



SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 15 SEPTEMBER 2021



DISCLAIMER

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

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

SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

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

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

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

SOCIAL AND CULTURAL

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

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

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

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

LAND USE & ENVIRONMENT

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

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

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

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

CIVIC LEADERSHIP

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

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

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

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

Contents

1.0	Declaration of Opening / Announcement of Visitors.....	5
2.0	Record of Attendance / Apologies / Leave of Absence.....	5
3.0	Public Question Time	5
4.0	Petitions / Deputations / Presentations.....	5
5.0	Declarations of Interest.....	5
6.0	Confirmation of Minutes of Previous Meetings.....	6
6.1	Ordinary Council Meeting Held 18 August 2021	6
7.0	Announcements by Presiding Member Without Discussion	6
8.0	Matters Which Require Decisions.....	7
8.1	Development and Regulatory Services	7
8.1.1	Building Permits	7
8.2	Office of the Chief Executive Officer	9
8.2.1	MK & AL Iredell – Extractive Industry Annual Renewal, Lot 42 Bates Road	9
8.2.2	Proposed Subdivision Application – Lots 6, 32, 34, 102, 132, 212, 213, 467, 811 and 813 Pinjarra-Williams Road	12
8.2.3	Sale of Lot 440 (5) Marjidin Way, Williams.....	25
8.2.4	Voluntary Regional Organisation of Councils	28
8.2.5	Use of Common Seal and Actions Performed Under Delegated Authority	36
8.3	Corporate and Community Services.....	38
8.3.1	Payment Listing	38
8.3.2	Financial Statements	39
8.3.3	Shire of Williams Community Chest Fund.....	40
9.0	Elected Members’ Motions of which Notice has been given	49
10.0	New Business of an Urgent Nature introduced by Decision of Meeting	49
10.1	Elected Members	49
10.2	Officers	49
10.2.1	Extraordinary Election	49
11.0	Application for Leave of Absence.....	50
12.0	Closure of Meeting.....	51

AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, declared the Meeting open at 4.38pm.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

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

Staff

Geoff McKeown - Chief Executive Officer
 Cara Ryan - Manager of Finance (5.02pm – 5.05pm)

Manuela Lenehan - Minute Taker

Visitors – Nil
 Apologies - Nil
 Leave of Absence – Nil

3.0 Public Question Time

Nil

4.0 Petitions / Deputations / Presentations

Nil

5.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding / Councillor
Item No. / Subject	8.1.1 Building Permits
Type of Interest	Direct Financial

DECLARATION OF INTEREST	
Name / Position	Cr Tracey Price / Councillor
Item No. / Subject	8.1.1 Building Permits
Type of Interest	Direct Financial

DECLARATION OF INTEREST

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

DECLARATION OF INTEREST

Name / Position	Cr Alex Watt / Councillor
Item No. / Subject	8.2.3 Sale of Lot 440 (5) Marjidin Way, Williams
Type of Interest	Proximity and Financial

6.0 Confirmation of Minutes of Previous Meetings**6.1 Ordinary Council Meeting Held 18 August 2021****Officer's Recommendation**

That the Minutes of the Ordinary Council Meeting held 18 August 2021, as previously circulated, be confirmed as a true and accurate record.

Council Resolution**Price/Baker**

That the Minutes of the Ordinary Council Meeting held 18 August 2021, as previously circulated, be confirmed as a true and accurate record.

Carried 9/0
Resolution 26/22

7.0 Announcements by Presiding Member Without Discussion

Nil

8.0 Matters Which Require Decisions**8.1 Development and Regulatory Services**

Cr Harding declared a Direct Financial Interest in the following Item, 8.1.1 Building Permits. The nature of his interest relates to the item dealing with a building permit issued to Narrakine Hay Pty Ltd, of which Cr Harding is a director.

Cr Price declared a Direct Financial Interest in the following Item, 8.1.1 Building Permits. The nature of her interest relates to the item dealing with a building permit issued to Price's Fabrication and Steel, of which Cr Price is a part owner.

Cr Harding and Cr Price left the Meeting at 4.39pm.

8.1.1 Building Permits

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

Permit Number	Owner	Address	Description
366	Price's Fabrication and Steel	Lot 201 Albany Highway Williams	Permit Extension
468	C&D Gillett	Lot 353 96) Frewer Place	Double Brick Dwelling
469	Narrakine Hay Pty Ltd	Lot 128 Marradong Road Williams	Installation of PV Solar Panels

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 August 2021.

Council Resolution

Major/Medlen

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

**Carried 7/0
Resolution 27/22**

Cr Harding and Cr Price returned to the Meeting at 4.40pm.

8.2 Office of the Chief Executive Officer

8.2.1 MK & AL Iredell – Extractive Industry Annual Renewal, Lot 42 Bates Road

File Reference	10.64.20
Statutory Ref.	Shire of Williams Town Planning Scheme No.2
Author & Date	Geoff McKeown 6 September 2021
Attachments	Nil

Background

In August 2010, Urban and Rural Perspectives (URP), on behalf of landowners Mark and Agnes Iredell of Lot 10126 (now Lot 42) Bates Road, Williams, made an application for retrospective development approval for an Extractive Industry (gravel extraction) activity.

Extractive Industry is an 'AA' use in the Shire of Williams Town Planning Scheme No.2, which means that Council may, at its discretion, permit the use.

The land is zoned Rural and the gravel extraction has operated for quite some time.

Council granted the Extractive Industry Licence for 12 months and charged the scheduled fee at the time.

Comment

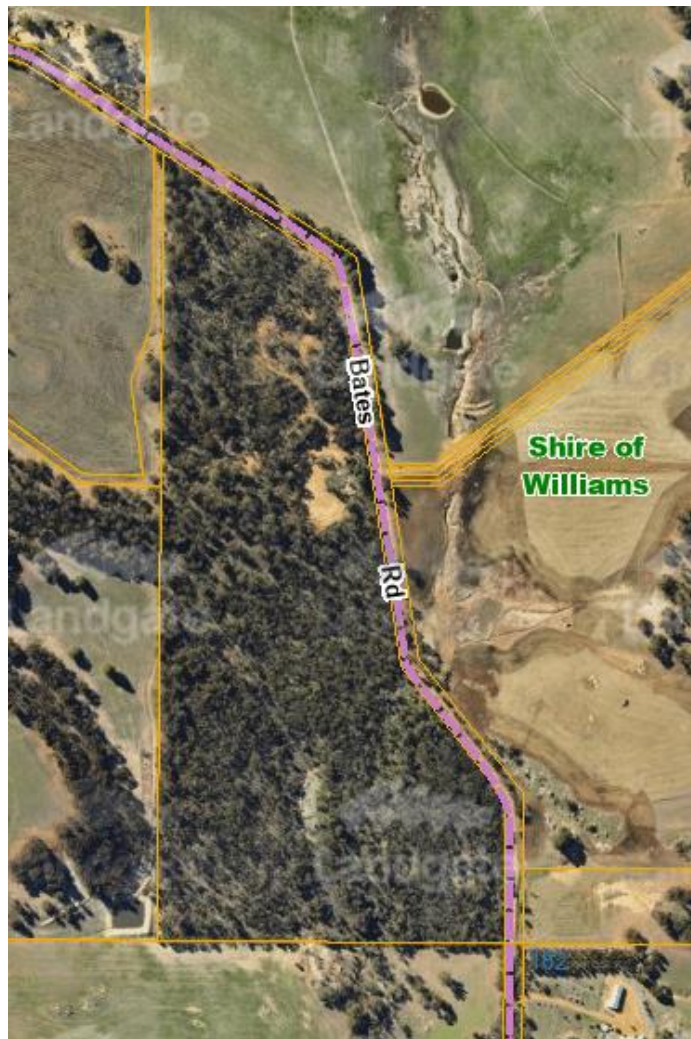
Mr & Mrs Iredell have written seeking a further extension to the Extractive Industry Licence.

The approval granted at the August 2010 Council Meeting is outlined below:

"That Council grants approval for the continued use of part of lot 10126 Bates Rd Williams for the purpose of gravel extraction as per the application submitted by URP subject to:

- The area to be mined is restricted to the area mentioned in the submission;*
- Clearing of native vegetation is restricted as per the submission;*
- Revegetation is to occur as per the submission;*
- Gravel extraction is to be limited to supply within the Shire of Williams unless a further submission is made;*
- Approval is for a 12 month period, renewable on the 1st July each year subject to an application being submitted. No fee will be charged for renewal;*
- The hours of operation be 6:00 am to 8:00 pm Monday to Saturday and other times subject to approval;*
- Restoration and reinstatement of the excavation site and staging of such works to a maximum work area of 1 ha;*
- Except where the local government approves otherwise the applicant must drain and keep drained to the local government's satisfaction any excavation to which the license applies so as to prevent the accumulation of water;*
- Council will not permit the dumping of any material, such as building material or metal objects, on extractive industry sites or any other sites that is incompatible with the planned future use of the land. Council will only permit the fill of extractive industry sites with clean material that is specified in the approved rehabilitation plan;*
- Minimum setbacks to roads and other property (30 metres unless otherwise approved);*
- The amenity of the locality by reason of the emission of dust, noise, vibration, waste production, smoke, odour or otherwise shall not be affected, any complaint will be investigated and this permit may be revoked;*

- *Transportation of material from the site shall not occur during school bus hours or during or after significant rain. The applicant is to ensure that all efforts are made not to adversely affect the roads because of their activities. Should the road be damaged other than fair wear and tear then renewal of the permit may not be granted;*
- *Erection of signs in conjunction with the Shire Works Supervisor clearly indicating the access point to the site;*
- *No Blasting or Crushing to be carried out without prior approval from the Council;*
- *The permit is non-transferable unless written approval is granted by Council;*
- *Council reserves the right to cancel an extractive industry approval at any time without redress where it is of the view that any of the above conditions are not being complied with."*



Mr & Mrs Iredell have requested a longer period for their approval, given there is no fee attached to the licence. The original approval included a 12 month period commencing on the 1 July. This can be reconsidered given the minimal activity that occurs at this site.

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 1.6 Advocate, promote and champion industrial development that will offer employment opportunities for our community.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approves the extension of the Extractive Industry Licence for Lot 42 Bates Road, Williams for a 24 months period from the 1 July 2021 under the same conditions as approved at the August 2010 Ordinary Council Meeting.

Council Resolution

Watt/Major

That Council approves the extension of the Extractive Industry Licence for Lot 42 Bates Road, Williams for a 24 months period from the 1 July 2021 under the same conditions as approved at the August 2010 Ordinary Council Meeting.

**Carried 9/0
Resolution 28/22**

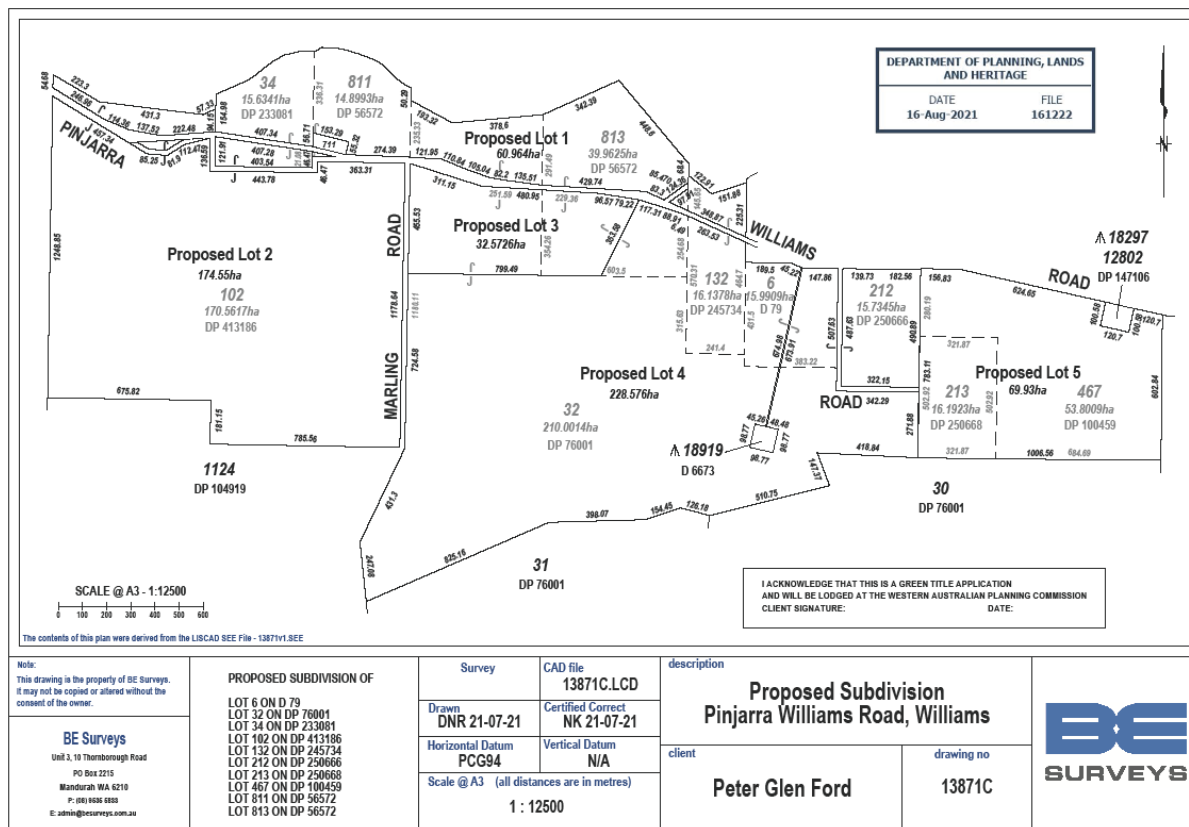
8.2.2 Proposed Subdivision Application – Lots 6, 32, 34, 102, 132, 212, 213, 467, 811 and 813 Pinjarra-Williams Road

File Reference	10.64.20
Statutory Ref.	Shire of Williams Town Planning Scheme No.2
Author & Date	Geoff McKeown 9 September 2021
Attachments	Attachment 1 – Supporting Documentation

Background

An application has been lodged with the Western Australian Planning Commission (WAPC) seeking approval to subdivide and amalgamate Lots 6, 32, 34, 102, 132, 212, 213, 467, 811 and 813 Pinjarra-Williams Road, Williams. The WAPC has referred the application to the Shire of Williams for comment (by 29 September 2021).

The lots included in the proposal are shown on the following plan. The proposal includes the subdivision of Lots 6, 32, 34, 102, 132, 212, 213, 467, 811 and 813 and creation of five (5) new lots identified as Lots 1, 2, 3, 4 and 5 on the plan.



Comment

➤ Description of Application

The Report providing supporting information for this application is copied on the following pages as Attachment 1.



COMMITTED TO YOU



**Proposed Subdivision
Pinjarra -Williams Road
Williams
Supporting Documentation
July 2021**

HEAD OFFICE
3 / 10 Thornborough Road
GREENFIELDS WA 6210
Tel: (08) 9535 5833

PROJECTS
PO Box 2215
MANDURAH WA 6210

ACCOUNTS
PO Box 1148
BUNBURY WA 6230

Oberwell Nominees Pty Ltd trading as BE Surveys
ABN: **89 008 910 138**

admin@besurveys.com.au
www.besurveys.com.au



COMMITTED TO YOU

Executive Summary

The subject land is identified under the Shire of Williams Planning Scheme No #2 (1994) as amended as being within the "Rural 1 -General Farming" Zone. The site is identified as being within the Bushfire Prone Area.

The purpose of this report is to provide supporting documentation for the proposed reconfiguration of 10 existing lots, some of which are small holdings and or dissected by Pinjarra-Williams Road into 5 lots.

Subject Land

The subject lots are described as follows:

Lot and Plan	Area (hectares)
Lot 6 on D79	15.9909
Lot 32 on DP76001	210.00014
Lot 34 of DP233 081	16.1880
Lot 102 on DP413186	170.5617
Lot 132 on DP245734	16.1378
Lot 212 on DP250666	15.7345
Lot 213 on DP250668	16.1923
Lot 467 on DP100 459	53.8009
Lot 811 on DP56572	14.8993
Lot 813 on DP56572	39.9625
	566.5926

The ten (10) lots are generally regular in shape for their location and rural land use, and access can be obtained via Pinjarra-Williams Road and in the case of 2 lots via Marling Road as well. The lots have a total area of approximately 566.5926 hectares

The properties are currently used for rural purposes, including agriculture rearing sheep, and growing hay.

The following images (figures 1 and 2) depict the subject site and surrounding area in both street map and aerial view.



COMMITTED TO YOU

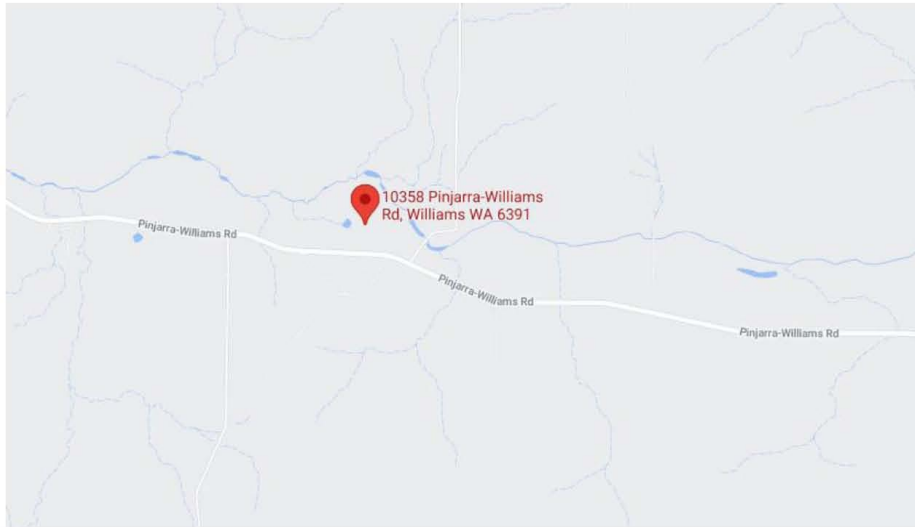


Figure 1



Figure 2

www.besurveys.com.au

Application History

There is no know history of applications in relation to the subject lots.

Bushfire Prone Area

As the site has been identified as being located within a Bushfire Prone Area and as such the State Planning Policy 3.7 – Planning in Bushfire prone Areas needs to be considered. (Refer Figure 3)



Figure 3.

In this instance a BAL assessment has not been prepared and submitted as part of the application. Justification for not preparing a Bal is as follows:

- There is no proposed development for the lots involved as it is rural farm land.
- All existing dwellings are being retained and no vegetation will be cleared.
- No additional roads and development are proposed.
- The proposed subdivision will not result in an intensification of development/land uses
- The proposed subdivision will in fact reduce the Bushfire risk as the number of lots is being reduced, therefore reducing the overall development potential of land in question.


COMMITTED TO YOU

Proposal

The proposal is to reconfigure the existing 10 lots in 5 lots as follows:

Existing Lot and Plan	Proposed Lot	New	Propose Area (Hectares)
Potion of lots: Lot 34 of DP233081 Lot 811 on DP56572 Lot 32 on DP76001 Lot 813 on DP56572 and Lot 132 on DP245734	1		60.964
Potion of lot Lot 34 of DP233081 and Lot 811 on DP56572 with Whole of Lot 102 on DP413186	2		174.55
Portion of lots Lot 32 on DP76001 and Lot 813 on DP56572	3		32.5726
Portion of Lot 32 on DP76001 and Lot 132 on DP245734 and Lot 813 on DP56572 with Whole of lot 6 on D79 and Whole of lot 212 on DP250666	4		228.576
Whole of lot Lot 213 on DP250668 and Lot 467 on DP100 459	5		69.93
			566.5926

Williams Town Planning Scheme

The subject site is located within the "Rural Zone within the Shire of Williams Town Planning Scheme 1994 (as amended). All adjoining lots are within this same Zone. The below image, being Figure 4, depicts the zoning of the subject sites.

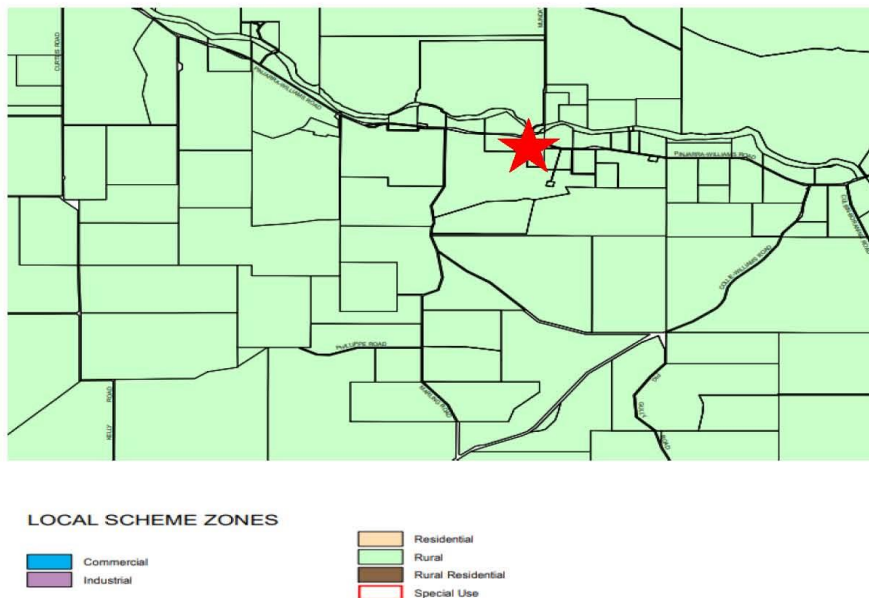


Figure 4

Clause 3 of Part 4 of the Williams Town Planning Scheme states the following for the Rural Zone:

- (a) *There shall be a general presumption by Council against subdivision in the Rural zone unless:*
 - (i) *the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a rural property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern or land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
 - (ii) *the lots are for farm adjustment and the erection of dwelling houses is restricted by memorials on Titles;*
 - (iii) *the lots are for specific uses such as recreation facilities and public utilities;*
 - (iv) *the lots are required for the establishment of uses ancillary to the rural use of the land.*
- (b) *The Council does not recognize precedent resulting from subdivision created in the early days of settlement of the District as a reason for it to support subdivision*



COMMITTED TO YOU

in the Rural zone.

- (c) *The Council will favourably consider applications for adjustment of lot boundaries where the application if approved will not result in the creation of one or more additional lots.*
- (d) *The Council may recommend approval for subdivision for more intensive forms of rural production only where the application as submitted to the Commission is accompanied by the following:*
 - (i) such information as is set out in Regulation 6 of the State Planning Commission Regulations 1962 (as amended).*
 - (ii) identification of soil types, availability and adequacy of water supply, and any areas of salt affected land;*
 - (iii) evidence of consultations by the proponent with the Department of Agriculture on the suitability and capability of the proposed lot(s) and lot size for the intended land use;*
 - (iv) a Statement of Undertaking by the proponent to proceed with the intended land use;*
 - (v) details of stream protection where appropriate; and*
 - (vi) such other matters as may be requested by the Council*

The Western Australian Planning Commission (WAPC)

Subdivision of land is dependent upon several factors, including the requirements of the Local Authorities Town Planning Scheme, the Residential Design Codes of WA and any relevant planning policies and or strategies.

Relevant Policies to consider for the proposal are as follows:

1. State Planning Policy 2.5 – Rural Planning (December 2016)

The purpose of this policy is to protect and preserve Western Australia's rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. Ensuring broad compatibility between land uses is essential to delivering this outcome.

This policy applies to rural land and rural land uses in Western Australia, in particular land zoned for rural or agricultural purposes in a region or local planning scheme and therefore all subdivision proposals for rural zoned land must be considered in tandem with Development Control Policy 3.4: Subdivision of rural land; (see below)

The WAPC policy for rural land in the Perth and Peel planning regions is:

- (a) rural residential proposals for rural land that do not align with endorsed sub-regional planning frameworks are considered inconsistent with the policy objectives and shall not be supported;*
- (b) rural smallholdings proposals for rural land will be considered by exception in planning strategies and schemes, where topography, biodiversity values, bushfire risk, environmental matters and servicing can be managed in accordance with this and other State policies;*
- (c) established rural land uses of State significance, including animal premises and food processing facilities, should be protected from urban and rural living encroachment due*

www.besurveys.com.au



COMMITTED TO YOU

to their critical food production and economic roles;

(d) priority agricultural land is to be preserved for that purpose due to its proximity to major population centres; and

(e) conversion of land from priority agriculture to other uses must be appropriately planned in strategies or schemes, where such conversion is required as a matter of State significance.

2. Development Control Policy 3.4 (December 2016) - Subdivision of Rural Land

This operational policy guides the subdivision of rural land to achieve the key objectives of State Planning Policy 2.5: Rural Planning, which are to:

(a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;

(b) provide investment security for existing, expanded and future primary production, and promote economic growth and regional development on rural land for rural land uses;

(c) outside of the Perth and Peel planning regions, secure significant basic raw material resources and provide for their extraction;

(d) provide a planning framework that comprehensively considers rural land and land uses, and facilitates consistent and timely decision-making;

(e) avoid and minimise land use conflicts;

(f) promote sustainable settlement in, and adjacent to, existing urban areas; and

(g) protect and sustainably manage environmental, landscape and water resource assets.

Clause 6.3 of this policy allows for property rationalisation to improve land management and states:

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

(a) there is no increase in the number of lots;

(b) the new boundaries achieve improved environmental and land management practices and minimise adverse impacts on rural land use;

(c) no new roads are created, unless supported by the local government;

(d) new vehicle access points on State roads are minimised; and

(e) rural living sized lots (1-40 hectares), created as a result of the rationalisation, have appropriate buffer from adjoining farming uses and water resources, and may have notifications placed on title advising that the lot is in a rural area and may be impacted by primary production.

Former road reserves and small remnant portions of lots are not considered lots for the purpose of boundary rationalisation.

www.besurveys.com.au



COMMITTED TO YOU

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

Justification

Currently, there are 9 lots varying in size from 14 hectares to 210 hectares all in the same ownership and being used of agricultural purposes. The other lot party to this application is in separate ownership but is currently leasing a portion of one of the 9 lots as it abuts his landholding and is segregated from the balance lot via Pinjarra-Williams Road.

This arrangement of the lots allows for any one of them to be sold off and used for rural purposes, agricultural purposes, hobby farming or simply rural residential living, which is not considered to be the intent of the State Planning Policy 2.5 and associated subdivision guidelines for Rural land. The overall come of this application, which is the reduction of the number of lots will:

- Support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;
- Provide investment security for existing and future primary production
- Avoid and minimise land use conflicts by way of removal the potential for hobby farming;
- Protect and sustainably manage environmental, landscape and water resource assets.

The Western Australian Planning Commission acknowledges that:

“Rural zones are highly flexible and cater for a wide range of land uses including intensive and extensive agriculture, primary production, animal premises, basic raw material extraction, biodiversity conservation, natural resource management, tourism, regional facilities and public purposes including waste infrastructure.

Rural zoned land may also contain land with significant environmental values, provide species habitat, have regional and local landscape values and carry a range of land management responsibilities for matters such as bushfire. The flexibility of rural zones means that rural land can be a complex mix of uses, where the zoning of the land may not adequately reflect the range of land uses on the ground.”

The proposal is to reconfigure the existing lots, which range in size and some of which are dissected by Pinjarra-Williams Road into three (3) to (4) lots, which can still be utilized for rural purposes and amalgamate a portion of an existing lot which abuts an adjoining neighbour’s property.

Development Control Policy 3.4 states that:

The WAPC may support boundary realignment where a rural property comprises multiple small titles and there is scope to resolve the physical division by

www.besurveys.com.au



COMMITTED TO YOU

*rationalising multiple lots in one ownership through boundary realignments,
without creating additional lots.*

As such there is potential to utilizing Clause 6.3 of the WAPC Development Control Policy 3.4 as:

- (a) there is no increase in the number of lots;
- (b) removal of physical divisions (roads) for the existing lots;
- (c) the new boundaries will achieve improved environmental and land management practices and minimise adverse impacts on rural land use;
- (d) no new roads are proposed to be created; and
- (e) vehicle access points on State roads are being reduced.

In conclusion, it is considered that there is sufficient justification for the WAPC to Clause 6.3 of the WAPC Development Control Policy 3.4 and approve the application.

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

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

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

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

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

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

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

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

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

Accordingly, it is recommended that the application be supported.

➤ **Bush Fire Prone Mapping**

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

A new State Planning Policy, State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) was gazetted on Monday, 7 December 2016. SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.

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

assessment is required at this stage. Any potential future development on the site will require appropriate assessment at that time.

Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 6, 32, 34, 102, 132, 212, 213, 467, 811, 813 Pinjarra-Williams Road, Williams noting the following points:

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

Council Resolution

Major/Panizza

That Council recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 6, 32, 34, 102, 132, 212, 213, 467, 811, 813 Pinjarra-Williams Road, Williams noting the following points:

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

**Carried 9/0
Resolution 29/22**

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 4.43pm.

The nature of his interest relates to being the owner of a rural property that is adjacent to Lot 440 (5) Marjidin Way, Williams.

The Deputy President, Cr Major, assumed the Chair.

Cr Watt declared a proximity and financial interest for the following item 8.2.3 Sale of Lot 440 (5) Marjidin Way, Williams and left the Meeting at 4.43pm.

The nature of his interest relates to being the owner of a developed industrial property that is adjacent to Lot 440 (5) Marjidin Way, Williams.

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 9 September 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 Service 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 the 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* (the 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 the south of the property when the Marjidin Way Industrial Estate is further developed; and
- Upgrading 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) of the Act 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 has been 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

Baker/Harding

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*.

**Carried 7/0
Resolution 30/22**

Cr Watt and Cr Logie returned to the Meeting at 4.58pm and the President, Cr Logie, resumed the Chair.

8.2.4 Voluntary Regional Organisation of Councils

File Reference	17.1.40
Statutory Ref.	Local Government Act 1995
Author & Date	Geoff McKeown 10 September 2021
Attachments	Attachment 2 – draft Marradong VROC Memorandum of Understanding

Background

Correspondence has been received from Hotham Williams Economic Development Alliance Inc. (HWEDA) advising of a recent decision proposing that the association be wound up and the local government members of the organisation form a voluntary regional organisation of councils (VROC) group. The correspondence reads:

"I refer to the HWEDA Board Meeting held on 10 August 2021 where the Board voted on a recommendation to disband HWEDA, as an association under the Associations Incorporation Act 2015, and request member local governments to consider the formation of a Voluntary Regional Organisation of Councils (VROC).

The Marradong VROC could be set up to oversee the continuation of current projects that HWEDA has underway and be in receipt of its financial and intellectual assets. HWEDA's current commitments to projects are the continuing marketing of Marradong Country Self Drive Trail to 31st October 2021 and the Online Business Register development.

As a result of this decision, the HWEDA Board formally requests that the local governments consider the formation of a VROC to continue the important investment and progress made to date by HWEDA. A draft Memorandum of Understand has been prepared, see attached, as the basis of an agreement between the local governments.

If you would like further comment on this matter please contact Ms Adrienne Yzerman, HWEDA Executive Officer at admin@marradongcountry.org.au.

Comment

The Local Government Act 1995 (the Act) does not refer to VROCs in the legislation and therefore they do not exercise any powers of a local government. However, Section 3.68 of the Act refers to local governments being able to make arrangements under which a local government performs a function for another local government or local governments perform a function jointly.

The Shire of Williams has been a member of the 4WDL VROC for many years and this group has been successful in delivering projects and advocating for the region. An alliance with local governments to the north of Williams, i.e. Boddington and Wandering would be advantageous. Particularly given the relationships that HWEDA established with the major industries operating in the Shire of Boddington, i.e. South 32, Newmont Boddington Gold and Suez.

A draft Marradong VROC Memorandum of Understanding accompanied the letter from HWEDA. A copy follows as Attachment 2.



Boddington | Wandering | Williams

Marradong VROC

Memorandum of Understanding

CERTIFICATE OF AGREEMENT

The Shires of Boddington, Wandering and Williams enter into a Memorandum of Understanding (MOU) with the intent of developing an alliance that will assist in providing the group with a clear strategic direction for economic development in the Marradong Region.

The MOU recognises (the group) role as a strategic regional management team represented by appointed elected members and staff.

The MOU has a particular focus to support economic development and sets out commitments by all parties for the timely implementation of initiatives and specific projects agreed to by the parties of the MOU.

As part of this MOU the undersigned agree to abide by the underlying principle and commitments (outlined) on which the agreement are based.

Signed byfor and on behalf of the Shire of Boddington

Name.....Date.....

Signed byfor and on behalf of the Shire of Wandering

Name.....Date.....

Signed byfor and on behalf of the Shire of Williams

Name.....Date.....

NAME

The name of the voluntary regional organisation of councils is the Marradong Voluntary Organisation of Councils (Marradong VROC). It is recognised that the Marradong VROC has been established to continue the work of the Hotham Williams Economic Development Alliance (HWEDA) that was established as part of the Boddington SuperTown Economic Development Strategy. HWEDA was a collaborative sub-regional group made up of the three communities of Boddington, Wandering and Williams.

PURPOSE

A Memorandum of Understanding between the Shires of Boddington, Wandering and Williams is to establish a working partnership:-

- To achieve recognition of the Marradong area as a viable, political, social and economic region;
- To enhance service delivery and infrastructure for the collective and individual communities;
- To achieve a sustainable, cost effective model for the sharing of resources.

PARTIES TO THE MOU

The Shires of Boddington, Wandering and Williams.

OBJECTIVES

The objectives of the Marradong VROC as follows:

1. To initiate, facilitate and coordinate activities to meet the business development needs and interests of:

- a. Existing corporations and other business enterprises operating in the Marradong area; and
 - b. Corporations and other business enterprises investing in or considering investment in the area;
2. Provide assistance to investors and potential investors through strategic introductions and non-financial assistance to appropriate sources of advice to encourage the economic development and promotion of the area;
3. Lobby government at all levels for the provision of government services, infrastructure, concessions and incentives which encourage and facilitate economic development;
4. Strengthen the local government / business interface;
5. Market and promote the Marradong area as a destination to commercial/industry visitors and recreation visitors;
6. Generally conduct activities identified by the group from time to time that meet the aims of regional economic development; and
7. Promote sustainable development through a balance between economic, environment and quality of life.

PRINCIPLES

In entering this MOU all the parties agree to abide by the following principles, as established between the local governments.

OVERARCHING PRINCIPLE

To promote and expand the economy of the Marradong area by undertaking purposeful and agreed joint initiatives and projects.

GENERAL PRINCIPLES

1. Partnerships

- a. Recognise that partnerships between the local governments in the MOU are essential to achieve social, environmental and economic development of the Marradong area.
- b. Be flexible and open to new approaches to service delivery and funding.
- c. Recognise and acknowledge the needs and constraints of all spheres of government, community and stakeholders.
- d. Recognise that new partnership agreements may be considered if initiated by either state or local government.
- e. Invite participation from key business, industry and community groups where appropriate.

2. Roles and Responsibilities

- a. Identify, understand and respect the roles and responsibilities of all parties.
- b. Ensure that these roles and responsibilities are considered and respected in all decision making.
- c. Recognise and respect the role that each plays in enhancing sustainable social, environmental and economic development.

3. Communication

- a. Open and timely communication on issues of relevance to the group.
- b. Recognise the need to confidentiality of discussion until a mutually agreed time.

4. Consultation

- a. Appropriate consultation to facilitate understanding and consensus.

5. Outcomes

- a. Well defined and agreed outcomes and performance measures for all projects and activities.

- b. Adopt a realistic approach to funding and resource issues, including opportunities for development of local assets for the benefit of the people of the area.
- c. Commitment to contribute resources and expertise to the partnership process.

6. Accountability

- a. A transparent approach where changes to roles, responsibilities and budgets are negotiated and agreed and resources necessary to implement changes are identified.
- b. Undertake open assessments of the effectiveness of agreements.
- c. Have clearly defined reporting, dispute resolution and review mechanisms.

MEMBERSHIP COMMITTEE

Appointment of Committee

- a. Each local government is to have two representative voting members.
- b. Non-voting elected members and officers of each local government may participate in meetings.

Chairperson

There will be a rotational chairperson who will be an elected member of the host local government.

Role of representative of Marradong VROC

- a. Represent the interests of the individual local governments, ratepayers and residents of the region;
- b. Facilitate communication between the community of the region and Marradong VROC;
- c. Participate in the decision making processes at meetings of Marradong VROC and its committees (if formed);
- d. Represents and undertakes actions on behalf of Marradong VROC as authorised by Marradong VROC;

Decision making process

- a. In all strategic and planning issues, consensus will be reached to make recommendations back to individual MOU local governments for ratification.
- b. Where voting is required on approved operational issues a simple majority prevails.
- c. In relation to membership of Marradong VROC any decision must be absolute.

FINANCIAL CONTRIBUTIONS

Annual contributions

As determined by consensus each local government will contribute to meet project and executive/secretarial financial needs.

Manner of Payment

The contributions shall be paid by each party to the Marradong VROC in a manner determined by the VROC.

PROJECTS

Requirements

Marradong VROC shall only undertake a project once it is satisfied that any services and facilities will:

- a. Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
- b. Within the district of a local government do not duplicate, to an extent that the party consider inappropriate, services or facilities provided by the Commonwealth, State or any other body or person, whether public or private; and
- c. Are managed efficiently and effectively.

Project plan to be prepared

Where the Marradong VROC is considering a proposed project it shall prepare a project plan.

Contents of a project plan

Project plan can include:-

- a. Clearly identified project purpose, objectives and outcomes;
 - b. Cost benefit analysis;
 - c. A project action plan with clear timelines and performance milestones clearly outlined ;
 - d. A project budget which includes the following :
 - Grant or other funding
 - Local Government contributions
 - Project expenses
 - Administrative expenditure
 - Human resource cost
 - A dollar cost of in-kind contributions
- Recurrent budget if required which includes:
- Revenue
 - Expenditure
 - Human Resource Cost
 - Program maintenance and asset management costs

Parties to be given a project plan

Upon completion of the project plan the Marradong VROC shall give a copy of the plan to each of the member local governments.

Election to participate in a project

Each local government shall, within a reasonable period determined by Marradong VROC, elect whether to participate in the project by giving notice of its election to Marradong VROC.

Review of project plan

As soon as practicable after the period referred to in the project plan:-

- a. Review the project plan and its viability having regard to the number of local governments that elected to participate;
- b. Decide whether to proceed with the project; and give notice to each of the project parties of its decision.

Project parties to be bound

Where the Marradong VROC decides to proceed with a project and gives notice of its decision to each of the local governments then each of the parties shall be bound by the terms of the project plan in a new project agreement.

Winding up the project

The Marradong VROC may resolve to wind up the project. An absolute majority vote will be required by the Marradong VROC to resolve to wind up any project.

Division of assets

If a project is to be wound up and there remains after satisfaction of all its debts and liabilities, any property and assets of the project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the project parties in the proportions referred to in the project plan.

Division of liabilities

If a project is wound up and there remains any liability or debt in excess of the realised property and assets of the project plan then the liability or debt is to be met by the project parties in the proportions referred to in the project plan.

Indemnification by project parties of Marradong VROC

If a project is wound up then the project parties shall indemnify Marradong VROC (in the proportions referred to in the project plan) with respect to that liability or project.

TERM AND TERMINATION

Term of agreement

Unless wound up, this agreement shall remain in place, in perpetuity.

Winding up by agreement

The parties may, by agreement, wind up the Marradong VROC.

Division of assets

If the Marradong VROC is wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of Marradong VROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the parties in the proportions referred to in the agreement.

Division of liabilities

If the Marradong VROC is wound up and there remains any liability of debt in excess of the realised property and assets of Marradong VROC then the liability or debt is to be met by each of the parties in the proportions referred to in the agreement.

WITHDRAWAL OF A PARTY

Withdrawal

Parties may at any time may advise the Marradong VROC of their intent to withdraw from Marradong VROC

When withdrawal to take effect

Withdrawal will take effect as from the end of the relevant financial year with a minimum of three (3) months' notice.

Entitlement or liability of withdrawing party

As soon as practicable following withdrawal taking effect the Marradong VROC shall:-

- a. Distribute to the party an amount equal to the proceeds and any surplus funds which would have been payable if Marradong VROC was wound up; or
- b. Be entitled to recover from the party an amount equal to the liability or debt which would have been payable by the party if Marradong VROC was wound up.

Parties may be required to pay distribution

If the Marradong VROC is unable to meet the distribution referred to above from funds on hand then, unless Marradong VROC decides otherwise, the parties (other than the party that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the Marradong VROC.

ADMITTING NEW MEMBERS

Prospective new members may only be admitted by full agreement of all parties and shall be required to contribute to Marradong VROC a sum equal to the current year's contribution schedule or a discretionary sum agreed to by the Marradong VROC.

DISPUTE RESOLUTION

Dispute

In the event of any dispute or difference arising between the parties or any matter or thing arising under in connection with the Memorandum of Understanding, then notice in writing may be given adequately identifying the matters, the subject of the dispute.

Arbitration

The party or Marradong VROC may refer the matter to arbitration under and in accordance with the provisions of the *Commercial Arbitration Act 1985*.

Legal representation

For the purposes of the *Commercial Arbitration Act 1985*, the parties consent to each other and to Marradong VROC being legally represented at any such arbitration.

Memorandum of Understanding in Good Faith

Despite anything expressed or implied to the contract in this Memorandum of Understanding (MOU) or anywhere else, this MOU is a mere non-justiciable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.

END OF ATTACHMENT 2 (MOU)

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 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.
- ED 1.5 Advocate, promote and champion industrial development that will offer employment opportunities for our community.
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies.

Financial Implications

Nil at this time.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council advise HWEDA that it supports in principle the proposal to form a Voluntary Regional Organisation of Councils (VROC) including the shires of Boddington, Wandering and Williams. Further, it supports the local governments meeting to consider if this proposal has the support of all parties to progress its formation.

Council Resolution

Carne/Major

That Council advise HWEDA that it supports in principle the proposal to form a Voluntary Regional Organisation of Councils (VROC) including the shires of Boddington, Wandering and Williams. Further, it supports the local governments meeting to consider if this proposal has the support of all parties to progress its formation.

**Carried 9/0
Resolution 31/22**

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 9 September 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. \$747,143.67 from the Reserve Cash Management Account to a Term Deposit to earn additional interest.

- **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 \$195.00, plus GST, for use of the Williams Town Hall for a Blue Light Disco to be hosted by the Williams Police on the 24 September 2021.

- **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 \$195.00, plus GST, 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 August 2021.

Council Resolution

Harding/Price

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

**Carried 9/0
Resolution 32/22**

The Manager of Finance, Cara Ryan, attended the Meeting at 5.02pm to discuss her report.

8.3 Corporate and Community Services

8.3.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	Local Government (Financial Management) Regulations 1996
Author & Date	Cara Ryan 9 August 2021
Attachments	Payment listing for month ending 31 August 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 104893, 104895 – 104897 totalling \$471,041.69 approved by the Chief Executive Officer during the month of August 2021 be endorsed.

Council Resolution

Medlen/Major

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104893, 104895 – 104897 totalling \$471,041.69 approved by the Chief Executive Officer during the month of August 2021 be endorsed.

Carried 9/0
Resolution 33/22

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
03/08/2021	LG PROFESSIONALS WA	12251 - Staff Training (CDO)	\$ 895.00
11/08/2021	FDC EDUCATORS	FDC Educators PE 8 August 2021	\$ 17,422.95
11/08/2021	BUILDING AND ENERGY (EFT)	BSL collection - July 2021	\$ 1,080.77
11/08/2021	PATRICK HARRISON SLASHING	11669 - Slashing Vacant Block (Albany Hwy)	\$ 687.50
12/08/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 11 Aug 2021	\$ 45,275.65
18/08/2021	WILLIAMS BOWLING CLUB. (EFT)	1st 50% Contribution to Greens, 2021/2022	\$ 5,000.00
12/08/2021	WA SUPER	Superannuation July 2021	\$ 27,384.28
25/08/2021	FDC Educators	FDC Educators PE 22 August 2021	\$ 18,809.92
26/08/2021	SHIRE OF WILLIAMS	Salaries & Wages PE 25 Aug 2021	\$ 45,309.21
31/08/2021	AIR RESPONSE	12216 - Repairs to Airconditioner (Sandalwood Crt)	\$ 697.27
31/08/2021	AMPAC DEBT RECOVERY	Debt Recovery (Rates)	\$ 299.19
31/08/2021	AVON WASTE	11015 - Monthly Refuse Charges July 2021	\$ 9,290.69
31/08/2021	BERTY BEE'S GARDENING	11883 - Contract Gardening Services - July 2021	\$ 1,452.00
31/08/2021	BEST OFFICE SYSTEMS	12087 - Monthly Printing/Copying Charges	\$ 107.83
31/08/2021	BOC Ltd (EFT)	12091 - July 2021 Container Service Fee	\$ 154.29
31/08/2021	BP TRUST (EFT)	Monthly Fuel Account July 2021	\$ 404.55
31/08/2021	CANNON HYGIENE	12264 - Hygiene Service (29/9/21-28/3/22)	\$ 655.61
31/08/2021	CENTRAL COUNTRY ZONE OF WALGA	12255 - Annual Subscription to WALGA CCZ - 2021-22	\$ 2,200.00
31/08/2021	CHAMDEN FARMING	12268 - Provide Concrete (Various Projects)	\$ 3,461.70
31/08/2021	CORSIGN WA PTY LTD (EFT)	12166 - Traffic Signs	\$ 1,628.00
31/08/2021	COUNTRY PAINT SUPPLIES (EFT)	12120 - Metal Treatment (Eagle Statue)	\$ 26.95
31/08/2021	DFES (EFT)	ESLB 1st Qtr Contribution 2021/22	\$ 16,056.02
31/08/2021	DICKSON DECALS (EFT)	Traffic Signs (Ambulance Parking)	\$ 110.00
31/08/2021	DUFF ELECTRICAL CONTRACTING	12204,11982,12260,12253 - Electrical Works (Various)	\$ 3,078.90
31/08/2021	EDWARDS ISUZU UTE	12117 - Parts (Holden Colorado)	\$ 417.37
31/08/2021	FAMILY DAY CARE WA INC	Annual Membership - 2021-2022	\$ 400.00
31/08/2021	GRILLEX PTY LTD	12270 - Town Hall Park (BBQ, Setting & Shelter)	\$ 17,941.00
31/08/2021	HARMONY SOFTWARE	Educators' Software Fees, Month of July 2021	\$ 324.30
31/08/2021	INDUSTRIAL AUTOMATION GROUP	11784 - Standpipe Controller Fee 2021/2022	\$ 1,332.10
31/08/2021	JOONDALUP GOLF MANAGEMENT	12158 - LGWA Conference Accom. (A/Works Supervisor)	\$ 390.00
31/08/2021	JP UPHOLSTERY & CANVAS	12208 - Repair Shade Sails (Childcare)	\$ 180.00
31/08/2021	LENEHAN, M (EFT)	Reimbursement - Staff Uniforms (Administration)	\$ 49.90
31/08/2021	LGIS (EFT)	11786 - Insurance Adjustment	\$ 208.25
31/08/2021	LIBERTY RURAL	11791 - Bulk Fuel	\$ 13,038.00
31/08/2021	LOCAL HEALTH AUTH. ANALYTICAL COMM	12245 - Analytical Services 2021/2022	\$ 509.30
31/08/2021	MELCHIORRE PLUMBING & GAS	12217 - Plumbing Work (Pavilion)	\$ 379.60
31/08/2021	MORGAN RURAL SERVICES PTY LTD	12095 - Roadside Spraying (Herbicide)	\$ 16,905.00
31/08/2021	NARROGIN TOYOTA (EFT)	12114, 11849 - Chainsaw Oil, Multi-Tool	\$ 814.48
31/08/2021	PORTER CONSULTING ENGINEERS	12081 - Engineering Design (Lions Park Carpark)	\$ 1,196.25
31/08/2021	REPLAS (EFT)	12072 - Fence & Gates for Town Hall Park	\$ 9,853.10
31/08/2021	SHIRE OF BROOKTON (EFT)	Annual Chairperson Honorarium - 2021/22	\$ 100.00
31/08/2021	SHIRE OF GOOMALLING (EFT)	12262 - LGIS Golf Registrations	\$ 820.00
31/08/2021	SHIRE OF PLANTAGENET	12265 - Feral Pig Trapping Project	\$ 8,658.90
31/08/2021	SHIRE OF WAGIN (EFT)	EHO Wages & Travel, 1/6 4WD Executive Officer Hours	\$ 5,279.26
31/08/2021	SPEEDY STAMPS (EFT)	11780 - Self Inking Stamps (Shire Office)	\$ 144.00
31/08/2021	T-QUIP (EFT)	12122, 12118 - Parts (Toro Mower)	\$ 1,108.35
31/08/2021	THE MEGA SLAM TRUST	12271 - Basketball System (Town Hall Park)	\$ 3,894.00
31/08/2021	THE WILLIAMS COMMUNITY NEWSPAPER. (EFT)	11597 - Photocopy Charges for Shire Notes	\$ 135.00
31/08/2021	THE WILLIAMS WOOL SHED. (EFT)	12212, 11783, 11787 - Refreshments (Various)	\$ 536.50
31/08/2021	TOLL TRANSPORT PTY LTD	Freight - Various	\$ 139.39
31/08/2021	TOWN PLANNING INNOVATIONS	12256 - General Planning Advice for July 2021	\$ 680.63
31/08/2021	WA CONTRACT RANGER SERVICES	12084 - Ranger Services, Jul/Aug 2021	\$ 561.00
31/08/2021	WCP CIVIL PTY LTD	11704 - Stabilising Works (Brooking St)	\$ 25,411.63
31/08/2021	WESFARMERS KLEENHEAT GAS PTY LTD (EFT)	11995 - Bulk Gas (Pavilion)	\$ 551.29
31/08/2021	WESTRAC (EFT)	12119 - Parts (Graders)	\$ 2,036.16
31/08/2021	WILLIAMS NEWSAGENCY	12165 - Monthly Account July 2021	\$ 512.05
31/08/2021	WILLIAMS RURAL SUPPLIES	12108,12168 Monthly Hardware Account - July 2021	\$ 2,235.07
31/08/2021	WILLIAMS RUSTIC GROCER	Monthly Refreshments & Consumables, July 2021	\$ 162.93
03/08/2021	SYNERGY	Electricity to Streetlights, Month to 2/8/2021	\$ 2,675.56
05/08/2021	TELSTRA	Monthly Phone Usage to 19/7/2021	\$ 430.60

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

DATE	NAME	DESCRIPTION	AMOUNT
11/08/2021	TELSTRA	Mobile Phone Services to 1/8/2021	\$ 228.43
18/08/2021	SYNERGY	Electricity to Swimming Pool 20/7/2021 to 17/8/2021	\$ 667.16
18/08/2021	TELSTRA	WS Home Phone to 7/8/2021	\$ 55.00
23/08/2021	AUSTRALIAN TAXATION OFFICE	BAS July 2021	\$ 12,471.00
01/08/2021	WESTNET	Monthly CEO Internet Charges, August 2021	\$ 54.99
03/08/2021	CBA	CBA - Merchant Fees July 2021	\$ 123.07
16/08/2021	ANZ CARDS	Monthly Credit Card Expenses x 3	\$ 2,772.31
17/08/2021	WA TREASURY CORPORATION	Loan#69 Synthetic Bowling Green	\$ 106,308.00
13/08/2021	WATER CORPORATION.	Water Use, Service & Sewer - Various	\$ 7,949.83
17/08/2021	SHIRE OF WILLIAMS	Rates (Rubbish Charges) for 2021/2022	\$ 18,082.00
30/08/2021	WILLIAMS LICENSED POST OFFICE	12257 - Postage & Stationery, July 2021	\$ 600.00
19/08/2021	SHIRE OF WILLIAMS	Vehicle Registration (Excavator)	\$ 230.65
			<u>\$ 471,041.69</u>

8.3.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 9 August 2021
Attachments	Financial Statements ending 31 August 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 August 2021 be received.

Council Resolution**Harding/Medlen**

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

Carried 9/0
Resolution 34/22

Cara Ryan left the Meeting at 5.05pm.



SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

For the Period Ended 31 August 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity by Program

Note 1	Net Current Assets
Note 2	Explanation of Material Variances
Note 3	Cash and Investments
Note 4	Receivables
Note 5	Rating Revenue
Note 6	Capital Details
Note 7	Borrowings
Note 8	Grants and Contributions
Note 9	Trust Fund
Note 10	Budget Amendments

Prepared by : Manager of Finance
Date prepared : All known transactions up to 10 September 2021
The 20/21 Annual Financial Statements remain unaudited therefore the opening surplus figures may change.

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 AUGUST 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 AUGUST 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	375,119	(26,456)	(7%)	
Revenue from operating activities							
Governance		1,000	0	0	0		
General Purpose Funding - Rates	5	2,028,853	2,028,853	2,028,848	(5)	(0%)	
General Purpose Funding - Other		268,372	66,701	96,296	29,595	44%	▲
Law, Order and Public Safety		37,448	467	629	162	35%	
Health		1,200	300	300	0	0%	
Education and Welfare		510,806	122,905	131,158	8,252	7%	▲
Housing		248,779	34,007	34,636	630	2%	
Community Amenities		211,630	33,544	38,176	4,632	14%	
Recreation and Culture		51,674	12,624	14,328	1,704	14%	
Transport		103,957	82,884	83,889	1,005	1%	
Economic Services		158,979	18,414	16,413	(2,001)	(11%)	
Other Property and Services		74,430	9,083	3,375	(5,708)	(63%)	▼
		3,697,128	2,409,781	2,448,047	38,267		
Expenditure from operating activities							
Governance		(209,500)	(43,734)	(45,747)	(2,012)	(5%)	
General Purpose Funding		(104,351)	(15,285)	(16,129)	(844)	(6%)	
Law, Order and Public Safety		(105,825)	(37,413)	(37,338)	75	0%	
Health		(60,204)	(9,976)	(8,327)	1,649	17%	▲
Education and Welfare		(521,951)	(85,562)	(72,359)	13,204	15%	▲
Housing		(196,366)	(44,660)	(48,696)	(4,036)	(9%)	
Community Amenities		(339,478)	(59,579)	(57,445)	2,134	4%	
Recreation and Culture		(824,929)	(137,627)	(133,501)	4,125	3%	
Transport		(1,518,285)	(260,645)	(344,742)	(84,096)	(32%)	▼
Economic Services		(238,875)	(30,094)	(23,019)	7,075	24%	▲
Other Property and Services		(128,007)	(65,431)	(62,564)	2,867	4%	
		(4,247,771)	(790,007)	(849,866)	(59,859)		
Non-Cash Amounts excluded from operating activities							
Add back Depreciation		1,264,609	210,768	215,813	5,044	2%	
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	1,830,542	1,813,994	(16,548)		
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	107,023	107,023	0	0%	
Capital Acquisitions	6	(2,412,193)	(80,955)	(82,250)	(1,295)	2%	
Amount attributable to investing activities		(1,215,677)	38,340	37,045	(1,295)		
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)	(107,023)	(107,023)	0	0%	
Transfer to Reserves	3	(180,058)	0	(31)	(31)		
Amount attributable to financing activities		61,383	(107,023)	(107,054)	(31)		
NET OPERATIONS, CAPITAL, FINANCING		(401,575)	1,761,859	1,743,985	(17,874)		
CLOSING FUNDING SURPLUS (DEFICIT)	1 (b)	0	2,163,434	2,119,104	(44,330)		

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 2021/22 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 AUGUST 2021**

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

	Note	Year to Date Actual 31 Aug 2021	This Time Last Year 31 Aug 2020	This Years Opening 1 July 2021
		\$	\$	\$
Current Assets				
Cash Unrestricted	3	1,284,209	763,137	862,396
Cash Restricted	3	747,144	764,882	747,113
Receivables - Rates	4	1,377,191	1,788,320	12,116
Receivables -Other	4	292,724	192,492	135,087
Accrued Revenue		43,569	3,608	43,567
Loans Receivable - clubs	7	0	8,045	107,023
Inventories		31,351	28,686	22,190
		3,776,187	3,549,171	1,929,492
Less: Current Liabilities				
Payables		(212,625)	(164,245)	(262,217)
Contract Liabilities	8	(381,928)	(262,599)	(122,634)
Provisions		(341,041)	(356,517)	(341,041)
Long Term Borrowings	7	(88,492)	(94,541)	(211,480)
		(1,024,086)	(877,903)	(937,372)
Adjustments and exclusions permitted by FM Reg 32				
Less: Cash Reserves	3	(747,144)	(764,882)	(747,113)
Less: Loans Receivables	7	0	(8,045)	(107,023)
Add: Leave Entitlements Cash Backed		25,655	20,592	25,655
Add: Long Term Borrowings	7	88,492	94,542	211,480
Adjusted Net Current Assets		2,119,104	2,013,474	375,119

SIGNIFICANT ACCOUNTING POLICIES

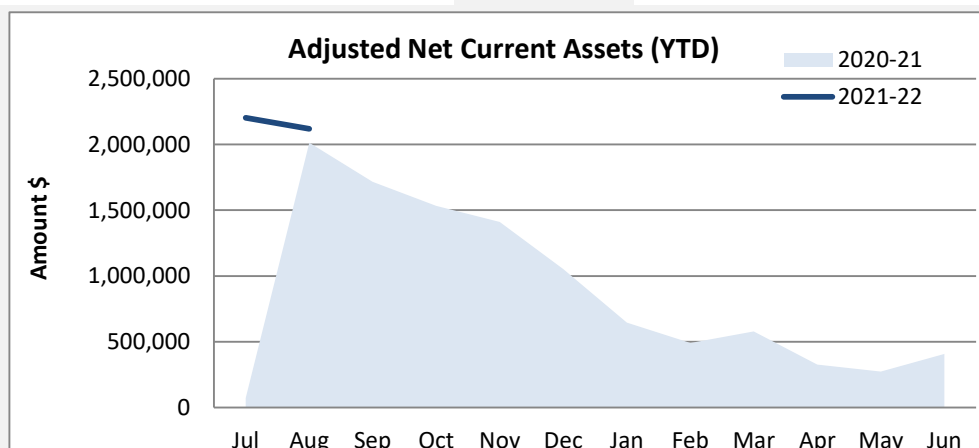
Please see Note 1 (a) for information on significant accounting policies relating to Net Current Assets.

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)
\$2,119,104

Last Year YTD
Surplus(Deficit)
\$2,013,474



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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 2021/22 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	(5)	(0%)			
General Purpose Funding - Other	29,595	44%	▲	Permanent	Budget calculation of Financial Assistance Grant was based on advance payment paid in June 21. Actual amount to be allocated will be \$80,000 more.
Law, Order and Public Safety	162	35%			
Health	0	0%			
Education and Welfare	8,252	7%	▲	Timing	Childcare Centre fees currently exceeding budget expectations.
Housing	630	2%			
Community Amenities	4,632	14%			
Recreation and Culture	1,704	14%			
Transport	1,005	1%			
Economic Services	(2,001)	(11%)			
Other Property and Services	(5,708)	(63%)	▼	Timing	Private works currently below budget expectations.
Operating Expense					
Governance	(2,012)	(5%)			
General Purpose Funding	(844)	(6%)			
Law, Order and Public Safety	75	0%			
Health	1,649	17%	▲	Timing	Doctors invoice received on a quarterly basis.
Education and Welfare	13,204	15%	▲	Timing	Expenditure in Childcare still to be incurred.
Housing	(4,036)	(9%)			
Community Amenities	2,134	4%			
Recreation and Culture	4,125	3%			
Transport	(84,096)	(32%)	▼	Timing	Maintenance road work being undertaken ahead of time. This will reduce as capital project works commence.
Economic Services	7,075	24%	▲	Permanent	Building permits exceeding budget expectations.
Other Property and Services	2,867	4%			
Investing Activities					
Grants, Subsidies and Contributions	0	0%			
Proceeds from Disposal of Assets	0				
Capital Expenses	(1,295)	2%			

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

**OPERATING ACTIVITIES
NOTE 3
CASH AND INVESTMENTS**

CASH AND INVESTMENTS

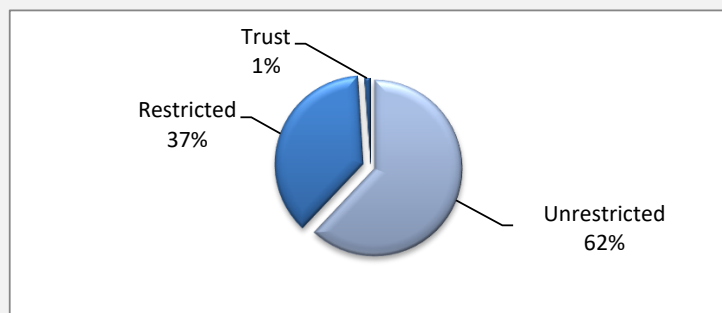
	Unrestricted	Restricted	Trust	Total YTD Actual	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
Cash on Hand							
Petty Cash & Floats	600			600		0.00%	On Hand
Cash Deposits							
Municipal Bank Account	828,972			828,972	ANZ	0.00%	At Call
Municipal Cash Investment	20,956			20,956	ANZ	0.05%	At Call
Trust Bank Account			20,000	20,000	ANZ	0.00%	At Call
Term Deposits							
Reserves		747,144		747,144	ANZ	0.10%	03-Nov-21
Treasury							
Overnight Cash Deposit	404,043			404,043	Treasury	0.05%	Overnight
Total	1,254,572	747,144	20,000	2,021,715			

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
\$2.02 M	\$1.25 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

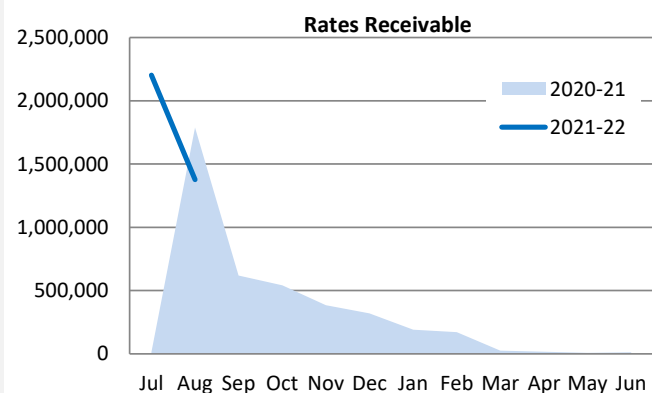
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2021**

**OPERATING ACTIVITIES
NOTE 4
RECEIVABLES**

Receivables - Rates Receivable	31 Aug 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	(851,948)	(2,153,953)
Net Rates Collectable	1,377,191	12,116
% Collected	38.22%	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

38%

Rates Due

\$1,377,191

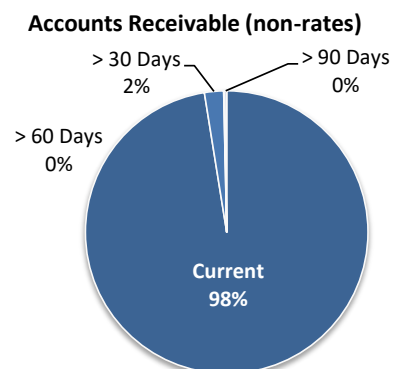
Receivables - General	Current	> 30 Days	> 60 Days	> 90 Days
	\$	\$	\$	\$
Receivables - General	285,312	6,395	341	676
Percentage	97.47%	2.18%	0.12%	0.23%

Total Receivables General Outstanding 292,724

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

\$292,724

Over 30 Days

2.53%

Over 90 Days

0.23%

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

**OPERATING ACTIVITIES
NOTE 5
RATE REVENUE**

General Rate Revenue

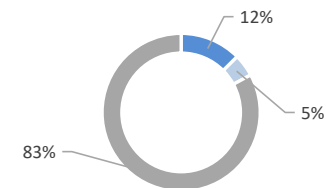
RATE TYPE	Rate in	Number of Properties	Rateable Value	Rate Revenue	Budget		Total Revenue	YTD Actual			Total Revenue
					Interim Rate	Back Rate		Rate Revenue	Interim Rates	Back Rates	
	\$			\$	\$	\$	\$	\$	\$	\$	\$
General Rate											
GRV Residential	0.077340	147	1,854,082	143,395	0	0	143,395	143,395	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				37,530
Total General Rates							2,028,852				2,028,849

SIGNIFICANT ACCOUNTING POLICIES

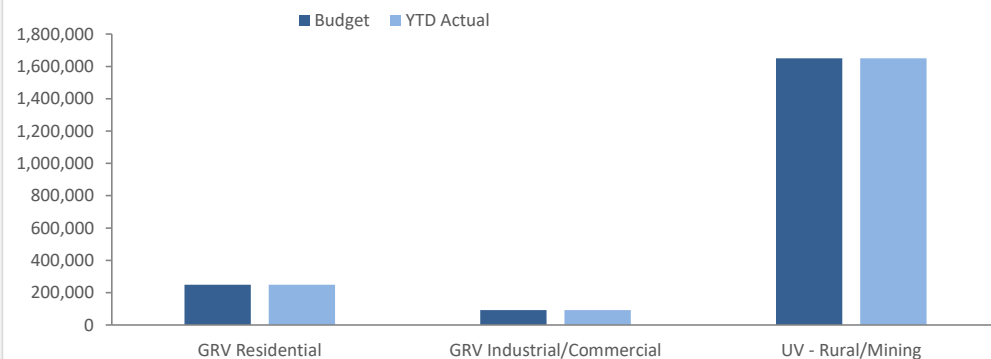
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

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 AUGUST 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	24,500	23,609	891
Parks, Gardens, Recreation Facilities	631,199	56,455	58,641	(2,186)
Capital Expenditure Totals	2,412,193	80,955	82,250	(1,295)

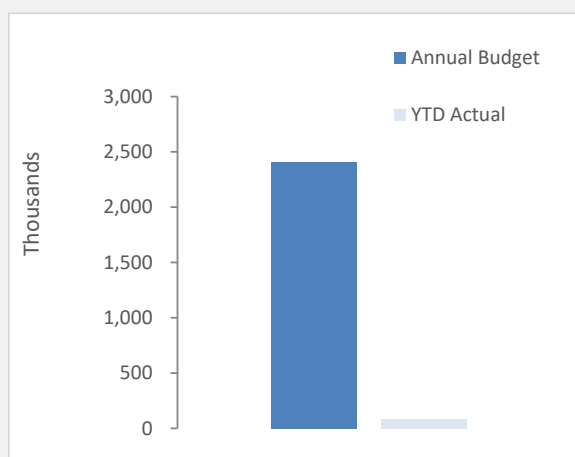
Capital Acquisitions Funded By:

	\$	\$	\$	\$
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	68,683	69,978	1,295
Capital Funding Total	2,412,193	80,955	82,250	1,295

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	\$0.08 M	3%
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 AUGUST 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	500	508	(8)
10%	Council - Brooking Street	124,500	24,000	23,101	899
-	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	24,500	23,609	891
5%	Carpark - Lions Park	134,400	3,000	3,075	(75)
20%	Town Hall Park (Phase 1)	101,044	28,000	28,807	(807)
-	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	6,305	(1,305)
-	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	56,455	58,641	(2,186)
	Capital Expenditure Total	2,412,193	80,955	82,250	(1,295)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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	107,023	107,023	0	0	9,143	8,901
Loan #72 Williams Bowling Club	0	0	200,000	0	0	0	200,000	0	0
	107,023	0	200,000	107,023	107,023	0	200,000	9,143	8,901
Total	700,422	0	200,000	107,023	195,515	593,399	704,907	9,143	30,971

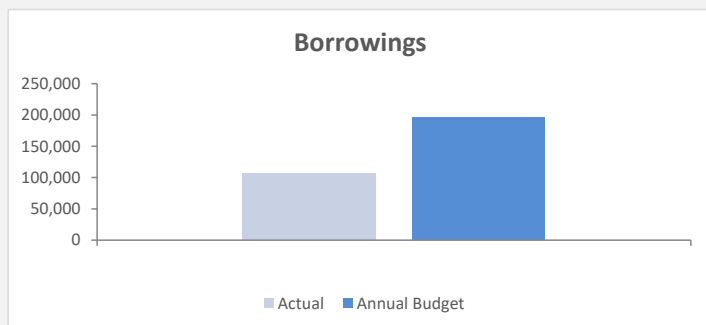
All debenture repayments were financed by general purpose revenue.

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
\$107,023

Interest Earned
\$70

Interest Expense
\$9,143

Reserves Bal
\$747,144

Loans Due
\$593,399

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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-Aug						
GENERAL PURPOSE FUNDING					\$	\$	\$	\$	\$	\$
Equalisation Grant	0	0	0	0	108,796	0	108,796	0	47,382	61,414
Local Road Grant	0	0	0	0	140,340	0	140,340	0	44,718	95,622
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	22,500	22,500
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	33,819	33,819
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	117,394	0	0	117,394	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	240,028	0	0	240,028	1,568,183	0	614,690	953,493	240,898	1,327,285

KEY INFORMATION

Operating	Annual Budget	YTD Actual	% Received
	\$.61 M	\$.23 M	37%
Non- Operating	Annual Budget	YTD Actual	% Received
	\$.95 M	\$.01 M	1%

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 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 Aug 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

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

NOTE 10 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

[illegible]

8.3.3 Shire of Williams Community Chest Fund

File Reference	4.11.60
Statutory Ref.	Local Government Act 1995, section 6.8
Author & Date	Britt Logie 10 September 2021
Attachments	Attachment 1 – Community Chest Fund Advertisement Attachment 2 – Community Chest Fund Application Form

Background

This item talks about the establishment of the Shire of Williams Community Chest Fund. Funds have been accumulating in a reserve account from revenue raised from the sale of items at the Waste Site Tip Shop. In addition, the Shire managed *Live Local Love Local* campaign has also raised funds through promoting community events.

The Community Chest Reserve Fund has a healthy balance of \$14,073. Further funds will be raised this year from the Tip Shop and activities involving *Live Local Love Local*.

Comment

It is timely to consider the return of a portion of these funds to the community via a grant program that has been given the title 'Shire of Williams Community Chest Fund'. It is recommended that up to \$5,000 be released this year, with community groups being able to apply for up to \$1,000 each. An application process can occur during October 2021 with the successful applications being approved by Council.

The 2021/22 Budget includes expenditure of \$2,000 for this initiative, which will come from fundraising revenue during the year. With Council's endorsement it is proposed to boost the expenditure to \$5,000 with the balance of the funds coming from the Community Chest Reserve Fund. This will require approval of Council.

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.

The Shire of Williams Community Chest Fund can continue in future years with an amount to be released determined by Council. This initial allocation of \$5,000 will announce this positive initiative to the community.

The advertisement to appear locally follows as Attachment 1. The application form appears below as Attachment 2.

Strategic Implications

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

- SCD 1.1 Provide, maintain and improve community infrastructure.
- ED 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.

Financial Implications

Expenditure for the initiative will increase to \$5,000, being \$3,000 greater than the Budget allocation. This additional expenditure will be offset with the withdrawal of \$3,000 from the Community Chest Reserve Fund.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council endorses:

1. the establishment of the Shire of Williams Community Chest Fund to financially support local community groups;
2. the expenditure of up to \$5,000 being incurred in 2021/22 to be allocated from the fund; and
3. the amount of \$3,000 being transferred from the Community Chest Reserve Fund to the Municipal Fund to support this initiative.

Council Resolution

Medlen/Watt

That Council endorses:

1. the establishment of the Shire of Williams Community Chest Fund to financially support local community groups;
2. the expenditure of up to \$5,000 being incurred in 2021/22 to be allocated from the fund; and
3. the amount of \$3,000 being transferred from the Community Chest Reserve Fund to the Municipal Fund to support this initiative.

**Carried by Absolute Majority 9/0
Resolution 35/22**



live LOCAL *love* LOCAL

WILLIAMS

**The Shire of Williams proudly announce that
the live local love local campaign is releasing
its first round of funding.**

Do you live in the Shire of Williams?
Want to see our community develop and prosper?
Are you part of a local group, committee or club that would
benefit from a little extra funding?

Round 1 of the live local love local funding opens 1st October and
closes on the 15th October.

You may apply for a maximum of \$1,000.00 from a chest of
\$5,000.00.

APPLY NOW

To apply, please contact below for an application form or call into
the Shire.

Geoff McKeown Chief Executive Officer Shire of Williams PO Box 96 Williams WA 6391 ceo@williams.wa.gov.au	Britt Logie Community Development Officer Shire of Williams PO Box 96 Williams WA 6391 cdo@williams.wa.gov.au
--	--



SHIRE OF WILLIAMS

COMMUNITY CHEST

APPLICATION FORM

The Shire of Williams provides funding assistance through the Community Chest fund, supported by Live Local Love Local, to community organisations for events or projects which benefit the general Williams Community.

Cash support is available up to a maximum of \$1,000.00

Applications should be submitted to the undersigned.

Geoff McKeown
Chief Executive Officer
Shire of Williams
PO Box 96
Williams WA 6391
ceo@williams.wa.gov.au

Britt Logie
Community Development Officer
Shire of Williams
PO Box 96
Williams WA 6391
cdo@williams.wa.gov.au

|



1. APPLICANT DETAILS

Name of Organisation

Contact Person

Address

Position

Phone

Email

Is your organisation registered for [GST](#)?

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

Organisations ABN

Is your organisation incorporated?

YES	☐	NO	☐
-----	--------------------------	----	--------------------------



2. PREVIOUS COMMUNITY CHEST FUNDING

Has your organisation previously received Community Chest Funding?

YES

NO

If yes, please tell us what year, and describe the project and the amount of Community Chest funds received.

--

3. PROJECT DETAILS

What is the name of your proposed project or event?

--

Please provide a brief description of project / event (maximum of 100 words).

--

How will your project / event benefit the Williams Community?

--



Estimated project start date

Estimated project completion date

4. PROJECT BUDGET DETAILS

Please tell us how the Community Chest Funds will be used.



5. ADVERTISING AND PROMOTION

How will the project/event be advertised and promoted?

Acknowledgement of Shire of Williams sponsorship

It is a requirement of funding approval that the words "Sponsored by the Shire of Williams" and the Shire's logo be displayed at / on you project/event.

✓	Please tick the boxes below to indicate the ways you will be able to acknowledge Shire of Williams sponsorship:
☐	Facebook, Instagram, or Twitter posts – please share with, and tag Shire of Williams page.
☐	Display Shire of Williams Logo on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
☐	Display the Shire of Williams Banner at your event if possible
☐	Verbal Announcement at event.
☐	Other (please describe).

6. FUNDING CONDITIONS

1. The grant funds will be expended on the agreed project only.
2. The Shire of Williams support of the project will be acknowledged in any advertised or promotional activities related to the project.
3. The project will conform to all relevant local laws and Acts in force at the time.
4. Any unexpended grant funds will be returned to the Shire of Williams.
5. The funds must be expended and acquitted within the financial year of receiving the grant.
6. Invoices and receipts for the expenditure of the Community Chest funds must be provided to the Shire together with a brief report on your event or project which includes copies of any advertisements, posters, programs or newspaper coverage.



PLEASE ENSURE YOU HAVE READ THE FUNDING CONDITIONS BEFORE SIGNING BELOW:

Organisation (insert name below)

Agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit the application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

Print Name

Position (eg. President or Vice President)

Signature

Date

9.0 Elected Members' Motions of which Notice has been given

Nil

10.0 New Business of an Urgent Nature introduced by Decision of Meeting**10.1 Elected Members**

Nil

10.2 Officers

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

Council Resolution**Watt/Price**

That the following late item, relating to an Extraordinary Election, be accepted for discussion.

**Carried 9/0
Resolution 36/22**

10.2.1 Extraordinary Election

File Reference	4.1.40
Statutory Ref.	Local Government Act 1995 – section 4.9
Author & Date	Geoff McKeown 13 September 2021
Attachments	Attachment 3 – draft Election Timetable

Background

At the close of nominations for the 2021 Local Government Elections, four (4) nominations were received and the candidates were declared elected. As there were five (5) vacancies there is a requirement to have an extraordinary election to fill the remaining vacancy.

Comment

When applying the requirements of section 4.9 of the *Local Government Act 1995*, Council or the President needs to fix the date within one month after 10 September 2021 (s.4.9(1)). Further, the extraordinary election needs to occur within 4 months after 10 September 2021 unless otherwise approved by the Electoral Commissioner (s.4.9(2)).

An electoral roll is to be prepared for each election, except for some extraordinary elections. A new roll need not be prepared for an extraordinary election if the Election Day is less than 100 days after the Election Day for another election for the local government, i.e. is held before 24 January 2022. This is subject to the CEO and the Electoral Commissioner agreeing that the earlier roll is suitable for use for the extraordinary election.

Therefore, if the Council or President decide on a date for the extraordinary election before 24 January 2022, the existing roll can be used with the approval of the Electoral Commissioner. If Council would like to give eligible electors an opportunity to apply to go

on the roll for the extraordinary election a process of advertising will need to be undertaken.

A draft timetable follows, as Attachment 3, which proposes the Election Day to be Friday, 17 December 2021.

Strategic Implications

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

- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

There will be additional costs incurred if statewide advertising in *The West Australian* is used. There is the alternative of a public notice on the Shire's website, in a newsletter circulating in the district, on the Shire notice board and social media.

The Shire will not be able to participate in a WALGA facilitated process; WALGA does not coordinate extraordinary elections due to local governments choosing different election days. Similarly, the Department of Local Government, Sport and Cultural Industries will not be publishing notices on its website for extraordinary elections.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council agrees to conduct an Extraordinary Election to fill one (1) vacancy on 17 December 2021 and the CEO seek the approval of the Electoral Commissioner to use the existing electoral roll for the election.

Officer's Alternative Recommendation

That Council agrees to conduct an Extraordinary Election to fill one (1) vacancy on the and follows the election timetable to invite eligible electors to be included on a new electoral roll.

Council Resolution

Major/Panizza

That Council agrees to conduct an Extraordinary Election to fill one (1) vacancy on 17 December 2021 and the CEO seek the approval of the Electoral Commissioner to use the existing electoral roll for the election.

**Carried 9/0
Resolution 37/22**

11.0 Application for Leave of Absence

Nil

12.0 Closure of Meeting

There being no further business for discussion the President, Cr Logie, declared the Meeting closed at 5.16pm.