy has been prepared to provide guidance on any request to revisit the property(s) to reinstate the firebreak windrows and return the land to its pre-fire state.

The draft Policy includes the following guiding principles:

1. Confirming it is the responsibility of the CEO and/or Works Supervisor to authorise the use of Shire equipment to install firebreaks for fire suppression in a fire situation.
2. Any decision to deploy a Shire employee at a fire situation will take into account the safety of that employee.
3. Responding to requests from property owners to return after the fire has been extinguished, to reinstate the land to its pre-fire state, is subject to the Shire having the resources available and recovering the cost for the work.

A draft policy titled "O 1.32 Reinstatement of Firebreaks Following Fire Event Policy" has been prepared and appears below as Attachment 3.

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

Any cost incurred in undertaking reinstatement work is recovered.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Adopt the Reinstatement of Firebreaks Following Fire Event Policy;
2. Use cost recovery as the method to seek reimbursement of the cost incurred in carrying out any reinstatement work; and
3. Approve the inclusion of the Policy in the Policy Manual to be published on the Shire's website.

Officer's Alternative Recommendation

That Council:

1. Adopt the Reinstatement of Firebreaks Following Fire Event Policy;
2. Use private works charging rates as the method to seek reimbursement of the cost incurred in carrying out any reinstatement work; and
3. Approve the inclusion of the Policy in the Policy Manual to be published on the Shire's website.

O 1.32 Reinstatement of Firebreaks Following Fire Event Policy

OBJECTIVE

To outline the process for dealing with a request from a property owner for the Shire to reinstate their property to its pre-fire state following the installation of firebreaks for fire suppression purposes.

STATEMENT

The Shire supports bush fire brigades with the provision of plant and employees to attend fire situations. At these times the Shire’s Grader or Loader may be deployed to install firebreaks for fire suppression purposes at the request of a Fire Control Officer or property owner. There is no obligation on the Shire to reinstate land to its pre-fire state.

GUIDELINES

To ensure clarity around use of Shire resources at a fire situation and requests for follow-up work after the emergency, the following process occurs:

1. The attendance of Shire employees and plant at a fire situation is authorised by the CEO and/or Works Supervisor.
2. The decision on the deployment of these resources on the fire ground is made by the CEO and/or Works Supervisor taking into account the safety of the employee operating the plant.
3. Fire Control Officers, brigade volunteers or property owners have no authority to direct or instruct the use of Shire resources.
4. Consideration can be given to reinstate land to its pre-fire state, at the request of the property owner, subject to the following conditions:
 - I. The Shire has the resources and time available to undertake the work;
 - II. The work does not adversely impact on other Shire work commitments; and
 - III. The property owner agrees to reimburse the Shire for the cost incurred. This cost is calculated on the basis of cost recovery / using private works charging rates.

Responsible Officer	Chief Executive Officer
History	Adopted April 2021 (Resolution ../21)
Delegation	
Relevant Legislation	
Related Documentation	

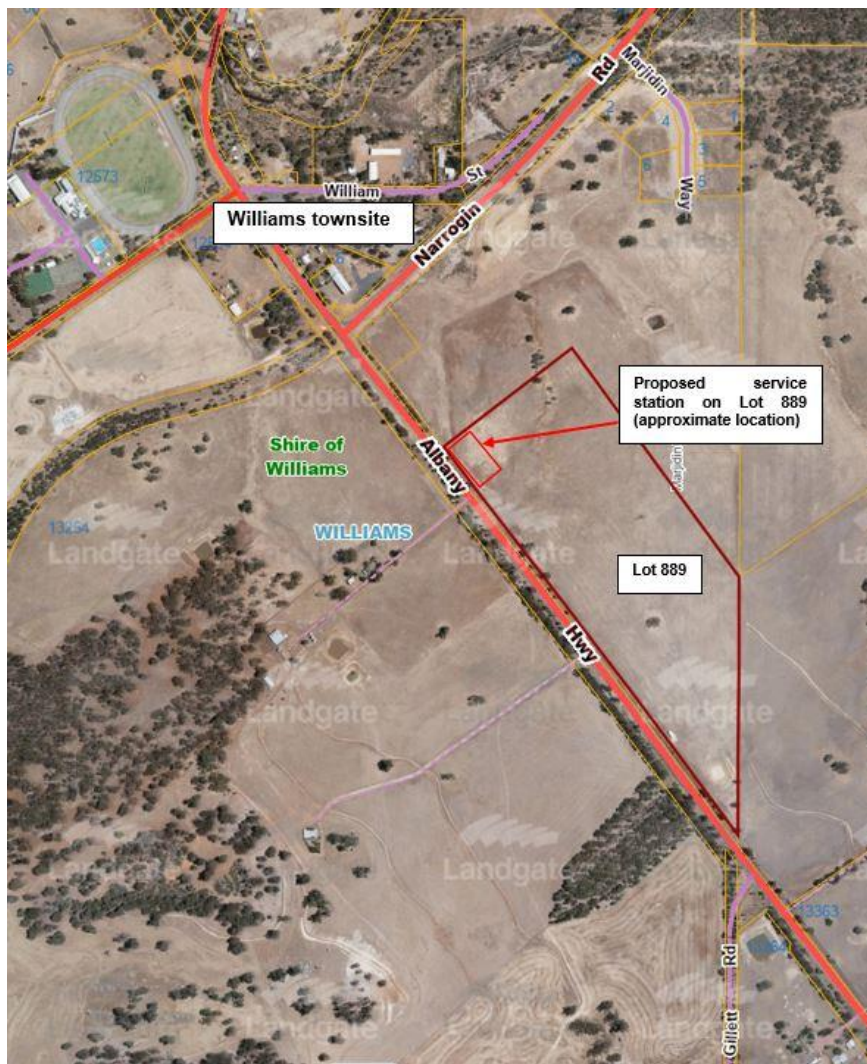
8.2.5 Application to Amend Approved Service Station – Lot 889 Albany Hwy, Williams

File Reference	10.60.15
Statutory Ref.	Shire of Williams Town Planning Scheme No 2
Author & Date	Liz Bushby, Town Planning Innovations 15 April 2021
Attachments	Original Planning Approval Letter and Applicant's Letter

Background

Lot 889 is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot is approximately 500 metres from the Pinjarra-Williams Road and Albany Highway intersection. Lot 889 was recently subdivided from a larger lot (Lot 802) that dissected Albany Highway. The Service Station is proposed on a portion of Lot 889 on the east of Albany Highway. The lot has been cleared and has historically been used for farming.



Location Plan compiled by TPI

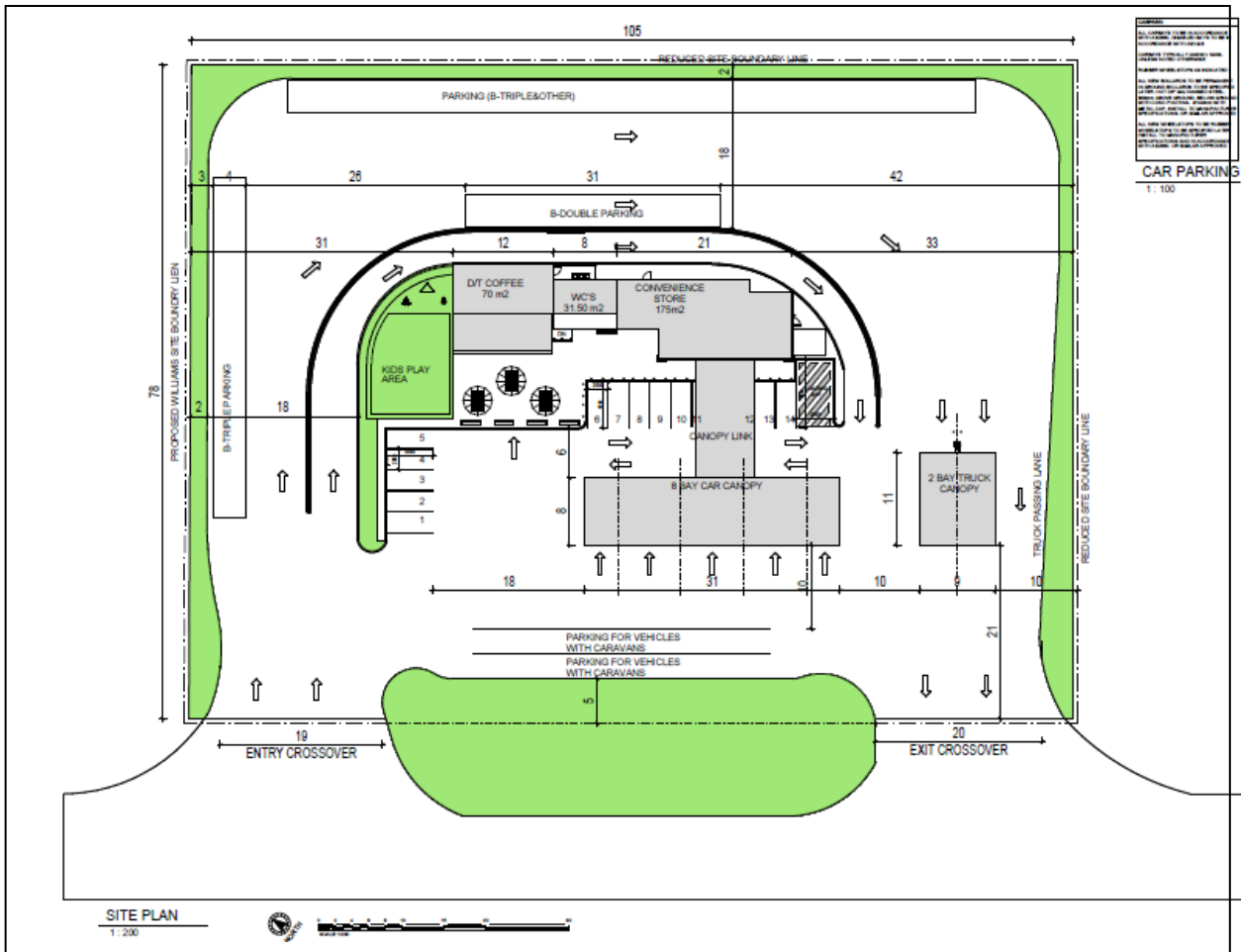
- **Previous Council decisions**

A preliminary report on the service station was referred the Council Meeting held on the 21 November 2018. Council resolved to:

"Note that the application for a service station on Lot 802 Albany Highway, Williams is being advertised for public comment and a further report will referred to a future Council meeting for determination of the application."

A service station, incidental shop and restaurant was conditionally approved by Council at the Ordinary Meeting held on the 19 June 2019. A copy of the planning approval is included as Attachment 4.

The original approved site plan and elevations are included below and over page.





Comment

An application has been lodged seeking to amend the approved plans of the development.

Council has discretion to amend an aspect of an approval which, if amended, would not substantially change the development approved as permissible under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 77(3) of the Regulations specify that local government may ‘waive or vary a requirement of Part 8 (of the Regulations) in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.’

Harley Dykstra has requested that the Shire of Williams consider this application as a minor amendment, and consequently waive any requirement to advertise the application. The applicant's request is included as Attachment 5.

- **Proposed Plan Changes**

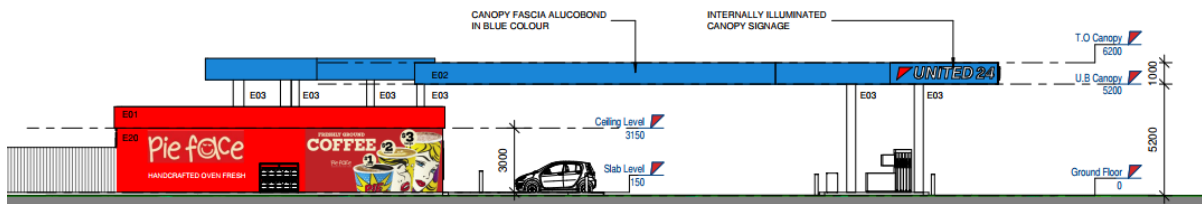
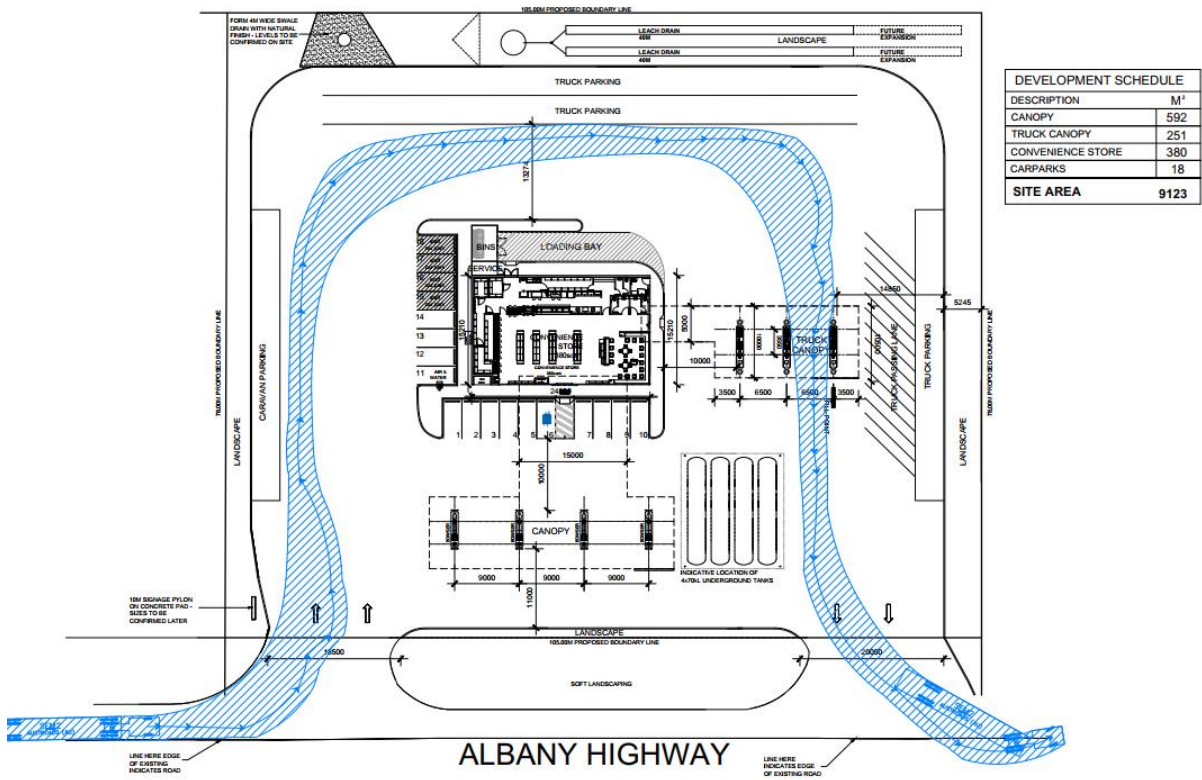
The original plans approved by the Shire included a 175m² service station with incidental shop, a central toilet block, and a restaurant with a drive through coffee outlet. The design allowed for the restaurant and drive through to operate separately to the service station.

The main proposed change is removal of the separate restaurant with drive through coffee area. The revised proposal consolidates the service station sales area, convenience store, indoor seating /restaurant and toilets into one building.

The proposed plan changes also include:

- (i) Change in the siting and scale of toilet facilities;
- (ii) Increase in carparking from 14 to 18 bays;
- (iii) Change in location of car parking bays. Originally all bays were proposed in front of the building. Car parking has been reconfigured to include bays in front of the building and to the north of the building.
The loading area was originally proposed to the front of the building and has been relocated to the rear;
- (iv) Reconfiguration of the bowsers and canopys: and
- (v) Relocation of caravan parking from in front of the building to the north.

The revised site plan and elevations are included below and over page.

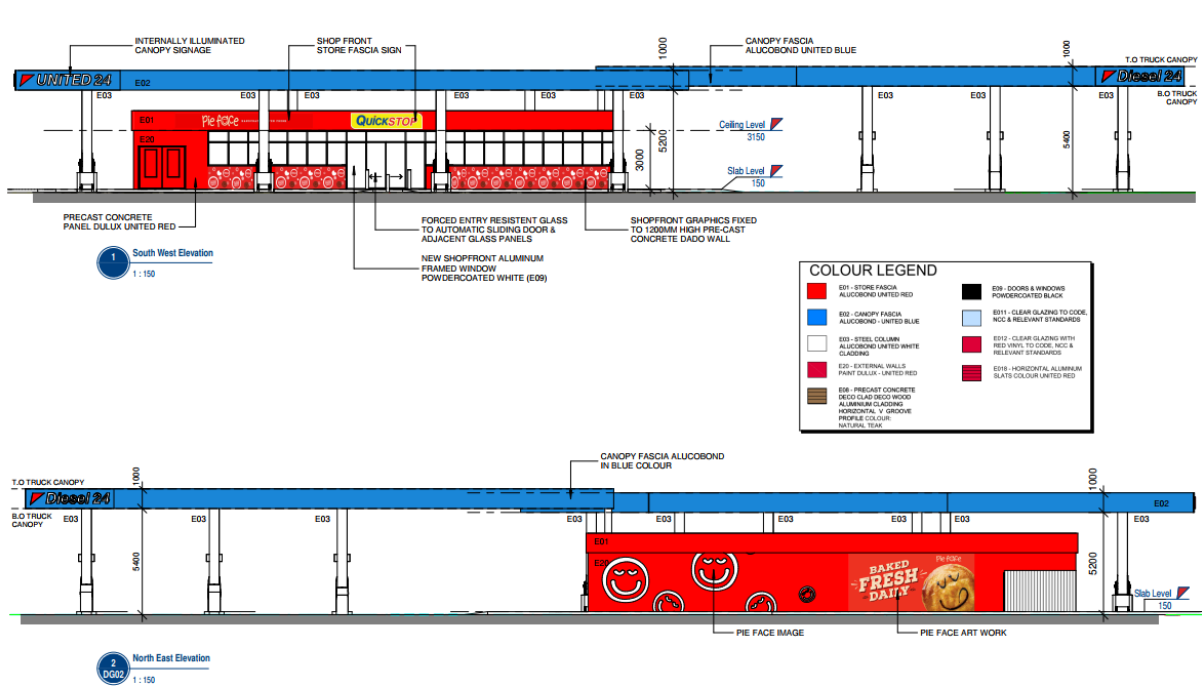


1 South East Elevation
D.G.02 1:150

COLOUR LEGEND	
E01 - STORE FASCIA ALUCOBOND UNITED RED	E06 - DOORS & WINDOWS POWDERCOATED BLACK
E02 - CANOPY FASCIA ALUCOBOND - UNITED BLUE	E07 - CLEAR GLAZING TO CODE, NCC & RELEVANT STANDARDS
E03 - STEEL COLUMN ALUCOBOND UNITED WHITE CLADDING	E08 - EXTERNAL WALLS PAINT DULUX - UNITED RED
E04 - EXTERNAL WALLS PAINT DULUX - UNITED RED	E09 - PRECAST CONCRETE DECO CLAD DECO WOOD ALUMINIUM GLAZING HORIZONTAL, V GROOVE PROFILE COLOUR NATURAL TEAK
E05 - EXTERNAL WALLS PAINT DULUX - UNITED RED	E10 - HORIZONTAL ALUMINIUM SLATS COLOUR UNITED RED
E06 - DOORS & WINDOWS POWDERCOATED BLACK	E11 - CLEAR GLAZING WITH RED HINTS TO CODE, NCC & RELEVANT STANDARDS



2 North West Elevation
D.G.02 1:150



- **Traffic**

A Traffic Impact Assessment (TIA) was lodged as part of the original application and was supported by Main Roads Western Australia (MRWA).

The revised plans were referred to MRWA who have advised that:

“The proposed changes are within the development and will not impact on the entry only and exit only movements from the site. Therefore Main Roads has no objections to the revised plans.

The existing TIA will suffice in regard to movements within Main Roads responsibility area. The internal changes will not reflect to major changes in the generation of traffic.”

Given that the traffic movements and generated traffic numbers will not substantially change, and having regard for MRWA support, traffic is not considered an impediment to the revised plans.

TPI discussed the relocated carparking (bays 11-18) to the north of the building with the applicant, as some cars will be reversing into the area shared with trucks. The applicant has advised staff will be directed to use some of the bays north of the building to maximise availability of bays 1-10 for general public use.

The applicant has also cited figures from the TIA advising that pedestrians moving from the new caravan parking bays will be exposed to less trip movements than the original caravan parking bay location. This information is available to Council on request.

TPI has also liaised with the applicant over the relocated caravan parking area and they are agreeable to a new condition requiring a demarcated pedestrian crossing / link between the caravan parking and service station building.

- **Public Consultation – Options Available to Council**

The original application was advertised for public comment. No consultation has been conducted in regards to the revised plans.

Council has two options in regards to public consultation as follows:

- *Option 1 – No advertising*

If Council is satisfied that the application relates to a minor amendment to the development approval then it can waive or vary any advertising.

From a planning perspective, the revised plans result in a reconfiguration of the development already approved. One of the main issues that was assessed for the original proposal was traffic, and the plan revisions do not result in any significant change to the traffic movements as re-enforced by Main Roads WA in their submission.

- *Option 2 – Advertise the revised plan*

If Council is not satisfied that the application relates to a minor amendment to the development approval then it may advertise the revised plans.

Determination of whether the plan changes are minor is a subjective issue, and TPI would support any decision by Council on the matter. The revised plans result in a different

building and carparking layout. Council may consider that the changes are significant enough to warrant re-advertising.

- **Conditions of Approval**

The applicant did not request any changes to the existing conditions imposed on the original planning approval.

TPI has liaised with the applicant and recommends that if Council supports the application for approval of revised plans that:

1. The time period for substantial commencement to occur within 3 years be amended as it is technically measured from the date of the original approval letter, being 25 June 2019.
2. A new condition be imposed to require a pedestrian crossing or link between the caravan parking area and the service station building.'

TPI also recommends that Condition 13 be revised to allow increased flexibility for future changes to the approved plans (as reflected in the Officer Recommendation).

- **Determination – Options Available to Council**

Firstly, Council needs to be satisfied that the application to amend the approved development (which in this case is for revised plans) would not substantially change the development approved.

This is a subjective matter and there are two perspectives;

1. That the revised plans are a significant departure from the development that was approved.
Council may consider that the combination of a different site layout, different building footprint, different carparking and different elevations is a substantial change from the approved development.
2. That the application to amend the development (which in this case is revised plans) would not substantially change the development approved.
Whilst the site layout has been revised there are no significant changes to truck movements or generated traffic. It is clear from the Main Roads advice that they are satisfied that the existing Traffic Impact Statement sufficiently supports the revised plans.

Unless Council resolves to re-advertise the application for public comment, then Council may determine the application seeking approval for revised plans by:

- A. Approving the application without conditions; or
- B. Approving the application with conditions; or
- C. Refusing the application.

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 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.

Under the Regulations the Shire cannot consider 'potential loss that may result from economic competition between new and existing businesses'.

Clause 77 of the Regulations relates to 'amending or cancelling development approval' and states as follows:

- (1) An owner of the land in respect of which development approval has been granted by the local government may make an application to the local government to do all of the following:
 - (a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;
 - (b) to amend or delete any condition to which the approval is subject;
 - (c) to amend an aspect of the development approved which, is amended, would not substantially change the development approved;
 - (d) to cancel the approval.
- (2) An application made under subclause (1) –
 - (a) is to be made in accordance with the requirements in Part 8 and dealt with under this Part as if it were an application for development approval; and
 - (b) may be made during or after the period within which the development approved must be substantially commenced.
- (3) Despite subclause (2), the local government may waive or vary a requirement in Part 8 or this Part in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval.
- (4) The local government may determine an application made under subclause (1) by –
 - (a) Approving the application without conditions; or
 - (b) Approving the application with conditions; or
 - (c) Refusing the application.

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

There are no specific objectives for the Rural zone under Clause 4.7 of the Scheme. Clause 4.7(3) includes provisions relating to subdivision in the Rural zone which are not relevant to the development application.

There are no setbacks or site requirements specific to the Rural zone under the Scheme.

Sustainability Implications

➤ **Environment**

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

➤ **Economic**

There are no quantified economic implications associated with this report.

➤ **Social**

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

Strategic Implications

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

- CL 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 Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice.

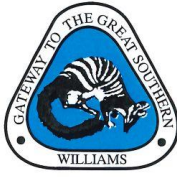
Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

- A. Resolve that it is satisfied that the application to amend the development approved (which in this case is revised plans) would not substantially change the development approved, and note that Main Roads Western Australia has no objections to the revised plans.
- B. Resolve that the application relates to a minor amendment to the development approval and waive any new re-advertising.
- C. In accordance with Clause 77 (4) of the *Planning and Development (Local Planning Schemes) Regulations 2015* approve the application to amend the plans for a service station, incidental shop and a restaurant on Lot 889 Albany Highway, Williams subject to the following:
 - (i) Modify Condition 13 which states:
All development (including signage) shall be generally in accordance with the approved plans to the satisfaction of the Shire.
To instead state:
All development (including signage) shall be generally in accordance with the revised approved plans to the satisfaction of the Shire, unless otherwise approved in writing by the Chief Executive Officer.
 - (ii) Modify Condition 14 which states:
The development shall substantially commence within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period, this approval becomes invalid and expires.
To instead state:
The development shall substantially commence within 3 years from the date of this letter. If the development does not substantially commence before expiration of the 3 year period, this approval becomes invalid and expires.
 - (iii) Impose a new Condition No 15 as follows:
Prior to commencement, a demarcated pedestrian crossing or link shall be provided between the caravan parking area and the pathways proposed adjacent to the service station building.



SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

OFFICE HOURS: MONDAY TO FRIDAY: 8.30 a.m. to 5.00 p.m.

TELEPHONE (08) 9885 1005 FACSIMILE (08) 9885 1020 EMAIL shire@williams.wa.gov.au

All communications to be addressed to the Chief Executive Officer, P.O. Box 96, Williams, W.A. 6391.

Your Ref:

Our Ref: 10.60.15

Harley Dykstra
21 Spencer Street
BUNBURY WA 6230

25 June 2019

Attn: Sebastian Bolhuis

Dear Sebastian,

RE: Development Approval for a Service Station – Lot 802 Albany Highway, Williams

Thank you for your application seeking development approval for a Service Station on Lot 802 Albany Highway, Williams.

Consideration of the application was concluded by Council when it met on Wednesday, 19 June 2019. Council has approved the development subject to a number of conditions which have been communicated to you. A copy of those conditions is attached.

The Shire of Williams looks forward to working with you as you progress the development.

If you would like to discuss this matter further please contact me at the Shire Office on 98851005 or via email at ceo@williams.wa.gov.au

Yours faithfully,

Geoff McKeown
Chief Executive Officer

Planning and Development Act 2005

Shire of Williams

Notice of determination on application for development approval

Location: **Shire of Williams**

Lot: **802**

Plan/Diagram: **76719**

Vol. No: **2816**

Folio No: **600**

Application date: **31 October 2019** Received on: **1 November 2018**

Description of proposed development: **Service Station, incidental shop and restaurant**

The application for development approval is:

Approved subject to the following conditions

~~Refused for the following reason(s)~~

Conditions:

1. A revised landscaping and reticulation/watering plan shall be submitted for separate written approval by the Shire Chief Executive Officer. The plan shall be submitted prior to the issue of a building permit unless otherwise agreed to in writing.

The plan shall show by numerical code, the species, quantity and anticipated mature dimensions of all plant types to be planted and shall include:

- (a) landscaping along the frontage facing Albany Highway;
- (b) landscaping to the north, east and south of the proposed development.

2. Landscaping, plants and reticulation shall be installed and maintained thereafter in accordance with a landscaping plan approved by the Shire of Williams.
3. Detailed engineering design drawings for upgrading, widening and appropriate traffic management treatments within the Albany Highway road reserve are to be submitted and approved separately in writing by the Shire Chief Executive Officer.
4. Albany Highway shall be upgraded in accordance with detailed engineering design drawings (approved under Condition 3) and all works shall be complete prior to commencement of operation.
5. Vehicle parking (15 car bays), truck parking bays, caravan bays, loading zones, manoeuvring and circulation areas within the lot shall be designed, line marked, constructed, sealed and kerbed generally in accordance with the revised overall site plan by Harley Dykstra (Plan 21520-02 dated 25.2.2019) and detailed site plan (Plan 21520-03 dated 18.6.2019) and thereafter maintained to the satisfaction of the Shire of Williams.

6. Prior to occupation or use of the development all vehicle crossovers shown on the approved plans shall be constructed to the satisfaction of the Shire of Williams.
7. Provision to be made so that all commercial vehicles and trucks can ingress and egress the site in forward gear.
8. All signage outlined for traffic movements within the lot boundaries in the Traffic Management Plan by Transcore dated April 2019 (Reference: t18.141.mz.01h) to be implemented at all times of operation including:
 - (a) The northern one way entry crossover to be clearly demarked as the only entry point from Albany Highway to the satisfaction of the Shire, with a 'no exit' sign facing inwards towards the service station;
 - (b) The southern one way exit crossover to be clearly demarked as the only exit point to Albany Highway to the satisfaction of the Shire, with a 'exit only' sign facing inwards towards the service station and 'no entry' sign facing Albany Highway;
 - (c) One way traffic flows for all vehicles (heavy, coaches and light) to be clearly demarcated using one way arrows at the entry and exit crossovers; and
 - (d) Heavy vehicle routes to be clearly signposted.
9. No loading or unloading of vehicles is to occur that interferes with the parking of light vehicles in the car park by visitors and employees.
10. The owner/applicant to submit detailed drainage plans to the Shire for separate written approval that demonstrate adequate drainage management with no adverse impact on the Albany Highway road network.
11. Adequate precautions and measures to be undertaken to ensure no effluent or contaminated liquids enters the Main Roads WA and Shire drainage systems.
12. If lighting is installed in the carparking area, all illumination shall be confined within the property boundaries to the satisfaction of the Shire.
13. All development (including signage) shall be generally in accordance with the approved plans to the satisfaction of the Shire.
14. The development shall substantially commence within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period, this approval becomes invalid and expires.

Footnotes:

- (i) It is noted that a landscaping plan was lodged with the application however it contains conflicting information on the number of species to be provided, and there is concern the landscaping may be sparse.
- (ii) In regards to Condition 3, the applicant is advised that the Shire will refer any detailed designs to Main Roads Western Australia, and any design needs to comply with the Main Roads 'Supplement to Ausroads Guide to Road Design'.

Main Roads has generally accepted the third revised Transport Impact Assessment prepared by Transcore as being sufficient for the development application, however has advised that during the detailed design phases the details of the improvements will be reviewed and the treatment may end up as a hybrid of AUR/CHR given the layout of the development and surrounding

Date of determination: 25 June 2019

Note 1: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 2: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

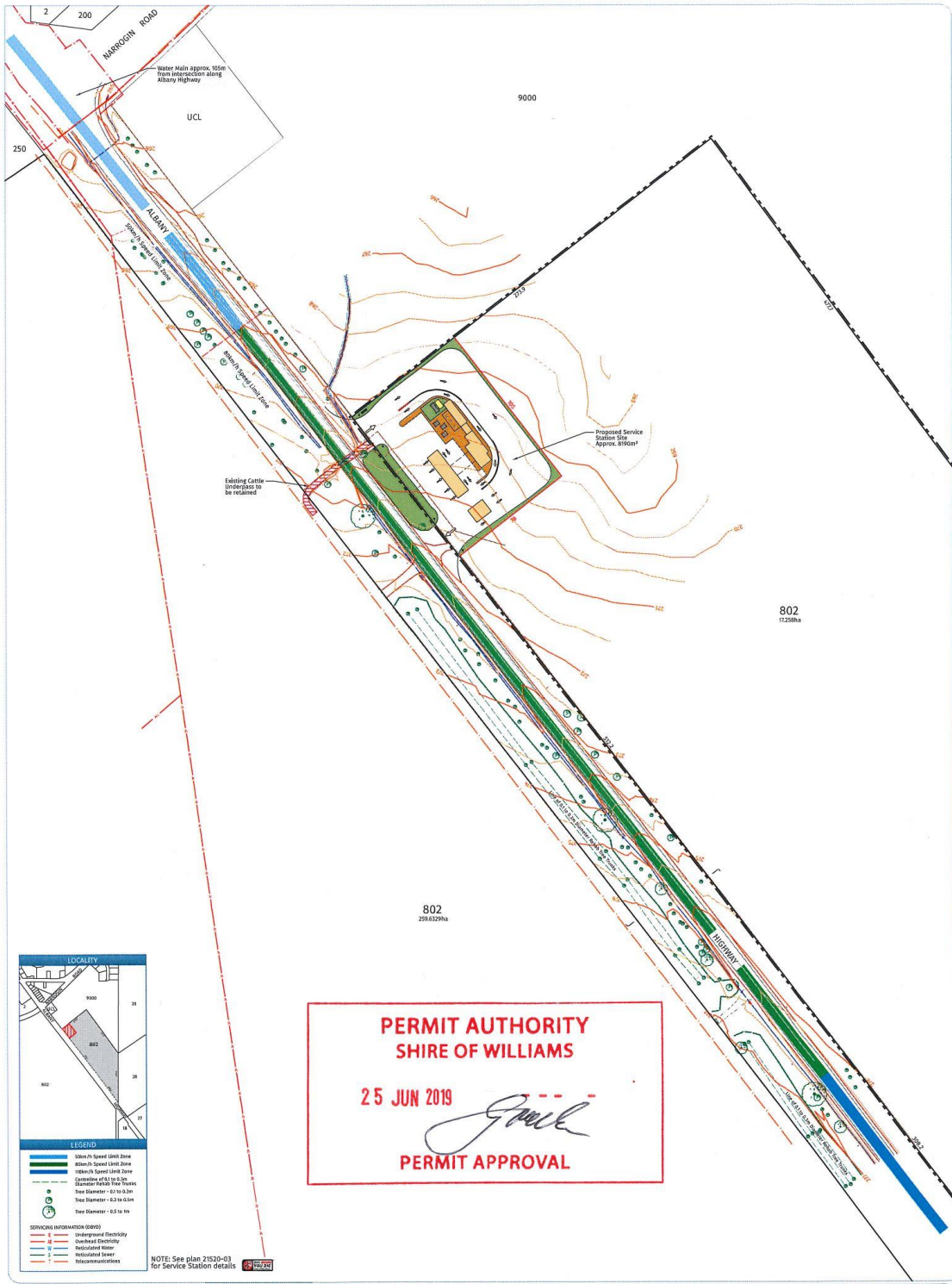
Dated: Signed:

25 June
2019


.....

Geoff McKeown
CHIEF EXECUTIVE OFFICER

for and on behalf of the Shire of Williams

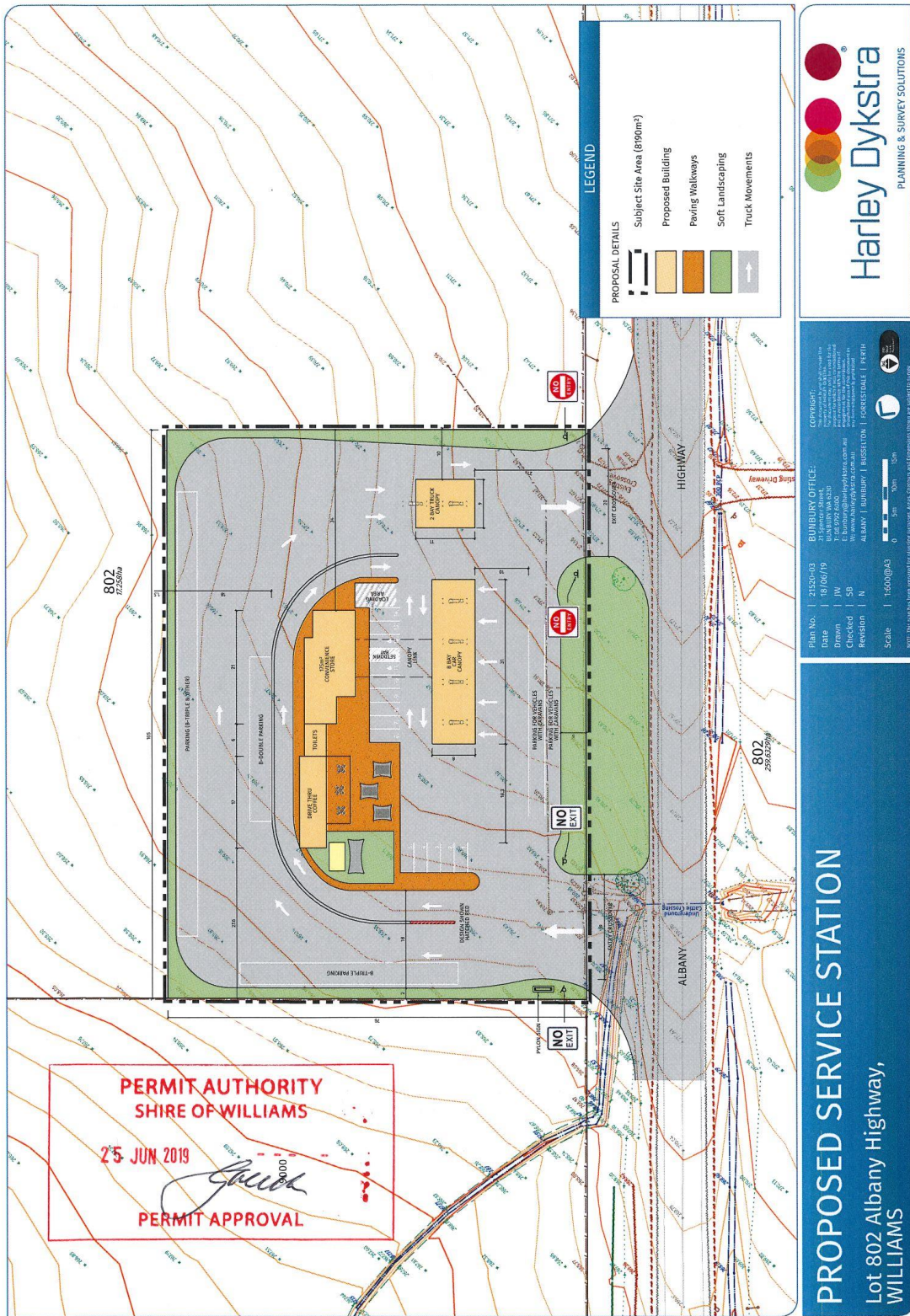


PROPOSED SERVICE STATION

SITE PLAN
 Lot 802 Albany Highway, WILLIAMS

Plan No.	21520-02	SUNSHINE OFFICE	Completion:
Date	25/02/19	21520-02	25/02/19
Drawn	HW	E. Dijkstra	
Checked	SB	E. Dijkstra	
Revised	0		
Scale	1:1000 @ A1		







Your Ref: 10.60.15
Our Ref: 21520

25 February 2021

ATTENTION: Chief Executive Officer

Shire of Williams
PO Box 96
WILLIAMS WA 6391

Via Email: ceo@williams.wa.gov.au

Dear Geoff McKeown,

RE: DEVELOPMENT APPROVAL FOR A SERVICE STATION – LOT 889 ALBANY HIGHWAY, WILLIAMS

This letter serves as justification to apply Clause 77.1(c) of the Planning and Development (Local Planning Schemes) Regulations 2015 and amend the approved plans for the development at 889 Albany Highway, Williams.

The proposed amendment seeks to amend the approved plans of development which, if amended, will not substantially change the approved development. Clause 77(3) of the Regulations specify that local government may *waive or vary a requirement of Part 8 (of the Regulations) in respect of an application if the local government is satisfied that the application relates to a minor amendment to the development approval*. It is requested that the Shire of Williams consider this application as a minor amendment, and consequently waive any requirement to advertise the application.

EXISTING APPROVAL

Development approval was granted by the Shire of Williams for a Service Station on current Lot 889 (previously Lot 802, referred to as Lot 802 in the plans of development consent) on 25 June 2019. The approved development consists of a service station including incidental shop and restaurant, alongside associated landscaping, parking and access.

The approved plans included in the consent issued on 25 June 2019 are described in the table below. The complete letter of consent from the Shire is attached with this letter.

Prepared by	Plan title	Date	Reference	Rev.
Harley Dykstra Planning & Surveying Solutions	Proposed Service Station: Site Plan	25/02/19	21520-02	O
Harley Dykstra Planning & Surveying Solutions	Proposed Service Station	18/06/19	21520-03	N

PROPOSED CHANGE

The proposed amended plan is for a service station including incidental shop. The amended plan does not include a restaurant. The Local Planning Scheme does not require a service station to include a restaurant. It is noted in the Ordinary Meeting of Council minutes dated 19 June, 2019, the ‘restaurant’ was identified as being a separate land-use to the Service Station and Incidental Shop (Liz Bushby, Town Planning Innovations via Shire of Williams Ordinary Council Minutes 19 June 2019, page 11).

BUNBURY

21 Spencer Street, Bunbury
PO Box 778, Bunbury WA 6231

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E: bunbury@harleydykstra.com.au

ABN 77 503 764 248

Albany Bunbury Busselton Forrestdale Perth

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Despite the removal of the restaurant from the development, the primary use of the site for a service station has not been changed. The land use at Lot 889 proposed in the amended plan is consistent with the land use specified in the granted consent. Approval for the restaurant land-use is not outlined in the conditions of development consent dated 25 June 2019, beyond what is indicated in the approved plans. Therefore, the amended plan remains consistent with the approved land use.

The approved development will not be substantially changed as a result of the amendment of plans. The amended plan minimally alters the works required at the site. These minimal alterations are described below:

- Change in siting and scale of toilet facilities,
- Increase in carparking spaces from 14 to 18 carparking bays,
- Change in design for carparking bays,
- The siting of the loading bay has changed,
- Removal of the drive-through component,
- Reconfiguration of the bowsers and associated car canopy.

The provision of parking for caravans will be allocated per the current consent.

The works changes specified are considered minor as they are generally in accordance with the approved plans.

CONSISTENCY WITH EXISTING CONDITIONS OF CONSENT

To respond to the consistency between the proposed amended plan and the existing conditions of consent, each condition of consent is addressed against the amended plan below.

1. A revised landscaping and reticulation/watering plan shall be submitted for separate written approval by the Shire Chief Executive Officer. The plan shall be submitted prior to the issue of a building permit unless otherwise agreed to in writing.

The plan shall show my numerical code, the species, quantity and anticipated mature dimensions of all plant types to be planted and shall include:

- (a) Landscaping along the frontage facing Albany Highway;
- (b) Landscaping to the north, east and south of the proposed development

Comment: Fulfilment of Condition 1 will not be impacted by the amended plan.

2. Landscaping, plants and reticulation shall be installed and maintained thereafter in accordance with a landscaping plan approved by the Shire of Williams.

Comment: Fulfilment of Condition 2 will not be impacted by the amended plan.

3. Detailed engineering design drawings for upgrading, widening and appropriate traffic management treatments within the Albany Highway road reserve are to be submitted and approved separately in writing by the Shire Chief Executive Officer.

Comment: Fulfilment of Condition 3 will not be impacted by the amended plan.

4. Albany Highway shall be upgraded in accordance with detailed engineering design drawings (approved under Condition 3) and all works shall be complete prior to commencement of operation.

Comment: Fulfilment of Condition 4 will not be impacted by the amended plan.

5. Vehicle parking (15 car bays), truck parking bays, caravan bays, loading zones, manoeuvring and circulation areas within the lot shall be designed, line marked, constructed, sealed and kerbed generally in accordance with the revised overall site plan by Harley Dykstra (Plan 21520-02 dated 25.2.2019) and detailed site plan (Plan 21520-03 dated 18.6.2019) and thereafter maintained to the satisfaction of the Shire of Williams.

Comment: Condition 5 will not be impacted by the amended plan. Vehicle parking, truck parking bays, caravan bays, loading zones, manoeuvring and circulation areas within the lot shall be designed, line marked,



constructed, sealed and kerbed generally in accordance with the revised overall site plan by Harley Dykstra (Plan 21520-02 dated 25.2.2019) and detailed site plan (Plan 21520-03 dated 18.6.2019).

6. Prior to occupation or use of the development all vehicle crossovers shown on the approved plans shall be constructed to the satisfaction of the Shire of Williams.
Comment: All vehicle crossovers will be constructed to the satisfaction of the Shire of Williams prior to the occupation or use of the development. Condition 6 will not be impacted by the amended plan.
7. Provision to be made so that all commercial vehicles and trucks can ingress and egress the site in forward gear.
Comment: Condition 7 will not be impacted by the amended plan.
8. All signage outlined for traffic movements within the lot boundaries in the Traffic Management Plan by Transcore dated April 2019 (Reference: t18.141.mz.01h) to be implemented at all times of operation including:
 - a. The northern one way entry crossover to be clearly demarked as the only entry point from Albany Highway to the satisfaction of the Shire, with a 'no exit' sign facing inwards towards the service station;
 - b. The southern one way exit crossover to be clearly demarked as the only exit point to Albany Highway to the satisfaction of the Shire, with a 'exit only' sign facing inwards towards the service station and 'no entry' sign facing Albany Highway;
 - c. One way traffic flows for all vehicles (heavy, coaches and light) to be clearly demarcated using one way arrows at the entry and exit crossovers; and
 - d. Heavy vehicle routes to be clearly signposted.**Comment:** Condition 8 will not be impacted by the amended plan.
9. No loading or unloading of vehicles is to occur that interferes with the parking of light vehicles in the car park by visitors and employees.
Comment: Condition 9 will not be impacted by the amended plan.
10. The owner/applicant to submit detailed drainage plans to the Shire for separate written approval that demonstrate adequate drainage management with no adverse impact on the Albany Highway road network.
Comment: Condition 10 will not be impacted by the amended plan.
11. Adequate precautions and measures to be undertaken to ensure no effluent or contaminated liquids enters the Main Roads WA and Shire drainage systems.
Comment: Condition 11 will not be impacted by the amended plan.
12. If lighting is installed in the carparking area, all illumination shall be confined within the property boundaries to the satisfaction of the Shire.
Comment: Condition 12 will not be impacted by the amended plan.
13. All development (including signage) shall be generally in accordance with the approved plans to the satisfaction of the Shire.
Comment: All signage will be generally in accordance with the approved plans. Condition 13 will not be impacted by the amended plan.
14. The development shall substantially commence within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period, this approval becomes invalid and expires.
Comment: Condition 14 will not be impacted by the amended plan.

It is considered that the existing conditions of consent are consistent with the proposed amended plan and therefore no change in conditions or new conditions would need to result from this application.



SUMMARY & CONCLUSION

In summary, the proposed plan amendment:

1. is consistent with the approved land use for a service station at Lot 889,
2. will have minimal impact on the proposed works at the site,
3. is consistent with the existing conditions of consent.

It is therefore respectfully requested that the Shire of Williams consider this application to amend development consent, and provide an updated consent per this application.

Please do not hesitate to contact me to discuss any the matter raised in this letter.

Yours sincerely,

David Maiorana
Town Planning Director
Harley Dykstra Pty Ltd

Email: david@harleydykstra.com.au

Encl:
Development Application Form
Development Approval Service Station
Approved Site Plan
Amended Site Plan

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 15 April 2021
Attachments	Payment listing for month ending 31 March 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 104872 – 104877 totalling \$457,583.22 approved by the Chief Executive Officer during the month of March 2021 be endorsed.

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
03/03/2021	TWINKARRI PTY LTD	11876 - Tree Trimming (Various Roads)	\$ 83,820.00
03/03/2021	BUILDING AND ENERGY (EFT)	BSL collection - February 2021	\$ 56.65
05/03/2021	BASSCOM PTY LTD	11752 - ICT Strategic Plan	\$ 4,158.00
05/03/2021	LANDGATE (EFT)	GRV's & Rural UV's Chargeable	\$ 138.40
05/03/2021	PALUMBO, LUCY	Reimbursement - Pre Employment Medical	\$ 42.25
08/03/2021	Gamut Resources Pty Ltd	Refund rates - Mining Tenement Ass#3108	\$ 460.36
09/03/2021	WA SUPER	Superannuation February 2021	\$ 16,903.08
10/03/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 10/03/2021	\$ 44,075.09
11/03/2021	FDC EDUCATORS	Salaries & Wages PE 07/03/2021	\$ 19,175.01
16/03/2021	SPINDIZZY TECHNOLOGIES PTY LTD	11888 - 5 Bin Enclosures	\$ 6,985.00
22/03/2021	ALCOLIZER TECHNOLOGY	11880 - Alcohol & Drug Testing (Staff)	\$ 1,617.00
22/03/2021	Darling, Wayne	Refund over paid rent	\$ 1,000.00
23/03/2021	Williams Bus Services	Refund of a deposit made in error 19/03/21	\$ 645.00
24/03/2021	FDC EDUCATORS	FDC EDUCATORS PE 21/03/2021	\$ 21,576.68
24/03/2021	AAA ASPHALT SURFACES	11903 - Asphalt Cold Mix (Rural Roads)	\$ 1,402.50
24/03/2021	AIR RESPONSE	11962/11952 Service of Aircon (CRC) & Fridge (RSL)	\$ 747.97
24/03/2021	AMPAC DEBT RECOVERY	Legal Costs - Rate Recovery	\$ 401.83
24/03/2021	AVON WASTE	11015 - Monthly Refuse Charges February 2021	\$ 8,963.73
24/03/2021	BERTY BEE'S GARDENING	11883 - Contract Gardening Services - February 2021	\$ 1,188.00
24/03/2021	BITUTEK PTY LTD (EFT)	11915 - Spray Bitumen Quindanning-Darkan Rd	\$ 60,552.14
24/03/2021	BOC Ltd (EFT)	11566 - February 2021 Container Service Fee	\$ 39.12
24/03/2021	BP TRUST (EFT)	Monthly Fuel Account February 2021	\$ 403.72
24/03/2021	CLAW ENVIRONMENTAL PTY LTD	Drum Muster Collection	\$ 1,653.03
24/03/2021	CONTRACT AQUATIC SERVICES	11713, 11881&2 - Monthly Pool Mgmt February 2021	\$ 16,203.00
24/03/2021	CORSIGN (EFT)	11699, 11923 & 11889 Traffic Signs	\$ 3,877.50
24/03/2021	EARL STREET SURGERY	Pre-Employment Medical - Childcare	\$ 220.00
24/03/2021	FISHERS WELDING SERVICE	Parts - (Loader)	\$ 109.82
24/03/2021	FOWLER SURVEYS	11924 - Marking (Quindanning-Darkan Rd)	\$ 3,845.60
24/03/2021	GREAT SOUTHERN FUELS (EFT)	11828 - Engine Oil (Excavator)	\$ 1,065.56
24/03/2021	HANSON CONSTRUCTION MATERIALS P/L (EFT)	11912 Basalt Quindanning Darkan RD Project	\$ 29,734.97
24/03/2021	HARMONY SOFTWARE	Educators' Software Fees, Month of February 2021	\$ 211.20
24/03/2021	ITR PACIFIC PTY LTD	11907 - Parts (Excavator)	\$ 67.18
24/03/2021	JR & A HERSEY PTY LTD (EFT)	11921 - Depot Consumables & PPE	\$ 583.11
24/03/2021	McPEST PEST CONTROL	11956 - Termite Treatments (Various)	\$ 1,100.00
24/03/2021	MELCHIORRE PLUMBING & GAS	11953, 11955, 11885 - Various Plumbing Jobs	\$ 1,807.30
24/03/2021	NARROGIN GLASS	11963 - Barrel for Sliding Door (Residential)	\$ 23.90
24/03/2021	NARROGIN QUARRY OPERATIONS (EFT)	11920 - Bluemetal Dust	\$ 266.74
24/03/2021	PRICE'S FABRICATION AND STEEL	11649, 11820 - Fencing, RHS & Netball Goal Repairs	\$ 163.78
24/03/2021	SHIRE OF WAGIN (EFT)	EHO Expenses 5/2/2021 - 18/2/2021	\$ 2,266.27
24/03/2021	SOUTH WEST ISUZU (EFT)	11822 - Parts (Tipper)	\$ 306.15
24/03/2021	SPEEDY STAMPS (EFT)	11760 - Office Stationery	\$ 93.00
24/03/2021	T-QUIP (EFT)	11922 - Repairs (Mower)	\$ 712.30
24/03/2021	THE GOODS (EFT)	11959 - Cleaning Products	\$ 1,177.86
24/03/2021	THE WILLIAMS COMMUNITY NEWSPAPER. (EFT)	11597 - Printing Costs	\$ 45.00
24/03/2021	TOLL TRANSPORT PTY LTD	Freight (Various)	\$ 141.97
24/03/2021	TOTAL UNDERCAR (EFT)	11879 - Wheel Alignment (SUV)	\$ 93.50
24/03/2021	TOWN PLANNING INNOVATIONS	11892 - Scheme Review Amdmnt & Planning Advice	\$ 1,113.75
24/03/2021	TOWN TEAM MOVEMENT	11894 - Staff/Councillor Training	\$ 176.00
24/03/2021	WA CONTRACT RANGER SERVICES	11559 - Ranger Services, February 2021	\$ 514.25
24/03/2021	WESTRAC (EFT)	11813, 11825, 11826 - Service Kit and Parts	\$ 2,165.38
24/03/2021	WILLIAMS NEWSAGENCY	Monthly account February 2021	\$ 49.80
24/03/2021	WILLIAMS PHARMACY	Box of Face Masks	\$ 49.99
24/03/2021	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - February 2021	\$ 1,817.18
24/03/2021	WILLIAMS RUSTIC GROCER	Monthly Refreshments & Consumables, February 2021	\$ 675.61
24/03/2021	WORKWEAR GROUP (EFT)	11588 - Staff Uniforms	\$ 235.20
24/03/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 24/03/2021	\$ 45,442.69
08/03/2021	Unallocated Deposits	ANZ withdrew funds re 25/02/21 - Error	\$ 1,080.00
03/03/2021	WATER CORPORATION.	Water - Office & Surrounds	\$ 2,976.60
04/03/2021	SYNERGY	Electricity to Swimming Pool 19/1/2021 to 16/2/2021	\$ 1,437.05
09/03/2021	TELSTRA	Telstra Bill February 2021	\$ 448.74

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

DATE	NAME	DESCRIPTION	AMOUNT
17/03/2021	SYNERGY	Electricity to Streetlights, Month to 4/3/2021	\$ 2,699.35
17/03/2021	TELSTRA	Mobile Phone Services to 1/3/2021	\$ 339.15
19/03/2021	AUSTRALIAN TAXATION OFFICE	BAS February 2021	\$ 14,686.00
24/03/2021	SYNERGY	Electricity to Swimming Pool 16/2/2021 to 16/3/2021	\$ 1,554.03
24/03/2021	TELSTRA	WS Home Phone to 7/3/2021	\$ 55.00
03/03/2021	CBA	CBA - Merchant Fees February 21	\$ 110.67
01/03/2021	WESTNET	Monthly CEO Internet Charges, March 2021	\$ 54.99
19/03/2021	ANZ CARDS	Monthly Credit Card Expenses x 3	\$ 679.14
05/03/2021	WATER CORPORATION.	Water Bill February 2021	\$ 34,332.32
05/03/2021	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, February 2021	\$ 232.32
16/03/2021	RAC	Roadside Assistance (Mazda CX-5)	\$ 106.00
16/03/2021	SYNERGY	Electricity consumption 24/12/2020 - 26/2/2021	\$ 4,074.14
17/03/2021	AUSTRALIA POST	PO Box Renewal to Mar 2022	\$ 95.00
19/03/2021	SHIRE OF WILLIAMS	Vehicle Registration (Loader)	\$ 262.60
Total			457,583.22

8.3.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 15 April 2021
Attachments	Financial Statements ending 31 March 2021

Background

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

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

Statutory Implications

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer's Recommendation
 That the financial statements presented for the period ending 31 March 2021 be received.



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 31 March 2021

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

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Statement of Financial Activity by Program

Note 1	Net Current Assets
Note 2	Explanation of Material Variances
Note 3	Cash and Investments
Note 4	Receivables
Note 5	Rating Revenue
Note 6	Capital Details
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 15 April 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 31 MARCH 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 BUDGET REVIEW
FOR THE PERIOD ENDED 31 MARCH 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	183,960	189,563	5,603	3%	
Law, Order and Public Safety		52,867	28,299	29,433	1,134	4%	
Health		400	300	773	473	158%	
Education and Welfare		332,801	264,563	283,544	18,980	7%	▲
Housing		243,611	154,489	153,545	(944)	(1%)	
Community Amenities		199,852	139,887	149,455	9,568	7%	▲
Recreation and Culture		44,474	37,010	39,152	2,143	6%	
Transport		111,690	87,778	104,838	17,060	19%	▲
Economic Services		115,154	96,303	128,503	32,200	33%	▲
Other Property and Services		64,230	48,672	66,234	17,562	36%	▲
		3,393,646	3,027,007	3,131,010	104,004		
Expenditure from operating activities							
Governance		(205,370)	(142,129)	(126,397)	15,732	11%	▲
General Purpose Funding		(90,051)	(64,263)	(60,725)	3,539	6%	▲
Law, Order and Public Safety		(111,406)	(91,004)	(92,245)	(1,241)	(1%)	
Health		(61,302)	(45,976)	(39,706)	6,271	14%	▲
Education and Welfare		(353,525)	(262,925)	(244,833)	18,092	7%	▲
Housing		(194,893)	(156,830)	(141,912)	14,918	10%	▲
Community Amenities		(307,745)	(222,682)	(225,293)	(2,611)	(1%)	
Recreation and Culture		(770,025)	(587,062)	(615,490)	(28,428)	(5%)	
Transport		(1,598,367)	(1,203,127)	(1,138,935)	64,192	5%	▲
Economic Services		(176,976)	(134,909)	(121,840)	13,068	10%	▲
Other Property and Services		(108,977)	(134,037)	(136,488)	(2,452)	(2%)	
		(3,978,637)	(3,044,943)	(2,943,864)	101,079		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,267,984	960,989	949,259	(11,730)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	6	0	0	(15,273)	(15,273)		▼
Adjust Provisions and Accruals		5,144	0	52	52		
Amount attributable to operating activities		688,137	943,053	1,121,185	178,133		
Investing Activities							
Grants, Subsidies and Contributions	8	826,022	504,600	504,785	185	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	(2,121,014)	(1,597,842)	(1,557,282)	40,560	3%	
Amount attributable to investing activities		(1,227,026)	(1,025,276)	(969,258)	56,018		
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)	(58,803)	(58,803)	0	0%	
Transfer to Reserves	3	(91,540)	(4,015)	(2,533)	1,482	37%	▲
Amount attributable to financing activities		146,854	37,182	38,664	1,482		
NET OPERATIONS, CAPITAL, FINANCING		(392,035)	(45,042)	190,591	235,633		
CLOSING FUNDING SURPLUS (DEFICIT)	1(b)	0	346,993	577,503	230,510		

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.

	Note	Year to Date Actual 31 Mar 2021	This Time Last Year 31 Mar 2020	This Years Opening 1 July 2020
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	996,049	997,521	854,072
Cash Restricted	3	767,390	966,393	764,857
Receivables - Rates	4	25,260	69,141	21,700
Receivables -Other	4	92,067	51,292	78,744
Accrued Revenue		0	0	3,608
Loans Receivable - clubs	7	0	0	15,966
Inventories		39,724	14,975	27,564
		1,920,490	2,099,322	1,766,511
Less: Current Liabilities				
Payables		(156,812)	(145,553)	(213,981)
Contract Liabilities	8	(82,910)	(52,573)	(48,870)
Provisions		(356,517)	(325,680)	(356,517)
Long Term Borrowings	7	(43,659)	(42,033)	(102,462)
		(639,898)	(565,839)	(721,830)
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(767,390)	(966,393)	(764,857)
Less: Loans Receivables	7	0	0	(15,966)
Add: Leave Entitlements Cash Backed		20,643	15,556	20,591
Add: Long Term Borrowings	7	43,659	42,033	102,462
Adjusted Net Current Assets		577,503	666,712	386,911

SIGNIFICANT ACCOUNTING POLICIES

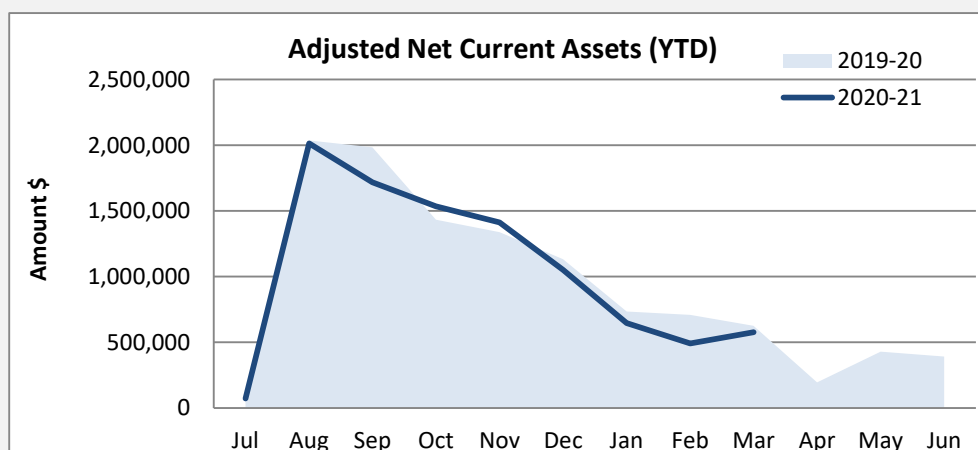
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

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)
\$577,503

Last Year YTD
Surplus(Deficit)
\$666,712



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	5,603	3%			
Law, Order and Public Safety	1,134	4%			
Health	473	158%			
Education and Welfare	18,980	7%	▲	Timing	Childcare income exceeding budget expectations by \$36,000. No Reimbursement of Photocopier of \$18,000 from The Williams as it did not proceed.
Housing	(944)	(1%)			
Community Amenities	9,568	7%	▲	Timing	Income for Refuse Site Fees above budget estimate.
Recreation and Culture	2,143	6%			
Transport	17,060	19%	▲	Permanent	Profit on "trade in" of Giga Truck.
Economic Services	32,200	33%	▲	Permanent	Building permits and sale of water exceeding budget estimates.
Other Property and Services	17,562	36%	▲	Permanent	Paid Parental Leave reimbursements not budgeted for and Private Works exceeding budget estimate.
Operating Expense					
Governance	15,732	11%	▲	Timing	Delay in spend of Members Expenses
General Purpose Funding	3,539	6%	▲	Permanent	Federal Assistance Grant slightly more than budget estimate.
Law, Order and Public Safety	(1,241)	(1%)			
Health	6,271	14%	▲	Timing	Mosquito Control expenses may still occur.
Education and Welfare	18,092	7%	▲	Permanent	Allocation for purchase of photocopier has now been purchased directly by "The Williams" newspaper.
Housing	14,918	10%	▲	Permanent	Change in depreciation due to re-allocation to correct program
Community Amenities	(2,611)	(1%)			
Recreation and Culture	(28,428)	(5%)		Permanent	Change in depreciation due to re-allocation to correct programs.
Transport	64,192	5%	▲	Timing	Road maintenance works ongoing. This is expected to be in line with budget as construction works come to an end.
Economic Services	13,068	10%	▲	Permanent	Take up of COVID-19 Stimulus less than expected.
Other Property and Services	(2,452)	(2%)			
Investing Activities					
Grants, Subsidies and Contributions	185	0%			
Proceeds from Disposal of Assets	15,273	29%	▲	Permanent	Trade In of Giga Truck more than budget estimate.
Capital Expenses	40,560	3%	▼	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 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

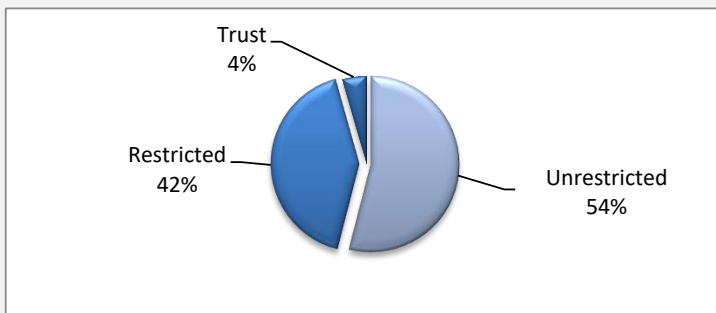
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	189,762			189,762	ANZ	0.00%	At Call
Municipal Cash Investment	118			118	ANZ	0.05%	At Call
Trust Bank Account			80,008	80,008	ANZ	0.00%	At Call
Term Deposits							
Reserves		767,390		767,390	ANZ	0.25%	24-Apr-21
Treasury							
Overnight Cash Deposit	803,944			803,944	Treasury	0.05%	Overnight
Total	994,424	767,390	80,008	1,841,822			

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
\$1.84 M	\$0.99 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	52	5,000	0	0	0	25,735	20,643
Plant Reserve	179,117	1,254	782	40,000	0	(109,108)	0	111,263	179,899
Building Reserve	291,381	2,040	833	20,000	0	(90,000)	0	223,421	292,214
Joint Venture Housing Reserve	105,128	736	308	10,000	0	0	0	115,864	105,436
Recreation Facilities Reserve	122,825	860	407	10,000	0	(41,748)	0	91,937	123,232
Art Acquisition Reserve	8,783	61	29	0	0	0	0	8,844	8,812
Refuse Site Reserve	24,196	169	80	0	0	0	0	24,365	24,276
Community Chest Reserve	12,835	90	43	1,186	0	0	0	14,111	12,878
Total	764,856	5,354	2,533	86,186	0	(240,856)	0	615,540	767,389

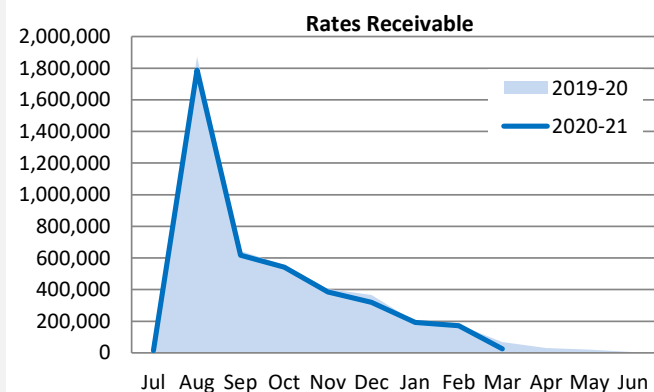
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Mar 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	(2,140,809)	(2,105,641)
Net Rates Collectable	25,260	21,700
% Collected	98.83%	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.



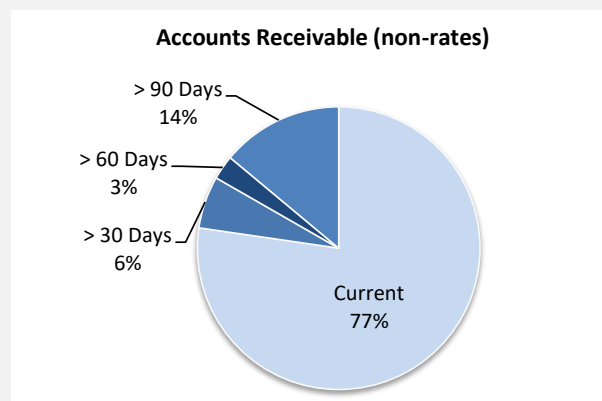
Collected	Rates Due
99%	\$25,260

Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	71,168	5,506	2,557	12,836
Percentage	77.30%	5.98%	2.78%	13.94%
Total Receivables General Outstanding	92,067			

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
\$92,067
Over 30 Days
22.70%
Over 90 Days
13.94%

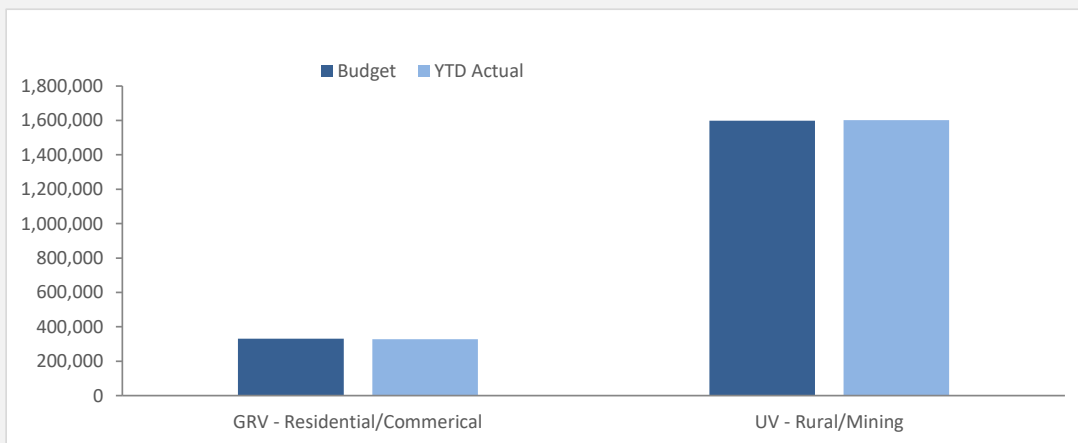
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

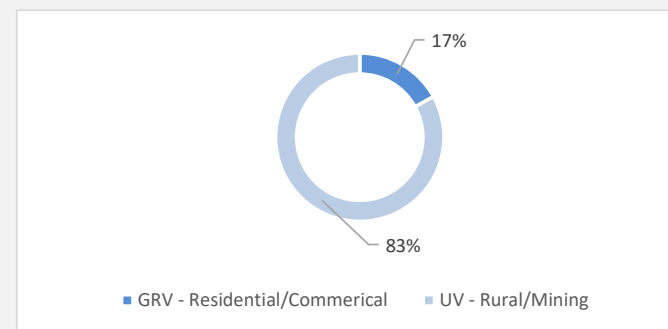
General Rate Revenue	Budget						YTD Actual				
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV - Residential/Commerical	0.074721	168	2,861,590	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 31 MARCH 2021**

**INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	244,887	53,000	54,208	(1,208)
Plant & Equipment	564,500	564,500	534,280	30,220
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,138,333	932,096	918,974	13,122
Parks, Gardens, Recreation Facilities	173,294	48,246	49,819	(1,573)
Capital Expenditure Totals	2,121,014	1,597,842	1,557,282	40,560

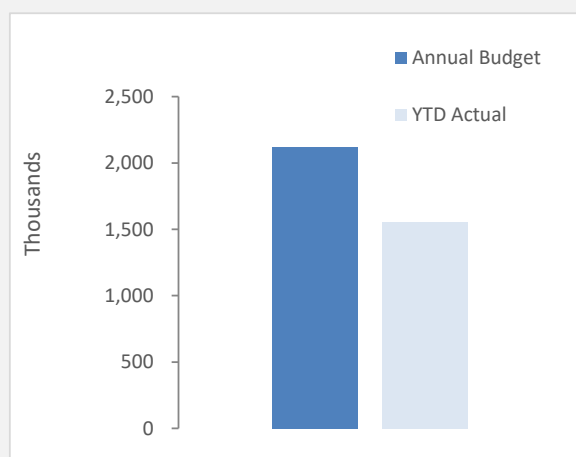
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	826,022	504,785	504,785	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	902,136	941,057	985,224	44,167
Capital Funding Total	2,121,014	1,597,842	1,557,282	159,440

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
	\$2.12 M	\$1.56 M	73%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$.83 M	\$.5 M	61%

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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
70%	Refurbishment - 1 x Single Person Unit - New Street	33,129	13,000	14,725	(1,725)
-	Single Person Units - Carport	22,558	0	0	0
100%	Mens Shed	149,200	40,000	39,483	517
-	Childcare Flooring	40,000	0	0	0
	Land & Buildings Total	244,887	53,000	54,208	(1,208)
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	279,000	278,747	253
100%	RTR - York Williams Road - Reseal	69,319	69,319	56,136	13,183
75%	RTR - Clayton Road - Seal Widening	77,399	54,000	54,592	(592)
40%	RTR - Wangeling Gully Rd - Gravel Sheeting	49,654	19,000	19,123	(123)
100%	COUNCIL FUNDED - Brooking Street	290,000	290,000	303,320	(13,320)
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)
-	COUNCIL FUNDED - Petchell Rd - Seal	14,155	0	0	0
-	LRCI GRANT - Marradong Rd - Stablising Pavement	52,075	0	0	0
-	COUNCIL FUNDED - Carne/Narrakine Rd - Tree Clearing	22,034	70	0	70
100%	COUNCIL FUNDED - Townsite Drainage	30,127	30,127	18,699	11,428
	Roads Total	1,138,333	932,096	918,974	13,122
100%	Lions Park Carpark & Landscaping	13,392	13,392	15,109	(1,717)
-	Town Hall Park - redevelopment	100,150	0	0	0
5%	Cemetery Improvements - Marling	15,939	10,900	10,900	0
50%	Shade Sale - Lions Park	5,556	3,500	3,356	144
50%	Eagles Sculpture	20,454	20,454	20,455	(1)
-	Water Tank - Glenfield Fire Shed	17,803	0	0	0
	Infrastructure - Other Total	173,294	48,246	49,819	(1,573)
	Capital Expenditure Total	2,121,014	1,597,842	1,557,282	40,560

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	5,925	12,039	178,847	172,733	5,885	11,581
Loan #66 Industrial Land	140,546	0	0	6,104	12,336	134,442	128,210	2,930	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	42,837	86,496	637,058	593,399	12,782	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	58,803	102,462	744,081	700,422	16,531	28,490

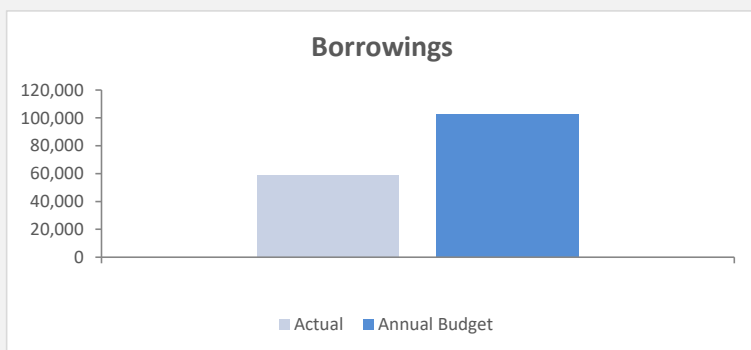
All debenture repayments are financed by general purpose revenue.

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
\$58,803

Interest Earned
\$3,301

Interest Expense
\$16,531

Reserves Bal
\$767,389

Loans Due
\$744,081

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

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2020-21 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-Mar						
Governance					\$	\$	\$	\$	\$	\$
Thank a Volunteer Grant	0	1,000	0	1,000	0	1,000	1,000	0	0	1,000
National Australia Day	0	1,000	(1,000)	0	0	1,000	1,000	0	1,000	0
National Australia Day	0	18,449	(18,449)	0	0	18,449	18,449	0	18,449	0
GENERAL PURPOSE FUNDING										
Equalisation Grant	0	0	0	0	82,095	0	82,095	0	68,318	13,778
Local Road Grant	0	0	0	0	136,897	0	136,897	0	104,555	32,342
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	4,000	0
ESL Maintenance Grant	0	0	0	0	23,205	0	23,205	0	15,470	7,735
Depart. Of Infrastructure	20,000	0	(20,000)	0	20,000	0	0	20,000	20,139	(139)
WA Police Road Safety Commission	0	4,159	(4,159)	0	0	4,159	4,159	0	4,159	0
DFES - Water Tank	0	0	0	0	0	17,803	17,803	0	0	17,803
EDUCATION & WELFARE										
Federal Sustainability Grant	0	0	0	0	43,000	0	43,000	0	43,000	0
The Williams - Photocopy	0	0	0	0	18,000	(18,000)	0	0	0	0
HOUSING										
NRAS - Contribution	0	0	0	0	55,961	0	55,961	0	14,060	41,901
COMMUNITY AMENITIES										
PHCC - Contribution to NRM Officer	0	0	0	0	1,100	0	1,100	0	0	1,100
PHCC - Feral Pig Eradication Project	0	6,334	0	6,334	0	12,668	12,668	0	0	12,668
RECREATION AND CULTURE										
(MAF RfR) 2019-20 Round 1	9,200	0	(9,200)	0	9,200	0	0	9,200	9,200	0
South 32	5,000	0	(5,000)	0	5,000	0	0	5,000	5,000	0
Mens Shed Contribution	0	0	0	0	40,000	0	0	40,000	0	40,000
Public Open Space Contribution	0	0	0	0	20,000	0	0	20,000	0	20,000
Contribution to Eagle	0	0	0	0	0	20,454	0	20,454	15,000	5,454
TRANSPORT										
Direct Grant	0	0	0	0	75,740	0	75,740	0	75,740	0
Road Project Grant	0	223,728	(223,728)	0	282,327	0	0	282,327	223,728	58,599
Local Roads and Community Projects	0	116,465	(85,000)	31,465	232,929	0	0	232,929	85,000	147,929
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	146,718	49,394
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
TOTALS	34,200	371,135	(366,536)	38,799	1,251,266	57,533	482,777	826,022	853,536	455,263

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.43 M	\$.33 M	76%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.72 M	\$.46 M	64%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	31 Mar 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 31 MARCH 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
				0	73,534	(73,534)	

8.3.3 Full Policy Manual Review

File Reference	4.1.10
Statutory Ref.	Local Government Act 1995
Author & Date	Cara Ryan 15 April 2021
Attachments	Revised – Policy Manual (presented as a separate document)

Background

A full Policy Manual review was undertaken in 2018 and adopted in July 2018. Since that time new policies have been introduced and individual policies have been revised and updated. Although there is no requirement to review the policy manual within a certain time frame, it is good practice to review the policies regularly to ensure that policies are relevant, current and understood.

The Policy Manual has been undergoing a full review since December 2020 and results of this review were submitted to Council at the March 2020 Forum Meeting. This allowed time for members to review changes and make comments before the policy manual is presented for adoption. This review has been labelled a ‘Minor Review’ as the intent of policies have remained unchanged. Any policies that require substantial changes, or alterations to the intent of the policy, have been flagged for a ‘Major’ review and may be presented to Council individually over time.

This is proposed to be undertaken before December 2021.

Comment

There were two major elements of the review. These included the improvement of language that may have been too prescriptive in nature, and the removal of certain procedures that were contained within a Policy.

The following describes why these changes occurred:

Policy vs Procedure

A Policy should clearly define Council’s stance on a particular subject and its pre-determined response to a specific situation. It should not include a written procedure and simply provide a directive and set of rules on how something is to be done and what is acceptable.

Language

Policies are not ‘law’ but they have ‘relevance’. Where a policy exists the decision maker is required to have regard to the policy in the decision making process. Therefore, when drafting policies, Council should be mindful of the language used and where possible, avoid language of prescription and promise when talking about its own commitments.

Other minor changes are:

1. Update to any regulatory references that may have changed.
2. All policy headings now contain the word ‘Policy’
3. Policies are now structured with consistent headings, being: ‘Objective’, ‘Statement’ and ‘Guidelines’.
4. A table has been added to the bottom of each Policy containing:
 - a. who is the ‘Responsible Officer’;
 - b. the ‘History’ of the policy implementation and changes;
 - c. reference to a ‘Delegation’;
 - d. relevant ‘Legislation’; and
 - e. related ‘Documentation’ if any.

Below is a table outlining the various changes to Policies:

Policy No.	Policy Name	Proposed Changes
O1.1	Annual Review of Policies	Removed. This is not a requirement. Best practice is contained within the foreword of the Policy Document.
O1.2	Building – Outbuildings in Residential Zone R2, R2.5, R5, R12.5 R20 and R30 Policy	Language improvement and updated regulation references.
O1.3	Buildings – Relocatable Dwellings : Conditions of Approval Policy	Language improvement only.
O1.4	Buildings – Use of Sea Containers and Transportable Structures Policy	Language improvement and is flagged for major review. Definitions relating to Transportable Structures need to be improved.
O1.5	Bush Fire Brigades Policy	Language improvement only.
O1.6	Business Incentive for Investment Policy	Language improvement and flagged for major review. Needs reducing to clearly define Council's primary aims and objectives.
O1.7	Customer Complaint Handling Policy	Language improvement. Detailed procedure removed and is flagged for major review. Needs to more clearly define Councils objectives.
O1.8	Community Engagement Policy	Language improvement and removed background detail. This is also flagged for major review as it needs to be reduced to more clearly define Council's objectives.
O1.9	Corporate Credit Card Policy	Language improvement and minor change to authority with reference to Delegation. Procedure removed.
O1.10	Crossovers (property entrances) and Driveways Policy	Language improvement only.
O1.11	Email Policy	Language improvement. Removal of procedure and flagged for major review.
O1.12	Significant Accounting Policies	Language improvement and flagged for major review. It doubles up on policies already accounted for in Accounting Standards and Regulations.
O1.13	Portable and Attractive Assets Policy	Language improvement and updated regulation references.
O1.14	Freedom of Information Officer Policy	Language improvement only.
O1.15	Integrated Workforce Planning and Management Policy	Language improvement and removal of definition of Workforce Planning.
O1.16	Investment Policy	Language improvement and flagged for major review. More research required to establish what is required in the wording.
O1.17	Legal Proceedings and Prosecutions Policy	Language improvement only.
O1.18	Professional Advice Policy	Language improvement only.
O1.19	Local Art Acquisition Policy	Language improvement only.
O1.21	Payment of Accounts Policy	Language improvement and minor change to authority with reference to Delegation
O1.22	Private Works Policy	Language improvement only.
O1.23	Purchasing Policy	No Changes.
O1.24	Related Party Disclosure Policy	Language improvement and procedure removed. Flagged for major review as it repeats accounting standard requirements.
O1.25	Rates – Contiguous Valuations Policy	Language improvement only.
O1.26	Rates – Request for Alternative Arrangements Policy	Language improvement only.
O1.27	Roads – Upgrading of Existing Roads Policy	Language improvement only.
O1.28	Self-Supporting Loans Policy	Language improvement only.
O1.29	Volunteer Support Policy	Language improvement only.
O1.30	COVID-19 Financial Hardship Policy	Language improvement only.
O1.31	Asset Management Policy	No changes.
S2.1	Accrual of Employee Entitlements Policy	Added method of calculation.
S2.2	Contractor Health and Safety	Removed
S2.3	Drugs and Alcohol Policy	Language + removal of procedure + flagged for major review

S2.4	Equal Employment Opportunity Policy	Language improvement only.
S2.5	Gratuities – Payments to terminating employees in addition to contract or award Policy	Language improvement only.
S2.6	Occupational Health and Safety Policy	Language improvement only.
S2.7	Bullying in the Workplace Policy	Language + minor change to heading
S2.8	Risk Management Policy	Language improvement only.
S2.9	Sexual Harassment Policy	Language improvement only.
S2.10	Smoke-Free Workplace Policy	Language improvement only.
S2.11	Social Media Policy	Language improvement only.
S2.12	Staff & Elected Members Code of Conduct	Removed. This is a standalone document
S2.13	Training, Conference and Meeting Expenses – Employees and Councillors Policy	Language improvement only.
S2.14	Superannuation Policy	Language improvement and change to default superannuation fund.
S2.15	Water Usage – Community Housing Policy	Language improvement only.
S2.16	Employee Recruitment and Selection Policy	Language improvement and removal of procedure. Flagged for major review as it repeats some content already contained in the EEO Policy.
S2.17	Long Service Leave Management Policy	Language improvement only.
C3.1	Elected Member Induction Policy	Language improvement only.
C3.2	Honorary Freeman of the Shire of Williams Policy	Language improvement only.
C3.3	iPads / Tablets – Provision for Councillors / Senior Staff Policy	Language improvement and removal of procedure.
C3.4	Recognition of Councillor Service Policy	Language improvement only.
C3.5	Attendance at Events Policy	Language improvement only.
C3.6	Elected Member Training and Continuing Professional Development Policy	Language improvement only.

Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council receives the review of the Shire of Williams Policy Manual and adopts the Policy Manual as presented.

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