



SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 18 AUGUST 2021



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SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

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

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

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

SOCIAL AND CULTURAL

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

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

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

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

LAND USE & ENVIRONMENT

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

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

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

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

CIVIC LEADERSHIP

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

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

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

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

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AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, declared the Meeting open at 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 Bob Baker
Cr Tracey Price
Cr Bernie Panizza

Staff

Geoff McKeown - Chief Executive Officer
Cara Ryan - Manager of Finance (4.48pm – 4.51pm)
Britt Logie - Community Development Officer (4.52 – 5.02pm)
Manuela Lenehan - Minute Taker

Visitors – Nil
Apologies - Cr Alex Watt
Leave of Absence – Cr Simon Harding

3.0 Public Question Time

Nil

4.0 Petitions / Deputations / Presentations

Nil

5.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie / President
Item No. / Subject	8.2.3 Sale of 440 (5) Marjidin Way, Williams
Type of Interest	Proximity

DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie / President
Item No. / Subject	8.2.4 Williams Bowling Club – Installation of Synthetic Green
Type of Interest	Proximity

DECLARATION OF INTEREST	
Name / Position	Cr Moya Carne / Councillor
Item No. / Subject	8.2.4 Williams Bowling Club – Installation of Synthetic Green
Type of Interest	Impartiality

DECLARATION OF INTEREST	
Name / Position	Geoff McKeown / CEO
Item No. / Subject	8.2.6 Confidential Item – CEO Performance Review
Type of Interest	Direct Financial

6.0 Confirmation of Minutes of Previous Meetings**6.1 Ordinary Council Meeting Held 21 July 2021****Officer's Recommendation**

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

Council Resolution**Carne/Price**

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

**Carried 7/0
Resolution 15/22**

7.0 Announcements by Presiding Member Without Discussion

Nil

8.0 Matters Which Require Decisions

8.1 Development and Regulatory Services

8.1.1 Building Permits

File Reference	13.34.10
Statutory Ref.	Building Act 2011, Building Regulations 2012
Author & Date	Trevor Brandy 8 August 2021
Attachments	Nil

Background

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

Comment

Building Permits issued for the Month of July 2021:

Permit Number	Owner	Address	Description
460	J & M Ford	Lot 31 Bates Road	Timber Framed Dwelling
461	M & R Ford	Lot 13013 McKenzie Road	Timber Framed Dwelling
462	Catherine Ford	Lot 38 (14) New Street	Demolition of Rabbit Chiller
463	Tecon Australia Pty Ltd	Lot 4893 (287) Kelly Road	65m Steel Guyed Mast
464	Quality Builders Pty Ltd	2 New Street	Modular Dwelling
465	D & T Gilbert	4 Fry Street	Double Brick Dwelling
466	B E Kirk	Lot 97 (14) Munthoola Road	Steel Framed Dwelling
467	G & C Fairhead	21 Rosselloty Street	Steel Framed Carport

Strategic Implications

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

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

Financial Implications

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

Voting Requirements

Simple Majority

Officer's Recommendation

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

Council Resolution

Medlen/Price

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

Carried 7/0
Resolution 16/22

8.2 Office of the Chief Executive Officer

8.2.1 Proposed Subdivision of Lot 55 Munthoola Road

File Reference	10.64.20
Statutory Ref.	<i>Planning and Development Act 2005</i>
Author & Date	Geoff McKeown 27 July 2021
Attachments	Nil

Background

In April 2013 Jeremy and Julie Genders received approval to subdivide Lot 55 Munthoola Road, Williams. Lot 55 is 13.1191ha in size and the proposal was to create five (5) lots ranging in size from 2.07ha to 3.09ha. The land is zoned 'rural residential' in the Shire of Williams Town Planning Scheme No.2.

A number of conditions were imposed on the approval, some of which required clearance by the local government, including:

1. *Satisfactory arrangements being made with the local government for the full cost of upgrading and construction of Munthoola Road in the locations as shown on the plan dated 15 April 2013 to a bitumised standard.*
2. *Uniform fencing being constructed along the boundaries of all of the proposed lots abutting Reserve 48750 and Williams River.*
3. *The landowner/applicant shall provide a written undertaking to the satisfaction of the Western Australian Planning Commission to advise prospective purchasers of the provisions of the local government's local planning scheme that relate to the use and management of the land.*

In March 2015 the Council considered a request from Mr Genders for the condition relating to the upgrading of Munthoola Road to a bitumised standard be relaxed. In response to the request Council resolved as follows:

Council Resolution **Medlen/Johnstone**

1. *That Council requests that the CEO write to Mr Genders advising that Council are prepared to bitumise the road at cost which is currently \$99,076; requiring an upfront payment of 60%. The remaining 40% of the cost will be required to be paid to the Shire, within three years from the date that the works are complete. Interest will be payable on the 40% at a reducing rate.*
2. *A legally binding document be put in place outlining the payment agreement*

Carried 8/0
Resolution 193/15

The subdivision did not proceed and the decision by the WA Planning Commission (WAPC) to approve the subdivision expired on the 8 July 2016. The applicant had three (3) years to lodge a deposited plan.

Comment

Jeremy and Julie Genders wrote to the Shire recently stating:

"We are the owners of the small lot on Munthoola (37 acres), between Munthoola Road and the river.

We had applied for a subdivision into 5 blocks approx. 7 years ago but the Shire required us to bitumise the road up until the last block. This, especially looking back

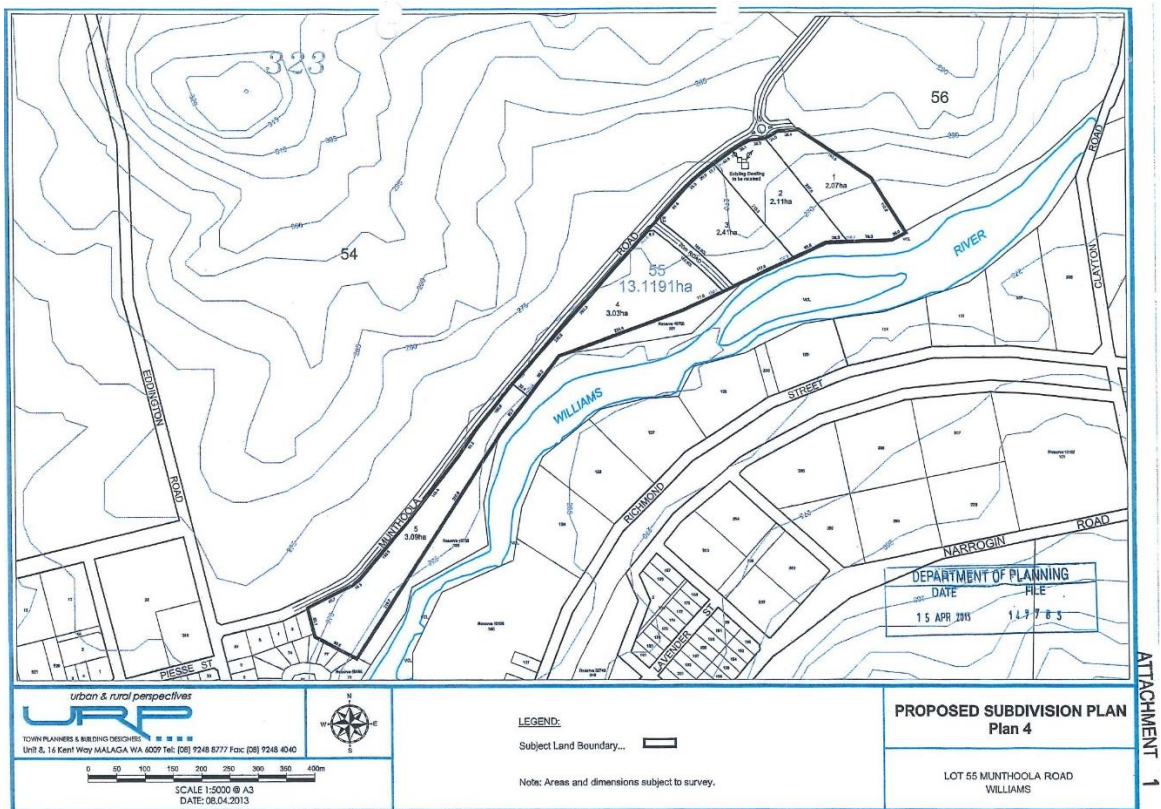
at the market at that stage would have made the project not viable so we did not continue with the subdivision.

With the changing dynamics of the urban market we are hopeful that the rural/residential market will show some strengthening and there will be a demand for this type of block again.

Knowing that we have to provide power and water to every block we would like the Shire to reconsider their stipulation of bitumising the road. There is a shortage of blocks available and it is good to see building going on with quite a few blocks within the townsite. We also note that the block on the top side of the road has been subdivided into three blocks. It was interesting to note that when the farm stay at the end of Munthoola Road was operating there was more traffic on the road than if there were ten blocks along there. If that reopens then we will have the same problem.

We are quite happy to discuss this with any of you."

The plan of subdivision from 2015 follows:



The WAPC has developed Model Subdivision Conditions that can be used by the WAPC and referral agencies to ensure adherence to planning legislation and policies.

Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition.

Where an existing road is required to be upgraded and/or constructed as a result of the proposal a standard condition with the following wording is recommended:

"Satisfactory arrangements being made with the local government for the full/partial [INSERT VALUE HERE] cost of upgrading and/or construction of [INSERTVALUE

ROAD(S)] in the locations as shown on the plan dated [INSERT] (attached) to a standard of [INSERT VALUE]. (Local Government)"

The unsealed section of Munthoola Road, adjacent to Lot 55, is constructed to a rural road standard. It is approximately 6m wide and gravel sheeted. Table drains and culverts are in an acceptable condition.

A condition that is warranted, should a resubmitted subdivision application be received, is to ensure vehicular crossovers are installed. The standard condition states:

"Suitable arrangements being made with the local government for the provision and/or upgrading [DELETE AS APPLICABLE] of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)"

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

The Shire undertakes road maintenance on Munthoola Road to maintain it to a rural road standard.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council authorise the Chief Executive Officer to advise Jeremy and Julie Genders that:

- (a) The Shire supports their request and considers that the existing gravel road fronting Lot 55 Munthoola Road is sufficient to service the small number of proposed lots and low traffic volumes; and
- (b) Any subdivision application will be determined by the Western Australian Planning Commission (WAPC). If a formal application is received the Shire will not recommend that the WAPC impose any conditions requiring upgrading or sealing of Munthoola Road.

Council Resolution

Major/Panizza

That Council authorise the Chief Executive Officer to advise Jeremy and Julie Genders that:

- (a) The Shire supports their request and considers that the existing gravel road fronting Lot 55 Munthoola Road is sufficient to service the small number of proposed lots and low traffic volumes; and
- (b) Any subdivision application will be determined by the Western Australian Planning Commission (WAPC). If a formal application is received the Shire will not recommend that the WAPC impose any conditions requiring upgrading or sealing of Munthoola Road.

**Carried 7/0
Resolution 17/22**

8.2.2 Code of Conduct for Employees

File Reference	4.20.15
Statutory Ref.	Section 5.51A <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 4 August 2021
Attachments	Attachment 1

Background

A new Code of Conduct for Employees has been prepared as required by the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

Comment

The CEO is to prepare and implement a code of conduct to be observed by all employees of the local government. The CEO may amend the code of conduct from time to time and an up-to-date version of the code is to be published on the local government's website.

The regulations prescribe the minimum requirements in relation to gifts, conflicts of interest and disclosure. In addition, the regulations provide that an employee code of conduct must contain requirements pertaining to:

- behaviour;
- disclosure of information;
- the use of information and resources;
- record keeping; and
- dealing with misconduct.

The interim Code of Conduct for Employees has been replaced with a new Code of Conduct for Employees based on a model document developed by WALGA.

Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council acknowledges the actions of the CEO in preparing a new Shire of Williams Code of Conduct for Employees and the publishing of the document on the Shire's website in accordance with section 5.51A(3) of the *Local Government Act 1995*.

Council Resolution**Price/Medlen**

That Council acknowledges the actions of the CEO in preparing a new Shire of Williams Code of Conduct for Employees and the publishing of the document on the Shire's website in accordance with section 5.51A(3) of the *Local Government Act 1995*.

Carried 7/0
Resolution 18/22



Shire of Williams Code of Conduct For Employees

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Introduction

The Shire of Williams Code of Conduct (the Code) provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities.

The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire of Williams' commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

The Code is complementary to the principles adopted in the *Local Government Act 1995* (the Act) and associated regulations, which incorporate four fundamental aims:

- (a) *better decision-making by local governments;*
- (b) *greater community participation in the decisions and affairs of local governments;*
- (c) *greater accountability of local governments to their communities; and*
- (d)
- (e) *more efficient and effective local government.*

Statutory environment

The Code addresses the requirement in section 5.51A of the Act for the CEO to prepare and implement a code of conduct to be observed by employees of the Local Government, and includes the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996*.

The Code should be read in conjunction with the Act and associated regulations. Employees should ensure that they are aware of their statutory responsibilities under this and other legislation.

Application

For the purposes of the Code, the term employees includes persons employed by the Shire of Williams or engaged by the Shire of Williams under a contract for services. The Code applies to all employees, including the CEO, while on the Local Government's premises or while engaged in Local Government related activities. Clause 3.15 of this Code (Gifts), does not apply to the CEO.

Vision

Our Vision:

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

Code of Conduct

3.1 Role of Employees

The role of employees in Local Government is determined by the functions of the CEO as set out in section 5.41 of the Act.

5.41. Functions of CEO

The CEO's functions are to:

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws;*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made;*
- (c) *cause council decisions to be implemented;*

- (d) *manage the day to day operations of the local government;*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;*
- (f) *speak on behalf of the local government if the mayor or president agrees;*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.*

Local Government Act 1995

3.2 Principles affecting employment by the Shire of Williams

The principles set out in section 5.40 of the Act apply to the employment of the Shire of Williams' employees:

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) *employees are to be selected and promoted in accordance with the principles of merit and equity; and*
- (b) *no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and*
- (c) *employees are to be treated fairly and consistently; and*
- (d) *there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and*
- (e) *employees are to be provided with safe and healthy working conditions in accordance with the Occupational Safety and Health Act 1984; and*
- (f) *such other principles, not inconsistent with this Division, as may be prescribed.*

Local Government Act 1995

3.3 Personal Behaviour

Employees will:

- (a) act, and be seen to act, properly, professionally and in accordance with the requirements of the law, the terms of this Code and all policies of the Shire of Williams;
- (b) perform their duties impartially and in the best interests of the Shire of Williams, uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Shire of Williams and the community;

- (d) make no allegations which are improper or derogatory (unless true and in the public interest);
- (e) refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
- (f) always act in accordance with their obligation of fidelity to the Shire of Williams.

Honesty and Integrity

Employees will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) be frank and honest in their official dealing with each other; and
- (c) report any dishonesty or possible dishonesty on the part of any other employee to their Manager or the CEO in accordance with this Code and the Shire of Williams' policies.

Performance of Duties

While on duty, employees will give their whole time and attention to the Shire of Williams' business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Shire of Williams.

Compliance with Lawful and Reasonable Directions, Decisions and Policies

- (a) Employees will comply with any lawful and reasonable direction given by any person having authority to make or give such an order, including but not limited to their Manager or the CEO.
- (b) Employees will give effect to the lawful decisions and policies of the Shire of Williams, whether or not they agree with or approve of them.

Administrative and Management Practices

Employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Shire of Williams upon its creation unless otherwise agreed by separate contract.

Recordkeeping

Employees will ensure complete and accurate local government records are created and maintained in accordance with the Shire of Williams' Recordkeeping Plan.

Dealing with Other Employees

Employees will treat other employees with respect, courtesy and professionalism, and refrain from behaviour that constitutes discrimination, bullying or harassment.

- (a) Employees must be aware of, and comply with their obligations under relevant law and the Shire of Williams' policies regarding workplace behaviour and occupational safety and health, including
 - S2.3 Drug and Alcohol Policy
 - S2.4 Equal Employment Opportunity Policy
 - S2.6 Occupational Health and Safety Policy
 - S2.7 Bullying in the Workplace Policy
 - S2.8 Risk Management Policy
 - S2.9 Sexual Harassment Policy

S2.10 Smoke-Free Workplace Policy

S2.11 Social Media Policy

All policies can be viewed in the Shire of Williams Policy Manual that are published on the Shire's website <https://www.williams.wa.gov.au/documents/general>

- (b) Employee behaviour should reflect the Shire of Williams' values and contribute towards creating and maintaining a safe and supportive workplace.

Dealing with community

- (a) Employees will treat all members of the community with respect, courtesy and professionalism.
- (b) All Shire of Williams services must be delivered in accordance with relevant policies and procedures, and any issues resolved promptly, fairly and equitably.

Professional Communications

All aspects of communication by employees (including verbal, written and electronic), involving the Shire of Williams' activities should reflect the status, values and objectives of the Shire of Williams.

- (a) Communications should be accurate, polite and professional.

Personal Communications and Social Media

- (a) Personal communications and statements made privately in conversation, written, recorded, emailed or posted in personal social media, have the potential to be made public, whether intended or not.
- (b) Employees must not, unless undertaking a duty in accordance with their employment, disclose information, make comments or engage in communication activities about or on behalf of the Shire of Williams, its Council Members, employees or contractors, which breach this Code.
- (c) Employee comments which become public and breach the Code of Conduct, or any other operational policy or procedure, may constitute a disciplinary matter and may also be determined as misconduct and be notified in accordance with the *Corruption, Crime and Misconduct Act 2003*.

Personal Presentation

Employees are expected to comply with professional, neat and responsible dress standards at all times, in accordance with the Shire of Williams' relevant policies and procedures.

Gifts

- (a) Application

This clause does not apply to the CEO.

- (b) Definitions

In this clause –

activity involving a local government discretion has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

activity involving a local government discretion means an activity —

- (a) that cannot be undertaken without an authorisation from the local government; or
- (b) by way of a commercial dealing with the local government;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

associated person has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

associated person means a person who —

- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
- (b) it is reasonable to believe, is intending to undertake an activity involving a local government discretion

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

gift —

- (a) has the meaning given in section 5.57 [of the *Local Government Act 1995*]; but
- (b) does not include —
 - (i) a gift from a relative as defined in section 5.74(1); or
 - (ii) a gift that must be disclosed under the *Local Government (Elections) Regulations 1997* regulation 30B; or
 - (iii) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
 - (iv) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876), the Local Government Professionals Australia WA (ABN 91 208 607 072) or the LG Professionals Australia (ABN 85 004 221 818);

[r.19AA of the *Local Government (Administration) Regulations 1996*]

gift means —

- (a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral; or
- (b) a travel contribution;

travel includes accommodation incidental to a journey;

travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person

[Section 5.57 of the *Local Government Act 1995*]

relative, in relation to a relevant person, means any of the following —

- (a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;
- (b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

whether or not the relationship is traced through, or to, a person whose parents were not

actually married to each other at the time of the person's birth or subsequently, and whether the relationship is a natural relationship or a relationship established by a written law;

[Section 5.74(1) of the *Local Government Act 1995*]

prohibited gift has the meaning given to it in the *Local Government (Administration) Regulations 1996*;

prohibited gift, in relation to a local government employee, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

reportable gift means:

- (i) a gift worth more than \$25 but less than \$300; or
- (ii) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth more than \$25 but less than \$300.

threshold amount has the meaning given to it in the *Local Government (Administration) Regulations 1996*, subject to the CEO's determination under subclause (c);

threshold amount, for a prohibited gift, means —

- (a) a gift worth the threshold amount or more; or
- (b) a gift that is 1 of 2 or more gifts given to the local government employee by the same person within a period of 1 year that are in total worth the threshold amount or more;

[r.19AA of the *Local Government (Administration) Regulations 1996*]

(c) Determination

In accordance with Regulation 19AF of the *Local Government (Administration) Regulations 1996* the CEO has determined \$300 as the threshold amount for prohibited gifts.

- (d) Employees must not accept a prohibited gift from an associated person.
- (e) An employee who accepts a reportable gift from an associated person is to notify the CEO in accordance with subclause (f) and within 10 days of accepting the gift.
- (f) The notification of the acceptance of a reportable gift must be in writing and include:
 - (i) the name of the person who gave the gift; and
 - (ii) the date on which the gift was accepted; and
 - (iii) a description, and the estimated value, of the gift; and
 - (iv) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (v) if the gift is one of two or more accepted from the same person within a period of one year:

- (1) a description;
 - (2) the estimated value; and
 - (3) the date of acceptance,
- of each other gift accepted within the one year period.

- (g) The CEO will maintain a register of reportable gifts and record in it details of notifications given to comply with subclause (f).
- (h) The CEO will arrange for the register maintained under subclause (g) to be published on the Shire of Williams' official website.
- (i) As soon as practicable after a person ceases to be an employee, the CEO will remove from the register all records relating to that person. The removed records will be retained for a period of at least 5 years.

Conflict of Interest

- (a) Employees will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Shire of Williams, without first disclosing the interest to the CEO. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Employees will lodge written notice with the CEO describing an intention to undertake a dealing in land which is within the district of the Shire of Williams, or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- (d) Employees who exercise a recruitment or any other discretionary function will disclose any actual (or perceived) conflict of interest to the CEO before dealing with relatives or friends and will disqualify themselves from dealing with those persons.
- (e) Employees will conduct themselves in an apolitical manner and refrain from political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

Secondary Employment

An employee must not engage in secondary employment (including paid and unpaid work) without receiving the prior written approval of the CEO.

Disclosure of Financial Interests

- (a) All employees will apply the principles of disclosure of financial interest as contained within the Act.
- (b) Employees who have been delegated a power or duty, have been nominated as 'designated employees' or provide advice or reports to Council or Committees, must ensure that they are aware of, and comply with, their statutory obligations under the Act.

Disclosure of Interests Relating to Impartiality

In this clause, **interest** has the meaning given to it in the *Local Government (Administration) Regulations 1996*.

interest —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
- (b) includes an interest arising from kinship, friendship or membership of an association.

[r.19AA of the *Local Government (Administration) Regulations 1996*]

- (b) An employee who has an interest in any matter to be discussed at a Council or Committee meeting attended by the employee is required to disclose the nature of the interest:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the meeting immediately before the matter is discussed.
- (c) An employee who has given, or will give, advice in respect of any matter to be discussed at a Council or Committee meeting not attended by the employee is required to disclose the nature of any interest the employee has in the matter:
 - (i) in a written notice given to the CEO before the meeting; or
 - (ii) at the time the advice is given.
- (d) A requirement described under (b) and (c) excludes an interest referred to in Section 5.60 of the Act.
- (e) An employee is excused from a requirement made under (b) or (c) to disclose the nature of an interest because they did not now and could not reasonably be expected to know:
 - (i) that they had an interest in the matter; or
 - (ii) that the matter in which they had an interest would be discussed at the meeting and they disclosed the nature of the interest as soon as possible after the discussion began.
- (f) If an employee makes a disclosure in a written notice given to the CEO before a meeting to comply with requirements of (b) or (c), then:
 - (i) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (ii) at the meeting the person presiding must bring the notice and its contents to the attention of persons present immediately before a matter to which the disclosure relates is discussed.
- (g) If:
 - (i) to comply with a requirement made under item (b), the nature of an employee's interest in a matter is disclosed at a meeting; or
 - (ii) a disclosure is made as described in item (e)(ii) at a meeting; or
 - (iii) to comply with a requirement made under item (f)(ii), a notice disclosing the nature of an employee's interest in a matter is brought to the attention of the persons present at a meeting,
 the nature of the interest is to be recorded in the minutes of the meeting.

Use and Disclosure of Information

- (a) Employees must not access, use or disclose information held by the Shire of Williams except as directly required for, and in the course of, the performance of their duties.
- (b) Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire of Williams' policies and procedures.
- (c) Employees must not access, use or disclose information to gain improper advantage for themselves or another person or body, in ways which are inconsistent with their obligation to act impartially and in good faith, or to improperly cause harm, detriment or impairment to any person, body, or the Shire of Williams.

- (d) Due discretion must be exercised by all employees who have access to confidential, private or sensitive information.
- (e) Nothing in this section prevents an employee from disclosing information if the disclosure:
 - (i) is authorised by the CEO or the CEO's delegate; or
 - (ii) is permitted or required by law.

Improper or Undue Influence

- (a) Employees will not take advantage of their position to improperly influence Council Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.
- (b) Employees must not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body.
- (c) Employees must not take advantage of their positions to improperly disadvantage or cause detriment to the local government or any other person.

Use of Shire of Williams Resources

In this clause –

Shire of Williams resources includes local government property and services provided or paid for by the Shire of Williams;

local government property has the meaning given to it in the Act.

local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government

[Section 1.4 of the *Local Government Act 1995*]

- (b) Employees will:
 - (i) be honest in their use of the Shire of Williams resources and must not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
 - (ii) use the Shire of Williams resources entrusted to them effectively, economically, in the course of their duties and in accordance with relevant policies and procedures; and
 - (iii) not use the Shire of Williams' resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the CEO).

Use of Shire of Williams Finances

- (a) Employees are expected to act responsibly and exercise sound judgment with respect to matters involving the Shire of Williams' finances.
- (b) Employees will use Shire of Williams finances only within the scope of their authority, as defined in policies and procedures, and administrative practices.
- (c) Employees with financial management responsibilities will comply with the requirements of the *Local Government (Financial Management) Regulations 1996*.

- (d) Employees exercising purchasing authority will comply with the Shire of Williams' Purchasing Policy, and the systems and procedures established by the CEO in accordance with regulation 5 of the *Local Government (Financial Management) Regulations 1996*.
- (e) Employees will act with care, skill, diligence, honesty and integrity when using local government finances.
- (f) Employees will ensure that any use of Shire of Williams finances is appropriately documented in accordance with the relevant policy and procedure, including the Shire of Williams' Recordkeeping Plan.

Reporting of Suspected Breaches of the Code of Conduct

Employees may report suspected breaches of the Code to the CEO.

Handling of Suspected Breaches of the Code of Conduct

Suspected breaches of the Code will be dealt with in accordance with the relevant Shire of Williams policies and procedures, depending on the nature of the suspected breach.

Reporting Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

- (a) Employees may report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour to the CEO.
- (b) In accordance with the *Corruption, Crime and Misconduct Act 2003*, if the CEO suspects on reasonable grounds that the alleged behaviour may constitute misconduct as defined in that Act, the CEO will notify:
 - (i) the Corruption and Crime Commission, in the case of serious misconduct; or
 - (ii) the Public Sector Commissioner, in the case of minor misconduct.
- (a) Employees, or any person, may also report suspected serious misconduct to the Corruption and Crime Commission or suspected minor misconduct to the Public Sector Commissioner.
- (d) Employees, or any person, may also make a Public Interest Disclosure to report suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour, using the Shire of Williams' Public Interest Disclosure Procedures, published on the Shire of Williams' website.

Handling of Suspected Unethical, Fraudulent, Dishonest, Illegal or Corrupt Behaviour

Suspected unethical, fraudulent, dishonest, illegal or corrupt behaviour will be dealt with in accordance with the appropriate Shire of Williams policies and procedures, and where relevant, in accordance with the lawful directions of the appropriate statutory body.

Amendment Record

No.	Date	Council Resolution	Amendment Details	Author
1	July 2021	N/A	Review and update WALGHA Model Employee Code of Conduct	CEO

The President, Cr Logie declared a proximity interest for the following Item 8.2.3 Sale of Lot 440 (5) Marjidin Way, Williams, and left the Meeting at 3.32pm.

The nature of his interest relates to being the owner of land that is adjacent to Lot 440 Marjidin Way, Williams.

The Deputy President, Cr Major, assumed the Chair.

8.2.3 Sale of Lot 440 (5) Marjidin Way, Williams

File Reference	13.60.55
Statutory Ref.	Sections 3.58 and 9.49A <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 6 August 2021
Attachments	Nil

Background

In 2014, the Shire of Williams constructed the first Industrial unit in the newly established Marjidin Way Industrial Estate which was made available for rent.

The first tenant was Prime Ag Services and the company entered into a lease for three (3) years with the option of a further three (3) years. That lease concluded on the 1 February 2021 and Prime Ag Services has been on a monthly tenancy arrangement since that time.

In 2017, when the end of the initial three (3) year term of the lease was approaching, the Proprietors of Prime Ag Services raised the prospect of purchasing the property. Ultimately they took up the option of the further term.

In the intervening period the Shire and the Proprietors have discussed matters that could be considered as part of a future sale of the premises. These have included:

- Grading the rear yard to improve water run-off.
- Relocating down pipes at the front of property further south away from crossover entrance
- Guaranteeing continued access to south of the property when the Marjidin Way Industrial Estate is further developed, i.e. via an easement or future road reserve; and
- Upgrade the intersection with the Narrogin Road to permit Restricted Access Vehicles (RAV) to enter and exit Marjidin Way.

Comment

The Financial Assistance Agreement which accompanied the Royalties for Regions - Country Local Government Fund Grant, that assisted the construction of the industrial unit, included a clause that prevented the Shire from disposing of the premises within five (5) years of its completion. As the project was completed in 2015 the Shire will not be in breach of that condition as that time has passed.

In addition, the Shire has progressed at its own expense the further development of the Marjidin Way Industrial Estate with the construction of an industrial shed on Lot 403 (6) Marjidin Way.

The option to dispose of property is governed by section 3.58 of the *Local Government Act 1995* (Act). The means by which it can occur is summarised by the following extract from the Act:

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
 - (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;**and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
 - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

As outlined in the Act, a disposal can occur through the process of a public auction or public tender. If Council wishes to negotiate a disposal other than by these methods, it needs to follow the process outlined in section 3.58(3), whereby the details are published and consideration given to public submissions received.

The Proprietors of Prime Ag Services have written to the Shire advising that they would like to proceed to purchase the property with an agreement that the items raised earlier are still actioned in the future, i.e.

- Grading the rear yard to improve water run-off.
- Relocating down pipes at the front of property further south away from crossover entrance
- Guaranteeing continued access to south of the property when the Marjidin Way Industrial Estate is further developed; and
- Upgrade the intersection with the Narrogin Road to permit Restricted Access Vehicles (RAV) to enter and exit Marjidin Way.

To progress a disposal of property under section 3.58(3) *Local Government Act 1995* a valuation is to be obtained not more than six (6) months before the disposition occurs. The proposed disposition is then advertised and submissions invited. A market valuation report is currently being obtained.

Strategic Implications

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

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

Financial Implications

The Shire currently has loans outstanding that were raised for the purchase of land for the Marjidin Way Industrial Estate and the construction of the Industrial Unit at Lot 440 (5) Marjidin Way. At the time of writing this report the outstanding balances of these loans are; Loan 65 – Industrial Land - \$172,733.23 and Loan 66 – Industrial Shed - \$128,210.02. They have a Market Value to the WATC, i.e. if paid out, of \$222,733.63 and \$147,100.85 respectively.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council proceed to advertise the proposed sale of Lot 440 (5) Marjidin Way, Williams following the requirements of section 3.58(3) *Local Government Act 1995*.

Council Resolution

Medlen/Panizza

That a decision to proceed to advertise the proposed sale of Lot 440 (5) Marjidin Way, Williams be deferred pending receipt of an updated market valuation for the property and an estimate of the cost for upgrading the Marjidin Way intersection.

Carried 6/0
Resolution 19/22

The resolution differed from the recommendation as Council wished to obtain current information on the property's market valuation as required for the sale process and an estimate for the Marjidin Way intersection upgrade.

Cr Logie returned to the Meeting at 3.55pm and resumed the Chair.

Cr Carne declared an Impartiality Interest in the following Item 8.2.4 Williams Bowling Club – Installation of Synthetic Green.

Cr Carne remained in the meeting, took part in the discussion and voted on the item.

The nature of her interest relates to her being a member of the Williams Bowling Club.

The President, Cr Logie declared a proximity interest for the following Item 8.2.4 Williams Bowling Club – Installation of Synthetic Green, and left the Meeting at 3.56pm.

The nature of his interest relates to being the owner of land that is adjacent to Lot 9000 Albany Hwy, Williams. The proposed extension of the lease of Lot 9000 Albany Highway is included in the item and recommendation.

The Deputy President, Cr Major, assumed the Chair.

8.2.4 Williams Bowling Club – Installation of Synthetic Green

File Reference	11.70.20
Statutory Ref.	Local Government Act 1995
Author & Date	Geoff McKeown 6 August 2021
Attachments	Nil

Background

At the May 2021 Ordinary Council Meeting a request from the Williams Bowling Club (the Club) was considered for the replacement of its remaining grass green with a synthetic surface. At that meeting the following resolution was passed:

Council Resolution

Panizza/Watt

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

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

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

The proposal has progressed with the inclusion of the project in the 2021/22 Budget. The following items are reflected in the Budget:

1. Repayment of the outstanding balance of Loan No. 69, which was a self-supporting loan taken out to fund the initial synthetic green installed in 2017. The Club has been reimbursing the Shire for the repayments of this loan along with the loan guarantee fee applicable to local government borrowings. Once the outstanding balance of the loan is repaid the Club will reimburse the Shire.

2. A new self-supporting loan of \$200,000 will be taken out with repayment terms over ten (10) years.

Comment

Council is asked to endorse a number of matters relating to this project, following the in principle support given at the May 2021 Ordinary Council Meeting. The matters include:

- a. entering into a self-supporting loan agreement with the Club for the raising of a loan of \$200,000 over a period of ten (10) years;
- b. a deed of guarantee and indemnity being entered into with Club members for half the value (50%) of the self-supporting loan;
- c. continuation of the \$10,000 per annum financial support to the Club for the duration of the of the self-supporting loan, i.e. 2021/22 to 2030/31; and
- d. continuation of the lease of Lot 9000 Albany Highway for the purpose of cropping and grazing for a further period of five (5) years from the 1 March 2023 to 28 February 2028, subject to the following conditions:
 - (i) the Shire being recognised as a contributor and sponsor for the Club's fundraising efforts; and
 - (ii) should the land be required for development by the Shire during the period of the lease, the land will be returned without any commitment or obligation to provide compensation for cancellation of the lease.

The issue of requiring a deed of guarantee and indemnity was raised in 2017 when the initial self-supporting loan was taken out. Council decided that it would only seek a continuing guarantee and indemnity for half (50%) of the guaranteed monies. It is important to be understanding of risk and the Shire should expect to be asked by its Auditor how risk is managed in this situation.

In regard to the proposed leasing of Lot 9000, the leasing of property owned by a local government is governed by provisions contained in the *Local Government Act 1995* and *Local Government (Function and General) Regulations 1996*.

To lease property to an individual outside a public tender involves a process where the public can make submissions and the detail of the disposition is publicised. However, the regulations do allow for the disposition of property to a recreational or sporting organisation without going through this process. An extract of the relevant Regulation follows:

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
 - (b) the land is disposed of to a body, whether incorporated or not —
 - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
 - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

A plan highlighting Lot 9000 is shown below:



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 1.5 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.
- SCD 1.1 Provide, maintain and improve community infrastructure.
- 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

Detail of the payout of the remaining liability for Loan No. 69 is included in the 2021/2022 Budget, along with the raising of a new self-supporting loan of \$200,000.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approves:

1. Raising a self-supporting loan of \$200,000 with the Western Australian Treasury Corporation, with repayments over a ten (10) year period, to fund the partial cost of installing a synthetic green at the Williams Bowling Club;
2. Entering into an agreement with the Williams Bowling Club for the repayment of the loan which will include a deed of guarantee and indemnity with Williams Bowling Club Members for half (50%) of the self-supporting loan value;
3. Continuation of \$10,000 per annum financial support to the Williams Bowling Club for the duration of the self-supporting loan term, i.e. 2021/22 to 2030/31; and
4. Continuation of the Williams Bowling Club lease of Lot 9000 Albany Highway, Williams for the purpose of cropping and grazing for a further period of five (5) years from 1 March 2023 to 28 February 2028, subject to the following conditions:
 - (i) the Shire of Williams being recognised as a contributor and sponsor for the Club's fundraising efforts; and
 - (ii) should the land be required for development by the Shire during the period of the lease, the land will be returned without any commitment or obligation to provide compensation for cancellation of the lease.

Council Resolution

Panizza/Medlen

That Council approves:

1. Raising a self-supporting loan of \$200,000 with the Western Australian Treasury Corporation, with repayments over a ten (10) year period, to fund the partial cost of installing a synthetic green at the Williams Bowling Club;
2. Entering into an agreement with the Williams Bowling Club for the repayment of the loan which will include a deed of guarantee and indemnity with Williams Bowling Club Members for half (50%) of the self-supporting loan value;
3. Continuation of \$10,000 per annum financial support to the Williams Bowling Club for the duration of the self-supporting loan term, i.e. 2021/22 to 2030/31; and
4. Continuation of the Williams Bowling Club lease of Lot 9000 Albany Highway, Williams for the purpose of cropping and grazing for a further period of five (5) years from 1 March 2023 to 28 February 2028, subject to the following conditions:
 - (i) the Shire of Williams being recognised as a contributor and sponsor for the Club's fundraising efforts; and
 - (ii) should the land be required for development by the Shire during the period of the lease, the land will be returned without any commitment or obligation to provide compensation for cancellation of the lease.

**Carried 4/2
Resolution 20/22**

Cr Logie returned to the Meeting at 4.17pm and resumed the Chair.

8.2.5 Use of Common Seal and Actions Performed Under Delegated Authority

File Reference	4.50.60
Statutory Ref.	Sections 5.42 and 9.49A <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 12 August 2021
Attachments	Nil

Background

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

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

Comment

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

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

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

Action - The Chief Executive Officer approved a transfer of:

1. \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors.

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

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

Action - The Chief Executive Officer approved the waiver of the hire fee of \$47.00 for use of the Williams Football Pavilion for a community meeting/workshop to be hosted by the Williams CRC on the 26 August 2021.

- **Planning Matters – Delegation PLN1**

Delegation - The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements.

Action - The Chief Executive Officer confirmed planning approval for the renewal of amenities buildings at CBH Narrakine, including new a crib room, toilets and septic system.

- **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

A Hall Hire Fee of \$47.00 has been waived.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of June and July 2021.

Council Resolution

Price/Baker

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the months of June and July 2021.

**Carried 7/0
Resolution 21/22**

The CEO, Geoff McKeown, declared a Financial Interest in the following Item, 8.2.6 Confidential Item – CEO Performance Review. The nature of his interest relates to the item dealing with his employment arrangements.

Geoff McKeown and Manuela Lenehan left the Meeting at 4.25pm.

Confidential Item

The following item deals with a matter affecting an employee and under the provisions of section 5.23(2) of the Local Government Act 1995 the meeting can be closed to the public.

8.2.6 Confidential Item – CEO Performance Review

File Reference	4.20.15
Statutory Ref.	Sections 5.38 and 5.39 Local Government Act 1995
Author & Date	Geoff McKeown 29 July 2021
Attachments	Nil

Background

Section 5.38 of the Local Government Act 1995 provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

Any changes to the CEO's performance agreement, such as changes to key result areas should also be discussed, and agreed to, between the Council and the CEO, as the matters arise.

Comment

A review of the CEO's performance has been undertaken involving all Councillors. The Review Committee, comprising the President and Deputy President, met with the CEO on 5 August 2021 to discuss the outcome of the review. The Review Report has been provided to Councillors.

Discussion of this matter is considered to be confidential in nature as it relates to a matter affecting an employee. As such the Council can close the meeting to the public. The relevant section of the Local Government Act 1995 reads in part as follows:

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees; and

Strategic Implications

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

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

Financial Implications

The remuneration package of the CEO is included in the salaries and wages component of the Annual Budget.

Voting Requirements

Absolute Majority

Council Resolution

Major/Carne

That Council:

1. Notes that the performance appraisal of Mr Geoff McKeown, Chief Executive Officer, has been undertaken for the period of 2020/2021;
2. Accepts the outcome of 'meets expectations' and thanks Mr McKeown for his efforts; and
3. Endorses the Review Report including the Key Result Areas with Key Performance Indicators, Considerations for 2021/22 and the Remuneration Review contained therein.

**Carried by Absolute Majority 7/0
Resolution 22/22**

Geoff McKeown and Manuela Lenehan returned to the Meeting at 4.42pm.

8.3 Corporate and Community Services

8.3.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 12 August 2021
Attachments	Payment listing for month ending 31 July 2021

Background

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

Statutory Implications

Local Government (Financial Management) Regulations 1996 - Reg 13

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

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officer's Recommendation

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104891 – 104892 totalling \$552,254.89 approved by the Chief Executive Officer during the month of July 2021 be endorsed.

Council Resolution

Panizza/Medlen

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104891 – 104892 totalling \$552,254.89 approved by the Chief Executive Officer during the month of July 2021 be endorsed.

**Carried 7/0
Resolution 23/22**

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/07/2021	BUILDING AND ENERGY (EFT)	BSL collection - June 2021	\$ 56.65
01/07/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 30 June 2021	\$ 43,998.91
13/07/2021	WA SUPER	Superannuation - June 2021	\$ 18,592.43
15/07/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 14 July 2021	\$ 45,635.52
15/07/2021	FDC ECUCATORS	FDC Educators PE 11 July 2021	\$ 16,004.00
28/07/2021	FDC ECUCATORS	FDC Educators PE 25 July 2021	\$ 16,303.97
28/07/2021	AAA ASPHALT SURFACES	12163 - Bitumen Products	\$ 2,970.00
28/07/2021	ALLINGTON AGRI	12054 - Roadside Weed Control	\$ 1,500.00
28/07/2021	AMPAC DEBT RECOVERY	11777 - Debt Recovery Fees	\$ 2,326.45
28/07/2021	APRA LTD (EFT)	Annual Music Licence 2021/22	\$ 350.00
28/07/2021	ASHLEY BLYTH TREE LOPPING	11945 - Tree Stump Grinding (Brooking St)	\$ 297.00
28/07/2021	AVON WASTE	11015 - Monthly Refuse Charges June 2021	\$ 11,771.78
28/07/2021	BERTY BEE'S GARDENING	11883 - Contract Gardening Services - June 2021	\$ 1,716.00
28/07/2021	BEST OFFICE SYSTEMS	Printing Costs	\$ 708.84
28/07/2021	BITUTEK PTY LTD (EFT)	12085 - Bitumise Marradong Rd	\$ 14,212.00
28/07/2021	BOC Ltd (EFT)	11566 - June 2021 Container Service Fee	\$ 41.91
28/07/2021	BODDINGTON MEDICAL CENTRE	11866, 12211 - Medical Services	\$ 2,120.00
28/07/2021	BP TRUST (EFT)	Monthly Fuel Account June 2021	\$ 348.28
28/07/2021	CONPLANT (EFT)	12059 - Parts (MT Roller)	\$ 6,673.15
28/07/2021	CORNER'S AUTOMOTIVE ELECTRICS	11848 - Repairs (Skid Steer)	\$ 209.00
28/07/2021	CORSIGN WA PTY LTD (EFT)	12165 - Brackets for Traffic Signs	\$ 99.00
28/07/2021	DERBAHL PTY LTD	Pump Out Sewage (Pavilion)	\$ 2,901.00
28/07/2021	DIAMOND LOCK & SECURITY	11994, 12201, 12203 - Locks & Keys (Various)	\$ 464.55
28/07/2021	DIGGA WEST & EARTHPARTS WA (EFT)	12104 - Parts (Post Hole Digger)	\$ 542.52
28/07/2021	DORMAKABA AUSTRALIA PTY LTD	Automatic Doors Serviced (x2)	\$ 253.00
28/07/2021	DUFF ELECTRICAL CONTRACTING	11993, 11950, 11982, 12000 - Electrical Works (Var.)	\$ 760.80
28/07/2021	EDWARDS ISUZU UTE	12061, 11830 - Parts (Various Vehicles)	\$ 1,020.73
28/07/2021	ESSENTIAL COFFEE PTY LTD	Repair to Coffee Machine (Pool/Pavilion)	\$ 367.56
28/07/2021	GEOFF PERKINS FARM MACHINERY CENTRE (EFT)	12152, 12156, 12111 - Parts (Various Vehicles)	\$ 716.09
28/07/2021	GREAT SOUTHERN TOWING PTY LTD	12080 - Tow Abandoned Vehicle	\$ 220.00
28/07/2021	GS & B MADEJ BRICKLAYING	12100 - Concrete Pad (Marling Niche Wall)	\$ 792.00
28/07/2021	HARMONY SOFTWARE	Educators' Software Fees, Month of June 2021	\$ 319.60
28/07/2021	HIGHAM, REBECCA	Reimbursement - Kidsport Grant Expenditure	\$ 122.80
28/07/2021	IKES HOME IMPROVEMENT & GLASS CENTRE(EFT)	11055 - Reglaze Window (Childcare)	\$ 302.70
28/07/2021	JLT	Insurance - Cargo 2021/22	\$ 693.00
28/07/2021	JORDAN SPRIGG SCULPTURES PTY LTD	Part Payment - Eagle Sculpture	\$ 22,500.00
28/07/2021	LANDGATE (EFT)	Valuation Expenses	\$ 109.80
28/07/2021	LENEHAN, M (EFT)	Reimbursement - Staff Uniforms	\$ 129.65
28/07/2021	LEWIS JOHNSTONE T/AS LUGWARDINE FARM	12159 - Gravel	\$ 2,294.69
28/07/2021	LGIS (EFT)	Insurances (Various)	\$ 136,132.92
28/07/2021	LGIS RISK MANAGEMENT (EFT)	12083 - Regional Risk Coordinator Program	\$ 3,447.08
28/07/2021	LIBERTY RURAL	12153 - Bulk Fuel	\$ 13,405.22
28/07/2021	LOCAL GOVERNMENT WORKS ASSOCIATION OF WA	12157 - Conference Registration (Works)	\$ 962.50
28/07/2021	MARKET CREATIONS (EFT)	11716 - Website Update	\$ 5,000.00
28/07/2021	MARKETFORCE (EFT)	12067 - Advertisement (Position Vacant)	\$ 173.49
28/07/2021	McINTOSH & SON (EFT)	11948, 12113 - Parts (Various Vehicles)	\$ 1,850.23
28/07/2021	McPEST PEST CONTROL	12207 - Pest Control (Various)	\$ 660.00
28/07/2021	MELCHIORRE PLUMBING & GAS	12202, 12205, 12098, 12215 - Plumbing Works (Var.)	\$ 1,212.00
28/07/2021	NARROGIN GLASS	12213 - Replace Window Glass (RSL)	\$ 168.91
28/07/2021	NARROGIN HIRE SERVICE (EFT)	11984 - Reticulation Controller (Jamtree Ln)	\$ 275.00
28/07/2021	NARROGIN PUMPS SOLAR AND SPRAYING (EFT)	11846 - Parts (Pressure Cleaner)	\$ 246.95
28/07/2021	NARROGIN TYRE SERVICE	11947, 11949 - Tyres (Various Vehicles)	\$ 12,653.52
28/07/2021	PRIME AG SERVICES - WILLIAMS (EFT)	12154 - Fertiliser, Herbicide, Water Sampling	\$ 3,455.00
28/07/2021	R MUNNS ENGINEERING CONSULTING SERVICES	12093 - Engineering Support	\$ 3,183.00
28/07/2021	REPCO	12101 - Parts (Vibe Roller)	\$ 33.00
28/07/2021	RT & CC THOMPSON (EFT)	11961 - Service & Repair Roller Door (5 Marjidin Way)	\$ 619.30
28/07/2021	SHIRE OF WAGIN (EFT)	EHO Wages & Mileage	\$ 6,805.14
28/07/2021	SOUTH WEST ISUZU (EFT)	12106, 12112 - Parts (Various Vehicles)	\$ 866.36
28/07/2021	STAR TRACK EXPRESS	Freight - Parts (Graders)	\$ 49.72
28/07/2021	SYSTEM MAINTENANCE	12096 - Troubleshooting Sewerage Pump System	\$ 660.25

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

DATE	NAME	DESCRIPTION	AMOUNT
28/07/2021	T-QUIP (EFT)	12110 - Parts (Mower)	\$ 194.20
28/07/2021	THE GOODS (EFT)	11992 - Paper Hand Towels	\$ 82.68
28/07/2021	THE WILLIAMS COMMUNITY NEWSPAPER. (EFT)	11597 - Photocopy Charges for Shire Notes	\$ 60.00
28/07/2021	THE WILLIAMS WOOL SHED. (EFT)	11998 - Refreshments	\$ 240.00
28/07/2021	THINKPROJECT AUSTRALIA PTY LTD	12092 - Annual Service Fee (2021-2022)	\$ 7,292.86
28/07/2021	TJ DEPIAZZI & SONS	12090 - Garden Mix (Various Parks & Gardens)	\$ 1,509.75
28/07/2021	TOLL TRANSPORT PTY LTD	Freight - Various	\$ 382.92
28/07/2021	TOWN PLANNING INNOVATIONS	12099 - Planning Advice	\$ 783.75
28/07/2021	WA CONTRACT RANGER SERVICES	11890, 12084 - Ranger Services	\$ 1,122.00
28/07/2021	WA LOCAL GOVERNMENT ASSOCIATION (EFT)	12082 - WALGA Subscriptions 2021/22	\$ 18,339.12
28/07/2021	WE & PM GILLETT	12160 - Gravel	\$ 3,948.00
28/07/2021	WESTRAC (EFT)	12109 - Parts (CAT Grader)	\$ 114.96
28/07/2021	WILKIE, SHARON (EFT)	Reimbursement - Staff Uniforms (Office Admin.)	\$ 74.80
28/07/2021	WILLIAMS COMMUNITY RESOURCE CENTRE	11776 - Grant Expenditure, Library Service	\$ 14,786.43
28/07/2021	WILLIAMS HOTEL - STRICKO'S (EFT)	12074 - Refreshments	\$ 110.98
28/07/2021	WILLIAMS NEWSAGENCY	Monthly account June 2021	\$ 67.30
28/07/2021	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - June 2021	\$ 2,554.50
28/07/2021	WILLIAMS RUSTIC GROCER	Monthly Refreshments & Consumables, June 2021	\$ 162.42
28/07/2021	WREN OIL	Oil Waste Disposal	\$ 313.50
28/07/2021	THE DANCE UNIT.	Dance Workshop (Willi Wag Tails)	\$ 75.00
29/07/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 28 July 2021	\$ 43,516.90
07/07/2021	SYNERGY	Electricity - Various	\$ 6,362.22
07/07/2021	TELSTRA	Monthly Phone Usage to 19/6/2021	\$ 429.76
14/07/2021	TELSTRA	Mobile Phone Services to 1/7/2021	\$ 228.43
21/07/2021	SYNERGY	Electricity - Childcare & Communications Tower	\$ 751.13
21/07/2021	TELSTRA	WS Home Phone to 7/7/2021	\$ 55.00
22/07/2021	AUSTRALIAN TAXATION OFFICE	BAS June 2021	\$ 25,646.00
27/07/2021	SYNERGY	Electricity to Swimming Pool 15/6/2021 to 20/7/2021	\$ 995.53
27/07/2021	TELSTRA	Pool Telephone to 19/7/2021	\$ 32.33
27/07/2021	WATER CORPORATION.	Annual Trade Waste Permit 2021/22	\$ 235.45
01/07/2021	WESTNET	Monthly CEO Internet Charges, July 2021	\$ 54.99
01/07/2021	CBA	CBA - Merchant Fees June 2021	\$ 81.39
19/07/2021	ANZ CARDS	Monthly Credit Card Expenses x 3	\$ 1,914.63
07/07/2021	SHIRE OF WILLIAMS	Regos due 31/7/2021	\$ 7,291.25
27/07/2021	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, June 2021	\$ 139.74
			\$ 552,254.89

The Manager of Finance, Cara Ryan, attended the meeting at 4.49pm to discuss her report.

8.3.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	Local Government (Financial Management) Regulations 1996
Author & Date	Cara Ryan 12 August 2021
Attachments	Financial Statements ending 31 July 2021

Background

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

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

Statutory Implications

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer's Recommendation

That the financial statements presented for the period ending 31 July 2021 be received.

Council Resolution

Price/Medlen

That the financial statements presented for the period ending 31 July 2021 be received.

Carried 7/0
Resolution 24/22

Cara Ryan left the Meeting at 4.51pm



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT For the Period Ended 31 July 2021

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

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Statement of Financial Activity by Program

Note 1	Net Current Assets
Note 2	Explanation of Material Variances
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Note 7	Borrowings
Note 8	Grants and Contributions
Note 9	Trust Fund
Note 10	Budget Amendments

Prepared by : Manager of Finance
Date prepared : All known transactions up to 13 August 2021

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

SIGNIFICANT ACCOUNTING POLICIES

GOODS AND SERVICES TAX

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

CRITICAL ACCOUNTING ESTIMATES

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

ROUNDING OFF FIGURES

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2021

STATUTORY REPORTING PROGRAMS

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

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

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

	Note	Adopted Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
OPENING FUNDING SURPLUS (DEFICIT)	1 (b)	401,575	401,575	408,409	6,834	2%	
Revenue from operating activities							
Governance		1,000	0	0	0		
General Purpose Funding - Rates	5	2,028,853	1,991,320	1,991,319	(1)	(0%)	
General Purpose Funding - Other		268,372	208	385	177	85%	
Law, Order and Public Safety		37,448	233	386	153	65%	
Health		1,200	0	300	300		
Education and Welfare		510,806	39,768	41,890	2,122	5%	
Housing		248,779	18,303	19,215	912	5%	
Community Amenities		211,630	4,083	3,085	(998)	(24%)	
Recreation and Culture		51,674	4,809	4,696	(113)	(2%)	
Transport		103,957	81,540	81,709	168	0%	
Economic Services		158,979	9,199	7,887	(1,312)	(14%)	
Other Property and Services		74,430	5,417	899	(4,518)	(83%)	
		3,697,128	2,154,882	2,151,770	(3,112)		
Expenditure from operating activities							
Governance		(209,500)	(35,181)	(26,889)	8,292	24%	▲
General Purpose Funding		(104,351)	(8,843)	(3,119)	5,723	65%	▲
Law, Order and Public Safety		(105,825)	(31,355)	(27,746)	3,609	12%	▲
Health		(60,204)	(5,213)	(2,525)	2,688	52%	▲
Education and Welfare		(521,951)	(46,395)	(32,710)	13,685	29%	▲
Housing		(196,366)	(22,092)	(11,143)	10,949	50%	▲
Community Amenities		(339,478)	(26,766)	(21,673)	5,094	19%	▲
Recreation and Culture		(824,929)	(72,784)	(48,705)	24,078	33%	▲
Transport		(1,518,285)	(138,771)	(88,743)	50,028	36%	▲
Economic Services		(238,875)	(15,694)	(4,648)	11,046	70%	▲
Other Property and Services		(128,007)	(47,907)	(74,667)	(26,759)	(56%)	▼
		(4,247,771)	(450,999)	(342,568)	108,431		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,264,609	105,829	0	(105,829)	(100%)	▼
Adjust (Profit)/Loss on Asset Disposal	6	33,625	0	0	0		
Adjust Fair Value to financial assets		0	0	0	0		
Adjust Provisions and Accruals		5,128	0	0	0		
Amount attributable to operating activities		752,719	1,809,711	1,809,202	(509)		
Investing Activities							
Grants, Subsidies and Contributions	8	953,493	12,272	12,272	0	0%	
Proceeds from Disposal of Assets	6	136,000	0	0	0		
Proceeds from Self Supporting Loans		107,023	8,172	8,172	0	0%	
Capital Acquisitions	6	(2,412,193)	(26,455)	(27,047)	(592)	2%	
Amount attributable to investing activities		(1,215,677)	(6,011)	(6,603)	(592)		
Financing Activities							
Proceeds from New Borrowings		200,000	0	0	0		
Transfer from Reserves	3	236,955	0	0	0		
Repayment of Debentures		(195,514)	(8,172)	(8,172)	0	0%	
Transfer to Reserves	3	(180,058)	0	(31)	(31)		
Amount attributable to financing activities		61,383	(8,172)	(8,203)	(31)		
NET OPERATIONS, CAPITAL, FINANCING		(401,575)	1,795,528	1,794,397	(1,131)		
CLOSING FUNDING SURPLUS (DEFICIT)	1 (b)	0	2,197,103	2,202,806	5,703		

KEY INFORMATION

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

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

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

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

EMPLOYEE BENEFITS

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

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

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

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

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

PROVISIONS

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

INVENTORIES

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

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

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

	Note	Year to Date Actual 31 Jul 2021	This Time Last Year 31 July 2020	This Years Opening 1 July 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	649,104	455,284	862,396
Cash Restricted	3	747,144	764,857	747,113
Receivables - Rates	4	2,202,406	14,521	12,116
Receivables -Other	4	31,463	80,467	135,087
Accrued Revenue		43,569	3,608	43,315
Loans Receivable - clubs	7	98,851	8,045	107,023
Inventories		29,187	37,259	22,190
		3,801,724	1,364,041	1,929,240
Less: Current Liabilities				
Payables		(145,387)	(148,557)	(228,675)
Contract Liabilities	8	(292,150)	(34,200)	(122,634)
Provisions		(341,041)	(356,517)	(341,041)
Long Term Borrowings	7	(187,343)	(94,541)	(104,964)
		(965,921)	(633,815)	(797,314)
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(747,144)	(764,857)	(747,113)
Less: Loans Receivables	7	(98,851)	(8,045)	(107,023)
Add: Leave Entitlements Cash Backed		25,655	20,591	25,655
Add: Long Term Borrowings	7	187,343	94,541	104,964
Adjusted Net Current Assets		2,202,806	72,457	408,409

SIGNIFICANT ACCOUNTING POLICIES

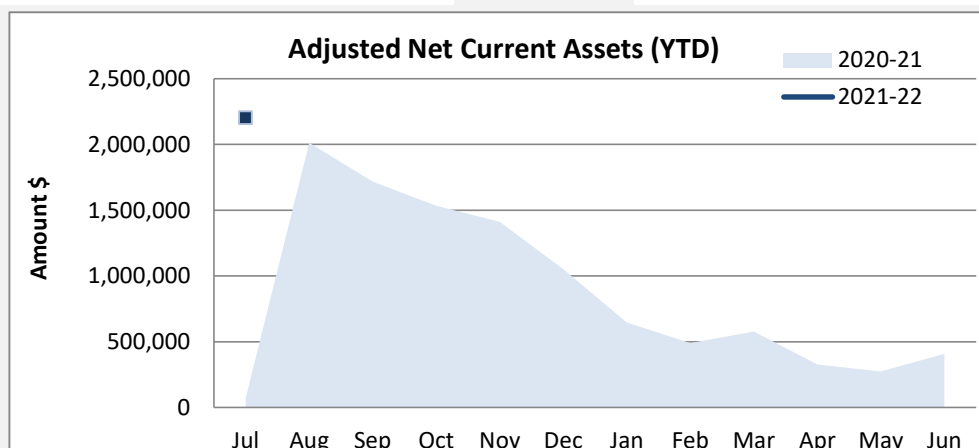
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

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)
\$2,202,806**

**Last Year YTD
Surplus(Deficit)
\$72,457**



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

**NOTE 2
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	0				
General Purpose Funding - Rates	(1)	(0%)			
General Purpose Funding - Other	177	85%			
Law, Order and Public Safety	153	65%			
Health	300				
Education and Welfare	2,122	5%			
Housing	912	5%			
Community Amenities	(998)	(24%)			
Recreation and Culture	(113)	(2%)			
Transport	168	0%			
Economic Services	(1,312)	(14%)			
Other Property and Services	(4,518)	(83%)			
Operating Expense					
Governance	8,292	24%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
General Purpose Funding	5,723	65%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Law, Order and Public Safety	3,609	12%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Health	2,688	52%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Education and Welfare	13,685	29%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Housing	10,949	50%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Community Amenities	5,094	19%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Recreation and Culture	24,078	33%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Transport	50,028	36%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Economic Services	11,046	70%	▲	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Other Property and Services	(26,759)	(56%)	▼	Timing	July 21 Depreciation & Admin. Allocations to be done in Aug 21
Investing Activities					
Grants, Subsidies and Contributions	0	0%			
Proceeds from Disposal of Assets	0				
Capital Expenses	(592)	2%			

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

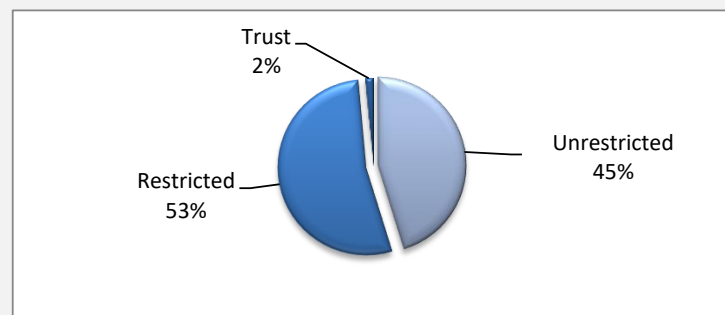
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	207,819			207,819	ANZ	0.00%	At Call
Municipal Cash Investment	20,955			20,955	ANZ	0.05%	At Call
Trust Bank Account			20,000	20,000	ANZ	0.00%	At Call
Term Deposits							
Reserves		747,144		747,144	ANZ	0.05%	At Call
Treasury							
Overnight Cash Deposit	404,026			404,026	Treasury	0.05%	Overnight
Total	633,401	747,144	20,000	1,400,545			

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Total Cash	Unrestricted
\$1.4 M	\$.63 M

CASH BACKED RESERVES

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

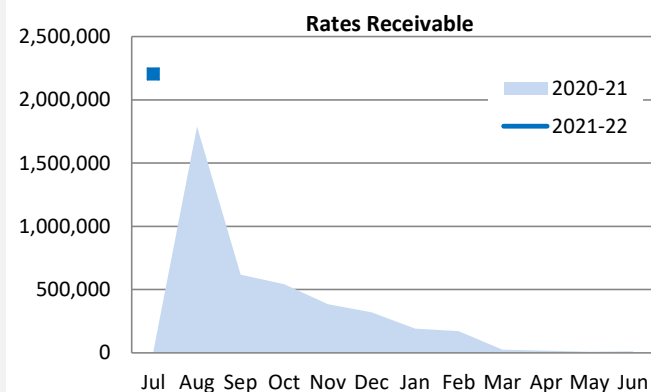
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Jul 2021	30 June 2021
	\$	\$
Opening Arrears Previous Years	12,116	21,700
Rates - Levied this year	1,991,319	1,927,597
Rubbish - Levied this year	164,516	158,852
ESL - Levied this year	61,188	57,920
<u>Less</u> Collections to date	(26,733)	(2,153,953)
Net Rates Collectable	2,202,406	12,116
% Collected	1.20%	99.44%

KEY INFORMATION

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



Collected

1%

Rates Due

\$2,202,406

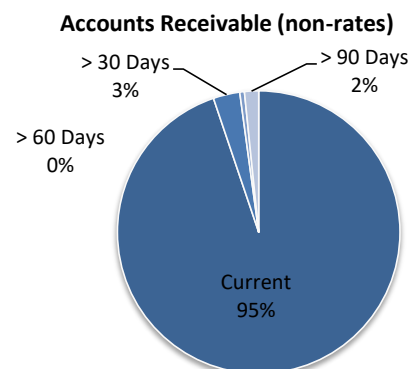
Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	29,830	957	168	508
Percentage	94.81%	3.04%	0.53%	1.62%

Total Receivables General Outstanding 31,463

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

\$31,463

Over 30 Days

5.19%

Over 90 Days

1.62%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue

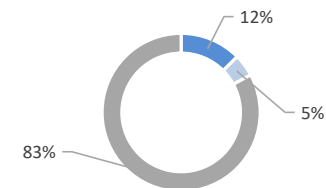
RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue	Budget		Total Revenue	YTD Actual			Total Revenue
					Interim Rate	Back Rate		Rate Revenue	Interim Rates	Back Rates	
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV Residential	0.077340	147	1,854,082	143,395	0	0	143,395	143,395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

SIGNIFICANT ACCOUNTING POLICIES

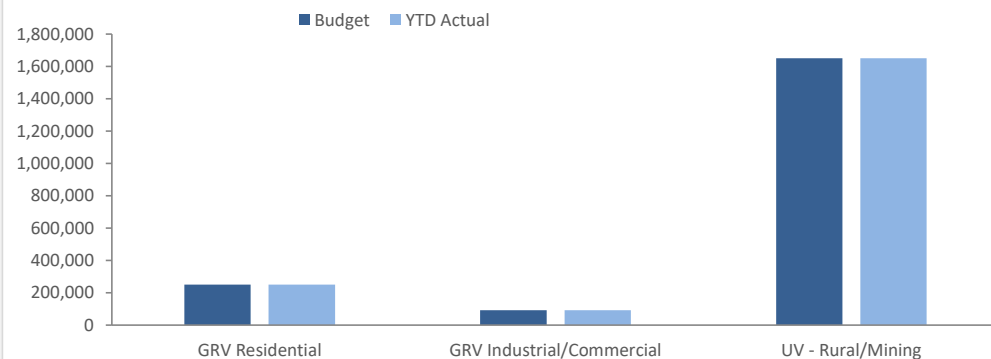
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

General Rates

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



■ GRV Residential ■ GRV Industrial/Commercial ■ UV - Rural/Mining



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

**INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS**

Capital Acquisitions	Annual Budget	YTD Budget	YTD Actual Total	YTD Budget Variance
	\$	\$	\$	\$
Land & Buildings	184,483	0	0	0
Plant & Equipment	476,000	0	0	0
Furniture & Equipment	57,000	0	0	0
Infrastructure - Roads	1,063,510	0	0	0
Parks, Gardens, Recreation Facilities	631,199	26,455	27,047	(592)
Capital Expenditure Totals	2,412,193	26,455	27,047	(592)

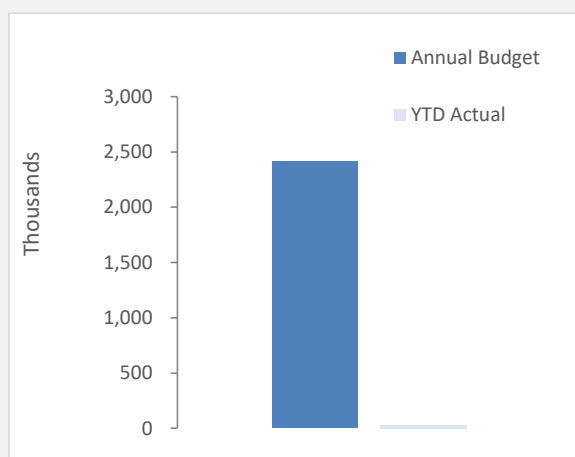
Capital Acquisitions Funded By:

	\$	\$	\$	\$
Capital grants and contributions	953,493	12,272	12,272	0
Borrowings	200,000	0	0	0
Other (Disposals & C/Fwd)	136,000	0	0	0
Cash Backed Reserves				0
Plant Replacement Reserve	60,840	0	0	0
Building Reserve	65,000	0	0	0
Recreation Facilities Reserve	5,000	0	0	0
Refuse Site Reserve	0	0	0	0
Contribution - operations	991,859	14,183	14,775	592
Capital Funding Total	2,412,193	26,455	27,047	592

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	\$2.41 M	\$0.03 M	1%
Capital Grant	Annual Budget	YTD Actual	% Received
	\$0.95 M	\$0.01 M	1%

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

INVESTING ACTIVITIES
NOTE 6
CAPITAL DETAILS (Continued)

CAPITAL DISPOSALS

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

CAPITAL ACQUISITIONS

% of Completion	Infrastructure Assets	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over
-	Sandalwood Crt Refurbishment	25,000	0	0	0
-	Single Person Unit - Carport	20,000	0	0	0
-	Building Refurbishments	15,000	0	0	0
-	Mens Shed	54,483	0	0	0
-	Archive Room	30,000	0	0	0
-	Childcare - (Foyer, Kitchen,Office)	40,000	0	0	0
	Land and Buildings Total	184,483	0	0	0
-	Office Printer	7,000	0	0	0
-	Office Server Replacement	50,000	0	0	0
	Furniture and Equipment Total	57,000	0	0	0
-	Mazda CX5 - WL16	37,000	0	0	0
-	Road Grader - WL61	375,000	0	0	0
-	Toro Reelmaster Mower	37,000	0	0	0
-	4 x 2 Single Cab Hi Rise Ute - WL5826	27,000	0	0	0
	Plant & Equipment Total	476,000	0	0	0
-	Project Grant - Congelin Narrogin Rd	158,526	0	0	0
-	Project Grant - Quindanning Darkan Rd	281,700	0	0	0
-	RTR - York Williams Rd	103,298	0	0	0
-	RTR - Clayton Rd	92,814	0	0	0
-	Council - Brooking Street	124,500	0	0	0
-	LRCI - Rosselloty Street	140,000	0	0	0
-	Council - Narrakine Rd	15,900	0	0	0
-	Council - Pig Gully Rd	21,265	0	0	0
-	Council - Townsite Drainage	30,000	0	0	0
-	Council - Road Upgrades	95,506	0	0	0
	Roads Total	1,063,510	0	0	0
-	Carpark - Lions Park	134,400	1,000	1,088	(88)
-	Town Hall Park (Phase 1)	101,044	0	0	0
-	Town Hall Park (Phase 2)	30,000	0	0	0
100%	Eagle Sculpture (Final Payment)	20,455	20,455	20,455	0
90%	Cemetery Improvements - Marling	5,000	5,000	5,505	(505)
-	Cemetery Gazebo - Williams	15,000	0	0	0
-	Townscape Brooking Street (Phase 1)	18,463	0	0	0
-	Entry Statements (Phase 2)	11,836	0	0	0
-	Playground Recreation Centre	20,000	0	0	0
-	Depot Fuel Facility	65,000	0	0	0
-	Synthetic Bowling Green	210,000	0	0	0
	Infrastructure - Other Total	631,199	26,455	27,047	(592)
	Capital Expenditure Total	2,412,193	26,455	27,047	(592)

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

**FINANCING ACTIVITIES
NOTE 7
BORROWINGS**

Information on Borrowings	Principal 30 June 21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget	Actual	Annual Budget
Particulars	\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture									
Loan #71 Mens Shed	100,000	0	0	0	19,715	100,000	80,285	0	681
Transport									
Loan #67 Grader	20,719	0	0	0	20,719	20,719	0	0	354
Other Property and Services									
Loan #65 Industrial Land	172,733	0	0	0	12,818	172,733	159,915	0	10,802
Loan #66 Industrial Land	128,210	0	0	0	12,856	128,210	115,354	0	5,214
Economic Services									
Loan #70 Industrial Shed	171,737	0	0	0	22,384	171,737	149,353	0	5,019
	593,399	0	0	0	88,492	593,399	504,907	0	22,070
Self supporting loans									
<u>Recreation and Culture</u>									
Loan #69 Williams Bowling Club	107,023	0	0	8,172	107,023	98,851	0	1,686	8,901
Loan #72 Williams Bowling Club	0	0	200,000	0	0	0	200,000	0	0
	107,023	0	200,000	8,172	107,023	98,851	200,000	1,686	8,901
Total	700,422	0	200,000	8,172	195,515	692,250	704,907	1,686	30,971

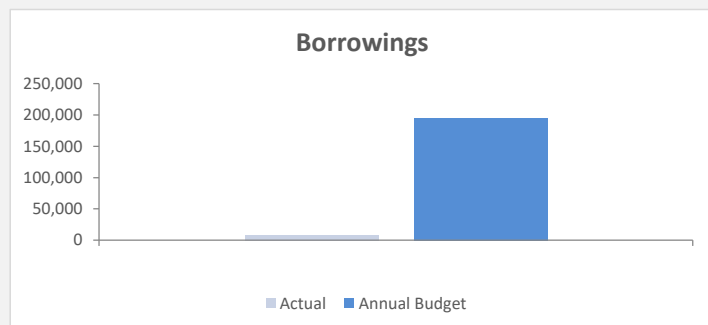
All debenture repayments were financed by general purpose revenue.

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



Principal Repayments

\$8,172

Interest Earned

\$52

Interest Expense

\$1,686

Reserves Bal

\$747,144

Loans Due

\$692,250

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

NOTE 8
GRANTS & CONTRIBUTIONS

Program/Details	Unspent Grants, Subsidies and Contributions Liability				2021-22 Budget	Variations Additions (Deletions)	Operating	Non Operating	YTD Revenue	Not Received
	Liability 1-Jul	Increase Liability	Decrease (as Revenue)	Current Liability 31-Jul						
GENERAL PURPOSE FUNDING					\$	\$	\$	\$	\$	\$
Equalisation Grant	0	0	0	0	108,796	0	108,796	0	0	108,796
Local Road Grant	0	0	0	0	140,340	0	140,340	0	0	140,340
LAW, ORDER, PUBLIC SAFETY										
ESL Administration Grant	0	0	0	0	4,000	0	4,000	0	0	4,000
ESL Maintenance Grant	0	0	0	0	27,348	0	27,348	0	0	27,348
EDUCATION & WELFARE										
Federal Sustainability Grant - Childcare	0	0	0	0	45,000	0	45,000	0	0	45,000
Trainee Incentive Program	0	0	0	0	13,500	0	13,500	0	0	13,500
Federal Sustainability Grant - Family Day Care	0	0	0	0	67,638	0	67,638	0	0	67,638
HOUSING										
NRAS - Contribution	0	0	0	0	56,240	0	56,240	0	0	56,240
COMMUNITY AMENITIES										
The Williams - Gazebo Cemetery	0	0	0	0	10,000	0	0	10,000	0	10,000
PHCC - Feral Pig Eradication Project	6,334	0	0	6,334	12,669	0	12,669	0	0	12,669
RECREATION AND CULTURE										
Mens Shed Contribution	0	0	0	0	40,000	0	0	40,000	0	40,000
Repertory Club Contribution to BBQ	0	0	0	0	5,000	0	0	5,000	0	5,000
Contribution to Eagle Sculpture	0	0	0	0	12,272	0	0	12,272	12,272	0
Public Open Space Contribution	0	0	0	0	20,000	0	0	20,000	0	20,000
TRANSPORT										
Direct Grant	0	0	0	0	80,207	0	80,207	0	80,207	0
Road Project Grant	0	0	0	0	293,481	0	0	293,481	0	293,481
Local Roads and Community Projects	0	0	0	0	260,328	0	0	260,328	0	260,328
Driver Reviver Grant - Lions Park	116,300	0	0	116,300	116,300	0	0	116,300	0	116,300
Roads to Recovery	0	0	0	0	196,112	0	0	196,112	0	196,112
Street Lighting Subsidy	0	0	0	0	5,700	0	5,700	0	0	5,700
ECONOMIC SERVICES										
Community Water Supply Program	0	0	0	0	53,252	0	53,252	0	0	53,252
TOTALS	122,634	0	0	122,634	1,568,183	0	614,690	953,493	92,479	1,475,704

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.61 M	\$.08 M	13%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.95 M	\$.01 M	1%

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

**NOTE 9
TRUST FUND**

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

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

NOTE 10 BUDGET AMENDMENTS

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
Budget Adoption			Opening Surplus	\$	\$	\$	\$
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
				0	0	0	

The Community Development Officer, Britt Logie, attended the Meeting at 4.52pm to discuss her report.

8.3.3 Community Development Officer's General Report

File Reference	4.20.40
Statutory Ref.	Section 6.8 Local Government Act 1995
Author & Date	Britt Logie 13 August 2021
Attachments	Quote for Projector Equipment

Background

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

Cinema Equipment

The Williams CRC have recently received a grant for \$1,500 to go towards a projector for an outdoor movie set-up. The quote that has been obtained for the projector is substantially more than the funding they received. The costings, not including the screen, equates to \$3,509.13. The CRC is asking the Shire whether it would consider funding the difference and become joint owners in the equipment. The CRC would like to offer weekly movies over the summer period.

The Shire has hosted movie nights in the past with the 'Live Local Love Local' campaign. These have been quite successful, with funds raised from bar and popcorn sales. With the previous movie nights, we have used the Shire of Wandering's blow up movie screen and projector. This comes at a hire cost of \$50. The 'Live Local Love Local' campaign does plan to hold more movie nights over the summer months.

It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Section 6.8 states:

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

- (1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Strategic Implications

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

- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 2.5 Investigate opportunities to engage with youth, through improved access to services, facilities and programs.
- ED 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.

Financial Implications

Projects and activities have to be approved by Council when unbudgeted expenditure is required.

Voting requirements

Absolute Majority

Officer's Recommendation

That:

1. Council contribute \$2,000 to the Williams Community Resource Centre for the purchase of projector equipment with the organisation assuming full ownership of the equipment;
2. The Williams Community Resource Centre agree to the hire of the projector equipment to the Shire of Williams at no cost; and
3. Council agrees to the unbudgeted expenditure in accordance with Section 6.8 of the *Local Government Act 1995*, along with the funds being accessed from the Community Chest Reserve.

Council Resolution

Major/Baker

That:

1. Council contribute \$2,000 to the Williams Community Resource Centre for the purchase of projector equipment with the organisation assuming full ownership of the equipment;
2. The Williams Community Resource Centre agree to the hire of the projector equipment to the Shire of Williams at no cost; and
3. Council agrees to the unbudgeted expenditure in accordance with Section 6.8 of the *Local Government Act 1995*, along with the funds being accessed from the Community Chest Reserve.

**Carried by Absolute Majority 6/1
Resolution 25/22**

Britt Logie left the Meeting at 5.02pm



QUOTE

Williams Community Resource Centre
5 Brooking St
WILLIAMS WA 6391

Date
2 Aug 2021

Expiry
1 Sep 2021

Quote Number
QU-0790

Reference
QU-0192

ABN
67 796 955 627

Smart Digital Australia
Unit 8 52 Corporate Bvd
BAYSWATER VIC 3153
Phone: 03 9729 6300
info@smartdigital.com.au

Item	Description	Quantity	Unit Price	GST	Amount AUD
MISC	Custom cinema package	1.00	2,914.00	10%	2,914.00
MW560	BenQ 4000 ANSI Lumens Business Projector HD	1.00	0.00		0.00
CASEPV	Projector case	1.00	199.00		199.00
SBG	SmartBox Gold ('PLUS' Upgrade +\$200 with HDMI 4x2 switcher, and netflix streaming)	1.00	200.00		200.00
SPJ1000A	10" Skytec Active Speaker	2.00	0.00		0.00
SPC15	15m XLR Male-Female Speaker Cable	2.00	0.00		0.00
SPKSTAND	Vonyx Speaker stand (Pair) with carry bag	1.00	0.00		0.00
FREIGHT	Shipping and Handling	1.00	196.13		196.13

OPTIONAL:

Parkview 3m Sealed inflatable Screen +\$1999

Parkview 4m constant air inflatable screen
+\$3799

Parkview 4m sealed inflatable screen +\$4299

SmartFold 120inch aluminium folding projection
screen with front/rear projection services, travel
case +\$2950

SmartFold 150inch aluminium folding projection
screen with front/rear projection services, travel
case +\$3750

** inflatable screens include blower, tethers, pegs
and carry bag

INCLUDES GST 10%

264.91

TOTAL AUD

3,509.13

Terms

Payment to be received before dispatch or installation of goods. Prices subject to change with international exchange rates - please confirm before placing order(s).

Cheques not accepted.

9.0 Elected Members' Motions of which Notice has been given

Nil

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

10.1 Elected Members

Nil

10.2 Officers

Nil

11.0 Application for Leave of Absence

Nil

12.0 Closure of Meeting

There being no further business, the President, Cr Logie, declared the Meeting closed at 5.03pm.