



SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 19 APRIL 2023



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SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2017-2032

ECONOMIC

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

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

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

SOCIAL AND CULTURAL

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

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

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

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

LAND USE & ENVIRONMENT

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

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

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

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

CIVIC LEADERSHIP

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

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

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

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

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AGENDA

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, will declare the Meeting open at 4.23pm.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

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

Staff

Geoff McKeown - Chief Executive Officer
 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 T Price
Item No. / Subject	8.2.1 – Community Water Supply Scheme – Water Tank at Ram Shed
Type of Interest	Financial

6.0 Confirmation of Minutes of Previous Meetings

6.1 Ordinary Council Meeting Held 15 March 2023

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 15 March 2023, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Cowcher/Harding

That the Minutes of the Ordinary Council Meeting held 15 March 2023, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0
Resolution 87/23**

6.2 Audit Committee Meeting Held 15 March 2023

Officer's Recommendation

That the Minutes of the Audit Committee Meeting held 15 March 2023, as previously circulated, be received.

Council Resolution

Panizza/Baker

That the Minutes of the Audit Committee Meeting held 15 March 2023, as previously circulated, be received.

**Carried 9/0
Resolution 88/23**

7.0 Announcements by Presiding Member Without Discussion

Nil

8.0 Matters Which Require Decisions

8.1 Corporate and Community Services

8.1.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cassie Barker 12 April 2023
Attachments	Payment listing for month ending 31 March 2023

Background

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

Statutory Implications

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

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

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officer's Recommendation
 That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104964 – 104969 totalling \$576,081.52 approved by the Chief Executive Officer during the month of March 2023 be endorsed.

Council Resolution
Baker/Macnamara
 That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104964 – 104969 totalling \$576,081.52 approved by the Chief Executive Officer during the month of March 2023 be endorsed.

Carried 9/0
Resolution 89/23

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MARCH 2023

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/03/2023	Munday, K	Sandalwood Refurbishment - Rent Reimbursement (incl. Electricity)	\$ 443.05
01/03/2023	Hampton, L	Sandalwood Refurbishment - Rent Reimbursement (incl. Electricity)	\$ 447.70
01/03/2023	Takurua, M	Sandalwood Refurbishment - Rent Reimbursement (incl. Electricity)	\$ 564.67
07/03/2023	WA SUPER	Superannuation - February 2023	\$ 23,144.78
08/03/2023	FDC EDUCATORS	FDC Educators PE 05/03/2023	\$ 19,087.39
08/03/2023	AREASAFE PRODUCTS PTY LTD	12923 - Table & Bench, Picnic Setting, Wheelie Bin Lockheads (Various)	\$ 6,407.50
08/03/2023	RURAL TRAFFIC SERVICES PTY LTD.	13082 - Traffic Control Services (York-Williams Road)	\$ 14,774.71
09/03/2023	SHIRE OF WILLIAMS	Salaries & Wages PE 08/03/2023	\$ 55,745.08
22/03/2023	FDC EDUCATORS	FDC Educators PE 19/03/2023	\$ 19,056.16
23/03/2023	SHIRE OF WILLIAMS	Salaries & Wages PE 22/03/2023	\$ 52,623.28
24/03/2023	Steicke Superannuation Pty Ltd	Adjustment to BSL - Overcalculated	\$ 49.32
30/03/2023	ASHLEY BLYTH TREE LOPPING	12987 - Tree Removal (6 Richardson Street)	\$ 1,320.00
30/03/2023	AVON WASTE	11015 - Monthly Refuse Charges February 2023	\$ 10,084.61
30/03/2023	BCITF	BCITF Levy - February 2023	\$ 55.75
30/03/2023	BELVEDERE NURSERY	12992, 13037 - Trees, Mulch - Childcare Centre & A&C Centre	\$ 510.00
30/03/2023	BENARA NURSERIES	12811, 13034 - Landscaping & Garden Plants (Various)	\$ 1,370.55
30/03/2023	BEST OFFICE SYSTEMS	12803 - Photocopy Charges	\$ 362.28
30/03/2023	BOC Ltd	12822 - February 2023 Container Service Fee	\$ 40.38
30/03/2023	BODDINGTON MEDICAL CENTRE	Pre-Employment Medical (K Medlen)	\$ 176.00
30/03/2023	BURGESS RAWSON (WA) PTY LTD	Prepare Licence Fee - Occupy Park Land	\$ 550.00
30/03/2023	CANNON HYGIENE	13085 - Sanitary Services (Various)	\$ 1,272.68
30/03/2023	CORNER'S AUTOMOTIVE ELECTRICS	13113 - Repairs to Airconditioner (Volvo Excavator)	\$ 1,098.90
30/03/2023	CORSIGN WA PTY LTD	13024 - White Guide Posts (Rural Roads)	\$ 7,975.00
30/03/2023	DORMAKABA AUSTRALIA PTY LTD	Automatic Door Replacement Sensor (Shire Office)	\$ 514.80
30/03/2023	DUFF ELECTRICAL CONTRACTING	12716 - Replace Outside Lights (Town Hall)	\$ 484.50
30/03/2023	EDWARDS ISUZU UTE	13086 - 15,000km Service (Isuzu MU-X)	\$ 480.00
30/03/2023	ELDERS LTD	Galvanised Steel Droppers (York-Williams Road)	\$ 523.60
30/03/2023	FUEL DISTRIBUTORS OF WA PTY LTD	13036, 13040 - Adblue, Diesel, Petrol	\$ 14,697.55
30/03/2023	GREAT SOUTHERN FUELS	13031 - Bulk Fuel - Diesel	\$ 14,841.29
30/03/2023	HANSON CONSTRUCTION MATERIALS P/L	13033 - Bluemetal (LRCI York-Williams Road)	\$ 35,778.76
30/03/2023	HIS and HERS MAINTENANCE	13151 - Painting Doors (Rec House & CRC)	\$ 200.00
30/03/2023	ITR PACIFIC PTY LTD	13112 - Parts (CASE Loader)	\$ 357.72
30/03/2023	JAMIESON ENGINE ENGINEERING	12885 - Repair Flywheel (Toyota Water Truck)	\$ 193.45
30/03/2023	LANDGATE.	Land Valuations - GRV Rating	\$ 144.95
30/03/2023	M & M CONTRACTORS	13042 - Side Tipper Hire (York-Williams Road)	\$ 9,404.00
30/03/2023	McINTOSH & SON	13114 - Parts & Oil (CASE Loader)	\$ 973.34
30/03/2023	MELCHIORRE PLUMBING & GAS	12996 - Various Repairs (Residential)	\$ 640.09
30/03/2023	MOORE AUSTRALIA (WA) PTY LTD	13071 - Budget Workshop (C Barker)	\$ 1,155.00
30/03/2023	NARROGIN GLASS	12899 - Window Tinting (CAT Grader & CAT Roller)	\$ 360.80
30/03/2023	NARROGIN NURSERY	12937 - 15 Rosemary Shrubs (Office Garden)	\$ 500.00
30/03/2023	NARROGIN QUARRY OPERATIONS	13028 - Bluemetal Dust - Lions Park & A&C Centre	\$ 451.65
30/03/2023	NARROGIN TOYOTA	12757, 12874, 13032 - Brushcutter, Attachment & Charger	\$ 569.86
30/03/2023	NICHOLLS BUS & COACH SERVICE PTY LTD	13029 - Vehicle Inspection (2023 Skid Steer)	\$ 233.00
30/03/2023	OH, COLLEEN	Reimbursement - Working With Children Card	\$ 87.00
30/03/2023	PRICE'S FABRICATION AND STEEL	12867, 13093 - Iron Bars for Skate Park Art, Ram Shed Tank	\$ 13,821.00
30/03/2023	REGIONAL FIRE & SAFETY	13066 - Fire Equipment Inspection & Service (Various)	\$ 2,247.30
30/03/2023	ROYAL LIFE SAVING SOCIETY WA INC	13079 - Aquatic Facility Compliance Assessment	\$ 616.00
30/03/2023	SHIRE OF NARROGIN.	EHO Wages & Travel, November 2022 to January 2023	\$ 1,713.99
30/03/2023	SOUTH WEST ISUZU	13119, 13039 - Purchase and Registration of Isuzu Truck, Filters & Oil	\$ 79,762.04
30/03/2023	STATE LIBRARY OF WA.	Freight for Library Exchange Books (January to June 2023)	\$ 177.38
30/03/2023	THE GOODS	12994, 13092 - Cleaning Products (Various)	\$ 1,509.79
30/03/2023	THE WILLIAMS COMMUNITY NEWSPAPER.	12814 - Photocopy Charges for Shire Notes	\$ 67.80
30/03/2023	TOLL TRANSPORT PTY LTD	Freight (Various)	\$ 247.59
30/03/2023	TOWN PLANNING INNOVATIONS	General Planning Advice for February 2023	\$ 288.75
30/03/2023	TRUCK CENTRE (WA) PTY LTD	13118 - Filters & Oil (Various)	\$ 1,420.43
30/03/2023	TUTT BRYANT HIRE PTY LTD	13026 - Roller Hire - York Williams Road	\$ 2,510.40
30/03/2023	WA CONTRACT RANGER SERVICES	12816 - Ranger Services Including Travel, 31/1/23 - 14/3/23	\$ 1,254.00
30/03/2023	WESTRAC	13107 - Diagnose & Repair (CAT Grader)	\$ 1,721.63
30/03/2023	WILD HARVEST CAFE	13089 - Refreshments (Council Meeting)	\$ 113.00
30/03/2023	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Service at CRC - 3rd Quarter 2022/23	\$ 10,854.91
30/03/2023	WILLIAMS GROCER	Monthly Refreshments & Consumables, February 2023	\$ 215.97
30/03/2023	WILLIAMS NEWSAGENCY	Monthly Account February 2023	\$ 106.60
30/03/2023	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - February 2023	\$ 3,237.40
31/03/2023	FIRST REEF PTY LTD	IT Management for Marradong Directory	\$ 393.80
30/03/2023	WA SUPER	Superannuation - March 2023	\$ 22,658.34

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MARCH 2023

DATE	NAME	DESCRIPTION	AMOUNT
01/03/2023	SYNERGY	Electricity to Swimming Pool 17/1/2023 to 20/2/2023	\$ 1,152.73
01/03/2023	TELSTRA	Pool Telephone to 19/2/2023	\$ 32.33
08/03/2023	WATER CORPORATION.	Water - Glenfield Road Standpipe	\$ 38,421.17
08/03/2023	TELSTRA	Monthly Phone Usage to 19/2/2023	\$ 415.16
15/03/2023	TELSTRA	Mobile Phone Services to 1/3/2022	\$ 318.49
16/03/2023	AUSTRALIAN TAXATION OFFICE	BAS February 2023	\$ 30,901.00
22/03/2023	SYNERGY	Electricity Supply & Consumption (Various)	\$ 2,007.73
22/03/2023	TELSTRA	Works Supervisor Home Phone to 7/3/2023	\$ 55.00
29/03/2023	AUSTRALIAN COMMUNICATIONS & MEDIA AUTH	Licence, Bates Road	\$ 114.00
29/03/2023	TELSTRA	Pool Telephone to 19/3/2023	\$ 34.53
01/03/2023	WESTNET	Monthly CEO Internet Charges, March 2023	\$ 54.99
1-30 Mar23	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department of Transport	\$ 31,879.40
03/03/2023	CBA	CBA - Merchant Fees February 2023	\$ 239.55
20/03/2023	ANZ CARDS	Monthly Credit Card Expenses x 2	\$ 2,246.74
22/03/2023	WA TREASURY CORPORATION	Loan Repayment - #71 Mens Shed	\$ 10,198.07
01/03/2023	WATER CORPORATION.	Water - Standpipe - Culbin Boranning Road, Pool, Recreation Ground	\$ 4,803.37
02/03/2023	AUSTRALIA POST	PO Box Renewal to March 2024	\$ 110.00
02/03/2023	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, January 2023	\$ 183.34
01/03/2023	SYNERGY	Electricity Supply & Consumption (Various)	\$ 7,904.03
22/03/2023	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, February 2023	\$ 206.82
04/03/2023	WILLIAMS LICENSED POST OFFICE	Petty Cash Recoup	\$ 113.80
Total:			\$ 576,081.52

8.1.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cassie Barker 12 April 2023
Attachments	Financial Statements ending 31 March 2023

Background

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

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

Statutory Implications

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer’s Recommendation

That the financial statements presented for the period ending 31 March 2023 be received.

Council Resolution

Major/Cowcher

That the financial statements presented for the period ending 31 March 2023 be received; noting the discrepancy in the closing funding surplus in the Statement of Financial Activity and the Notes to the Statement of Financial Activity to be rectified.

**Carried 9/0
Resolution 90/23**

The Resolution differed from the recommendation as Council noted the discrepancy in the closing funding surplus in the Statement of Financial Activity and the Notes to the Statement of Financial Activity.

SHIRE OF WILLIAMS

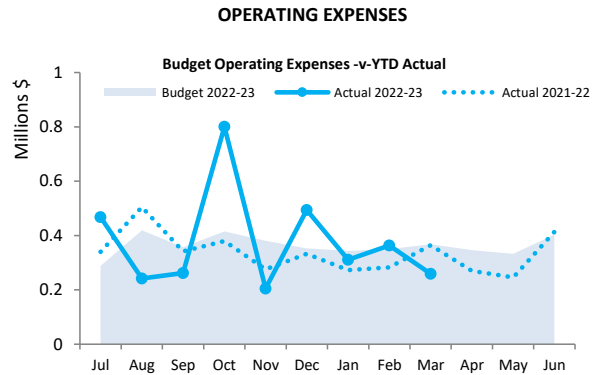
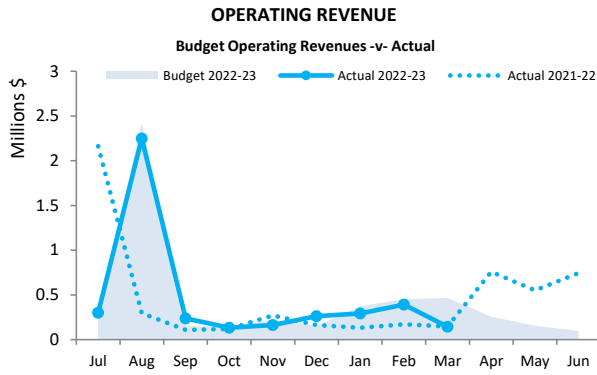
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 March 2023

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

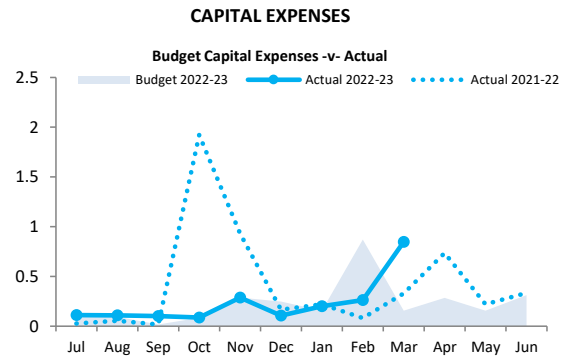
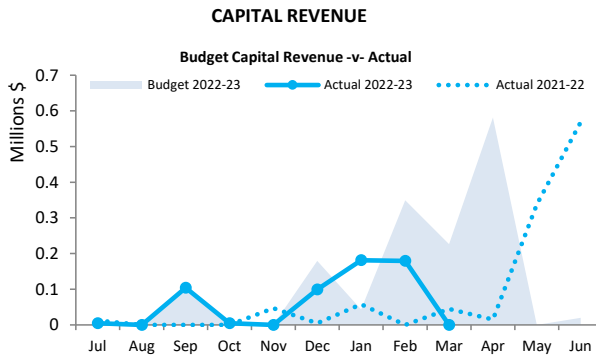
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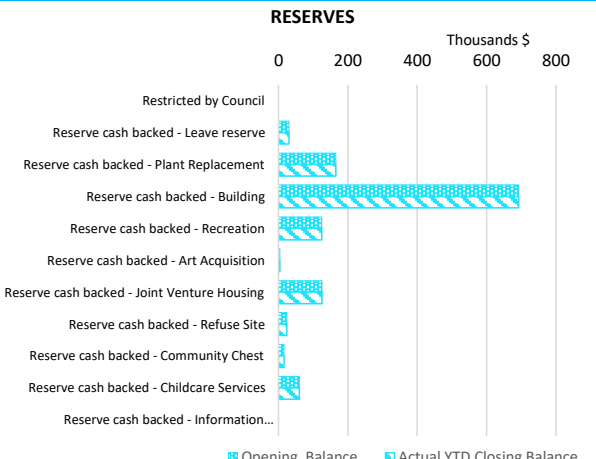
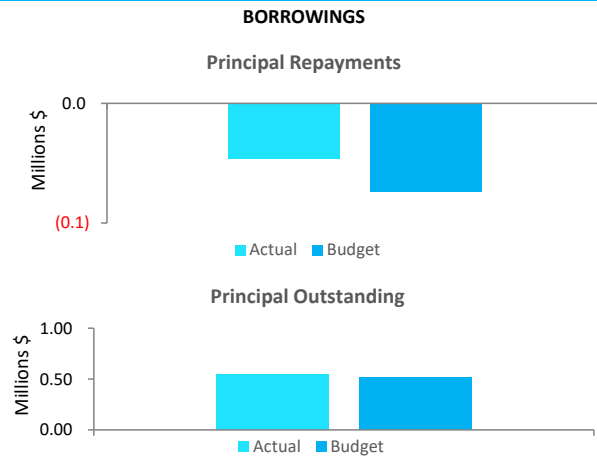
OPERATING ACTIVITIES



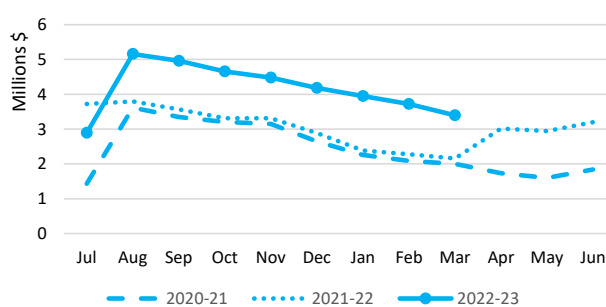
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.93 M	\$0.93 M	\$0.99 M	\$0.06 M
Closing	\$0.00 M	\$2.18 M	\$1.18 M	(\$0.99 M)
Refer to Statement of Financial Activity			\$0.00 M	\$0.00 M

Cash and cash equivalents		
	\$3.17 M	% of total
Unrestricted Cash	\$1.92 M	60.7%
Restricted Cash	\$1.24 M	39.3%
Refer to Note 2 - Cash and Financial Assets		

Payables	
	\$0.00 M % Outstanding
Trade Payables	\$0.18 M
0 to 30 Days	0.0%
Over 30 Days	0.0%
Over 90 Days	0%
Refer to Note 5 - Payables	

Receivables		
	\$0.07 M	% Collected
Rates Receivable	\$0.11 M	95%
Trade Receivable	\$0.07 M	% Outstanding
Over 30 Days		47.0%
Over 90 Days		1.8%
Refer to Note 3 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.55 M	\$0.99 M	\$1.53 M	\$0.54 M
Refer to Statement of Financial Activity			

Rates Revenue		
	YTD Actual	% Variance
	\$2.14 M	
	YTD Budget	0.2%
	\$2.13 M	
Refer to Statement of Financial Activity		

Operating Grants and Contributions		
	YTD Actual	% Variance
	\$0.45 M	
	YTD Budget	12.5%
	\$0.40 M	
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
	YTD Actual	% Variance
	\$0.84 M	
	YTD Budget	14.2%
	\$0.73 M	
Refer to Statement of Financial Activity		

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.14 M)	\$0.52 M	(\$1.29 M)	(\$1.81 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
	YTD Actual	%
	\$0.12 M	
	Adopted Budget	10.2%
	\$0.10 M	
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
	YTD Actual	% Spent
	\$2.03 M	
	Adopted Budget	(26.6%)
	\$2.77 M	
Refer to Note 7 - Capital Acquisitions		

Capital Grants		
	YTD Actual	% Received
	\$0.62 M	
	Adopted Budget	(58.5%)
	\$1.50 M	
Refer to Note 7 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.34 M)	(\$0.26 M)	(\$0.05 M)	\$0.22 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.05 M
Interest expense	\$0.01 M
Principal due	\$0.54 M
Refer to Note 8 - Borrowings	

Reserves	
Reserves balance	\$1.24 M
Interest earned	\$0.00 M
Refer to Note 9 - Cash Reserves	

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2023

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets. Excluding Land.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	927,694	927,694	985,898	58,204	6.27%	▲
Revenue from operating activities							
Rates		2,094,863	2,094,179	2,096,678	0	0.00%	
Rates (excluding general rate)		38,224	38,224	39,444	1,220	3.19%	
Operating grants, subsidies and contributions	11	461,514	398,980	448,995	50,015	12.54%	▲
Fees and charges		969,800	731,451	835,089	103,638	14.17%	▲
Interest earnings		10,500	8,583	31,087	22,504	0.00%	▲
Other revenue		63,428	40,926	490,512	449,586	1098.53%	▲
Profit on disposal of assets	6	1,003	1,003	35,962	34,959	3485.44%	▲
		3,639,332	3,313,346	3,977,767	664,421	20.05%	
Expenditure from operating activities							
Employee costs		(1,820,803)	(1,156,314)	(1,182,307)	(25,993)	(2.25%)	
Materials and contracts		(838,802)	(815,153)	(834,126)	(18,973)	(2.33%)	
Utility charges		(190,061)	(142,545)	(181,932)	(39,387)	(27.63%)	▼
Depreciation on non-current assets		(1,264,609)	(942,657)	(1,001,571)	(58,914)	(6.25%)	▼
Interest expenses		(21,502)	(10,959)	(11,285)	(326)	(2.97%)	
Insurance expenses		(149,166)	(135,043)	(149,873)	(14,830)	(10.98%)	▼
Other expenditure		(65,100)	(63,825)	(53,557)	10,268	16.09%	▲
Loss on disposal of assets	6	(5,332)	(5,332)	0	5,332	100.00%	▲
		(4,355,375)	(3,271,828)	(3,414,651)	(142,823)	4.37%	
Non-cash amounts excluded from operating activities	1(a)	1,268,938	946,986	965,609	18,623	1.97%	
Amount attributable to operating activities		552,895	988,504	1,528,725	540,221	54.65%	
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	12	1,503,941	1,322,889	623,913	(698,976)	(52.84%)	▼
Proceeds from disposal of assets	6	104,500	104,500	115,185	10,685	10.22%	▲
Proceeds from financial assets at amortised cost - self supporting loans	8	17,107	8,481	8,481	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	8	0	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(2,770,535)	(913,092)	(2,033,281)	(1,120,189)	(122.68%)	▼
Amount attributable to investing activities		(1,144,987)	522,778	(1,285,703)	(1,808,481)	(345.94%)	
Financing Activities							
Transfer from reserves	9	75,000	75,000	0	(75,000)	(100.00%)	▼
Repayment of debentures	8	(73,675)	0	(46,500)	(46,500)	0.00%	▼
Transfer to reserves	9	(336,927)	(336,927)	(30)	336,897	99.99%	▲
Amount attributable to financing activities		(335,602)	(261,927)	(46,530)	215,397	(82.24%)	
Closing funding surplus / (deficit)	1(c)	0	2,177,049	1,182,390	(994,659)	45.69%	▼

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying Regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to these financial statements.

SIGNIFICANT ACCOUNTING POLICES

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 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 not readily apparent from other sources. Actual results may differ from these estimates.

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

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

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.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 April 2023

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash items excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals	6	(1,003)	(1,003)	(35,962)
Add: Loss on asset disposals	6	5,332	5,332	0
Add: Depreciation on assets		1,264,609	942,657	1,001,571
Total non-cash items excluded from operating activities		1,268,938	946,986	965,609

(b) Adjustments to net current assets in the Statement of Financial Activity

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

		Adopted Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 March 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	9	(1,243,716)	(1,243,716)	(1,243,746)
Less: - Financial assets at amortised cost - self supporting loans	4	(200,000)	(200,000)	(191,519)
Add: Borrowings	8	73,675	73,674	46,500
Add: Current employee related provisions held in reserve	10	30,698	30,698	30,698
Total adjustments to net current assets		(1,339,343)	(1,339,344)	(1,358,067)

(c) Net current assets used in the Statement of Financial Activity

Current assets

Cash and cash equivalents	2	2,983,406	2,983,406	3,168,635
Rates receivables	3	9,821	9,821	106,570
Receivables	3	161,804	161,804	68,224
Other current assets	4	226,515	284,868	336,991
Less: Current liabilities				
Payables	5	(160,820)	(160,820)	(217,821)
Borrowings	8	(73,675)	(73,674)	(46,500)
Contract liabilities	10	(560,413)	(560,413)	(555,892)
Provisions	10	(319,750)	(319,750)	(319,750)
Less: Total adjustments to net current assets	1(b)	(1,339,343)	(1,339,344)	(1,358,067)
Closing funding surplus / (deficit)		927,545	985,898	1,182,390

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Municipal Fund Cheque Account	Cash and cash equivalents	216,950		216,950		0	0.00%	
Municipal Fund Investment	Cash and cash equivalents	126,060		126,060		ANZ	0.01%	
Municipal Treasury OCDF	Cash and cash equivalents	1,581,280		1,581,280		WATC	3.55%	
Reserve Funds	Cash and cash equivalents	0	1,243,745	1,243,745		ANZ	3.00%	
Petty Cash Advance	Cash and cash equivalents	600		600			0.00%	
Total		1,924,890	1,243,745	3,168,634	0			
Comprising								
Cash and cash equivalents		1,924,890	1,243,745	3,168,634	0			
		1,924,890	1,243,745	3,168,634	0			

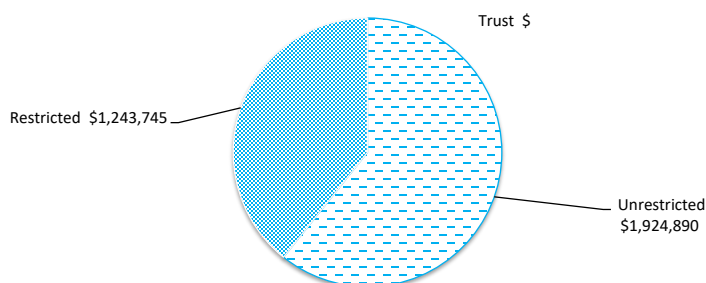
KEY INFORMATION

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

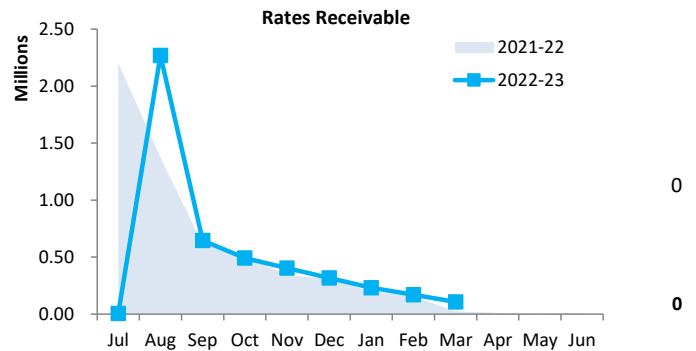
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2022	31 Mar 2023
	\$	\$
Opening arrears previous years	27,020	9,821
Levied this year	2,032,126	2,136,122
Less - collections to date	(2,049,325)	(2,039,373)
Gross rates collectable	9,821	106,570
Net rates collectable	9,821	106,570
% Collected	99.5%	95%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	585	35,892	30,542	525	1,265	68,809
Percentage	0.9%	52.2%	44.4%	0.8%	1.8%	
Balance per trial balance						
Sundry receivable						68,224
Total receivables general outstanding						68,224

Amounts shown above include GST (where applicable)

KEY INFORMATION

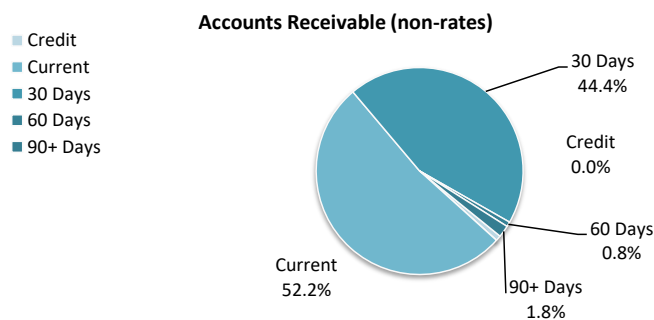
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Other current assets	Opening Balance 1 July 2022	Asset Increase	Asset Reduction	Closing Balance 31 March 2023
	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	200,000		(8,481)	191,519
Inventory				
Fuel	18,559	121,571	(123,607)	16,523
History Books	614			614
Gravel	7,342	22,512	(12,637)	17,217
Units in WALGA House Trust	58,353	2,765		61,118
Williams Golf Club Loan		50,000		50,000
Total other current assets	284,868	196,848	(144,725)	336,991
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Inventory

Inventories are measured at the lower of cost and net realisable value.

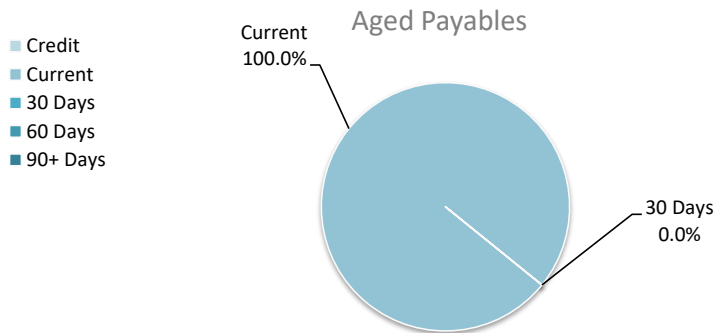
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	174,293	0	0	0	174,293
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors				0	0	181,476
ATO liabilities						(30,731)
Other payables				0		13,672
BSL Fees						(5,299)
DPI Licensing					0	35,451
Provision for Doubtful Debts						375
Family Day Care liabilities						22,877
Total payables general outstanding						217,821

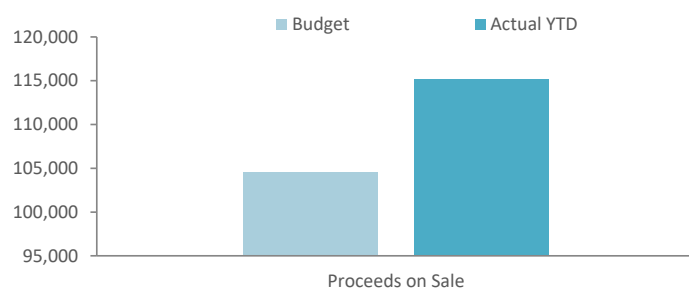
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Education and welfare								
	Plant and Equipment - Mazda CX-5	23,331	18,000	0	(5,331)	22,352	27,364	5,012	0
	Transport								
	Plant and Equipment - Various	49,497	50,500	1,003	0	21,298	46,562	25,264	0
	Other property and services								
	Plant and Equipment - Isuzu MU-X	36,001	36,000	0	(1)	35,573	41,259	5,686	0
		108,829	104,500	1,003	(5,332)	79,223	115,185	35,962	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**INVESTING ACTIVITIES
NOTE 7
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	15,000	0		0
Buildings - specialised	641,594	295,192	307,582	12,390
Plant and equipment	371,000	101,000	674,169	573,169
Infrastructure - Roads	1,487,841	360,000	793,026	433,026
Infrastructure - Footpaths	123,200	40,000	125,811	85,811
Infrastructure - Drainage	90,000	90,000	101,774	11,774
Infrastructure - Parks and Ovals	41,900	26,900	30,919	4,019
Payments for Capital Acquisitions	2,770,535	913,092	2,033,281	1,120,189
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,503,941	1,322,889	623,913	(698,976)
Other (disposals & C/Fwd)	104,500	104,500	115,185	10,685
Cash backed reserves				
Reserve cash backed - Joint Venture Housing	(45,000)		0	0
Reserve cash backed - Childcare Services	(30,000)		0	0
Contribution - operations	1,237,094	(514,297)	1,294,184	1,808,481
Capital funding total	2,770,535	913,092	2,033,281	1,120,189

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

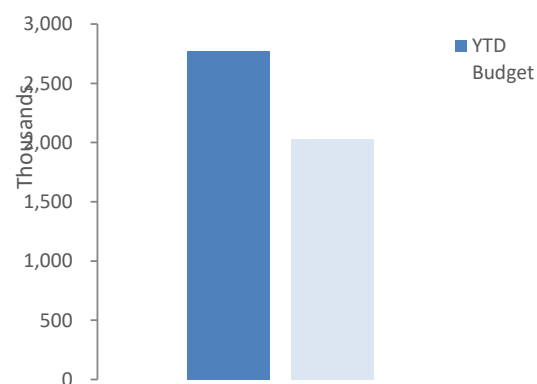
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

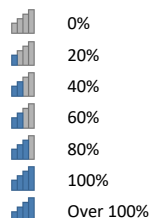
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Payments for Capital Acquisitions



Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

0

0

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
Land and Buildings				0
Archive Room C/Fwd 2021/22	30,000	0		0
Sandalwood Court Fencing C/Fwd 2021/22	25,000	0		0
Single Person Units Carport C/Fwd 2021/22	30,300	0		0
Childcare Centre Foyer C/Fwd 2021/22	30,000	0		0
Community Housing Refurbishment	15,000	0		0
E168216 Sandalwood Unit Refurbishment	431,494	292,825	292,825	0
E168218 Water Tank - Ram Shed	24,000	0	2,367	2367.49
Ram Shed Lighting Upgrade	8,000	0		0
Office & Hall Painting	23,800	0		0
8 Fry Street	16,000	0		0
18 Richardson Street	6,000	0		0
Arts & Crafts Building Upgrade	17,000	0		0
Plant and Equipment				0
E168523 Isuzu MU-X SUV	53,000	53,000	49,364	-3636.45
E168523 Mazda CX-5	38,000	38,000	36,673	-1327.27
Kubota Skid Steer Loader	80,000	80,000	75,000	-5000
Ride-on Mower	85,000	0		0
Side by Side Utility Vehicle	25,000	0		0
Crew Cab Truck	80,000	0		0
E168520 Minor Plant	10,000	10,000	8,408	-1591.82
Infrastructure - Roads & Drainage				0
E168165 Road Project Grant - Quindanning Darkan Road	298,770	170,000	165,798	-4202.37
E168172 Road Project Grant - Congelin Narrogin Road	163,281	163,281	128,368	-34913.19
E168139 Clayton Road C/Fwd RTR 2021/22	41,274	41,274	41,274	0
E168141 York Williams Road C/Fwd RTR 2021/22	66,724	66,724	66,724	0
E168141 RTR - York Williams Road			4,575	
E168139 RTR - Clayton Road	25,000	60,100	18,871	-41229.11
RTR - Dardadine Road	171,112	0	0	0
E168178 LRCI (Phase 3) - York Williams Road	518,880	340,000	337,157	-2843.33
E168179 Munday's Road - Culvert Replacement	90,000	90,000	88,579	-1420.77
Munday's Road	56,340	0		0
E168183 Hurley Road	67,340	30,000	30,599	599.18
Cemetery Road	31,515	0		0
E168185 Mandiaking Road - Damaged Flood Crossing	12,805	12,805	13,195	389.6
Narrakine Road	34,800			0
Infrastructure - Parks & Gardens				0
E168367 Brooking Street Townscape (LRCI Phase 2)	30,000	20,000	12,457	-7542.77
E168310 Playground Recreation Centre	6,900	6,900	6,900	0
Synthetic Bowling Green (Final Installment)	5,000	0		0
Infrastructure - Footpaths				0
E168176 Williams Narrogin Road & Richmond Street	99,200	99,200	98,678	-522.24
E168184 Rosselloty Street	24,000	24,000	27,134	3133.54
	2,770,535	1,598,109	1,504,944	(97,740)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

FINANCING ACTIVITIES

NOTE 8

BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Mens Shed	71	80,285			(19,856)	(19,856)	60,429	60,429	(540)	(540)
Williams Bowling Club	72	200,000			(8,481)	(17,107)	191,519	182,893	(3,397)	(6,651)
Economic services										
Industrial Shed	70	149,353			(11,446)	(23,065)	137,907	126,288	(2,255)	(4,338)
Other property and services										
Industrial Land	65	159,916			(6,717)	(13,647)	153,199	146,269	(5,093)	(9,973)
		389,554	0	0	-38,019	-56,568	351,535	332,986	-7,888	-14,851
Self supporting loans										
Recreation and culture										
Williams Bowling Club		200,000	0	0	-8,481	-17,107	191,519	182,893	(3,397)	(6,651)
		200,000	0	0	-8,481	-17,107	191,519	182,893	(3,397)	(6,651)
Total		589,554	0	0	-46,500	-73,675	543,054	515,879	(11,285)	(21,502)
Current borrowings		73,675					46,500			
Non-current borrowings		515,879					496,554			
		589,554					543,054			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

The Shire has no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023

OPERATING ACTIVITIES
NOTE 9
RESERVE ACCOUNTS

Reserve accounts

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Reserve cash backed - Leave reserve	30,698	31	1	5,000				35,729	30,699
Reserve cash backed - Plant Replaceme	165,078	165	4	50,000				215,243	165,082
Reserve cash backed - Building	692,521	693	17	50,000				743,214	692,538
Reserve cash backed - Recreation	125,132	125	3	10,000				135,257	125,135
Reserve cash backed - Art Acquisition	4,334	4	0	1,000				5,338	4,334
Reserve cash backed - Joint Venture Ho	125,699	126	3	15,000		(45,000)		95,825	125,702
Reserve cash backed - Refuse Site	24,335	24	1					24,359	24,336
Reserve cash backed - Community Ches	15,919	16	0	4,683				20,618	15,919
Reserve cash backed - Childcare Service	60,000	60	1	150,000		(30,000)		180,060	60,001
Reserve cash backed - Information Tect	0		0	50,000				50,000	0
	1,243,716	1,244	30	335,683	0	(75,000)	0	1,505,643	1,243,746

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 March 2023
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		0	0	169,754	(127,279)	42,475
- Capital grant/contribution liabilities		560,413		386,815	(433,811)	513,417
Total other liabilities		560,413		556,569	(561,090)	555,892
Employee Related Provisions						
Annual leave		164,844	0			164,844
Long service leave		154,906	0			154,906
Total Employee Related Provisions		319,750	0	0	0	319,750
Total other current assets		880,163	0	556,569	(561,090)	875,642
Amounts shown above include GST (where applicable)						

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 11 and 12

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD Budget	YTD Revenue
	1 July 2022		(As revenue)	31 Mar 2023	31 Mar 2023	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
National Australia Day Council - Australia Day 2022	9,348	22,800	(9,348)	22,800		9,348	9,348	9,348
General purpose funding								
Financial Assistance Grant - General Purpose		47,122	(47,122)	0		62,829	47,121	47,122
Financial Assistance Grant - Local Road		60,088	(60,088)	0		80,117	60,088	60,088
Law, order, public safety								
ESL Administration Grant		4,000	(4,000)	0		4,000	4,000	4,000
ESL Operating Grant		33,359	(33,359)	0		44,479	29,653	33,359
Education and welfare								
FDC - Sustainability Grant		62,238	(62,238)	0		62,238	62,238	62,238
Childcare Centre - Sustainability Grant		44,000	(44,000)	0		44,000	44,000	44,000
Dept of Education - Training Incentive		21,063	(21,063)	0		12,000		21,063
Williams Playgroup - Community Assitance Program		5,000	(5,000)	0		6,000	6,000	5,000
Housing								
NRAS - incentive		56,170	(56,170)	0		56,325	56,325	56,170
Community amenities								
PHCC - Narrakine Feral Pig Eradcation Project	8,424	5,258	(13,682)	0				13,682
Domestic Waste Collections		122,090	(93,872)	28,217				
Commercial Waste Collections		61,784	(47,526)	14,258				
Transport								
Main Roads - Direct Grant		92,925	(92,925)	0		80,207	80,207	92,925
Main Roads - Street Lighting Subsidy				0		5,971		
	17,772	637,896	(590,393)	65,275	0	467,514	398,980	448,995

Provider	Capital grant/contribution liabilities					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2022	Liability	Liability	31 Mar 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Housing								
Dept of Communities - SHERP Grant - Sandalwood Crt	193,247	235,501	(292,825)	135,923		386,494	245,282	292,825
Recreation and culture								
Public Open Space Contribution				0		20,000		
Transport								
Dept of Infrastructure - LRCI Phase 3	349,394			349,394		465,858	465,858	
Main Roads - Road Project Grants		123,214	(123,214)	0		308,034	308,034	246,427
Dept of Infrastructure - Roads to Recovery				0		196,112	196,112	
Dept of Infrastructure - LRCI Phase 1 & 2				0		77,843	77,843	
Dept of Transport - WABN Grant		29,760	(29,760)	0		49,600	29,760	29,760
Economic services								
DWER - Stock Water Grant		4,901	(4,901)	0				4,901
	542,641	393,376	(450,700)	485,317	0	1,503,941	1,322,889	573,913
Non-operating contributions								
Recreation and culture								
Williams Golf Club Loan		50,000		50,000	50,000			50,000
	0	50,000	0	50,000	50,000	0	0	50,000
TOTALS	542,641	443,376	(450,700)	535,317	50,000	1,503,941	1,322,889	623,913

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 13
TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2022	Amount Received	Amount Paid	Closing Balance 31 Mar 2023
	\$	\$	\$	\$
Public Open Space Contribution	20,000			20,000
	20,000	0	0	20,000

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption					0	927,695
				0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is \$5,000 or 5.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances		
			Timing	Permanent	Timing	Permanent	
Opening funding surplus / (deficit)	\$ 58,204	6.27%	▲			0	0
Revenue from operating activities							
Operating grants, subsidies and contributions	50,015	12.54%	▲	Higher than expected at this time		0	
Fees and charges	103,638	14.17%	▲	Higher Childcare Fees			
Interest earnings	22,504	0.00%	▲	Higher interest rates			
Other revenue	449,586	1098.53%	▲	DFES Reimbursements			
Profit on disposal of assets	34,959	3485.44%	▲	Level of profit better than Budget			
Expenditure from operating activities							
Utility charges	(39,387)	(27.63%)	▼	Higher than expected at this time			
Depreciation on non-current assets	(58,914)	(6.25%)	▼			Lower than expected at this time	
Insurance expenses	(14,830)	(10.98%)	▼			Timing of insurance payments	
Other expenditure	10,268	16.09%	▲	Higher than expected at this time			
Loss on disposal of assets	5,332	100.00%	▲		Lower loss on sale of asset than anticipated		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	(698,976)	(52.84%)	▼			Lower than expected at this time	
Proceeds from disposal of assets	10,685	10.22%	▲			Timing of asset disposals	
Payments for property, plant and equipment and infrastr	(1,120,189)	(122.68%)	▼			Timing of asset purchases	
Financing activities							
Transfer from reserves	(75,000)	(100.00%)	▼			Timing of reserve fund transfers	
Repayment of debentures	(46,500)	0.00%	▼			Timing of loan repayment	
Transfer to reserves	336,897	99.99%	▲	Timing of reserve fund transfers			
Closing funding surplus / (deficit)	(994,659)	45.69%	▼				

Cr Price declared a Direct Financial Interest in the following item 8.2.1 Community Water Supply Scheme – Water Tank at Ram Shed and left the Meeting at 4.28pm. Her interest relates to her being one of the Directors of Price's Fabrication & Steel, which may be a supplier to the project.

8.2 Office of the Chief Executive Officer

8.2.1 Community Water Supply Scheme – Water Tank at Ram Shed

File Reference	4.1.40
Statutory Ref.	Local Government Act 1995, sections 6.8
Author & Date	Geoff McKeown 27 February 2023
Attachments	Nil

Background

At the time of developing the 2022/23 Budget, Council considered the possibility of installing a second water tank adjacent to the Ram Shed. The first tank installed there was funded with support of a grant from the Department of Fire & Emergency Services and it is for firefighting use.

It was proposed that the second water tank could be installed if an application was successful for a grant from the Community Water Supply Programme administered by the Department of Water and Environmental Regulation.

Council included expenditure of \$24,000 in the 2022/23 Budget for the project, to be reviewed if a grant was forthcoming.

Comment

The Shire recently received confirmation that a Grant of \$24,372 from the Community Water Supply Programme. When submitting the grant application, the total cost of the project was estimated at \$36,558. This included the installation of the tank and earthworks associated with preparing a gravel hardstand area around the location of the tanks for truck turning.

In accepting the grant and proceeding with the project, Council is asked to approve the required additional expenditure, above the amount included in the Budget. In doing so Council can also recognise the unbudgeted grant income that is to be received for the project.

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 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business
- LUE 3.2 Investigate the implementation of sustainable water programs in town.

Financial Implications

The cost of this project is estimated at \$36,558. Expenditure of \$24,000 is currently shown in the Budget, with no corresponding income. On receipt of the grant, additional income of \$24,372 will be received.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council acknowledges receipt of a grant of \$24,372 from the Community Water Supply Programme administered by the Department of Water and Environmental Regulation and approves undertaking the installation of a second water tank adjacent to the Ram Shed at the Recreation Ground, noting that expenditure for the project exceeds the amount included in the 2022/23 Budget and the additional expenditure is approved in accordance with section 6.8 Local Government Act 1995.

Council Resolution

Major/Macnamara

That Council acknowledges receipt of a grant of \$24,372 from the Community Water Supply Programme administered by the Department of Water and Environmental Regulation and approves undertaking the installation of a second water tank adjacent to the Ram Shed at the Recreation Ground, noting that expenditure for the project exceeds the amount included in the 2022/23 Budget and the additional expenditure is approved in accordance with section 6.8 Local Government Act 1995.

**Carried by Absolute Majority 8/0
Resolution 91/23**

Cr Price returned to the Meeting at 4.32pm.

8.2.2 Proposed Above Ground Tank – Lot 500 (No 24) Albany Hwy

File Reference	10.60.15
Statutory Ref.	Planning and Development (Local Planning Schemes) Regulations 2015
Author & Date	Liz Bushby, Town Planning Innovations (TPI), 12 April 2023
Attachments	Attachment 1 – Tanker Movement Diagram

Background

Lot 500 has an approximate area of 4,970m² and contains an existing service station and dwelling.



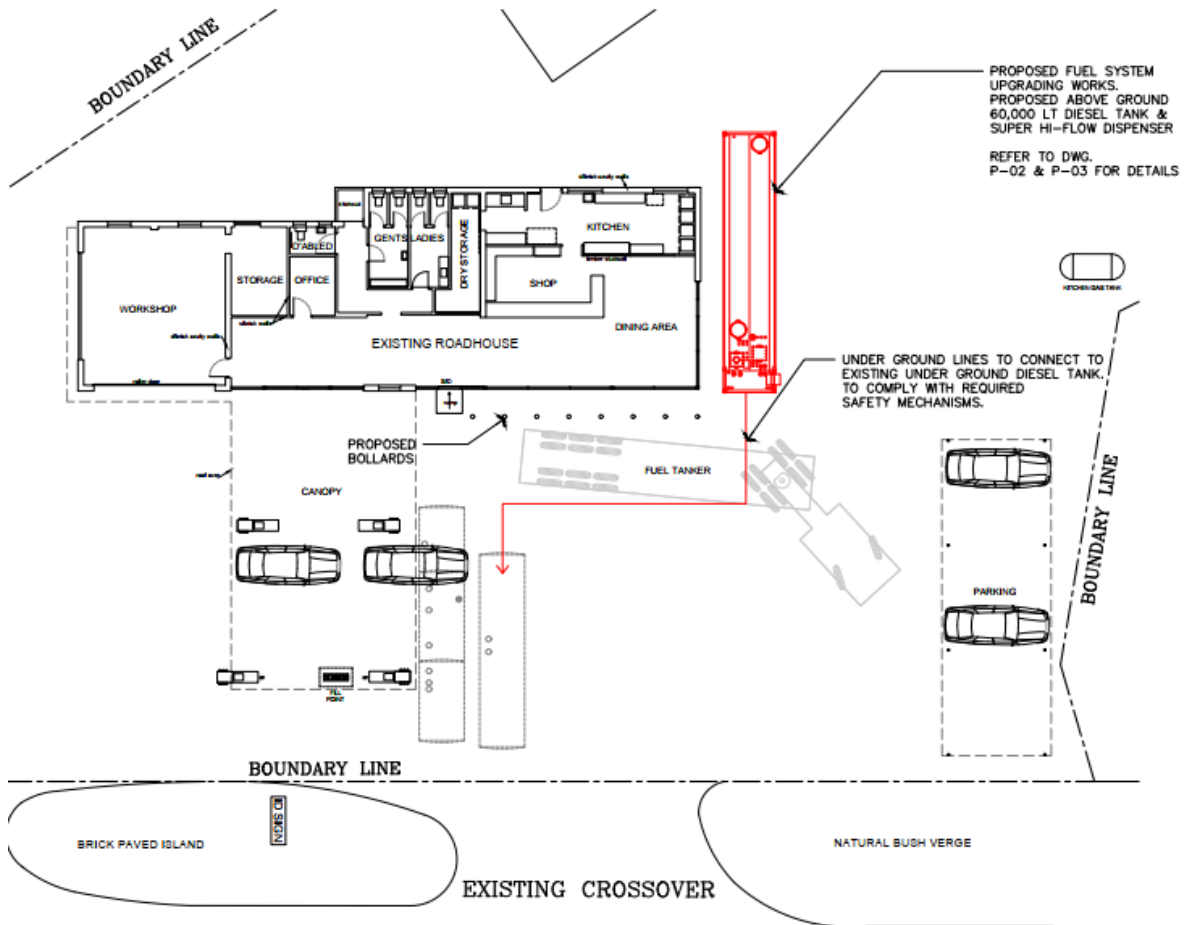
Location Plan

Comment

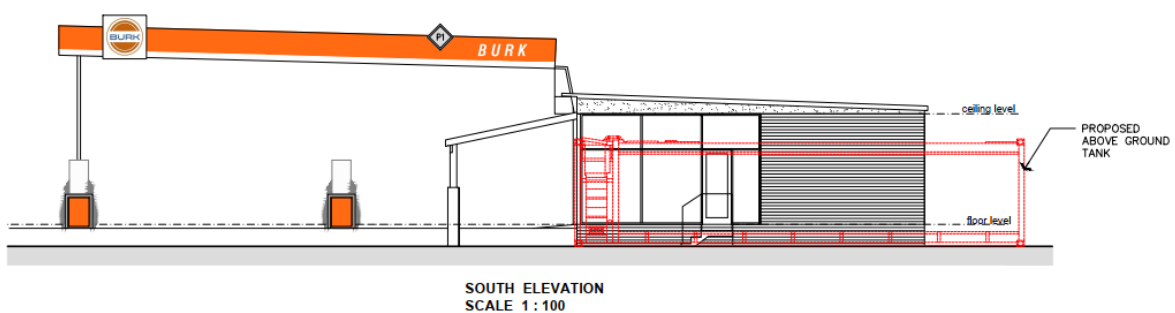
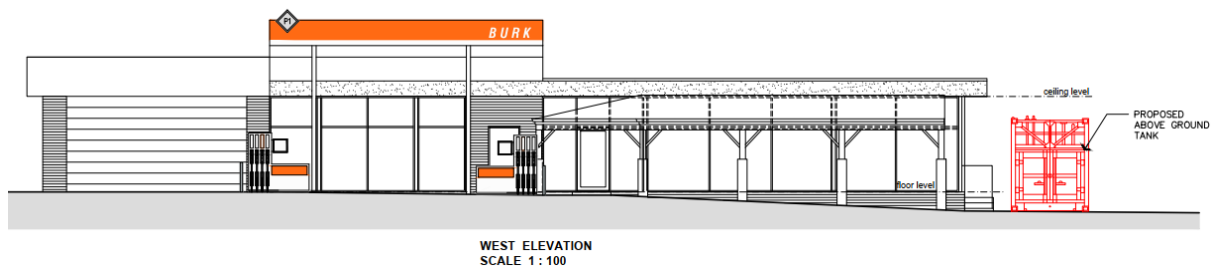
• **Description of Application**

The owners have lodged a new application proposing a 60,000 litre aboveground diesel tank to the south of the existing service station.

The installation will include new underground lines that allow the tank to connect with, and disperse fuel into, the existing underground diesel tank.



The above ground tank will measure 12.2 metres by 2.45 metres, and will be white – refer to elevations.



The works will also entail removal of the verandah to the existing building. Based on the site plan, it appears the verandah needs to be removed to allow for revised tanker movements.

The applicant has advised that the development will have the following benefits:

- The site regularly runs out of diesel, and this additional capacity will result in fewer deliveries but in larger quantities;
- Less fuel tanker movements on site;
- Better customer service as there would be diesel available all the time;
- Larger deliveries could result in cheaper diesel due to reduced delivery costs;
- This approval will also result in further cosmetic upgrades to the site (painting etc.)

- **Truck Movements / Referral to Main Roads WA**

TPI requested that the applicant provide advice on existing tanker movements, whether development has implications for the existing tanker movements, and where the tanker would access the new diesel tank to fill it up – refer Attachment 1.

The applicant hasn't provided any information other than they revised the site plan to show a tanker parking bay to the west of the proposed new diesel tank.

Without additional information, it is difficult to assess whether there is adequate manoeuvrability for any changes to the fuel tanker movements on site, if it will have any adverse impact on existing car parking, and if there are any implications associated with the tanker accessing crossovers to Albany Highway.

The application has been referred to Main Roads Western Australia to consider traffic safety implications, as Albany Highway is under their care and control.

TPI recommends that Council request additional advice from the applicant.

- **Bushfire Management**

The lot is within a bushfire prone area where State Planning Policy 3.7 (SPP3.7) applies.

Under SPP3.7, any bulk fuel storage may be considered to be a 'high risk' land use, and as such, a Bushfire Management Plan and Emergency Evacuation plan can be required.

Notwithstanding that Council has a mandatory obligation to consider the requirements of SPP3.7, it is recognised in this case that:

- A high-risk land use has already been established historically on this lot;
- The proposed development is small scale and simply proposes additional fuel storage;
- No higher construction standards apply;
- The tank is not substantially intensifying existing development to the extent that it warrants a Bushfire Management Plan and Emergency Evacuation Plan given the scale of development.

Council is the final decision maker in considering the policy requirements.

Policy Requirements

There is no applicable local planning policy.

Legislative Requirements

Planning and Development (Local Planning Schemes) Regulations 2015 -

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

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

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Williams Town Planning Scheme No 2 – Lot 500 is zoned Commercial.

Strategic Implications

There are no strategic implications associated with this report.

Sustainability Implications

- Environment

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

- Economic

There may be economic benefits associated with any tourism proposal.

- Social

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

Financial Implications

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

Voting Requirements

Absolute Majority (for delegated authority)

Staff (Consultant Planner) Recommendation

1. Note that the application has been referred to Main Roads WA for comment. The Shire is required to provide government agencies with 42 days to comment, however has sought their comments as soon as practical.
2. Authorise the Chief Executive Officer to write to the applicant and:
 - (a) Request further information that clearly outlines the existing tanker movements, whether tanker movements will change as a result of the proposal, and a truck movement plan that demonstrates the tanker can access the new above ground tank without impacting on car parking and/or existing crossovers.
 - (b) Advise that the application has been referred to Main Roads Western Australia for comment.
 - (c) Main Roads WA may require additional advice in order to comment on the proposal.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for an above ground diesel tank on Lot 500 (No 24) Albany Highway, Williams.

Council Resolution

Harding/Major

1. Note that the application has been referred to Main Roads WA for comment. The Shire is required to provide government agencies with 42 days to comment, however has sought their comments as soon as practical.
2. Authorise the Chief Executive Officer to write to the applicant and:
 - (a) Request further information that clearly outlines the existing tanker movements, whether tanker movements will change as a result of the proposal, and a truck movement plan that demonstrates the tanker can access the new above ground tank without impacting on car parking and/or existing crossovers.
 - (b) Advise that the application has been referred to Main Roads Western Australia for comment.
 - (c) Main Roads WA may require additional advice in order to comment on the proposal.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for an above ground diesel tank on Lot 500 (No 24) Albany Highway, Williams.

**Carried by Absolute Majority 9/0
Resolution 92/23**

8.2.3 CEO Recruitment

File Reference	4.1.10
Statutory Ref.	Local Government Act 1995, sections 5.4
Author & Date	Geoff McKeown 13 April 2023
Attachments	Nil

Background

The current employment contract for the CEO concludes on the 6 December 2023. One of the clauses in the contract states:

The CEO must, no later than 9 months before the expiry of the Term, notify the Council in writing whether or not they seek a renewal of this contract and, if so, for what term.

Council has been advised that the CEO will not be seeking a further term and will retire from Local Government.

Comment

In early 2021, the *Local Government (Administration) Amendment Regulations 2021 (CEO Standards)* introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs). Guidelines were also developed for Local Government CEO Recruitment and Selection, Performance Review and Termination, which outlines the recommended practice for local governments in undertaking these processes.

The *Local Government (Administration) Regulations 1996* – Schedule 2

Division 1 – Preliminary provisions**1. Citation.**

These are the Shire of Williams Standards for CEO Recruitment, Performance and Termination.

2. Terms used.

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Williams;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 – Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or (b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause —

independent person means a person other than any of the following —

- (a) a council member;
- (b) an employee of the local government;
- (c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise —

- (a) council members (the number of which must be determined by the local government); and
- (b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

- (a) a summary of the selection panel's assessment of each applicant; and
- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

- (a) in an impartial and transparent manner; and
- (b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

- (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
- (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
- (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process;
 - and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

1. In this clause —
commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.
2. This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

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

There will be financial implications in the recruitment of a consultant, advertising costs and leave entitlements for the departing CEO. Costing yet to be advised.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council set a date for a Special Meeting to discuss the CEO recruitment process and the employment of a consultant.

Council Resolution

Major/Cowcher

That Council set the date for Monday, 1 May 2023, at 7.00pm for a Special Meeting to discuss the CEO recruitment process and the employment of a consultant.

**Carried by Absolute Majority 9/0
Resolution 93/23**

9.0 Elected Members' Motions of which Notice has been given

Nil

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

10.1 Elected Members

Nil

10.2 Officers

Nil

11.0 Application for Leave of Absence

Nil

12.0 Closure of Meeting

There being no further business for discussion the President, Cr Logie, declared the Meeting closed at 5.06pm.