



# SHIRE OF WILLIAMS AGENDA

ORDINARY COUNCIL MEETING  
WEDNESDAY 17 JUNE 2020



## NOTICE OF ORDINARY MEETING OF COUNCIL

Dear Elected Member & Community Members,

You are respectfully advised the next Ordinary Meeting of the Shire of Williams  
will be held on Wednesday 17 June 2020,  
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

### 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

### 5.0 DECLARATIONS OF INTEREST

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

## **6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **6.1 ORDINARY COUNCIL MEETING HELD 20 MAY 2020**

#### **Officer's Recommendation**

That the Minutes of the Ordinary Meeting held 20 May 2020, as previously circulated, be confirmed as a true and accurate record.

## **7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

## **8.0 MATTERS WHICH REQUIRE DECISIONS**

## 8.1 DEVELOPMENT AND REGULATORY SERVICES

### 8.1.1 BUILDING PERMITS AND BUILDING MATTERS

<b>File Reference</b>	13.34.10
<b>Statutory Reference</b>	<i>Building Act 2011 and Building Regulations 2012</i>
<b>Author &amp; Date</b>	Trevor Brandy 9 June 2020
<b>Attachments</b>	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

No building permits were issued during the month of May 2020.

#### Proposed Shed – 19A Growse Street Williams

#### Background

Council is in receipt of an Uncertified Building Application from Mr Phillip Stewart of 19C Growse Street, Williams, to place an 8m x 4m (32m<sup>2</sup>) shed on vacant land that he owns without an application for an accompanying Dwelling as per Council's Policy 0.1.2. 19C Growse Street is highlighted in 'red' on the following plan.



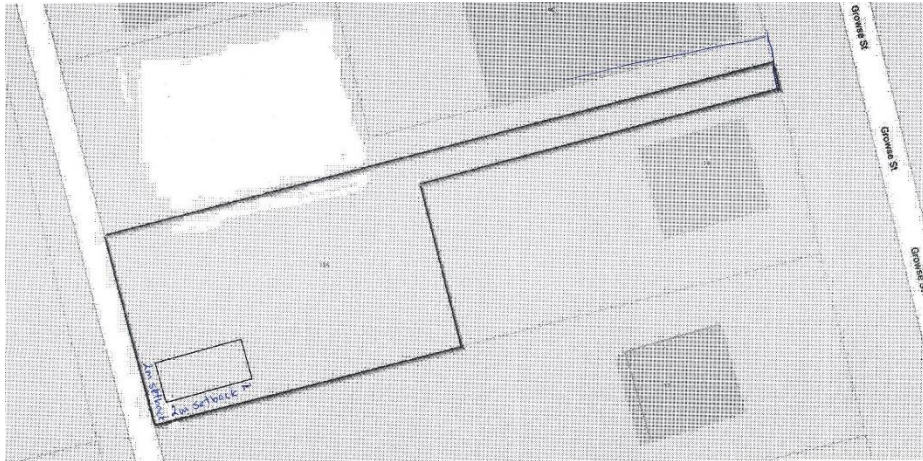
#### Comment

Often Councils have a policy that prevent Class 10 buildings from being erected prior to the Dwelling. This removes the problem of a shed being built and for some reason the house is omitted due to changing circumstances or there is an intent to live inside the shed for a period of time.

In this situation, the applicant resides at 19C Growse Street and his intention is to house his caravan in the shed on 19A Growse Street and be in the position at a later date, to sell the



lot with the shed on site. The application in this instance would not appear untoward under the circumstances.



Council's Policy relates to the guidelines set down under the Residential Design Codes (RDCs) part 5.4.3 and 6.4.4 with reference to shed sizes and other control systems to minimize the impact on the amenity of the area. In the past, variations from the Policy have been used when considering shed sizes that are outside the density standards under the RDCs, providing setbacks are within tolerance levels under the Building Code.

Council is asked to determine this application in accordance with its existing Policy or determine each application on its merits, considering that a variation from the Policy may create a precedence.

### Financial Implications

Associated Building fees are applicable.

### 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.

### Voting Requirements

Simple Majority

### Officer's Recommendation

That Council approve the construction of a shed on 19A Growse Street, Williams noting that it is a variation to Council's Policy 0.1.2. Buildings – Outbuildings in Residential Zones R2, R2.5, R%, R12.5, R20 and R30 where a building permit for a dwelling is not being submitted.

### Officer's Alternative Recommendation

That Council not approve the construction of a shed on 19A Growse Street, Williams as it does not comply with the Council's Policy 0.1.2. Buildings – Outbuildings in Residential Zones R2, R2.5, R%, R12.5, R20 and R30.



**8.2 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

**8.2.1 DEVELOPMENT APPLICATION- SHED ON LOT 237 (138) NARROGIN ROAD, WILLIAMS**

<b>File Reference</b>	10.64.20
<b>Statutory Ref.</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Geoff McKeown 14 May 2020
<b>Attachments</b>	Nil

**Background**

A development application was received from Mr Terry Tyler seeking approval to construct a 10m x 16m workshop shed and a 7.5m x 14m storage shed on Lot 237 (138) Narrogin Road, Williams.

Mr Tyler intends to use the sheds as a workshop and storage for personal use. This activity is a permitted use in the 'industrial' zone.

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

**Council Resolution**

**Harding/Panizza**

*That Council approve the development application submitted by Mr Terry Tyler for the construction of two (2) sheds on Lot 237 (138) Narrogin Road, Williams, subject to the following conditions:*

- 1. The proposal to reduce the front setback and the use of zincalume cladding material be advertised in accordance with the Shire of Williams Town Planning Scheme No.2 inviting public submissions;*
- 2. The owner is to maintain the lot with flammable material not exceeding the minimum requirements of the Shire of Williams Firebreak Notice;*
- 3. The owner is to obtain a building permit for the proposed sheds;*
- 4. A crossover is to be installed on Carne Street to the Shire's satisfaction, having regard to the verge drainage and subject to the provisions of Council's Crossover Policy;*
- 5. Development is to be undertaken strictly in accordance with approved plans presented to Council and any statutory requirement applicable to the development;*
- 6. Stormwater to be disposed of to the Shire's satisfaction; and*
- 7. In accordance with Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 delegate authority to the Chief Executive Officer to determine the planning application in relation to the variation in setbacks and the use of zincalume cladding material, subject to no adverse submissions being received.*

**Carried by Absolute Majority 8/0  
Resolution 157/20**

**Comment**

An aerial photo below shows Lot 237:



- *Description of Proposed Buildings*

The Applicant proposes to construct two (2) new sheds. The initial application states that cladding will be zincalume for the workshop and a combination of zincalume and Colorbond for the storage shed. The Shire's Town Planning Scheme No.2 states that zincalume or reflective materials are not permitted for construction of new industrial buildings.

Council has discretion to vary the Scheme where it considers that requiring the materials to be non-reflective may result in 'undue hardship' or 'be contrary to the interests of the area'. Where Council seeks to waive a requirement of the Scheme it has to advertise the proposal.

Zincalume materials have already been used extensively in this established Industrial zone. Zincalume materials form part of the existing streetscape and established character of the area.

Council included in the advertising of this development that zincalume may be used and sought comment on this during the public submission period.

- *Setbacks*

Under Clause 4.6(4)(a) of the Scheme a minimum front and rear setback of 16.5 metres is required in the industrial zone. Side setbacks are at the discretion of Council.

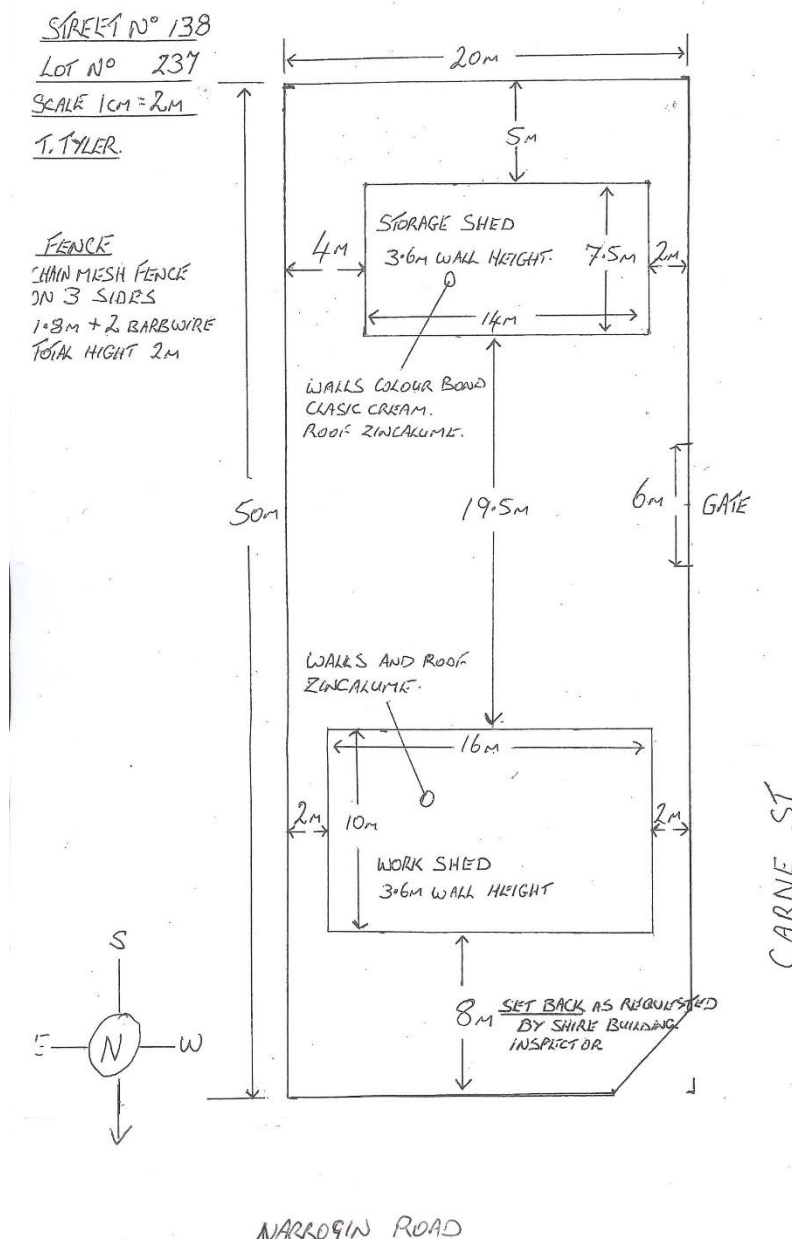
The applicant proposes an 8 metre building setback at the front in lieu of the required 16.5 metres and 5 metre setback at the rear. This is in keeping with other buildings on the Narrogin Road.

Council has discretion under the Scheme to waive the minimum setback where it 'would result in undue hardship' or 'be contrary to the interests of the area'.

Under Clause 2.11 of the Scheme, Council has to give notice of its intention to waive a Scheme requirement which involves advertising the issue for 14 days. An advertising sign was erected on the site and letters were sent to neighbours adjacent to the property inviting submissions within the advertising period.

- Proposed land-use

This application proposed that the building will be used as a workshop and storage for personal use.



- Relevant State Planning Policies and Guidelines – Bushfire Prone Areas

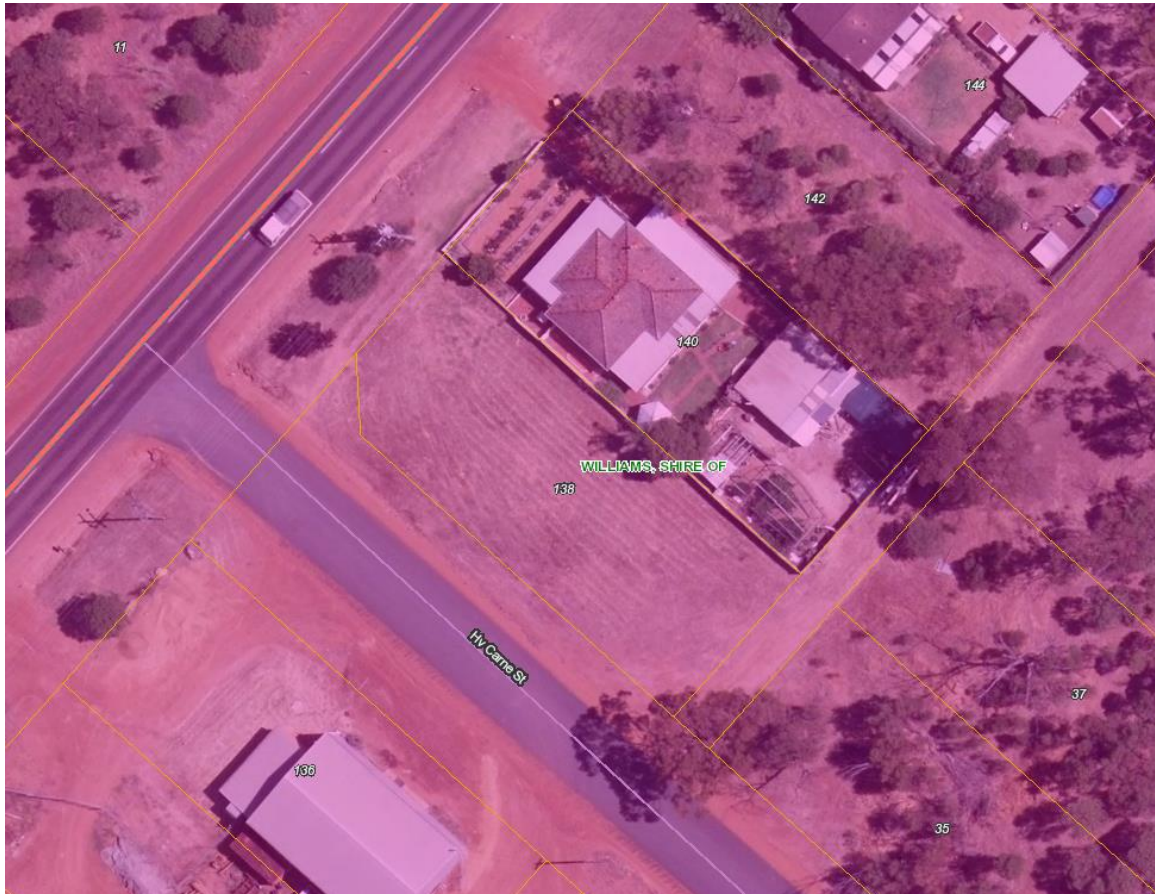
Under the 'deemed provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015 Council is to have 'due regard' to any state planning policy. This essentially means Council has an obligation to give proper, genuine and realistic consideration to the requirements of 'State Planning Policy 3.7: Planning in Bushfire Prone Areas' (SPP 3.7).



The Shire has a mandatory obligation to consider SPP3.7 when making a decision on any application where the lot is within a designated bushfire prone area.

The Western Australian Planning Commission released SPP3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lot 237 is within the declared bushfire prone area (pink area) as shown on the following plan.



Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a BAL (Bushfire Attack Level) assessment.

A BAL examines the location of proposed development, distance to vegetation, type of vegetation within 100 metres, slope and determines whether higher construction standards should be imposed to reduce bushfire risk.

It is recommended that the application be determined without a BAL for the following reasons:

- A BAL for non-habitable development only influences siting of buildings (setbacks to vegetation).
- The bushfire construction requirements of the Building Code of Australia only apply to certain types of residential buildings (being Class 1, 2 or 3 buildings and/or Class 10a buildings or decks associated with a Class 1, 2 or 3 building) in designated bushfire prone areas. Whilst this is a Class 10a building it is not associated with any other residential building.

- Under the Bushfire Guidelines the applicant has discretion as to whether they choose to build to a higher construction standard, and it is not compulsory. In this circumstance a BAL at the planning stage is considered onerous.

- *Advertising / Delegated Authority*

As the Scheme requires advertising of the request for a reduced setback and the use of zincalume cladding, Council can determine the development application following close of public submissions.

The resolution from the May 2020 Ordinary Council Meeting granted delegated authority to the Chief Executive Officer to determine the application after completion of advertising, subject to no adverse submission being received.

At the close of the advertising period one (1) adverse submission was received. A summary of the submission appears in the following table, along with the Shire's Town Planning Consultant's comments:

Summary of Submission	Town Planning Consultant Comment
<p>The current plans show that the proposed set back of sheds is 8m. This however contradicts TPS 2 (4) (A) which states that "The minimum building setbacks are to be 16.5 metres front and rear". We question why the council are prepared to go against this stipulation, especially when by doing so the proposed building will have the potential to overshadow and possibly block natural sunlight to our property?</p>	<p>The Shire Council has discretion to vary any of the setback requirements under the Scheme. A 16.5 metre setback is more achievable on larger industrial lots.</p> <p>A lesser 10 metre setback has already been established in this section of Narrogin Road through house developments on Lots 235 (140) and 231 (144) Narrogin Road. Given there is already a precedent of lesser setbacks, and the proposed 8 metre setback is consistent with the established streetscape, the 8 metre setback to Narrogin Road for the proposed workshop is supported.</p> <p>Although Lot 237 is zoned 'Industrial' it only has a lot size of 993m<sup>2</sup> which is more akin to a residential lot size. A reduced front setback will maximise use to the rear of the workshop and allow vehicle access from Carne Road.</p> <p>The Scheme does not limit overshadowing in the Industrial zone. Overshadowing limits only apply to Residential zoned land under the Residential Design Codes. In any event overshadowing is measured in a north to south direction. The objector's lot is to the north of the proposed development so overshadowing is not an issue from a planning</p>

	perspective.
TPS 2 (4) (a) also outlines that " Side and rear setbacks shall be to the discretion of Council having regard for the need for visual buffers to adjacent residential or rural uses" however there are no indications for this in current plans. We would appreciate consideration be given to the aesthetic effect the proposed building will have on our property due to its close proximity.	<p>If a house was built on Lot 237 with a 3.6 metre high wall and 10 metre wall length, a 2 metre side setback would be 'deemed to comply' with the Residential Design Codes (State Planning Policy 3.1). This indicate that a 2 metre setback is considered appropriate for a Residential lot in terms of visual amenity.</p> <p>Council has to have 'due regard' to visual buffers. This simply means that Council has to consider the issue as part of the planning process. Given that a 2 metre side setback would be acceptable in a Residential zone where a higher level of amenity would be expected, it is considered that the 2 to 4 metre side setbacks proposed are appropriate.</p>
TPS 2 (4) (H) states "The use of zincalume or reflective materials is not permitted for construction of new industrial buildings", however the proposed plans state that the walls of the front shed will be zincalume. This is of concern as this shed will be in direct view of our master bedroom window and potentially reflect glare from sun.	<p>There is already a precedent of zincalume materials used in existing Industrial buildings developed along Narrogin Road. A zincalume building is established to the immediate south west of Lot 237.</p> <p>Use of zincalume is consistent with the existing streetscape. In terms of glare, it should be noted that there is always going to be a lower level of amenity in an Industrial zone.</p>
Proposed front building is only 2 metres from our boundary. We have concerns regarding the potential for a fire hazard taking into consideration the intention for industrial use.	This is not a planning consideration.
We are strongly concerned that the proposed wall height of 3.6m will potentially block natural sunlight from our property and this may be exacerbated by the current proposed set-backs. We are particularly concerned that on the current proposed plans the front shed will obscure the view and natural light from the main window in our master bedroom. We feel the scale and proximity of the shed may have an over shadowing effect on our property, impacting negatively on our personal space, sense of privacy and ability to	<p>The Scheme does not limit overshadowing in the Industrial zone.</p> <p>Overshadowing limits only apply to Residential zoned land under the Residential Design Codes.</p> <p>In any event overshadowing is measured in a north to south direction and examines the shadow cast at midday 21 June (under the Residential Design Codes which do not apply to the industrial zone).</p> <p>The objector's lot is to the north of the proposed development. Overshadowing</p>

enjoy our family home and garden.	from the development would comply if measured in accordance with residential standards.
<p>As a family with young children we have concerns regarding noise and pollution levels from industrial use and the effect this may have on our acts of daily living. We also have concerns regarding the operating hours of the front shed as all three bedrooms are on the left side of the house which adjoins the lot. Again the 2m boundary proximity heightens this concern.</p> <p>We do realise that the proposed lot is zoned as Industrial, however we respectfully request that the Shire give serious consideration to our concerns to ensure that any building/s for industrial use on this lot do not implicate our current quality of living or the property's value.</p>	<p>A lower level of amenity is always going to apply to land in an Industrial zone.</p> <p>There will be higher noise impacts associated with any industrial development.</p>

Further consultation with the Applicant has occurred. Detail of the advice of the adverse submission was provided.

The Applicant is willing to amend his application to remove the use of zincalume cladding and replace it with Colorbond. In addition, he is agreeable to the larger 10m x 16m workshop shed being moved a further metre towards the Carne Street boundary creating a three (3) metre setback from the adjacent property.

### **Policy Requirements**

Nil

### **Legislative Requirements**

Shire of Williams Town Planning Scheme No 2 – The majority of the Scheme requirements are explained in the body of this report.

Clause 2.6 outlines methods for advertising (sign, newspaper or letters to neighbours) and stipulates a minimum advertising period of 14 days.

Clause 2.11 relating to 'Waiving the provisions of the Scheme' states that 'where the Council considers application of the provision of Parts 4 and 5 of the Scheme would result in undue hardship, or be contrary to the interests of the area it may, after giving notice of its intention in accordance with Clause 2.6, waive the requirements of the provision except that Council shall not waive the requirements of either Table 1 or Clause 5.6'.



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 have introduced 'Deemed Provisions' that automatically apply to every Local Planning Scheme in Western Australia including the Shire of Williams Town Planning Scheme No 2.

The deemed provisions mainly deal with administrative matters and procedures that are commonly contained in most local planning schemes including local planning policies, heritage protection, structure plans, requirements for development approval, the form of development applications, advertising, enforcement and administration.

Regulation 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 development on adjoining land, amenity, loading, access, traffic and submissions received on a proposal.

### **Strategic Implications**

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

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

### **Financial Implications**

The Applicant will pay a fee of \$224.00 for consideration of the development application.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council approve the development application submitted by Mr Terry Tyler for the construction of two (2) sheds on Lot 237 (138) Narrogin Road, Williams, subject to the following conditions:

1. Noting the reduced front setback of eight (8) metres and rear setback of five (5) metres is a variation to minimum setback requirements for the industrial zone as contained in the Shire of Williams Town Planning Scheme No.2;
2. Cladding on both buildings will be Colorbond material;
2. The owner is to maintain the lot with flammable material not exceeding the minimum requirements of the Shire of Williams Firebreak Notice;
3. The owner is to obtain a building permit for the proposed sheds;
4. A crossover is to be installed on Carne Street to the Shire's satisfaction, having regard to the verge drainage and subject to the provisions of Council's Crossover Policy;
5. Development is to be undertaken strictly in accordance with approved plans presented to Council and any statutory requirement applicable to the development, noting the larger 10m x 16m workshop shed may be moved a further one (1) metre towards the Carne Street boundary creating a three (3) metre setback from the adjacent property; and
6. Stormwater to be disposed of to the Shire's satisfaction.

## 8.2.2 COVID-19 STIMULUS PACKAGE

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	Section 6.12 of the <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 10 June 2020
<b>Attachments</b>	Nil

### Background

The Australian Hotels Association (AHA) WA has written to the Shire asking it to consider a relief package for hotels and hospitality businesses. The letter follows:



#### **How can Local Government afford this?**

To support relief measures, Shire of Williams is respectfully encouraged to review all discretionary expenditure and defer any unnecessary capital outlays in order to fund rate waivers for commercial ratepayers.

We have reviewed in detail the annual budgets of many Local Government Associations and have identified a number of expenses for reconsideration.

For example, a reduction or deferral of non-essential services, development strategies, events, activations, non-essential infrastructure projects and discretionary grants could be considered.

The AHA implores the Shire of Williams to revert to core business service delivery which will free up limited resources to fund critical relief and in doing so, preserve as many commercial ratepayers as possible.

#### **Conclusion**

State and Federal Governments are delivering unprecedented levels of investment to ensure that businesses and individuals can make it through COVID-19.

We encourage Local Government to consider similarly unprecedented measures to ensure that when we enter the post-COVID-19 recovery phase we are not left with devastated local economies because of a failure to take comprehensive action when it matters most - now.

Enticing a large number of commercial ratepayers back to an area will present a greater challenge and represent a greater cost than investing early to ensure they stay.

Once again, the AHA appreciates your commitment to supporting local business and consideration of these recommendations.

Should you have any questions, please contact Victoria Jackson, AHA Government Relations Manager at 9321 7701 or via email to [grm@ahawa.asn.au](mailto:grm@ahawa.asn.au).

Yours sincerely



**Bradley Woods**  
AHA(WA) CEO

CC: Minister for Local Government; Heritage; Culture and the Arts; Hon David Templeman

#### **Comment**

A number of properties in Shire operate as hotels and hospitality businesses. The request to provide an amnesty from commercial rates from January to June 2020 would have a negative impact on revenue this financial year. The challenge in offering support to one class of business is that others worthy of support may miss out.

A number of local governments are offering small business grants to assist businesses that have been impacted by the COVID-19 pandemic. Some examples include grants for training and professional development, financial planning advice, capital works and the like.

The Shire of Narrogin went further with a package to support their local business community by offering \$50 worth of gift vouchers to every resident to spend at those businesses. A similar package in the Williams Shire would cost up to \$35,000.

If Council wished to provide a small one off grant to retail and commercial businesses in the Shire, it could establish a fund in next financial year's budget and invite these businesses to apply. A business can decide whether it wishes to apply for the grant based on their own circumstances and impact of COVID-19. The application process can be quite simple with the request to provide a response outlining how they have been impacted.

The number of business that could be eligible is approximately 35 and with a grant of say \$500, the total cost to the Shire would be up to \$17,500.

#### Family Day Care

On the 2 April, 2020 the Australian Government announced a new Child Care Package to support families who are needing child care to continue working through this COVID-19 Pandemic. This new package allowed all families to receive their child care for free.

On the 8 June 2020 the Minister for Education announced that the temporary Early Childhood Education and Care Relief Package, introduced on 6 April, had done its job and would be turned off on 12 July 2020.

From 13 July 2020, the Child Care Subsidy (CCS) will return, along with new transition measures to support the sector and parents as they move back to the CCS subsidy. To ensure Government support is appropriately targeted, JobKeeper will cease from 20 July 2020 for employees of a CCS approved service and for sole traders operating a family child care service.

At the April and May 2020 Ordinary Council Meetings decisions were made to support the Willi Wag Tails Family Day Care Educators with a reduction in the service levy fee they are charged by the Shire. The service levy fee was reduced by 50% up to the 22 May 2020 and between 50% and 100% of the fee, proportionate to the income reduction in the educator's business from the 25 May 2020 to 26 June 2020.

It is recommended that the support package be extended to the 10 July 2020 and full service levy fees be charged from the 13 July 2020. Granting a waiver requires a decision by absolute majority in accordance with section 6.12 of the *Local Government Act 1995*.

#### **Strategic Implications**

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

- ED 1.7 Assist Local Businesses and the community in periods of economic shortfall.
- 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.

### **Financial Implications**

If Council supports the small business grant initiative an expenditure amount will need to be included in the 2020/21 Annual Budget. The support for Family Day Care Educators will impact the Shire's revenue.

### **Voting Requirements**

Absolute Majority

### **Officer's Recommendation**

That Council:

1. Introduce a small business grant package in the 2020/2021 financial year to support small businesses that have been impacted by the COVID-19 pandemic.
2. Grant a discount of the hourly Family Day Care Educator's Service Levy fee for the period from 26 June 2020 to 10 July 2020, of between 50% and 100% of the scheduled fee, proportionate to the income reduction in the educator's business.



### 8.2.3 2020-2021 ROAD CONSTRUCTION AND MAINTENANCE PROGRAMME

<b>File Reference</b>	4.23.10
<b>Statutory Ref.</b>	Nil
<b>Author &amp; Date</b>	Geoff McKeown 10 June 2020
<b>Attachments</b>	Nil

#### Background

Council is asked to endorse a draft road construction and maintenance programme for 2020/21. The programme will then appear in the draft 2020/21 Annual Budget for adoption.

#### Comment

Some projects are 'locked in' due to external funding arrangements, i.e. Regional Road Group, Roads to Recovery, etc. Other projects are open for Council consideration and inclusion in the overall works programme.

#### Income

Firstly, there is external funding available for the coming year. The following is a summary of grant funds anticipated for road construction and maintenance:

Regional Road Group Projects (State Funds)	279,660	
Direct Grant (State Funds)	78,059	
Roads to Recovery (Federal Funds)	196,112	
FAGs Local Road Component (Federal Funds)	<u>313,806</u>	estimate only
<b>Total</b>	<b>867,637</b>	

The Local Road Component of the Federal Government's Financial Assistance Grant (FAG) shown above is a notional figure at this stage based on the amount received in 2019/20.

#### Expenditure

The following are estimates of expenditure required to meet the Shire's maintenance needs and for construction projects identified by Council:

<b><u>Maintenance</u></b>	<b>Cost</b>	<b>Total</b>
Bridge Inspection and maintenance	9,766	
Rural Road Maintenance	562,658	
Town Road Maintenance	20,046	
Drainage Maintenance	13,343	<b>605,813</b>

<b>Construction</b>				
Road Project Grant	Williams Darkan Road	Reseal (SLK 16.00 to 20.50) Seal (SLK 21.07 to 21.17)	103,950	
	Quindanning Darkan Road	Reconstruct and Seal 7m wide (SLK 26.58 to 28.91)	315,540	<b>419,490</b>
Roads to Recovery	Clayton Road	Seal shoulder (SLK 6.00 to 8.00) Widen Shoulders (SLK 8.00 to 10.00)	77,250	
	York Williams Road	Reseal 3kms (SLK 12.10 to 15.10)	69,300	
	Wangeling Gully Road	Gravel Sheet 2.74kms (SLK 6.78 to 7.42 & 7.10 to 9.20)	49,562	<b>196,112</b>
<b>Council Funding</b>	Brooking Street	Reconstruct including stabilising	205,840	
	English Road	Gravel sheet and drainage improvements	30,334	<b>236,174</b>
			<b>Total</b>	<b>851,776</b>

In addition to the Council funded projects in the table above there are two projects that Council has previously agreed to that will be funded from an anticipated carryover surplus from the 2019/20 financial year. These projects are:

1. Marradong Road – Stabilising pavement.
2. Culbin Boraning Road – Gravel sheeting.

#### Summary

To summarise these estimates, the following table shows the budget figures for the last three years along with the 2020/21 draft budget estimates. They highlight the movement in Council funds required to meet next financial year's commitment.

	<b>2017/18 Budget</b>	<b>2018/2019 Budget</b>	<b>2019/2020 Budget</b>	<b>2020/2021 Budget</b>
<b>INCOME</b>				
State Grants	371,310	311,971	347,832	357,719
Federal Grants	574,915	480,480	505,857	509,918
Shire Funds	440,171	416,963	501,203	589,952
<b>Total</b>	<b>1,386,396</b>	<b>1,209,414</b>	<b>1,354,892</b>	<b>1,457,589</b>
<b>EXPENDITURE</b>				
Maintenance	527,000	458,631	514,070	605,813
Construction	859,396	750,783	840,912	851,776
<b>Total</b>	<b>1,386,396</b>	<b>1,209,414</b>	<b>1,354,982</b>	<b>1,457,589</b>

A ten year road construction plan was prepared and endorsed by Council which drives the projects included in this programme. A copy of the programme is included on the following page.

#### **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):

- LUE 4.1 Strive for high-quality, well-constructed and maintained local road network.
- LUE 4.2 Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads.
- CL 2.2 Maintain accountability, transparency and financial responsibility.



## Financial Implications

For consideration in the 2020/21 budget deliberation.

## Voting Requirements

Simple Majority

## Officer's Recommendation

The Road Construction and Maintenance Programme for the 2020/2021 financial year, as proposed, be endorsed and the detail included in the draft Annual Budget.

### ROAD CONSTRUCTION PROGRAMME - 10 YEAR PLAN

LOCAL ROAD PROJECT GRANT (% Grant % Council Funds)		Description	SLK Range	Average Daily Traffic	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Pingelly Road		Construct to Seal Standard (7m wide)	6.50 to 8.01	32	207,450									
Williams Darkan Road		Reseal and Pavement Repairs	11.00 to 16.00 & 21.07 to 21.17	161	202,350									
		Reseal	16.00 to 20.50	161		103,950								
Quindanning Darkan Road		Construct to Seal Standard (7m wide)	28.91 to 26.58	37	315,540									
		Construct to Seal Standard (7m wide)	26.58 to 24.28	37		281,700								
		Construct to Seal Standard (7m wide)	24.28 to 21.98	37			360,810							
		Construct to Seal Standard (7m wide)	21.98 to 19.68	37				333,585						
		Construct to Seal Standard (7m wide)	19.68 to 17.38	37					327,585					
		Construct to Seal Standard (7m wide)	17.38 to 15.08	37						274,248				
Congelin Narragin Road		Construct to Seal Standard (7m wide)	0.00 to 1.25	43		158,526								
		Construct to Seal Standard (7m wide)	1.25 to 2.50	43			163,281							
		Construct to Seal Standard (7m wide)	2.25 to 3.75	43				168,180						
		Construct to Seal Standard (7m wide)	3.75 to 5.00	43					173,226					
		Construct to Seal Standard (7m wide)	5.00 to 6.14	43						176,422				
Quindanning Darkan Road		Reseal	13.83 to 18.83	93								137,550		
		Reseal	18.83 to 23.83	93									141,675	
		Reseal	23.83 to 28.91	93										145,926
Fourteen Mile Brook Road		Reseal	0.00 to 5.00	34								137,550		
		Reseal	5.00 to 10.00	34									141,675	
		Reseal	10.00 to 13.66	34										106,818
Tarwonga East Road		Reseal	0.00 to 2.83	458									77,853	
Marradong Road		Reseal	0.00 to 3.00	68								82,530		
		Reseal	3.00 to 9.00	68									170,100	
		Reseal	9.00 to 11.45	68										71,514
Pingelly Road		Reseal	0.00 to 3.00	32										87,370
					409,800	419,490	440,226	524,091	501,765	500,811	452,670	435,483	453,450	411,828
ROADS TO RECOVERY (100% Grant)		Description	SLK Range	Average Daily Traffic	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Clayton Road		Seal Shoulder and Widen Shoulder	4.00 to 6.00 & 6.00 to 8.00	101	75,000									
		Seal Shoulder and Widen Shoulder	6.00 to 8.00 & 8.00 to 10.00	101		77,250								
		Seal Shoulder and Widen Shoulder	8.00 to 10.00 & 10.00 to 11.83	101			79,568							
		Seal Shoulder	10.00 to 11.83	101				25,000						
		Reseal	0.00 to 3.00	101					75,600					
		Reseal	3.00 to 6.00	101						77,868				
		Reseal	6.00 to 9.00	101							80,204			
		Reseal	9.00 to 11.83	101								82,610		
York Williams Road		Reseal	5.10 to 12.10	80	70,000									
		Reseal	12.10 to 15.10	80		69,300								
		Reseal	15.10 to 19.15	80			96,361							
Wangelling Gully Road		Gravel sheet and Clear Vegetation	4.60 to 7.10 & 7.60 to 9.20		51,112									
		Gravel sheet	6.78 to 7.42 & 7.10 to 9.20			49,562								
Dardadine Road		Gravel sheet and extend culverts	7.94 to 8.94	15			20,183							
		Gravel sheet, new and extended culverts	8.94 to 15.44	15				171,112						
		Gravel sheet, new and extended culverts	15.44 to 21.04	15					120,512					
Zilko Road		Gravel sheeting, extend culverts and reseal	0.16 to 6.66	25						118,244				
		Gravel sheeting and reseal	6.66 to 10.40 &	25							71,394			
Graham Road		Gravel sheet, new and extended culverts	0.00 to 1.95								44,514			
Extracts Road		Gravel sheeting, extend culverts and reseal	0.00 to 5.00									113,502		
Glenfield Road		Reseal	0.00 to 5.37										152,240	
Town Street		Reseal	0.00 to 0.90											43,872
Town Street		Reseal	0.00 to 3.92											196,112
					196,112	196,112	196,112	196,112	196,112	196,112	196,112	196,112	196,112	196,112
COUNCIL		Description	SLK Range	Average Daily Traffic	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Zilko Road		Seal widen over Culverts			26,000									
Marradong Road		Stabilise pavement			52,055									
Carne/Narrakine Roads		Stabilise pavement	Carne (3.71 to 3.86), Narrakine (7.21 to 7.27)		22,050									
Lawender Street		Seal to 7.0m wide	0.65kms		89,895									
Zilko Road		Gravel sheet	10.40 to 13.40	25	45,000									
English Road		Gravel sheet and drainage improvements	4.25 to 4.79			30,334								
Brooking Street		Reconstruct including cement stabilising	0.00 to 0.175		205,840									
		Reconstruct including cement stabilising	0.175 to 0.350				205,840							
Cemetery Road		Widen shoulder and seal	0.00 to 0.42				31,515							
Glenfield Road		Gravel sheet and extend culverts	8.05 to 13.63	46				90,310						
Mundays Road		Gravel sheeting, extend culverts and reseal	0.00 to 3.46					56,340						
		Gravel sheet, extend culvert and reseal	3.46 to 8.70						104,360					
Hurley Road		Gravel sheet and extend culverts	0.00 to 4.00	55				67,340						
		Gravel sheet and extend culverts	4.00 to 8.00	55					69,600					
		Gravel sheet and extend culverts	8.00 to 13.83	55						101,595				
Culbin Boraning Road		Gravel sheet and extend culverts	7.69 to 10.69	60					69,000					
		Gravel sheet and culvert repairs	10.69 to 13.69	60						81,760				
		Gravel sheet and culvert replacement	13.69 to 17.69	60							71,000			
Bates Road		Gravel sheet and extend culverts	0.00 to 1.50							28,350				
		Gravel sheet	1.50 to 3.52								33,330			
Medien Road		Gravel sheet	2.10 to 5.60									57,750		
Westmere Road		Gravel sheet and reseal	0.00 to 5.00	19							111,020			
Yarrabin Road		Gravel sheet, new and extended culverts	0.00 to 4.50									90,050		
Narrakine Road		Reseal and surface correction	0.00 to 4.00									126,760		
			4.00 to 8.75										142,975	
Pig Gully Road		Gravel sheet	0.00 to 5.00									82,500		
			5.00 to 11.00										99,000	
Marling Road		Gravel sheet	0.00 to 3.50										57,750	
		Gravel sheet and reseal	3.50 to 7.14											91,140
Prayle Road		Gravel sheet	0.00 to 3.75											61,875
McKenzie Road		Gravel sheet	0.00 to 5.43											89,593
Sattler Road		Gravel sheet	0.00 to 5.42											89,430
					235,000	236,174	237,355	213,990	242,960	211,705	273,100	299,310	299,725	332,040
					840,912	851,776	873,693	934,193	940,837	906,628	921,882	930,905	949,287	939,980

## 8.2.4 MILLBROOK PLACE – LAND PARCELS CONTAINING ELECTRICAL INFRASTRUCTURE

<b>File Reference</b>	3.4.2
<b>Statutory Ref.</b>	Nil
<b>Author &amp; Date</b>	Geoff McKeown 11 June 2020
<b>Attachments</b>	Nil

### Background

The Shire received advice from the Western Australian Land Information Authority (Landgate) that two (2) land parcels will be added to its valuation roll for rating purposes.

The land parcels are identified as:

- Lot 23 on Plan 23391 Millbrook Place, Williams C/T 2215/624
- Lot 22 on Plan 23391 Pinjarra Williams Road, Williams C/T 2215/623

To date these land parcels have not appeared in the Shire rating records and have not attracted a local government rate or the Emergency Services Levy (ESL).

### Comment

When the information was received from Landgate the Shire made contact with the Department of Fire & Emergency Services (DFES) to enquire if an ESL charge needed to be raised, considering the lots are very small, i.e. 7m<sup>2</sup> and 9m<sup>2</sup> respectively and only contain electrical boxes. DFES advised there is no discretion and an ESL charge has to be raised.

These land parcels were created through a subdivision for the purpose of electrical infrastructure, see plan on following page. Ownership is held by Balwyn Nominees Pty Ltd.

Contact was made with Mr Dick Lester, Balwyn Nominees Pty Ltd, to alert him to the fact that the Shire will be required to raise an ESL charge next financial year. Mr Lester indicated that his preference is to relinquish ownership of the lots and will seek Council support for their transfer to the Shire. There is a conveyancing cost estimated at \$1,188.22. DFES has confirmed that the Shire will not incur an ESL charge if it holds these lots.

### Strategic Implications

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

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

### Financial Implications

Conveyancing costs apply to this transfer amounting to \$1,188.22.

### Voting Requirements

Simple Majority





### 8.2.5 PEDESTRIAN TRAFFIC ISLAND – SOUTH OF BRIDGE 25 ALBANY HIGHWAY

<b>File Reference</b>	12.15.33
<b>Statutory Ref.</b>	Nil
<b>Author &amp; Date</b>	Geoff McKeown 11 June 2020
<b>Attachments</b>	Nil

#### Background

As part of the final work on the Albany Highway reconstruction, a pedestrian island was installed south of Bridge 25.

The location was identified for pedestrians to cross the Albany Highway to access Lions Park.

Main Roads had this location in its planning documents from the outset of the project. What was not understood at the time was the impact this island would have on the movement of wide agricultural equipment.

Local farmers who move seeding equipment through Williams raised concerns with the height of the concrete island and that the action of avoiding the island could bring their equipment close to the bridge barriers.

Consultation has been ongoing with Main Roads about the possible removal of the concrete island.

#### Comment

Initially, Main Roads were agreeable to the removal, however recent correspondence has raised further issues and it would like the matter formally considered by Council. The following photos highlight the issue:



**Pedestrian Crossing**



**Movement of Wide Agricultural Equipment**

In requesting that Council consider this matter, Main Roads provided that following information:

*"Currently the raised island and keep left signs provide some delineation and definition at the crossing point.*

*The concern is that if the island is removed the crossing point will no longer offer any protection for pedestrians who may still elect to wait in the road centre. The pedestrian ramps will continue to provide the perception that the site is a designated "safe place to cross".*

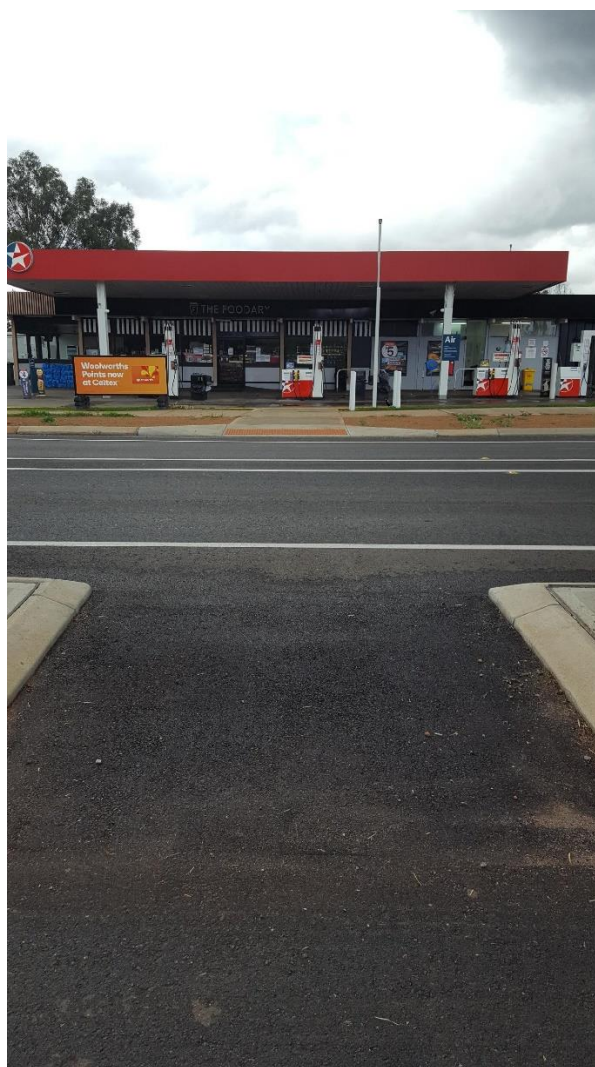
*Therefore the Main Roads would propose that either,*

- The current island and pedestrian ramps be retained or;*
- The island be removed along with the pedestrian ramps to take away the perception that site is a safe designated crossing point."*

Currently there are other pedestrian crossing points on the Albany Highway which do not have an island, as highlighted in the following photos:



**Pedestrian Crossing at Post Office**



**Pedestrian Crossing at Caltex**

### **Strategic Implications**

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

- SCD 1.3      Maintain a safe and secure environment for the community.  
LUE 1.1      Ensure that the townsite is maintained to a high standard.

### **Financial Implications**

Nil

### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That Council advise Main Roads that it does not support the removal of the current pedestrian island and pedestrian ramps south of Bridge 25, Albany Highway.

#### **Officer's Alternative Recommendation**

That Council advise Main Roads that it supports the removal of the current pedestrian island south of Bridge 25, Albany Highway but requests that the pedestrian ramps be retained as there are other locations on Albany Highway where similar pedestrian ramps exist.



## 8.2.6 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY

<b>File Reference</b>	4.50.60
<b>Statutory Ref.</b>	Sections 5.42 and 9.49A <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 11 June 2020
<b>Attachments</b>	Nil

### Background

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

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

### Comment

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

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

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

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

1. \$200,000.00 from the WA Treasury Corporation Overnight Cash Management Facility to the Municipal Fund Cash Management Account for payment of creditors.
2. \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors.

- **Payment of Creditors – Delegation FMR1**

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

**Action** - Payments from the Municipal Fund and Trust Fund as per financial report attached to this Agenda.

### Strategic Implications

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

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



**Financial Implications**

Payments from the Municipal Fund and Trust Fund have been approved in the 2019/20 Annual Budget or by separate resolution of Council.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of May 2020.

### 8.3 CORPORATE AND COMMUNITY SERVICES

#### 8.3.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 11 June 2020
<b>Attachments</b>	Payment listing for month ending 31 May 2020

#### Background

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's municipal or trust account. In exercising the authority, and in accordance with the *Local Government (Financial Management) Regulation 1996*, it is a requirement to produce a list of payments made from Council's 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 104824 – 104826 totalling \$311,119.11 approved by the Chief Executive Officer during the month of May 2020 be endorsed.

# SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2020

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
04/05/2020	BUILDING AND ENERGY (EFT)	BSL Collection April 2020	\$ 77.20
04/05/2020	WA SUPER	Superannuation - April 2020	\$ 18,951.30
06/05/2020	Australia Silica Quartz Group Ltd	Refund Ass#3100 UV Mining Tenement	\$ 535.79
06/05/2020	15 FDC EDUCATORS	15 FDC Educators PE 10 May 2020	\$ 7,285.95
06/05/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 6 May 2020	\$ 41,052.04
07/05/2020	AUSTRALIA WIDE TAXATION & PAYROLL	11093 - Taxation and Payroll Training (S Willkie)	\$ 395.00
13/05/2020	FDC EDUCATORS	14 FDC Educators PE 17 May 2020	\$ 7,196.71
20/05/2020	SHIRE OF WILLIAMS	Salaries & Wages PE 20 May 2020	\$ 40,154.51
21/05/2020	FDC EDUCATORS	14 FDC Educators PE 24 May 2020	\$ 7,102.77
21/05/2020	HARMONY SOFTWARE	Educators' Software Fees, Month of April 2020	\$ 198.00
27/05/2020	FDC EDUCATORS	15 FDC Educators PE 31 May 2020	\$ 7,655.93
27/05/2020	EDWARDS MOTORS PTY LTD (EFT)	11429 - Purchase of Trailer	\$ 2,980.00
27/05/2020	JR & A HERSEY PTY LTD (EFT)	11320 - Diesel Generator, Air Compressor	\$ 3,622.30
27/05/2020	STAR TRACK EXPRESS	Freight ex Westair - Air Compressor	\$ 173.19
27/05/2020	AAA ASPHALT SURFACES	11331 - 3 Bulka Bags of Coldmix Bitumen	\$ 1,402.50
27/05/2020	AGQUIRE RURAL HOLDINGS PTY LTD	11306,11307 - Monthly Hardware Account for April '20	\$ 1,621.36
27/05/2020	AIR RESPONSE	11095 - Re-set CRC Air Conditioner	\$ 80.01
27/05/2020	AVON WASTE	11015 - Monthly Refuse Charges April 2020	\$ 8,624.96
27/05/2020	BCITF	BCITF Levy - April 2020	\$ 111.75
27/05/2020	BEAUREPAIRES (EFT)	11330 - Truck Tyres	\$ 60.00
27/05/2020	BOC Ltd (EFT)	10828 - Apr. Cylinder Hire, Industrial Gases, Med. Oxygen	\$ 41.38
27/05/2020	BODDINGTON MEDICAL CENTRE	11250 - Support Doctor's Visit to Williams, 1st Qtr 2020	\$ 1,944.00
27/05/2020	BOYA EQUIPMENT (EFT)	11265 - Drive Belt (Skid Steer)	\$ 41.90
27/05/2020	BP TRUST (EFT)	Monthly Fuel Account April 2020	\$ 272.11
27/05/2020	CONTRACT AQUATIC SERVICES	11420,11202,11201,10944,10943 - Pool Management April '20	\$ 22,187.00
27/05/2020	CORNER'S AUTOMOTIVE ELECTRICS	11262 - Charger Connector (Fire Truck)	\$ 66.00
27/05/2020	CORSIGN (EFT)	11311 - Vinyl Warning Sign	\$ 209.00
27/05/2020	COUNTRY PAINT SUPPLIES (EFT)	11419 - Paint for Pavilion Changerooms	\$ 136.36
27/05/2020	DFES (EFT)	ESL Quarterly	\$ 5,740.52
27/05/2020	DUFF ELECTRICAL CONTRACTING	11082, 11094 - Electrical Works	\$ 389.95
27/05/2020	EDWARDS MOTORS PTY LTD (EFT)	11327, 11337 - Vehicle Service, Parts	\$ 353.50
27/05/2020	ELDERS LTD (EFT)	Herbicide	\$ 33.04
27/05/2020	FOWLER SURVEYS	11335 - Spotting and Checking for Line Marking	\$ 4,400.00
27/05/2020	GREAT SOUTHERN EQUIPMENT HIRE PTY LTD	11326 - Hire of Mini Excavator	\$ 1,100.00
27/05/2020	GREAT SOUTHERN TOWING PTY LTD	Towage for Abandoned Vehicle	\$ 187.00
27/05/2020	HANSON CONSTRUCTION MATERIALS P/L (EFT)	11423 - Lawn Sand for Hockey Oval	\$ 1,209.40
27/05/2020	ITR PACIFIC PTY LTD	11313, 11316, 11323 - Parts (Graders)	\$ 11,101.30
27/05/2020	LG PROFESSIONALS WA	11356 - Staff Training	\$ 300.00
27/05/2020	LIBERTY RURAL	11332 - Bulk Diesel	\$ 9,546.05
27/05/2020	MAKIT NARROGIN HARDWARE (EFT)	11412 - PVC Stormwater Pipe & Joiners	\$ 121.00
27/05/2020	McINTOSH & SON (EFT)	11261 - Filter sets & fluids	\$ 837.63
27/05/2020	MOORE STEPHENS	11407 - Financial Workshop (C Ryan)	\$ 1,782.00
27/05/2020	NARROGIN EARTHMOVING & CONCRETE P/L	11320 - Yellow Sand for Trench Filling	\$ 440.00
27/05/2020	NARROGIN NISSAN	11258 - Air Duct Hose (Fire Truck)	\$ 396.25
27/05/2020	NARROGIN TOYOTA (EFT)	11268, 11312 - Parts for Small Machinery	\$ 114.99
27/05/2020	OFFICEWORKS (EFT)	11355 - Office Equipment	\$ 416.88
27/05/2020	RUSTIK RAINBOW (EFT)	11426 - Refreshments	\$ 123.00
27/05/2020	SHIRE OF NARROGIN (EFT).	11324 - Patch Seal Williams-Darkan Rd	\$ 701.00
27/05/2020	SHIRE OF WAGIN (EFT)	EHO and 4WDL Officers' Re-imbursements	\$ 2,273.42
27/05/2020	SOUTH WEST ISUZU (EFT)	11266 - Cooling Belt (Isuzu Ute)	\$ 37.72
27/05/2020	STATE LIBRARY OF WA (EFT)	11416 - Freight for Library Exchange Books 2019-20	\$ 317.66
27/05/2020	T-QUIP (EFT)	11260, 11270 - Parts for Mower	\$ 283.60
27/05/2020	TOLL TRANSPORT PTY LTD	Freight - Parts (Excavator, Grader)	\$ 44.22
27/05/2020	TOWN PLANNING INNOVATIONS	11417 - General Planning Advice for Month of April 2020	\$ 2,165.63
27/05/2020	TRUCK CENTRE (WA) PTY LTD	11321 - Labour - Repairs (Prime Mover)	\$ 151.25
27/05/2020	TWINKARRI PTY LTD	11421 - Tree Pruning & Mulching	\$ 49,060.00
27/05/2020	WA CONTRACT RANGER SERVICES	11240 - Ranger Services, Apr/May 2020	\$ 654.50
27/05/2020	WALLIS COMPUTER SOLUTIONS	IT Support - Remote Access	\$ 27.23
27/05/2020	WILLIAMS GENERAL STORE (EFT)	Monthly refreshments & consumables, April 2020	\$ 99.59
27/05/2020	WILLIAMS NEWSAGENCY	Monthly account April 2019	\$ 8.30
27/05/2020	WILLIAMS SJA SUB CENTRE (EFT)	SJA Subscriptions Collected in April 2020	\$ 56.00
27/05/2020	WREN OIL	11317 - Pick-up of 3,400 lts of Used Oil	\$ 577.50
29/05/2020	DUFF ELECTRICAL CONTRACTING	11433 - Replace Underground Cable	\$ 9,918.54

# SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2020

07/05/2020	SYNERGY	Electricity to Swimming Pool 17/3/2020 to 21/4/2020	\$	765.70
07/05/2020	TELSTRA	Pool Telephone to 19/4/2020	\$	32.06
21/05/2020	AUSTRALIAN TAXATION OFFICE	Fringe Benefits Payment 21 May 2020	\$	2,112.88
01/05/2020	WESTNET	Monthly CEO I'net Charges, May '20 plus Annual Email Fee	\$	79.99
04/05/2020	CBA	CBA - Merchant Fees April 2020	\$	315.24
06/05/2020	WA TREASURY CORPORATION	Loan #67 Grader	\$	21,073.00
18/05/2020	ANZ CARDS	Monthly Credit Card Expenses x 3	\$	762.85
13/05/2020	TELSTRA	Monthly Phone Usage to 19/4/2020	\$	438.77
14/05/2020	SYNERGY	Electricity - Residential & Public	\$	5,969.96
20/05/2020	TELSTRA	Mobile Phone Usage	\$	420.97
				<hr/>
				<b>\$ 311,119.11</b>
				<hr/>

### 8.3.2 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 11 June 2020
<b>Attachments</b>	Financial Statements ending 31 May 2020

#### 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 May 2020 be received.



# SHIRE OF WILLIAMS

## MONTHLY FINANCIAL REPORT For the Period Ended 31 May 2020

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

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Prepared by : Manager of Finance  
Date prepared : All known transactions up to 11th June 2020

## **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 MAY 2020

## 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
<b>GOVERNANCE</b>	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.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer community.	Supervision and enforcement of local laws, fire prevention and suppression activities and animal control.
<b>HEALTH</b>	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.
<b>EDUCATION AND WELFARE</b>	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.
<b>HOUSING</b>	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.
<b>COMMUNITY AMENITIES</b>	Provision of amenities required by the community.	Refuse management, protection of the environment, maintenance of cemeteries and public conveniences.
<b>RECREATION AND CULTURE</b>	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.
<b>TRANSPORT</b>	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.
<b>ECONOMIC SERVICES</b>	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.
<b>OTHER PROPERTY AND SERVICES</b>	Efficient utilisation of Council resources, plant repairs and operations, management of Williams Town Planning Scheme.	Provision of private works to public, maintenance of Council plant, approvals and monitoring of town planning activities.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

	Note	Adopted Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>OPENING FUNDING SURPLUS (DEFICIT)</b>	1 (b)	394,592	394,592	<b>410,226</b>	15,634	4%	
<b>Operating Revenues</b>							
Governance		500	458	<b>2,782</b>	2,324	507%	
General Purpose Funding - Rates	5	1,924,101	1,924,101	<b>1,923,045</b>	(1,056)	(0%)	
General Purpose Funding - Other		306,095	303,003	<b>578,576</b>	275,573	91%	▲
Law, Order and Public Safety		69,248	52,840	<b>69,183</b>	16,344	31%	▲
Health		400	400	<b>300</b>	(100)	(25%)	
Education and Welfare		283,029	262,461	<b>254,800</b>	(7,661)	(3%)	
Housing		247,804	190,322	<b>186,044</b>	(4,278)	(2%)	
Community Amenities		203,177	195,012	<b>190,640</b>	(4,372)	(2%)	
Recreation and Culture		44,557	40,428	<b>35,825</b>	(4,603)	(11%)	
Transport		109,381	107,915	<b>121,632</b>	13,717	13%	▲
Economic Services		102,826	94,258	<b>138,325</b>	44,067	47%	▲
Other Property and Services		99,601	93,153	<b>90,971</b>	(2,182)	(2%)	
		<b>3,390,719</b>	<b>3,264,351</b>	<b>3,592,124</b>	<b>327,773</b>		
<b>Operating Expense</b>							
Governance		(205,213)	(172,662)	<b>(162,009)</b>	10,653	6%	▲
General Purpose Funding		(84,250)	(77,667)	<b>(75,606)</b>	2,060	3%	
Law, Order and Public Safety		(90,129)	(84,224)	<b>(84,145)</b>	79	0%	
Health		(59,671)	(51,698)	<b>(49,490)</b>	2,208	4%	
Education and Welfare		(320,281)	(294,691)	<b>(273,002)</b>	21,689	7%	▲
Housing		(164,844)	(158,339)	<b>(162,481)</b>	(4,142)	(3%)	
Community Amenities		(316,987)	(291,035)	<b>(244,081)</b>	46,954	16%	▲
Recreation and Culture		(710,317)	(645,128)	<b>(692,776)</b>	(47,647)	(7%)	▼
Transport		(1,598,114)	(1,444,952)	<b>(1,421,942)</b>	23,011	2%	
Economic Services		(140,753)	(130,263)	<b>(135,738)</b>	(5,475)	(4%)	
Other Property and Services		(104,223)	(186,265)	<b>(238,883)</b>	(52,618)	(28%)	▼
		<b>(3,794,782)</b>	<b>(3,536,925)</b>	<b>(3,540,152)</b>	<b>(3,227)</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		1,256,950	1,152,204	<b>1,207,402</b>	55,198	5%	
Adjust (Profit)/Loss on Asset Disposal	6	(14,160)	(14,160)	<b>(41,348)</b>	(27,188)	192%	
Adjust Provisions and Accruals		5,400	0	<b>118</b>	118		
<b>NET CASH FROM OPERATING ACTIVITIES</b>		<b>844,127</b>	<b>865,470</b>	<b>1,218,144</b>	<b>352,675</b>		
<b>Investing Activities</b>							
Grants, Subsidies and Contributions	8	516,215	512,482	<b>517,900</b>	5,418	1%	
Proceeds from Disposal of Assets	6	95,000	95,000	<b>121,571</b>	26,571	28%	▲
Capital Acquisitions	6	(2,123,864)	(1,820,273)	<b>(1,740,993)</b>	79,280	(4%)	
<b>NET CASH FROM INVESTING ACTIVITIES</b>		<b>(1,512,649)</b>	<b>(1,212,791)</b>	<b>(1,101,522)</b>	<b>111,269</b>		
<b>Financing</b>							
Self-Supporting Loan Principal		15,475	15,475	<b>15,235</b>	(240)	(2%)	
Transfer from Reserves	3	497,232	0	<b>0</b>	0		
Repayment of Debentures		(112,942)	(102,322)	<b>(102,322)</b>	0	0%	
Transfer to Reserves	3	(125,835)	(16,592)	<b>(10,844)</b>	5,747	35%	▲
<b>NET CASH FROM FINANCING ACTIVITIES</b>		<b>273,930</b>	<b>(103,439)</b>	<b>(97,931)</b>	<b>5,507</b>		
<b>NET OPERATIONS, CAPITAL, FINANCING</b>		<b>(394,592)</b>	<b>(450,760)</b>	<b>18,691</b>	<b>469,451</b>		
<b>CLOSING FUNDING SURPLUS (DEFICIT)</b>	1 (b)	<b>0</b>	<b>(56,168)</b>	<b>428,917</b>	<b>485,085</b>		

**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 2019/20 year is \$5,000 or 5% whichever is the greater.

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

## **SIGNIFICANT ACCOUNTING POLICIES**

### **CURRENT AND NON-CURRENT CLASSIFICATION**

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

### **EMPLOYEE BENEFITS**

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

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

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

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

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

### **PROVISIONS**

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

### **INVENTORIES**

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 1(b)  
ADJUSTED NET CURRENT ASSETS**

	Note	Year to Date Actual 31 May 2020	This Time Last Year 31 May 2019	This Years Opening 1 July 2019	Last Years Closing 30 June 2019
		\$	\$	\$	\$
<b>Current Assets</b>					
Cash Unrestricted	3	743,709	556,239	549,747	549,747
Cash Restricted	3	969,610	951,957	958,766	958,766
Receivables - Rates	4	19,481	30,527	25,269	25,269
Receivables -Other	4	129,999	104,012	89,005	89,005
Accrued Revenue		0	0	186,643	186,643
Loans Receivable - clubs	7	0	0	0	0
Inventories		16,662	10,084	8,384	8,384
		<b>1,879,462</b>	<b>1,652,819</b>	<b>1,817,814</b>	<b>1,817,814</b>
<b>Less: Current Liabilities</b>					
Payables		(143,603)	(104,312)	(126,179)	(126,179)
Contract Liabilities	8	(27,243)	0	(12,435)	0
Provisions		(325,680)	(360,895)	(325,681)	(325,681)
Long Term Borrowings	7	(10,620)	(10,306)	0	0
		<b>(507,146)</b>	<b>(475,513)</b>	<b>(464,295)</b>	<b>(451,860)</b>
<b>Adjustments and exclusions permitted by FM Reg 32</b>					
Less: Cash Reserves	3	(969,610)	(951,957)	(958,766)	(958,766)
Less: Loans Receivables	7	0	0	0	0
Add: Leave Entitlements Cash Backed		15,591	10,337	15,473	15,473
Add: Long Term Borrowings	7	10,620	10,306	0	0
<b>Adjusted Net Current Assets</b>		<b>428,917</b>	<b>245,992</b>	<b>410,226</b>	<b>422,661</b>

**SIGNIFICANT ACCOUNTING POLICIES**

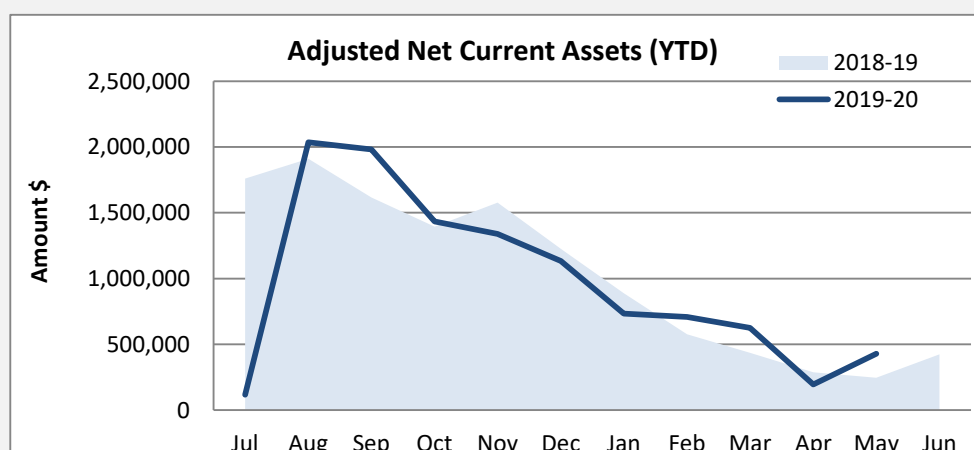
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

**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)  
\$428,917**

**Last Year YTD  
Surplus(Deficit)  
\$245,992**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**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 2019/20 year is \$5,000 or 5% whichever is the greater.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	2,324	507%			
General Purpose Funding - Rates	(1,056)	(0%)			
General Purpose Funding - Other	275,573	91%	▲	Permanent	\$291, 933 - 20/21 Federal Assistance Grant received in advance
			▼	Permanent	\$11,500 - Interest earned on investments will not meet budget expectations due to low interest rates.
Law, Order and Public Safety	16,344	31%	▲	Permanent	\$25,330 - DFES Mitigation Grant - received. Not included in budget.
			▼	Permanent	\$7,850 - ESL Maintenance Grant less than what was expected.
Health	(100)	(25%)			
Education and Welfare	(7,661)	(3%)			
Housing	(4,278)	(2%)			
Community Amenities	(4,372)	(2%)			
Recreation and Culture	(4,603)	(11%)			
Transport	13,717	13%	▲	Permanent	Profit on disposal of Loader higher than expected.
			▼	Permanent	\$5944 variance in storm damage funding accrual to actual.
Economic Services	44,067	47%	▲	Permanent	Water Sales unusually high due to usage by Main Roads for Bridge works.
Other Property and Services	(2,182)	(2%)			
<b>Operating Expense</b>					
Governance	10,653	6%	▲	Timing	Member training
General Purpose Funding	2,060	3%			
Law, Order and Public Safety	79	0%			
Health	2,208	4%			
Education and Welfare	21,689	7%	▲	Timing	Delay in expenditure of Family Day Care and Childcare building and maintenance expenditure.
Housing	(4,142)	(3%)			
Community Amenities	46,954	16%	▲	Permanent	Expenditure for Waste Collection below budget expectation due to delay in new Waste Contract commencing.
Recreation and Culture	(47,647)	(7%)	▼	Permanent	Additional mulching required for the Lions Park and completion of landscaping for Industrial Land Marjadin Way.
Transport	23,011	2%	▲	Permanent	Wages allocation for Rural Road Maintenance spent in Recreation and Culture and Capital Road Projects.
Economic Services	(5,475)	(4%)			
Other Property and Services	(52,618)	(28%)	▼	Timing	Works Overheads timing - 1 pay out - will catch up at year end.
			▼	Permanent	\$8,500 - replacement of items stolen - insurance claim reimbursement due.
<b>Investing Activities</b>					
Grants, Subsidies and Contributions	5,418	1%			
Proceeds from Disposal of Assets	26,571	28%	▲	Permanent	Trade-in of Toyota Prado, Isuzu DMAX and Loader much higher than budget expectations.
Capital Expenses	79,280	(4%)	▲	Permanent	Postpone Grandstand Refurbishment - \$35,000 Lions Park Signage under review - \$30,000

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH AND INVESTMENTS**

**CASH AND INVESTMENTS**

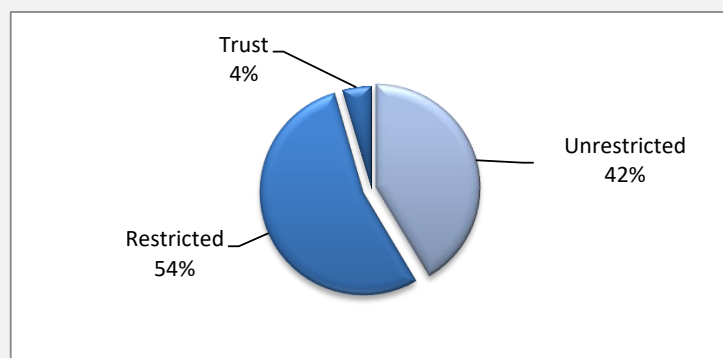
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on Hand</b>							
Petty Cash & Floats	600			600		0.00%	On Hand
<b>Cash Deposits</b>							
Municipal Bank Account	339,870			339,870	ANZ	0.00%	At Call
Municipal Cash Investment	100,021			100,021	ANZ	0.05%	At Call
Trust Bank Account			80,008	80,008	ANZ	0.00%	At Call
<b>Term Deposits</b>							
Reserves		969,610		969,610	ANZ	0.05%	At Call
<b>Treasury</b>				0			
Overnight Cash Deposit	303,218		0	303,218	Treasury	0.20%	Overnight
<b>Total</b>	<b>743,709</b>	<b>969,610</b>	<b>80,008</b>	<b>1,793,327</b>			

**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
<b>\$1.79 M</b>	<b>\$0.74 M</b>

**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	15,473	400	118	5,000	0	0	0	20,873	15,591
Plant Reserve	216,013	5,500	3,084	40,000	0	(160,000)	0	101,513	219,097
Building Reserve	446,758	6,800	4,595	40,000	0	(240,000)	0	253,558	451,353
Joint Venture Housing Reserve	94,194	1,500	928	10,000	0	0	0	105,694	95,122
Recreation Facilities Reserve	121,445	2,500	1,372	0	0	(35,000)	0	88,945	122,817
Art Acquisition Reserve	11,651	300	132	0	0	(8,000)	0	3,951	11,783
Refuse Site Reserve	53,232	1,000	616	0	0	(54,232)	0	0	53,848
Community Chest Reserve	0	100	0	12,735	0	0	0	12,835	0
	<b>958,766</b>	<b>18,100</b>	<b>10,844</b>	<b>107,735</b>	<b>0</b>	<b>(497,232)</b>	<b>0</b>	<b>587,369</b>	<b>969,610</b>



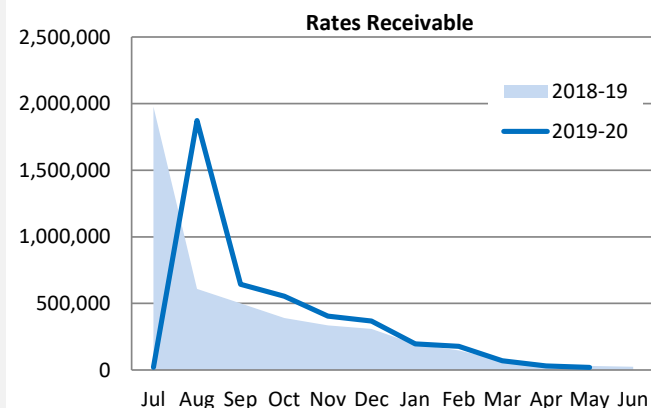
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Receivables - Rates Receivable	31 May 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	25,034	26,607
Rates - Levied this year	1,889,254	1,816,428
Rubbish - Levied this year	155,506	107,488
ESL - Levied this year	57,547	56,011
Less Collections to date	(2,107,859)	(1,981,500)
Equals Current Outstanding	<b>19,481</b>	<b>25,034</b>
<b>Net Rates Collectable</b>	<b>19,481</b>	<b>25,034</b>
% Collected	99.08%	98.75%

**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**

**99%**

**Rates Due**

**\$19,481**

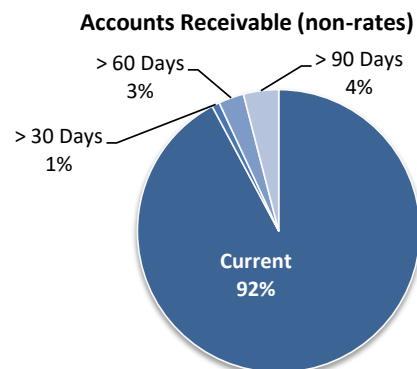
Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	119,853	1,151	3,769	5,226
Percentage	92.20%	0.89%	2.90%	4.02%

**Total Receivables General Outstanding 129,999**

**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**

**\$129,999**

**Over 30 Days**

**7.80%**

**Over 90 Days**

**4.02%**

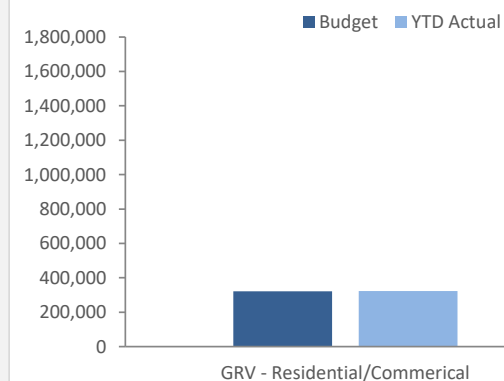
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

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	0.073256	166	2,841,050	208,124	0	0	208,124	209,003	279	0	209,282
UV - Rural/Mining	0.007011	240	212,240,000	1,488,015	0	0	1,488,015	1,486,736	(817)	0	1,485,919
Minimum Payment	Minimum \$										
GRV - Residential/Commercial	720	158	725,595	113,760	0	0	113,760	113,040	0	0	113,040
UV - Rural/Mining	925	86	7,683,100	79,550	0	0	79,550	80,475		0	80,475
Sub-Totals		650	223,489,745	1,889,449	0	0	1,889,449	1,889,254	(538)	0	1,888,716
Amount from General Rates							1,889,449				1,888,716
Ex-Gratia Rates							34,652				34,329
Total General Rates							1,924,101				1,923,045

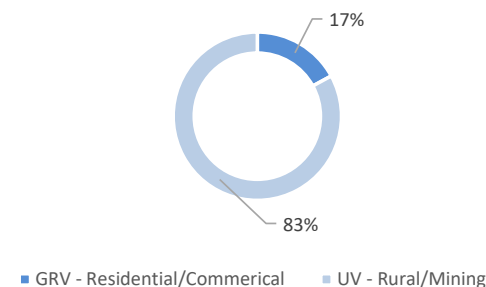
SIGNIFICANT ACCOUNTING POLICIES

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	%
<b>\$1.89 M</b>	<b>\$1.89 M</b>	<b>100%</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**INVESTING ACTIVITIES  
NOTE 6  
CAPITAL DETAILS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	303,420	303,420	240,064	63,356
Plant & Equipment	510,000	510,000	495,364	14,636
Furniture & Equipment	0	0	0	0
Infrastructure - Roads	1,146,599	863,008	909,902	(46,894)
Parks, Gardens, Recreation Facilities	163,845	143,845	95,662	48,183
<b>Capital Expenditure Totals</b>	<b>2,123,864</b>	<b>1,820,273</b>	<b>1,740,993</b>	<b>79,280</b>

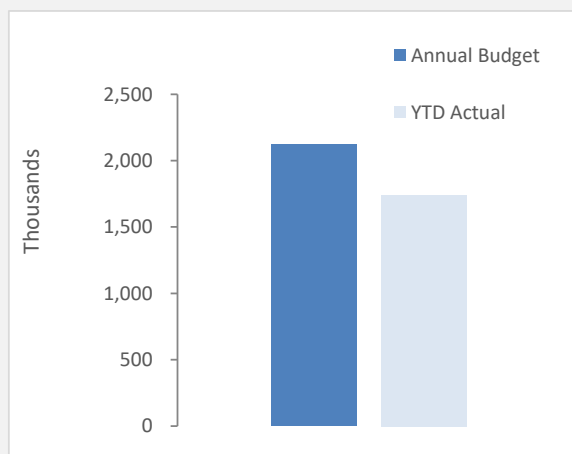
**Capital Acquisitions Funded By:**

	\$	\$	\$	\$
Capital grants and contributions	525,415	512,482	517,900	5,418
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	95,000	45,000	121,571	76,571
Cash Backed Reserves				0
Plant Replacement Reserve	116,967	0	0	0
Building Reserve	75,000	0	0	0
Recreation Facilities Reserve	85,000	0	0	0
Contribution - operations	1,226,482	1,262,791	1,101,522	(161,269)
<b>Capital Funding Total</b>	<b>2,123,864</b>	<b>1,820,273</b>	<b>1,740,993</b>	<b>(79,280)</b>

**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
	<b>\$2.12 M</b>	<b>\$1.74 M</b>	<b>82%</b>
Capital Grant	Annual Budget	YTD Actual	% Received
	<b>\$0.53 M</b>	<b>\$0.52 M</b>	<b>99%</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

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)
	\$		\$			
Toyota Prado - 16WL	24,629	32,000	7,371	21,698	35,742	14,044
Isuzu DMAX - WL5802	12,712	8,000	(4,712)	18,217	16,420	(1,797)
Holden Rodeo - WL826	3,500	3,000	(500)	3,362	2,309	(1,053)
Case Front End Loader - WL5639	37,500	50,000	12,500	31,844	65,000	33,156
Kubota Generator (Theft)	0	0	0	2,649	0	(2,649)
Toro Ride On Mower - WL5302	2,499	2,000	(499)	2,453	2,100	(353)
	<b>80,840</b>	<b>95,000</b>	<b>14,160</b>	<b>80,223</b>	<b>121,571</b>	<b>41,348</b>

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
100%	Refurbishment - 1 x Single Person Unit - New Street	31,117	31,117	30,748	369
100%	Upgrade Drainage - Single Person Units - New Street	11,119	11,119	5,380	5,739
-	Building Refurbishment	11,116	11,116	0	11,116
100%	Land Acquisition MRWA Albany Hwy	200,000	200,000	200,000	0
10%	Mens Shed	15,068	15,068	3,936	11,132
-	Recreation Ground Grandstand Refurbishment	35,000	35,000	0	35,000
	<b>Land &amp; Buildings Total</b>	<b>303,420</b>	<b>303,420</b>	<b>240,064</b>	<b>63,356</b>
100%	Ride on Mower	12,000	12,000	12,040	(40)
100%	CEO Vehicle - 16WL	55,000	55,000	43,924	11,076
100%	FDC Vehicle	34,000	34,000	33,409	591
100%	Light Vehicle - WL5802	33,000	33,000	36,784	(3,784)
100%	Semi Watercart	60,000	60,000	80,000	(20,000)
100%	Front End Loader	280,000	280,000	241,000	39,000
100%	Kubota Generator (Insurance replacement)	0	0	17,080	(17,080)
100%	Minor Plant	10,000	10,000	7,000	3,000
100%	Utility - WL826	26,000	26,000	24,127	1,873
	<b>Plant &amp; Equipment Total</b>	<b>510,000</b>	<b>510,000</b>	<b>495,364</b>	<b>14,636</b>
100%	PROJECT GRANT - Williams Darkan Rd - Reseal	202,350	202,350	179,774	22,576
100%	PROJECT GRANT - Pingelly Road - Seal	207,451	207,451	236,932	(29,481)
100%	RTR - York Williams Road - Reseal	70,000	70,000	73,490	(3,490)
100%	RTR - Clayton Road - Seal Widening	75,000	75,000	95,271	(20,271)
95%	RTR - Wangeling Gully Rd - Gravel Sheeting	51,112	49,000	49,013	(13)
-	COUNCIL FUNDED - Zilko Road - Widening of Culverts	26,000	0	0	0
50%	COUNCIL FUNDED - Zilko Road - Gravel Sheeting	45,000	25,000	25,200	(200)
5%	COUNCIL FUNDED - Marradong Rd (Pavement Repairs)	52,055	2,000	1,575	425
-	COUNCIL FUNDED - Carne/Narrakine Rd (Pavement Repairs)	22,050	0	0	0
100%	COUNCIL FUNDED - Lavender/Forrest/Stan Gillett (Seal)	89,895	89,895	107,637	(17,742)
-	COUNCIL FUNDED - Rural Roads - Gravel Sheeting	98,347	0	0	0
10%	COUNCIL FUNDED - Townsite Drainage	50,027	25,000	17,374	7,626
80%	CARPARK - Lions Park	95,000	55,000	55,818	(818)
100%	FOOTPATH - Albany Hwy/Piesse Street	62,312	62,312	67,819	(5,507)
	<b>Roads Total</b>	<b>1,146,599</b>	<b>863,008</b>	<b>909,902</b>	<b>(46,894)</b>
100%	Commissioning Transfer Station	54,441	54,441	29,641	24,800
100%	Oval/Trotting Track Fencing	34,404	34,404	39,397	(4,993)
	Swimming Pool - Refurb Basins	20,000	0	0	0
100%	Standpipe Water Metre System	25,000	25,000	26,624	(1,624)
-	Lions Park Development - Signage	30,000	30,000	0	30,000
	<b>Infrastructure - Other Total</b>	<b>163,845</b>	<b>143,845</b>	<b>95,662</b>	<b>48,183</b>
	<b>Capital Expenditure Total</b>	<b>2,123,864</b>	<b>1,820,273</b>	<b>1,740,993</b>	<b>79,280</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**FINANCING ACTIVITIES  
NOTE 7  
BORROWINGS**

Information on Borrowings	Principal 30 June 19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
Particulars	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>									
Loan #68 IT Equipment	3,884	0	0	3,884	3,884	0	0	63	63
<b>Transport</b>									
Loan #67 Grader	100,168	0	0	39,051	39,051	61,117	61,117	3,095	3,095
<b>Other Property and Services</b>									
Loan #65 Industrial Land	196,079	0	0	11,307	11,307	184,772	184,772	12,313	12,313
Loan #66 Industrial Land	152,383	0	0	11,837	11,837	140,546	140,546	6,232	6,232
Loan #70 Industrial Shed	224,847	0	0	20,768	31,387	204,079	193,460	6,635	6,635
	677,362	0	0	86,847	97,466	590,514	579,896	28,338	28,338
<b>Self supporting loans</b>									
<b>Recreation and Culture</b>									
Loan #69 Williams Bowling Club	138,464	0	0	15,475	15,475	122,989	122,989	4,241	4,241
	138,464	0	0	15,475	15,475	122,989	122,989	4,241	4,241
<b>Total</b>	815,826	0	0	102,322	112,941	713,503	702,885	32,579	32,579

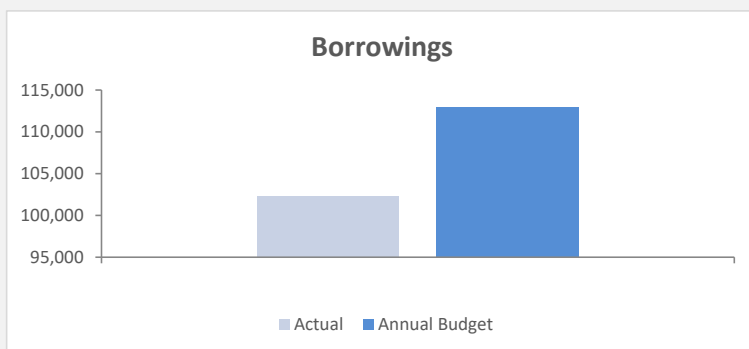
All debenture repayments were financed by general purpose revenue.

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**Principal Repayments**  
**\$102,322**

**Interest Earned**  
**\$14,340**

**Interest Expense**  
**\$32,579**

**Reserves Bal**  
**\$969,610**

**Loans Due**  
**\$713,503**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020

NOTE 8  
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2019-20 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-May						
<b>GENERAL PURPOSE FUNDING</b>					\$	\$	\$	\$	\$	\$
Equalisation Grant	0	0	0	0	87,342	137,459	224,801	0	224,801	0
Local Road Grant	0	0	0	0	171,153	148,409	319,562	0	319,562	0
<b>LAW, ORDER, PUBLIC SAFETY</b>										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	4,000	0
ESL Maintenance Grant	9,062	0	(9,062)	0	36,248	0	36,248	0	28,398	7,850
(MAF RfR) 2019-20 Round 1	0	40,000	(25,330)	14,670	0	50,000	50,000	0	35,330	14,670
<b>EDUCATION &amp; WELFARE</b>										
Federal Sustainability Grant	0	0	0	0	44,000	0	44,000	0	44,000	0
Strong Communities Grant - Menshed	0	9,200	0	9,200	0	9,200	9,200	0	0	9,200
<b>HOUSING</b>										
NRAS - Contribution	0	0	0	0	55,572	0	55,572	0	13,990	41,582
<b>COMMUNITY AMENITIES</b>										
PHCC - Contribution to NRM Officer	0	0	0	0	5,000	0	5,000	0	5,000	0
Feral Pig Funding	3,373	0	0	3,373	3,373	0	3,373	0	0	3,373
<b>RECREATION AND CULTURE</b>										
Trotting Track - Fencing	0	0	0	0	12,000	5,418	0	17,418	17,418	0
<b>TRANSPORT</b>										
Direct Grant	0	0	0	0	74,631	0	74,631	0	74,631	0
Road Project Grant	0	109,280	(109,280)	0	276,933	0	0	276,933	273,200	3,733
Country Pathways Grant	0	0	0	0	31,170	0	0	31,170	31,170	0
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	196,112	0
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	5,634	66
<b>TOTALS</b>	<b>12,435</b>	<b>158,480</b>	<b>(143,672)</b>	<b>27,243</b>	<b>1,003,234</b>	<b>350,486</b>	<b>832,087</b>	<b>521,633</b>	<b>1,273,246</b>	<b>80,474</b>

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	<b>\$ .48 M</b>	<b>\$ .72 M</b>	<b>93%</b>
Non- Operating	Annual Budget	YTD Actual	% Received
	<b>\$ .52 M</b>	<b>\$ .52 M</b>	<b>99%</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2020**

**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:

<b>Description</b>	<b>Opening Balance 1 Jul 19</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 31 May 2020</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Nomination Deposits	0	640	(640)	0
Housing Bonds	1,000	1,308	(2,308)	0
Building Retention	19,369	0	(19,369)	0
Subdivision Bond	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
Bonds	0	50	(50)	0
	<b>100,376</b>	<b>1,998</b>	<b>(22,367)</b>	<b>80,007</b>

## NOTE 10 BUDGET AMENDMENTS

[illegible]

### 8.3.3 CORPORATE BUSINESS PLAN

<b>File Reference</b>	3.2.1
<b>Statutory Ref.</b>	<i>Local Government Act 1995 Section 5.56</i> <i>Local Government (Administration) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 11 June 2020
<b>Attachments</b>	Corporate Business Plan 2020-2024

#### Background

The *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* require local governments to prepare a plan for the future. In August 2011, the State Government made changes to the *Local Government (Administration) Regulations 1996* to formalise the requirement for a local government to adopt Integrated Planning and Reporting (IPR). All local governments were required to have their first suite of IPR documents in place by 1 July 2013. The core components of the Integrated Planning and Reporting Framework are:

Strategic Community Plan (*full review every four years*)

Corporate Business Plan (*reviewed annually*)

- *Informing Strategies include:*
  - Long Term Financial Plan
  - Asset Management Plan
  - Workforce Plan

The Corporate Business Plan is a key component of the Integrated Planning and Reporting suite and is integral to the financial planning for now and future years. This plan captures the Shire's top priorities of the first four years of the longer term 10 year Strategy and drives the development of the Annual Budget.

#### Statutory Implications

*Local Government Act 1995 - Section 5.56.*

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires that "A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013."

#### Comment

Structuring operational revenues and expenditure to ensure adequate coverage for asset renewal into the future is a cornerstone of the Shire's overall financial strategy. To achieve this, the first year of the plan, being 2020/2021, incorporates a consumer price index (CPI) increase in Rates revenue and then continues to increase at previous planning levels at a rate marginally higher than CPI.

No increase to Fees and Charges is included in the plan for the first year, but thereafter is at CPI for the remaining years. CPI increases have been applied to operating expenditure for the entirety of the plan.

A four year capital works program totalling \$7.15m for investment and renewal of Council owned infrastructure, buildings, plant and equipment is planned. Renewal and upgrades to the road network equates to 50% of the planned expenditure. \$2.2m of the entire capital works program is reliant on grants.

Overall the Shire plan demonstrates a positive and financially stable future.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability.

### **Strategic Implications**

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

- CL 2.2 Maintain accountability, transparency and financial responsibility.
- CL 4.1 Implement the development of the IPR documentation including the Corporate Business Plan, Asset Management Plan, Workforce Plan and Forward Capital Works Plan.

### **Financial Implications**

The financial implications are set out in the Corporate Business Plan and are formalised through the adoption of the Annual Budget.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council adopts the Shire of Williams 2020-2024 Corporate Business Plan, with the contents of the Plan to be considered when adopting the 2020-2021 Annual Budget.





# SHIRE OF WILLIAMS

## Corporate Business Plan

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## Our Vision

**Williams is an independent, growing and vibrant community, achieved by maintaining a balanced and caring approach to its people, economy and environment.**

## Our Values

- **Community connectedness and great lifestyle.**
- **Friendly people**
- **Safety**
- **Ideal location (proximity to regional centres and metropolitan area)**
- **Relevant and well maintained facilities**
- **Recognition of the need to care for the environment in a balanced approach**
- **Effective communication and cooperation**



## Planning Framework

This Corporate Business Plan together with the Strategic Community Plan 2020-2030, comprise the Shire of Williams's Plan for the Future and have been prepared to achieve compliance with the Local Government (Administration) Regulations 1996.

Under Local Government (Administration) Regulations 1996 Regulation 19DA (3), a Corporate Business Plan for a district is to:

- a) set out, consistently with any relevant priorities in the Strategic Community Plan, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
- b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

In the preparation of the annual budget the local government is to have regard to the contents of the Plan for the Future to comply with Section 6.2(2) of the Local Government Act 1995.

Development of the Plan has also been influenced by the Department of Local Government, Sport and Cultural Industries integrated planning and reporting guidelines and frameworks

## Strategic Community Plan

The Shire of Williams community had a strong involvement and voice in the development of the Strategic Community Plan. The community were invited to share their visions and aspirations for the future of the Shire of Williams through community engagement components including two community workshops and a community survey. The Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives and strategies contained within the Strategic Community Plan 2017 - 2032.

The following four key strategic objectives were defined within the Plan.

- |  |   |
|--|---|
| <b>Economic:</b>                       | To support industry and business development through the development of sustainable infrastructure and investment opportunities                           |
| <b>Social &amp; Cultural:</b>          | To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong  |
| <b>Land Use &amp; the Environment:</b> | To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit                              |
| <b>Civic Leadership:</b>               | Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community. |





## Corporate Business Plan

Achieving the community's vision and the Shire's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. Careful operational planning and prioritisation is required to achieve the objectives and desired outcomes due to the limited resources available. This planning process is formalised by the development of the Corporate Business Plan. The Corporate Business Plan then converts the Strategic Community Plan into action through the adoption of an Annual Budget.

Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability. Along with achieving the community aspirations and objectives, the Corporate Business Plan draws on information contained within the following strategic documents

## Asset Management Plan

(incorporated into Strategic Resource Plan)

The Shire has developed an Asset Management Plan for major asset classes in accordance with Council's Asset Management Policy. The Asset Management Plan forms a component of an overall Asset Management Strategy which addresses the Shire's current asset management processes and sets out the steps required to continuously improve the management of Shire controlled assets.

Capital renewal estimates contained within the Asset Management Plan have been included to the extent the financial and workforce resources are available to enable the renewals to occur

## Long Term Financial Plan

(incorporated into Strategic Resource Plan)

The Shire of Williams is planning for a positive and financially stable future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Corporate Business Plan, the Long Term Financial Plan was updated to confirm the financial capability to undertake the planned actions and ensure integration. The result of this update is reflected within the forecast financial estimates on the following pages.

## Workforce Plan

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan.

Workforce issues have been considered during the development of this Corporate Business Plan and the financial impacts of the Workforce Plan captured within the Long Term Financial Plan. A combination of workforce and financial constraints has influenced the prioritisation of actions within this Plan.

## Review of Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.





## Forecast Statement of Funding

The following Forecast Statement of Funding (operations) is extracted from the Long Term Financial Plan to provide an indication of the net funding available from operational activities. The forecast statement should be read in conjunction with the Long Term Financial Plan document and its underlying assumptions and predictions.

	2020-21	2021-22	2022-23	2023-24
	\$	\$	\$	\$
<b>FUNDING FROM OPERATIONAL ACTIVITIES</b>				
<b>Revenues</b>				
Rates	1,962,582	2,041,085	2,122,727	2,207,635
Operating grants, subsidies and contributions	735,151	704,894	717,892	731,150
Fees and charges	844,578	895,462	913,116	931,379
Interest earnings	18,519	12,254	11,968	13,539
Other revenue	45,500	46,410	47,337	48,282
	3,606,330	3,700,105	3,813,040	3,931,985
<b>Expenses</b>				
Employee costs	( 1,643,205)	( 1,676,070)	( 1,709,590)	( 1,743,781)
Materials and contracts	( 556,493)	( 558,214)	( 580,156)	( 580,328)
Utility charges (electricity, gas, water etc.)	( 186,750)	( 190,485)	( 194,296)	( 198,179)
Depreciation on non-current assets	( 1,145,794)	( 1,194,349)	( 1,222,811)	( 1,249,438)
Interest expense	( 28,491)	( 24,630)	( 28,591)	( 25,288)
Insurance expense	( 114,406)	( 116,696)	( 119,031)	( 121,408)
Other expenditure	( 15,251)	( 15,555)	( 15,855)	( 16,153)
	( 3,690,390)	( 3,775,999)	( 3,870,330)	( 3,934,575)
	( 84,060)	( 75,894)	( 57,290)	( 2,590)
<b>Funding Position Adjustments</b>				
Depreciation on non-current assets	1,145,794	1,194,349	1,222,811	1,249,438
Movement in liabilities associated with	5,313	5,393	5,474	5,556
<b>Net Funding From Operational Activities</b>	1,067,047	1,123,848	1,170,995	1,252,404
<b>FUNDING FROM CAPITAL ACTIVITIES</b>				
<b>Inflows</b>				
Proceeds on disposal	56,100	164,384	131,590	74,688
Non-operating grants, subsidies and	555,660	549,484	545,394	550,510
<b>Outflows</b>				
Purchase of property plant and equipment	( 813,000)	( 979,129)	( 559,523)	( 747,243)
Purchase of infrastructure	( 941,664)	( 1,023,581)	( 1,109,081)	( 980,725)
<b>Net Funding From Capital Activities</b>	( 1,142,904)	( 1,288,842)	( 991,620)	( 1,102,770)
<b>FUNDING FROM FINANCING ACTIVITIES</b>				
<b>Inflows</b>				
Transfer from reserves	264,108	133,251	49,099	107,561
New borrowings	0	220,000	0	0
Self supporting loan	15,966	16,473	16,996	17,536
<b>Outflows</b>				
Transfer to reserves	( 101,755)	( 119,480)	( 159,373)	( 185,331)
Repayment of past borrowings	( 102,462)	( 85,250)	( 86,097)	( 89,400)
<b>Net Funding From Financing Activities</b>	75,857	164,994	( 179,375)	( 149,634)
<b>Estimated Surplus/Deficit July 1 B/Fwd</b>	0	0	0	0
<b>Estimated Surplus/Deficit June 30 C/Fwd</b>	0	0	0	0

## Capital Program

A number of projects are forecast to be undertaken during the life of the Plan which result in capital expenditure. The activities are summarised below along with an indication of the forecast capital expenditure extracted from the Long Term Financial Plan.

Action	Project	2020-21 \$	2021-22 \$	2022-23 \$	2023-24 \$
<b>LAND &amp; BUILDINGS</b>					
SCD 1.1	Community Housing Refurbishments	15,000	15,000	15,000	10,000
SCD 1.1	Single Person Units Refurbishments	50,000			20,000
SCD 1.1	Town Hall Flooring			20,000	
ED 1.1	Industrial Unit – Marjidin Way		300,000		
LUE 2.1	Cemetery Toilet Block				60,000
CL 4.5	Office Photocopier	7,000			
CL 4.5	IT Server Upgrade		120,000		
CL 4.5	Archive Room			30,000	
SCD 1.1	Childcare Centre Flooring	40,000			
SCD 1.4	Recreation Ground Grandstand	50,000			50,000
SCD 1.2	Menshed Building	90,000			
<b>PARKS &amp; GARDENS INFRASTRUCTURE</b>					
SCD 1.6	Town Hall Park Development		120,000		
LUE 2.2	Carpark - Cemetery			60,000	
LUE 2.2	Carpark - RSL			50,000	
Lue 4.1	Depot Fuel Facility			65,000	
Lue 2.1	Walk/Bike Trail				40,000
<b>ROADS</b>					
LUE 4.1	Roads Program	851,664	873,581	934,081	940,725
<b>FOOTPATHS</b>					
LUE 2.1	Footpath Program	60,000			
<b>DRAINAGE</b>					
LUE 1.4	Townsite Drainage	30,000	30,000		
<b>PLANT &amp; EQUIPMENT</b>					
LUE 4.1	Plant Replacement Program	561,000	544,129	494,523	607,243
<b>TOTAL</b>		<b>1,754,664</b>	<b>2,002,710</b>	<b>1,668,604</b>	<b>1,727,968</b>

## Reserve Balances

The balance of cash reserves is forecast to fluctuate over the next four years as funds are used for renewal of assets and to fund new capital projects.

	2020-21	2021-22	2022-23	2023-24
	\$	\$	\$	\$
Leave Reserve	26,186	31,579	37,053	42,609
Plant Reserve	99,228	86,465	147,996	164,793
Building Reserve	207,586	205,902	218,991	232,276
Joint Venture Housing Reserve	117,279	129,038	140,974	153,089
Recreation Facilities Reserve	85,804	67,091	83,097	109,343
Art Acquisition Reserve	7,530	8,176	8,799	10,931
Refuse Site Reserve	25,375	25,756	26,142	26,534
Community Chest Reserve	14,028	15,238	16,467	17,714
<b>TOTAL</b>	<b>583,016</b>	<b>569,245</b>	<b>679,519</b>	<b>757,289</b>

## Borrowings

The principal outstanding on borrowings reduces over the life of the Plan, as existing loans come to an end and no new borrowings have been specifically identified. This provides the Shire with increasing capacity to borrow in reaction to unplanned events or urgent issues over the life of the Plan.

	2019-20	2020-21	2021-22	2022-23
	\$	\$	\$	\$
Loan #67 - CAT Grader	20,719	-	-	-
Loan #66 - Industrial Shed	128,210	115,354	101,957	87,995
Loan #65 - Industrial Land	172,733	159,915	146,268	131,738
Loan #69 - Williams Bowling Club	107,023	90,550	73,554	56,018
Loan #70 - Industrial Shed	171,737	149,353	126,288	102,521
Loan #71 - Industrial Shed	-	220,000	201,008	181,403
<i>Council Funded Loans</i>	<i>493,399</i>	<i>644,622</i>	<i>575,521</i>	<i>503,657</i>
<i>Externally Supported Loans (SSL)</i>	<i>107,023</i>	<i>90,550</i>	<i>73,554</i>	<i>56,018</i>
<b>TOTAL</b>	<b>600,422</b>	<b>735,172</b>	<b>649,075</b>	<b>559,675</b>

## Service Delivery

The Shire of Williams delivers services to its community in line with its mission, values and four key strategic objectives set out within the Strategic Community Plan.

Each of the four objectives has several outcomes the Shire seeks to achieve over the 15 years of the Strategic Community Plan. For each objective, one or more desired outcomes has been defined along with strategies to achieve these outcomes.

The outcomes were developed after considering the community engagement process and other external factors such as the available plans published by other government agencies.

The table below summarises the desired outcomes under each of the four key themes and strategic objectives.

<b>ECONOMIC</b> <i>To support industry and business development through the development of sustainable infrastructure and investment opportunities</i>	Outcome ED 1	Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire
	Outcome ED 2	To have appropriate levels of housing to cater for population retention and growth
<b>SOCIAL &amp; CULTURAL</b> <i>To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong</i>	Outcome SCD 1	To provide community infrastructure and facilities that meet the needs of the population
	Outcome SCD 2	To support a safe and healthy community with a strong sense of community pride
	Outcome SCD 3	To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated
<b>LAND USE &amp; THE ENVIRONMENT</b> <i>To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit</i>	Outcome LUE 1	To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community
	Outcome LUE 2	Natural assets and public open spaces are accessible, well utilised and managed
	Outcome LUE 3	Recognising and implementing sustainability measures
	Outcome LUE 4	To have safe and well maintained transport network that supports the local economy
<b>CIVIC LEADERSHIP</b> <i>Strong civic leadership representing the whole of the Shire which engages in effective partnerships and reflects the aspirations of an engaged community</i>	Outcome CL 1	The Shire is efficient in its operations; actively listens to the community and anticipates and responds to the community needs
	Outcome CL 2	The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner
	Outcome CL 3	Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations
	Outcome CL 4	A strategically focused, unified Council functioning effectively ensuring compliance within the regulatory framework



## Economic Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

### Outcome ED 1 Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire

Strategy	Action No.	Actions	2020 – 21	2021-22	2022-23	2023-24	Onwards 2024
Develop and promote the Marjadin Industrial Estate to offer affordable and appropriately serviced lots	ED 1.1.1	Shire to construct industrial units at Lot 403 Marjadin Way		■			➔
	ED 1.1.2	Consider future release of serviced lots in conjunction with Landcorp			■	■	➔
Encourage linkages between the Lions Park and Brooking Street to actively encourage visitation and investigate the establishment of an information board highlighting places to stay, services and history of the town	ED 1.2.1	Identify further linkages between the Lions Park and Brooking Street and implement in conjunction with Main Roads project		■	■		
	ED 1.2.2	Design and establish an information board at Williams Lions Park		■			
Promote land availability within the Shire for residential, industrial and commercial development	ED 1.3.1	Actively promote land availability where appropriate	■	■	■	■	➔
Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest	ED 1.4.1	Continue to support Williams Business Group in their activities and endeavours	■	■	■	■	➔
	ED 1.4.2	Support community group initiatives and activities where appropriate	■	■	■	■	➔

## Outcome ED 1 Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire

Strategy	Action No.	Actions	2020 – 21	2021 -22	2022-23	2023-24	Onwards 2024
Advocate, promote and encourage industrial development that will offer employment opportunities for our community	ED 1.5.1	Advocate and promote industrial development opportunities	■	■	■	■	➔
	ED 1.5.2	Encourage industrial development and growth in employment opportunities	■	■	■	■	➔
Consider future land acquisition for the Shire for recreation, commercial, residential or industrial purposes	ED 1.6.1	Explore opportunities for land acquisition to support future recreation, commercial, residential or industrial development		■	■	■	➔
Assist Local Businesses and the community in periods of economic shortfall	ED 1.7.1	Implement policies during Covid19 to support the community.	■				

## Outcome ED 2 To have appropriate levels of housing to cater for population retention and growth

Strategy	Action No.	Actions	2020-21	2021 -22	2022-23	2023-24	Onwards 2024
Plan and develop relevant aged housing suitable to meet needs of growing population	ED 2.1.1	Continue to assess community needs and plan for suitable housing as required			■	■	➔
Investigate the feasibility of the establishment of short term, backpacker accommodation	ED 2.2.1	Investigate the feasibility of establishment of short term, backpacker accommodation					➔
Promote and support the availability of accommodation suitable for young people, families and retirees	ED 2.3.1	Promote available accommodation within the district	■	■	■	■	➔





## Social & Cultural Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

**Outcome SCD 1** To provide community infrastructure and facilities that meet the needs of the population

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Provide, maintain and improve community infrastructure	SCD 1.1.1	Maintain and upgrade infrastructure in accordance with asset management plans	■	■	■	■	➔
Support the initiatives of the Williams Men's Shed in establishing a facility that will support men's health and well-being	SCD 1.2.1	Continue to support the Williams Men's Shed in establishing a new facility	■	■			
Maintain a safe and secure environment for the community	SCD 1.3.1	Liaise with key stakeholders to support and encourage a safe and secure community environment	■	■	■	■	➔
Implement strategies that will support increased usage of the Williams Recreation Ground facilities (including swimming pool)	SCD 1.4.1	Develop strategies to promote and encourage usage of recreation facilities	■	■	■	■	➔
	SCD 1.4.2	Implement strategies to promote and encourage usage of recreation facilities	■	■	■	■	➔
Continue to support and develop tourism opportunities for the Shire	SCD 1.5.1	Continue to support and develop tourism opportunities for the Shire	■	■	■	■	➔
Investigate the feasibility for the redevelopment of the Town Park, Skate park and Cullen Park	SCD 1.6.1	Undertake feasibility study for the redevelopment of the Town Park, Skate Park and Cullen Park	■	■			
	SCD 1.6.2	Identify and seek funding	■	■			
	SCD 1.6.3	Actively work to deliver identified improvements in collaboration with all stakeholders	■	■	■		

## Social & Cultural Objective (continued)

Outcome SCD 2 To support a safe and healthy community with a strong sense of community pride

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024- Onwards
Advocate and support service provision for seniors	SCD 2.1.1	Shire to stay abreast of seniors issues to ensure that needs are met. Shire to advocate for improvements if needed in collaboration with relevant stakeholders and government departments	■	■	■	■	➔
	SCD 2.1.2	Support Williams CRC with identified seniors activities and social support initiatives where requested	■	■	■	■	➔
Lobby for the use of the HACC bus for non-HACC clients (on a fee for service basis)	SCD 2.2.1	Lobby for the use of the HACC bus for non-HACC clients (on a fee for service basis)	■	■	■	■	➔
Support seniors by offering subsidised bus hire if required for activities and outings	SCD 2.3.1	Offer subsidised bus hire if required for activities and outings	■	■	■	■	➔
Continue to support and promote community events, initiatives and programs	SCD 2.4.1	Support and promote community events, initiatives and programs	■	■	■	■	➔
Investigate opportunities to engage with youth, through improved access to services, facilities and programs	SCD 2.5.1	Identify and implement initiatives that support access to services, facilities and programs aimed at young people	■	■	■	■	➔
Continue to support health service provision for the community (doctor, allied health, Medical Centre)	SCD 2.6.1	Review support arrangements for regular doctor service, either as part of a shared arrangement with neighbouring Shires or other arrangement	■	■	■	■	➔
Support implementation of initiatives identified in Disability Access and Inclusion Plan, Williams Local Bike Plan, Local Emergency Management Arrangements and other related Plans for the Shire	SCD 2.7.1	Initiatives identified and implemented as required	■	■	■	■	➔
Advocate and support an awareness campaign to promote safety on our roadways	SCD 2.8.1	The Shire of Williams will work alongside Roadwise WA to support Roadwise initiatives and campaigns	■	■	■	■	➔

Outcome SCD 3 To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire	SCD 3.1.1	Advocate and support projects and initiatives that will develop and recognise the cultural heritage of the Shire	■	■	■	■	➔
Investigate opportunities for preservation of historical artefacts of Williams	SCD 3.2.1	Look into storage facility to house historical artefacts in Williams.				■	
Encourage and support Historical Groups in Williams	SCD 3.3.1	The Shire of Williams to support Historical groups within the Shire.	■	■	■	■	➔







## Land Use & Environment Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

**Outcome LUE 1** To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Ensure that the townsite is maintained to a high standard	LUE 1.1.1	Ensure the townsite is well presented and maintained	■	■	■	■	➔
Maintenance of road reserves is undertaken mindful of retention of natural vegetation where possible whilst ensuring safety of all road users	LUE 1.2.1	Maintain road reserves in accordance with asset management plans and regulatory requirements	■	■	■	■	➔
Monitor the impact of pests and weeds throughout the Shire and adopt appropriate mitigation methods	LUE 1.3.1	Monitor the impact of pests and weeds throughout the Shire	■	■	■	■	➔
	LUE 1.3.2	Adopt and implement appropriate pest and weed mitigation methods as required	■	■	■	■	➔
Identify flood prone areas of townsite and introduce mitigation measures where required	LUE 1.4.1	Identify flood prone areas of townsite	■				
	LUE 1.4.2	Implement flood mitigation measures where required	■	■			
Continue to ensure appropriate compliance in fire safety mitigation measures within the townsite and work with relevant agencies to address issues on public land	LUE 1.5.1	Continue to ensure appropriate compliance in fire safety mitigation measures within the townsite	■	■	■	■	➔
	LUE 1.5.2	Work with relevant stakeholders and government departments to identify, address and manage potential fire risks on public land	■	■	■	■	➔

## Land Use & Environment Objective (continued)

### Outcome LUE 2 Natural assets and public open spaces are accessible, well utilised and managed

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Provide quality amenities and accessible public open spaces for the community	LUE 2.1.1	Maintain footpaths in accordance with asset management plans	■	■	■	■	➔
	LUE 2.1.2	Upgrade footpath network within Williams townsite	■	■			➔
Ensure townsite amenities are maintained and improved where required	LUE 2.2.1	Maintain townsite amenities in accordance with asset management plans	■	■	■	■	➔
	LUE 2.2.2	Upgrade amenities located at the Williams Town Cemetery		■		■	➔
Investigate the feasibility of a walk trail from Williams Lions Park to Williams Nature Reserve	LUE 2.3.1	Undertake feasibility study for development of walk trail from Williams Lions Park to Williams Nature Reserve		■	■	■	
	LUE 2.3.2	Seek funding for implementation of walk trail			■	■	➔
	LUE 2.3.3	Implement walk trail				■	➔

### Outcome LUE 3 Recognising and implementing sustainability measures

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Undertake energy audits and investigate alternative energy solutions for Shire owned facilities	LUE 3.1.1	Undertake energy audits for Shire owned facilities	■		■		➔
	LUE 3.1.2	Consider alternative energy solutions for Shire owned facilities		■		■	➔
	LUE 3.1.3	Seek funding for implementation of energy solutions for Shire owned facilities		■	■		➔
	LUE 3.1.4	Implement alternative energy solutions for Shire owned facilities		■	■		➔
Investigate the implementation of sustainable water programs in town	LUE 3.2.1	Identify opportunities that will support the implementation of sustainable water programs within the townsite	■	■	■	■	➔

## Outcome LUE 3 Recognising and implementing sustainability measures

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	2024 Onwards
Investigate measures for bulk rubbish pick-up for town based residents (on a fee for service basis)	LUE 3.3.1	Assess the viability of bulk rubbish pick-up for town based residents			■	■	➔
Investigate feasibility of introduction of an Environmental Officer to provide support and guidance on all environmental related issues	LUE 3.4.1	Feasibility undertaken on introduction of Environmental Officer			■	■	
Support and advocate for regional waste approach to waste management including transfer stations, recycling and waste education	LUE 3.5.1	Continue to support regional waste initiatives including transfer station, recycling and improvements in waste education	■	■	■	■	➔



## Outcome LUE 4 To have safe and well maintained transport network that supports the local economy

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Strive for high-quality, well-constructed and maintained local road network	LUE 4.1.1	Maintain transport network in accordance with asset management plans	■	■	■	■	➔
Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads	LUE 4.2.1	Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads	■	■	■	■	➔





## Civic Leadership Objective

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

The following tables reflect the future actions to be undertaken for each strategy. The prioritisation of the actions is reflected by a square indicating when the action is planned to be undertaken.

**Outcome CL 1** The Shire is efficient in its operations; actively listens to the community and anticipates and responds to the community needs

Strategy	Action No.	Actions	2020-21	2021-22	2022-23	2023-24	Onwards 2024
Promote a positive image of Council through appropriate marketing activities and high standards of customer service	CL 1.1.1	Promote a positive image of Council through appropriate marketing activities	■	■	■	■	➔
	CL 1.1.2	Deliver high quality customer service	■	■	■	■	➔
Ensure the community remains well informed, well connected, engaged and has the opportunity to actively participate	CL 1.2.1	Develop and implement community engagement and communication strategy	■				
Maintain, review and ensure relevance of Council's policies, local laws and operational plans	CL 1.3.1	Review and update Council's policies, local laws and operational plans to ensure relevance and compliance with statutory obligations	■	■	■	■	➔
Continue to use community satisfaction surveys to seek community feedback on a range of issues	CL 1.4.1	Facilitate biannual community satisfaction survey	■		■		➔



## Civic Leadership Objective (continued)

**Outcome CL 2** The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Maximise and leverage grant funding opportunities to balance and support Council investment	CL 2.1.1	Continue to seek funding for appropriate projects to leverage Council investment	■	■	■	■	➔
Maintain accountability, transparency and financial responsibility	CL 2.2.1	Seek a high level of legislative compliance and effective internal controls	■	■	■	■	➔
	CL 2.2.2	Demonstrate sound financial planning	■	■	■	■	➔
Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income	CL 2.3.1	Demonstrate sound financial management, implementing opportunities where appropriate	■	■	■	■	➔
	CL 2.3.2	Review rate income	■	■	■	■	➔



**Outcome CL 3** Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Participate in, and actively collaborate with, the 4WDL Voluntary Regional Organisation of Councils on resource sharing opportunities	CL 3.1.1	Collaborate with regional partners to identify and implement resource sharing opportunities where appropriate	■	■	■	■	➔
Foster, nurture and develop strategic alliances with local governments, major industry and government agencies	CL 3.2.1	Foster, nurture and develop strategic alliances with local governments, major industry and government agencies	■	■	■	■	➔

## Civic Leadership Objective (continued)

**Outcome CL 4** A strategically focused, unified Council functioning effectively ensuring compliance within the regulatory framework

Strategy	Action No.	Actions	2019-20	2020-21	2021-22	2022-23	2023 Onwards
Implement the Integrated Planning and Reporting Framework documentation including the Corporate Business Plan, Asset Management Plan, Workforce Plan and Forward Capital Works Plan	CL 4.1.1	Ensure delivery, monitoring, evaluation and reporting of integrated planning outcomes as required	■	■	■	■	➔
	CL 4.1.2	Maintain Integrated Plans	■	■	■	■	➔
Provide professional development opportunities for all staff	CL 4.2.1	Have a professional development program with staff that is linked with performance appraisal processes	■	■	■	■	➔
Provide elected member training and professional development opportunities	CL 4.3.1	Provide opportunities for training and development for elected members	■	■	■	■	➔
Monitor and ensure compliance with regulatory framework for local government business	CL 4.4.1	Seek a high level of legislative compliance and effective internal controls	■	■	■	■	➔
Monitor the community's administration needs and ensure that the Shire administration area is inviting, welcoming and addresses disability access needs where appropriate	CL 4.5.1	Ensure that the Shire administration area is inviting and welcoming	■	■	■	■	➔
	CL 4.5.2	Continue to implement Disability Access and Inclusion Plan	■	■	■	■	➔

## Measuring Success

The intended outcome of this Plan is to align the community's visions and aspirations for the future of the Shire of Williams to the Shire's objectives. Success will be measured by both quantifiable and non-quantifiable outcomes.

Strategic performance indicators provide an indication of whether the Shire is meeting the objectives and will be monitored and reported. The strategic performance indicators and desired trend for each objective are provided in the table below.

<b>ECONOMY</b> <i>To support industry and business development through the development of sustainable infrastructure and investment opportunities</i>		
OUTCOME	KEY PERFORMANCE MEASURES	RESULTS
<b>Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.</b>	Number of Businesses established	Relocation of Great Southern 4x4 to the industrial area.  Shell Roadhouse plans were approved by council and construction will begin in 2020/21  New Business – Beauty Therapy Salon
	Level of unemployment	The Shire maintains a relatively low level of unemployment.
	Lions Park redeveloped to meet the need of users.	Officially opened in Sept 2018, The Lions Park attracts travellers to stop in the town.
	Marketing opportunities investigated and implemented	Shire continues to market itself and opportunities via the Shire website, Facebook page and local community newsletters.
	New Carpark established	An approximate extension of 100m to the carpark along Albany highway allowing more parking for access to businesses along the highway.
<b>To have appropriate levels of housing to cater for population retention and growth.</b>	Accommodation availability meets demand	Current levels of accommodation meet the current demand. Plans for future community housing is under consideration and is included in the Long Term Financial Planning.

## Measuring Success (continued)

### SOCIAL & CULTURAL

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

OUTCOME	KEY PERFORMANCE MEASURES	RESULTS
<b>To provide community infrastructure and facilities that meet the needs of the population</b>	Community satisfaction levels	Community are actively engaged via social media, local community newsletters and online surveys and provide feedback on satisfaction or otherwise directly to elected members and staff as required
	Men's Shed established	Planning in progress, project will be implemented once funding is approved.
	Usage of sporting facilities	Swimming pool usage numbers are recorded annually and the bookings of the other sporting grounds are recorded. Number of participants are consistent.
<b>To support a safe and healthy community with a strong sense of community pride</b>	Number of community events, initiatives and programs	Community continue to provide sporting events with support by the Shire where required. The Williams Community Resource Centre engage with the community with initiatives and programs tailored to meet identified needs
	Number of youth programs and initiatives	The Williams Community Resource Centre undertakes youth initiatives regularly tailored to the needs and interests of the young people.
	New medical centre established with allied health access	The Williams Medical Centre was opened in September 2018, a doctor remains servicing Williams once a week from this premises
<b>To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated</b>	Marradong country self drive trail	The self drive trail was developed showcasing the exquisite areas between Boddington, Wandering and Williams. The trail will encourage tourists to travel inland rather than the coast.

## Measuring Success (continued)

<b>LAND USE &amp; ENVIRONMENT</b> <i>To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit.</i>		
OUTCOME	KEY PERFORMANCE MEASURES	RESULTS
<b>To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community</b>	Community satisfaction levels	The community provides feedback on the natural environment on an as needs basis and Council addresses these as funds permit or funding is secured.
	Number of documented complaints	No formal complaints received. Requests for work to be completed recorded and addressed as required.
	Weed management measures implemented	Contractor engaged to undertake key roadside spraying.
	Flood prone areas identified and mitigation methods introduced	Stage One of flood mitigation planning complete.
	Hazard reduction	Ongoing work with DFES on bush fire risk mitigation.
<b>Natural assets and public open spaces are accessible, well utilised and managed</b>	Walk trail implemented	Walk trails are being reviewed and hope to have walk trails planning underway in 2020/2021 for implementation in 2022/23.
<b>Recognising and implementing sustainability measures</b>	Reduction in reliance on scheme water	Monitoring of consumption usage ongoing.
	Bulk rubbish pick-up in town	Ongoing access to larger recycling bins for local businesses.
	Regional approach to waste management implemented	Shire has implemented a new waste management facility that was operational in September 2019
<b>To have safe and well maintained transport networks that supports the local economy</b>	Road condition reports	Road condition assessed regularly as part of Asset Management Plan.
	Drainage included in design of all upgrades to town and rural road network	Ongoing.



## Measuring Success (continued)

### CIVIC LEADERSHIP

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

OUTCOME	KEY PERFORMANCE MEASURES	RESULTS
<b>The Shire is efficient in its operations; actively listens to the community and anticipates and responds to community needs</b>	Attendance at community meetings	The Shire prides itself on being community minded and a delegate of the Shire attends as many community consultation forums as possible.
	Policies are relevant and up-to-date to meet legislative requirements	Policy Manual revised and updated and adopted by Council.
	Community satisfaction surveys completed bi-annually	Completed in 2019/20.
<b>The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner</b>	Council investment leveraged with funding	Adequate funding leveraged to meet project needs.
	Long term financial viability	Ongoing.
	Financial ratios within target	One ratio did not meet the Department of local Government, Sport and Cultural Industries standard. Report prepared and published.
<b>Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations</b>	Level of regional participation and collaboration	Continued participation in the 4WDL VROC group of local governments. Continued participation in the Hotham Williams Economic Development Alliance (HWEDA)
<b>A strategically focused, unified Council functioning effectively ensuring compliance within the regulatory framework</b>	Compliance with IPR framework	Completed in June 2020.
	Adoption of Compliance Return	Completed March 2020.
	Staff attend PD	Ongoing. As needed/identified.
	Staff retention rates	Minimal turnover of Staff.
	Number of PD workshops attended by Councillors	PD completed for new councillors in-house. Additional training/workshops offered and attended as needed.

## Services and Facilities

Services and facilities provided by the Shire have been linked with the relevant strategies in the Plan in the following table. The table provides a connection between the services and facilities and the desired outcomes and community vision for the Shire of Williams

Service	Strategic Reference	Service	Strategic Reference
Building Assessment	CL 1.1	Library Services	CL 1.1
Bushfire   Emergency Management	SCD 2.7	Medical Services	SCD 2.6
Cemetery	LUE 2.2	Natural Asset Management	LUE 3.4
Communications   Marketing	CL 1.1   CL 1.2	Parks   Reserves Management	LUE 1.2
Community Bus	SCD 2.1	Partnerships   Advocacy	CL 2.1   CL 2.2
Community Engagement	CL 1.2	Ranger Services	CL 1.2
Community Facilities (e.g. Halls)	SCD 1.1	Recreation and Sport Facilities	SCD 1.1   SCD 1.4
Community Safety and Crime Prevention	SCD 1.3	Roads   Associated Infrastructure	LUE 4.1
Customer Service	CL 1.1	Sale Yards	SCD 1.1
Economic Development	ED 1.4   1.5	Seniors Programs	SCD 2.1   SCD 2.2   SCD 2.3   SCD 2.4
Environmental Health	CL 1.1	Street Lighting	SCD 1.1
Events	SCD 2.4	Tourism	ED 1.5   SCD 1.5
Footpaths	LUE 2.1	Volunteer Support	SCD 2.4
General Governance   Compliance	CL 4.1   CL 4.4	Waste Management   Recycling	LUE 3.3   LUE 3.5
Industrial Development	ED 1.1   ED 1.6	Youth   Childcare Services	SCD 1.1   SCD 2.5

## References and Acknowledgements

Reference to the following documents or sources were made during the preparation of the Corporate Business Plan:

- Shire of Williams Strategic Community Plan 2017-2032;
- Council website: [www.williams.wa.gov.au](http://www.williams.wa.gov.au);
- Shire of Williams Corporate Business Plan 2019–2023;
- Shire of Williams Strategic Resource Plan 2020-2030;
- Shire of Williams Annual Financial Report 2018–2019; and
- Shire of Williams Annual Budget Report 2019-2020.

## Disclaimer

This Plan has been prepared for the exclusive use by the Shire of Williams.

This Plan contains quantitative and qualitative statements, including projections, estimates, opinions and forecasts concerning the anticipated future performance of the Shire of Williams, based on a large number of assumptions, and will be, subject to significant uncertainties and contingencies many, if not all, of which are outside the control of the Shire of Williams.

This Plan is supplied in good faith for public information purposes and we accept no responsibility for any loss occasioned by any person acting or refraining from action as a result of reliance on the Plan.

## Review of the Corporate Business Plan

In accordance with statutory requirements, the Corporate Business Plan is reviewed and updated on an annual review cycle. Actions requiring funding will only be undertaken once approved within the statutory budget and subject to funding availability.

## Document Management

Status: Draft | V1.1  
Date of Adoption:



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**8.3.4 WRITE-OFF OUTSTANDING DEBTS**

<b>File Reference</b>	4.12.25
<b>Statutory Ref.</b>	<i>Local Government Act 1995 Section 6.12(1)</i>
<b>Author &amp; Date</b>	Cara Ryan 11 June 2020

**Background**

This report is presented to inform Council of non-collectable debts and seeks Council approval to write-off debts that have been outstanding for an excessive period of time and are considered unrecoverable.

The total outstanding monies owed to the Shire of \$516.78, are as detailed on the following schedule:

Date	Invoice Number	Details	Amt
26/06/2019	4241	Water Delivery – refusing to pay. Customer is adamant that they did not order water. Delivery was made to the customers address but do not have a customer signature on delivery docket.	\$203.50
01/09/2019	4366	Family Day Care Educator Software Fee – educator signed up with Willi-Wag Tails but then decided to not go ahead with service.	\$6.60
09/05/2018	3590	Repair costs of Toilet Window – Customer promptly paid the repair costs to a broken toilet window that was incurred by them, but missed paying the GST portion. They do not reside in the Shire.	\$22.12
31/05/2019	4221	Water Delivery – customer no longer resides in the Shire. New address located in Perth. Several attempts have been made to recover the funds with no success.	\$203.50
30/06/2014	1492	Repairs and cleaning expenses to Rental Accommodation – the original debt incurred was \$5,489.96. The ex-tenant entered a payment arrangement and regularly made a fortnightly payment. As this was paid via Centrepay, 99c was deducted from the payment. The amount left owing is the Centrepay amount.	\$81.06

**Statutory Implications**

*Local Government Act 1995 Section 6.12*

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money, which is owed to the local government.

\* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

### Comment

All outstanding debtors are reviewed on a monthly basis and whilst the Council has a good track record of managing and recovering debts there may be some debts that become uncollectable. All attempts have been made to recover the above outstanding debts.

### Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility.

### Financial Implications

Should Council decide to write off the above bad debts; this will negatively impact the budgeted closing balance by \$516.78.

### Voting Requirements

Absolute Majority

### Officer's Recommendation

That Council agrees to write off the following bad debts totaling \$516.78:

Date	Invoice	Amount
26/06/2019	4241	\$203.50
01/09/2019	4366	\$6.60
09/05/2018	3590	\$22.12
31/05/2019	4221	\$203.50
30/06/2014	1492	\$81.06



**9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

**10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**10.1 ELECTED MEMBERS**

**10.2 OFFICERS**

**11.0 APPLICATION FOR LEAVE OF ABSENCE**

**12.0 CLOSURE OF MEETING**