



# SHIRE OF WILLIAMS MINUTES

ORDINARY COUNCIL MEETING  
WEDNESDAY 21 JUNE 2023



## **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 2022-2032

### ECONOMIC

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

**E1.** Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

**E2.** 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.**

**SC1.** To provide community infrastructure and facilities that meet the needs of the population.

**SC2.** To support a safe and healthy community with a strong sense of community pride.

**SC3.** 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.** To have safe and well maintained transport network that supports local economy.

**LUE4.** Recognising and implementing sustainability measures.

### INNOVATION, LEADERSHIP & GOVERNANCE

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

**ILG1.** The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community needs.

**ILG2.** The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

**ILG3.** Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

**ILG4.** A strategically focused, unified Council functioning effectively ensuring compliance within the regulatory framework

## Contents

<b>1.0</b>	<b>Declaration of Opening / Announcement of Visitors</b> .....	5
<b>2.0</b>	<b>Record of Attendance / Apologies / Leave of Absence</b> .....	5
<b>3.0</b>	<b>Public Question Time</b> .....	5
<b>4.0</b>	<b>Petitions / Deputations / Presentations</b> .....	5
<b>5.0</b>	<b>Declarations of Interest</b> .....	6
<b>6.0</b>	<b>Confirmation of Minutes of Previous Meetings</b> .....	7
<b>6.1</b>	<b>Ordinary Council Meeting Held 17 May 2023</b> .....	7
<b>6.2</b>	<b>Special Meeting Held 12 June 2023</b> .....	7
<b>7.0</b>	<b>Announcements by Presiding Member Without Discussion</b> .....	7
<b>8.0</b>	<b>Matters Which Require Decisions</b> .....	7
<b>8.1</b>	<b>Corporate and Community Services</b> .....	8
8.1.1	Payment Listing .....	8
8.1.2	Financial Statements .....	9
<b>8.2</b>	<b>Office of the Chief Executive Officer</b> .....	10
8.2.1	Salaries and Allowances Tribunal Determination for Elected Members.....	10
8.2.2	Housing Development – WA Country Health Service .....	13
8.2.3	Proposed Meteorological Mast – Lot 124 Collie-Williams Road .....	14
8.2.4	Proposed Holiday House – Lot 14 (10983) Albany Highway, Williams.....	24
8.2.5	Proposed Subdivision – Lots 12891 and 12846 Mundays Road .....	31
8.2.6	Road Construction Programme 2023-2024.....	35
8.2.7	Use of Common Seal and Actions Performed Under Delegated Authority .....	38
<b>9.0</b>	<b>Elected Members’ Motions of which Notice has been given</b> .....	40
<b>10.0</b>	<b>New Business of an Urgent Nature introduced by Decision of Meeting</b> .....	40
<b>10.1</b>	<b>Elected Members</b> .....	40
<b>10.2</b>	<b>Officers</b> .....	40
<b>11.0</b>	<b>Application for Leave of Absence</b> .....	40
<b>12.0</b>	<b>Closure of Meeting</b> .....	40

## AGENDA

### 1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, declared the Meeting open at 6.12pm.

### 2.0 Record of Attendance / Apologies / Leave of Absence

#### Elected Members

Cr Jarrad Logie - President  
Cr Natalie Major - Deputy President  
Cr Moya Carne (from 6.15pm)  
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 – Cr Simon Harding  
Leave of Absence – Nil

### 3.0 Public Question Time

Nil

### 4.0 Petitions / Deputations / Presentations

Nil

**5.0 Declarations of Interest**

<b>DECLARATION OF INTEREST</b>	
Name / Position	Cr Jarrad Logie / President
Item No. / Subject	8.2.1 Salaries and Allowances Tribunal Determination
Type of Interest	Direct Financial

<b>DECLARATION OF INTEREST</b>	
Name / Position	Cr John Macnamara / Councillor
Item No. / Subject	8.2.4 Proposed Holiday House
Type of Interest	Proximity

<b>DECLARATION OF INTEREST</b>	
Name / Position	Cr Bernie Panizza / Councillor
Item No. / Subject	8.2.6 Road Construction Programme 2023-2024
Type of Interest	Proximity

<b>DECLARATION OF INTEREST</b>	
Name / Position	Cr Moya Carne / Councillor
Item No. / Subject	8.2.6 Road Construction Programme 2023-2024
Type of Interest	Proximity

**6.0 Confirmation of Minutes of Previous Meetings**

**6.1 Ordinary Council Meeting Held 17 May 2023**

**Officer's Recommendation**

That the Minutes of the Ordinary Council Meeting held 17 May 2023, as previously circulated, be confirmed as a true and accurate record.

**Council Resolution**

**Major/Price**

That the Minutes of the Ordinary Council Meeting held 17 May 2023, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 113/23**

**6.2 Special Meeting Held 12 June 2023**

**Officer's Recommendation**

That the Minutes of the Special Meeting held 12 June 2023, as previously circulated, be confirmed as a true and accurate record.

**Council Resolution**

**Cowcher/Baker**

That the Minutes of the Special Meeting held 12 June 2023, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 114/23**

**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**

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cassie Barker 14 June 2023
<b>Attachments</b>	Payment listing for month ending 31 May 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 104972 – 104974 totalling \$404,561.73 approved by the Chief Executive Officer during the month of May 2023 be endorsed.

**Council Resolution**  
**Baker/Macnamara**  
 That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104972 – 104974 totalling \$404,561.73 approved by the Chief Executive Officer during the month of May 2023 be endorsed.

**Carried 7/0**  
**Resolution 115/23**

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2023

DATE	NAME	DESCRIPTION	AMOUNT
<b>MUNICIPAL - EFT, BPAY, DIRECT DEBIT &amp; CHEQUES</b>			
02/05/2023	JACK'S HANDYMAN & GARDENING SERVICES	13179 - Supply & Install Wood Heater (18 Richardson St) 50%	\$ 2,623.50
02/05/2023	T-QUIP.	13123 - Parts (Toro Mower)	\$ 6,824.25
03/05/2023	FDC Educators	FDC Educators PE 30/04/2023	\$ 23,469.81
04/05/2023	SHIRE OF WILLIAMS	Salaries & Wages PE 03/05/2023	\$ 49,428.57
01/05/2023	Stanton, Phillip	Sandalwood Refurbishment - Reimbursement	\$ 432.39
01/05/2023	Petchell, Ted	Sandalwood Refurbishment - Reimbursement	\$ 451.80
04/05/2023	Milne, Ruby	Sandalwood Refurbishment - Reimbursement	\$ 446.06
16/05/2023	WA SUPER	Superannuation - April 2023	\$ 23,665.85
17/05/2023	FDC Educators	FDC Educators PE 14/05/2023	\$ 22,813.37
18/05/2023	SHIRE OF WILLIAMS	Salaries & Wages PE 17/05/2023	\$ 49,960.59
25/05/2023	AIR RESPONSE	13186 - Repair Air Conditioner (17 New St)	\$ 184.97
25/05/2023	ALLINGTON AGRI	13035 - Roadside Weed Spraying (Various)	\$ 7,175.30
25/05/2023	AVON WASTE	11015 - Monthly Refuse Charges April 2023	\$ 9,419.93
25/05/2023	BENARA NURSERIES	13174 - Plants (Lions Park)	\$ 501.16
25/05/2023	BEST OFFICE SYSTEMS	12803 - Printing Costs, Re-set Printer	\$ 285.96
25/05/2023	BOC Ltd	12822 - April 2023 Container Service Fee	\$ 43.25
25/05/2023	BURGESS RAWSON (WA) PTY LTD	Prepare Licence to Occupy Railway Corridor	\$ 550.00
25/05/2023	CHATTERBOX CAFE & GALLERY	13255 - Refreshments (May Meeting of Council)	\$ 183.00
25/05/2023	CONTRACT AQUATIC SERVICES	12924 - Monthly Swimming Pool Management March 2023	\$ 17,732.00
25/05/2023	DFES.	ESLB 4th Qtr Contribution 2022/23	\$ 6,568.93
25/05/2023	DUFF ELECTRICAL CONTRACTING	12993 - Replace BBQ Switch (Pavilion)	\$ 394.00
25/05/2023	FIRST REEF PTY LTD	IT Management - Marradong Directory	\$ 393.80
25/05/2023	GOODYEAR AUTOCARE NARROGIN	13126, 13127 - Tyre Repair & Fitting	\$ 135.00
25/05/2023	H+ H ARCHITECTS	13084 - Concept Design (Single Dwelling)	\$ 5,568.75
25/05/2023	HARMONY SOFTWARE	Educators' Software Fees, Month of April 2023	\$ 420.00
25/05/2023	HIMAC ATTACHMENTS	13209 - Purchase of Auger Drive & Attachment (Skid Steer)	\$ 6,587.90
25/05/2023	JACK'S HANDYMAN & GARDENING SERVICES	13179 - Supply Wood Heater, Clean Flue	\$ 2,821.50
25/05/2023	LANDGATE.	Land Valuations - Rating	\$ 261.00
25/05/2023	M & M CONTRACTORS	13210 - Truck & Tipper Hire (Quindanning-Darkan Rd)	\$ 4,224.00
25/05/2023	McPEST PEST CONTROL	13182 - Termite Treatment (Recreation House, Street Trees)	\$ 825.00
25/05/2023	MELCHIORRE PLUMBING & GAS	13178, 13176 - Plumbing Works	\$ 632.39
25/05/2023	MISTER YARDMAN	13100 - Rotary Hoe & Spray (Quindanning Playground)	\$ 132.00
25/05/2023	MOORE AUSTRALIA (WA) PTY LTD	13099 - Management & Financial Reporting Workshop (C Barker)	\$ 2,596.00
25/05/2023	NARROGIN BETTA HOME LIVING	13181 - 2x Electric Cookers (Shire Office, Art & Craft Centre)	\$ 1,778.00
25/05/2023	NARROGIN TOYOTA	13207 - 60,000km Service (Toyota Hilux)	\$ 1,210.69
25/05/2023	PRICE'S FABRICATION AND STEEL	Gutter, Downpipes & Fittings (Op Shop / Ag Hall)	\$ 115.50
25/05/2023	PRIME AG SERVICES - WILLIAMS	13204 - Fence Droppers (Quindanning-Darkan Rd)	\$ 495.00
25/05/2023	SHIRE OF NARROGIN.	EHO Wages & Travel March 2023	\$ 381.30
25/05/2023	T-QUIP.	13125 - Sharpen & Set Reels (Toro Mower)	\$ 704.80
25/05/2023	TEAM GLOBAL EXPRESS	Freight - Various	\$ 125.22
25/05/2023	THE WILLIAMS COMMUNITY NEWSPAPER.	Photocopy Charges for Shire Notes	\$ 98.40
25/05/2023	TOWN PLANNING INNOVATIONS	13252 - General Planning Advice for April 2023	\$ 1,691.25
25/05/2023	TUTT BRYANT HIRE PTY LTD	13026 - Hire of Smooth Drum Roller (York-Williams Rd)	\$ 358.63
25/05/2023	WA CONTRACT RANGER SERVICES	12816 - Ranger Services - 28/4/2023, 12/5/2023	\$ 627.00
25/05/2023	WILLIAMS COMMUNITY RESOURCE CENTRE	State Library Grants x2	\$ 5,563.38
25/05/2023	WILLIAMS GROCER	Monthly Refreshments & Consumables, April 2023	\$ 154.80
25/05/2023	WILLIAMS NEWSAGENCY	Monthly Account April 2023	\$ 55.80
25/05/2023	WILLIAMS PHARMACY	Flu Vaccinations (Staff x5)	\$ 125.00
25/05/2023	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - April 2023	\$ 781.93
25/05/2023	WORD OF MOUTH AGENCY	13257 - Logo Rebranding (50% Deposit)	\$ 8,250.00
25/05/2023	WA SUPER	Superannuation - May 2023	\$ 22,400.70
29/05/2023	WILDWEST HAULAGE	13046 - Verge Mulching (English Rd)	\$ 22,000.00
31/05/2023	FDC EDUCATORS	FDC Educators PE 28/05/2023	\$ 22,382.11
03/05/2023	SYNERGY	Electricity to Swimming Pool 21/3/2023 to 17/4/2023	\$ 2,115.92
03/05/2023	TELSTRA	Pool Telephone to 19/4/2023	\$ 34.54
10/05/2023	TELSTRA	Monthly Phone Usage to 19/4/2023	\$ 435.56
17/05/2023	SYNERGY	Electricity to Swimming Pool 18/4/2023 to 15/5/2023	\$ 450.38
17/05/2023	TELSTRA	Telephone Services (Various)	\$ 357.89
31/05/2023	TELSTRA	Pool Telephone to 19/5/2023	\$ 34.54
1-31May23	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department of Transport	\$ 26,031.90
01/05/2023	WESTNET	Monthly CEO Internet Charges, May 2023	\$ 79.99
05/05/2023	CBA	CBA - Merchant Fees April 2023	\$ 676.43
09/05/2023	BOND ADMINISTRATOR	Bond - Unit 1 New Street - WACHS	\$ 620.00
18/05/2023	ANZ CARDS	Monthly Credit Card Expenses x 2	\$ 1,708.73
04/05/2023	WATER CORPORATION.	Water - Standpipes a.o.	\$ 27,489.66
10/05/2023	SYNERGY	Electricity Charges (Various)	\$ 7,446.50
11/05/2023	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, April 2023	\$ 28.15
			<b>\$ 404,561.73</b>

8.1.2 Financial Statements

<b>File Reference</b>	4.23.15
<b>Statutory Ref.</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cassie Barker 14 June 2023
<b>Attachments</b>	Financial Statements ending 14 May 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 May 2023 be received.

**Council Resolution**

**Cowcher/Price**

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

**Carried 7/0  
Resolution 116/23**

Cr Carne attended the Meeting at 6.15pm.

# SHIRE OF WILLIAMS

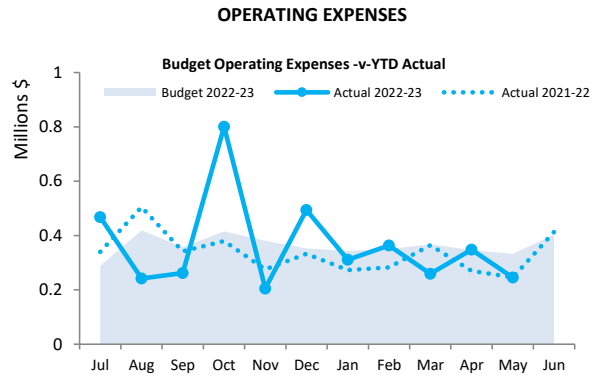
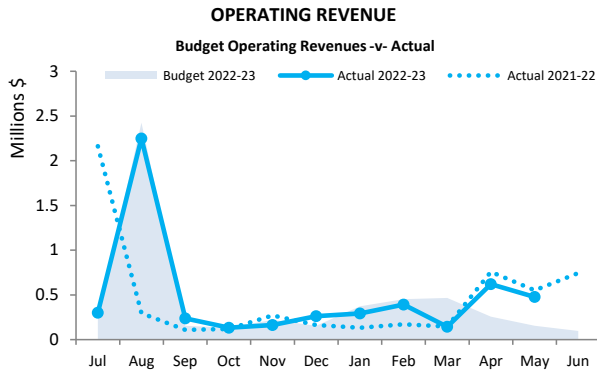
## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 May 2023

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

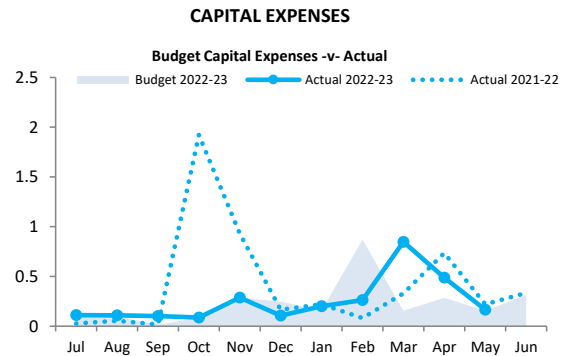
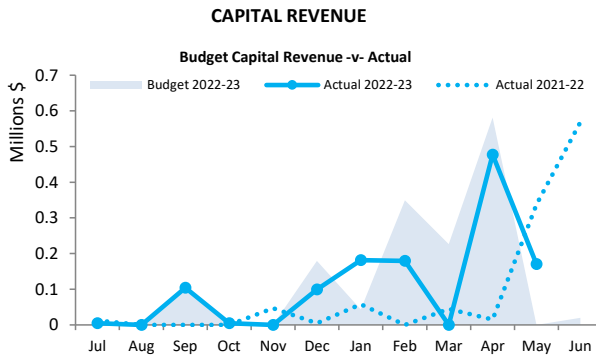
### TABLE OF CONTENTS

Statement of Financial Activity by Nature or Type	6
Note 1 Cash and Financial Assets	7
Basis of Preparation	8
Note 2 Statement of Financial Activity Information	9
Note 3 Receivables	10
Note 4 Other Current Assets	11
Note 5 Payables	12
Note 6 Disposal of Assets	13
Note 7 Capital Acquisitions	14
Note 8 Borrowings	16
Note 9 Reserve Accounts	17
Note 10 Other Current Liabilities	18
Note 11 Operating grants and contributions	19
Note 12 Non operating grants and contributions	20
Note 13 Trust Fund	21
Note 14 Budget Amendments	22
Note 15 Explanation of Material Variances	23

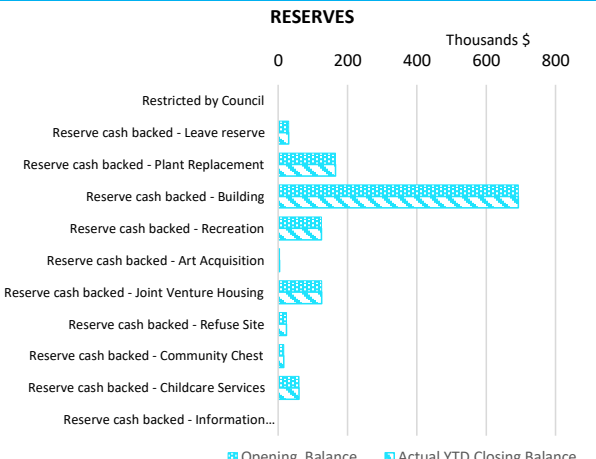
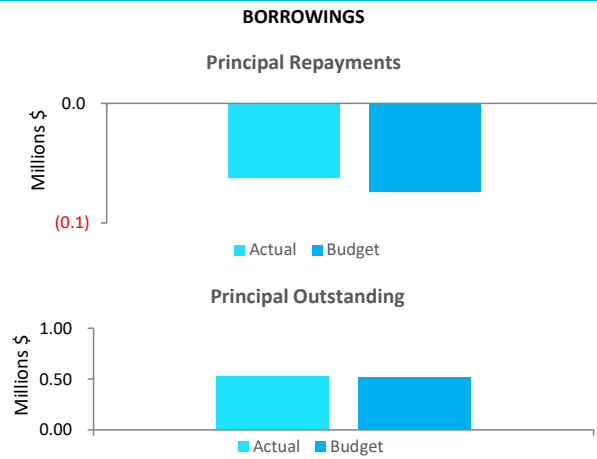
**OPERATING ACTIVITIES**



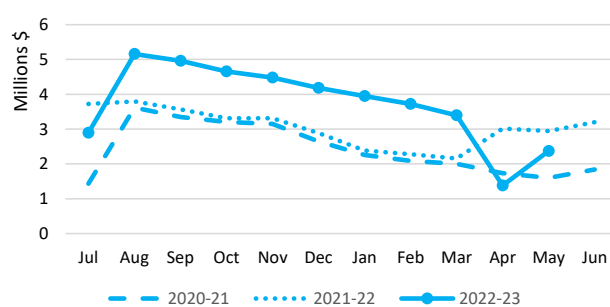
**INVESTING ACTIVITIES**



**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	\$0.40 M	\$1.26 M	\$0.86 M
Refer to Statement of Financial Activity			\$0.00 M	\$0.00 M

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.33 M	51.1%
Restricted Cash	\$1.27 M	48.9%
Total: \$2.60 M		
Refer to Note 2 - Cash and Financial Assets		

Payables		% Outstanding
	\$	
Trade Payables	\$0.09 M	
0 to 30 Days		0.0%
Over 30 Days		0.0%
Over 90 Days		0%
Total: \$0.00 M		
Refer to Note 5 - Payables		

Receivables		
	\$	% Collected
Rates Receivable	\$0.03 M	98.7%
Trade Receivable	\$0.20 M	% Outstanding
Over 30 Days		2.7%
Over 90 Days		0.9%
Total: \$0.20 M		
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	\$0.78 M	\$1.60 M	\$0.83 M
Refer to Statement of Financial Activity			

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

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.64 M	
YTD Budget	\$0.46 M	40.3%
Refer to Note 11 - Operating Grants and Contributions		

Fees and Charges		
	\$	% Variance
YTD Actual	\$1.03 M	
YTD Budget	\$0.89 M	16.0%
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)	(\$1.04 M)	(\$1.26 M)	(\$0.22 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
	\$	%
YTD Actual	\$0.15 M	
Adopted Budget	\$0.10 M	40.0%
Refer to Note 6 - Disposal of Assets		

Asset Acquisition		
	\$	% Spent
YTD Actual	\$2.70 M	
Adopted Budget	\$2.77 M	(2.6%)
Refer to Note 7 - Capital Acquisitions		

Capital Grants		
	\$	% Received
YTD Actual	\$1.27 M	
Adopted Budget	\$1.50 M	(15.4%)
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)	(\$0.06 M)	\$0.20 M
Refer to Statement of Financial Activity			

Borrowings		
	\$	
Principal repayments	\$0.06 M	
Interest expense	\$0.02 M	
Principal due	\$0.53 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 MAY 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 MAY 2023**

**BY NATURE OR TYPE**

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	927,694	927,694	<b>985,898</b>	58,204	6.27%	▲
<b>Revenue from operating activities</b>							
Rates		2,094,863	2,094,863	<b>2,097,544</b>	0	0.00%	
Rates (excluding general rate)		38,224	38,224	<b>39,444</b>	1,220	3.19%	
Operating grants, subsidies and contributions	11	461,514	455,543	<b>639,214</b>	183,671	40.32%	▲
Fees and charges		969,800	886,074	<b>1,027,811</b>	141,737	16.00%	▲
Interest earnings		10,500	9,861	<b>69,290</b>	59,429	0.00%	▲
Other revenue		63,428	57,916	<b>497,339</b>	439,423	758.72%	▲
Profit on disposal of assets	6	1,003	1,003	<b>54,720</b>	53,717	5355.63%	▲
		<b>3,639,332</b>	<b>3,543,484</b>	<b>4,425,362</b>	881,878	24.89%	
<b>Expenditure from operating activities</b>							
Employee costs		(1,820,803)	(1,409,479)	<b>(1,411,065)</b>	(1,586)	(0.11%)	
Materials and contracts		(838,802)	(975,258)	<b>(954,563)</b>	20,695	2.12%	
Utility charges		(190,061)	(153,277)	<b>(220,693)</b>	(67,416)	(43.98%)	▼
Depreciation on non-current assets		(1,264,609)	(1,157,327)	<b>(1,228,640)</b>	(71,313)	(6.16%)	▼
Interest expenses		(21,502)	(19,288)	<b>(19,418)</b>	(130)	(0.67%)	
Insurance expenses		(149,166)	(144,457)	<b>(149,873)</b>	(5,416)	(3.75%)	
Other expenditure		(65,100)	(64,675)	<b>(11,487)</b>	53,188	82.24%	▲
Loss on disposal of assets	6	(5,332)	(5,332)	<b>0</b>	5,332	100.00%	▲
		<b>(4,355,375)</b>	<b>(3,929,093)</b>	<b>(3,995,739)</b>	(66,646)	1.70%	
Non-cash amounts excluded from operating activities	1(a)	1,268,938	1,161,656	<b>1,173,920</b>	12,264	1.06%	
<b>Amount attributable to operating activities</b>		<b>552,895</b>	<b>776,047</b>	<b>1,603,543</b>	827,496	106.63%	
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	12	1,503,941	1,503,941	<b>1,271,896</b>	(232,045)	(15.43%)	▼
Proceeds from disposal of assets	6	104,500	104,500	<b>146,349</b>	41,849	40.05%	▲
Proceeds from financial assets at amortised cost - self supporting loans	8	17,107	17,107	<b>17,107</b>	0	0.00%	
Payments for financial assets at amortised cost - self supporting loans	8	0	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	7	(2,770,535)	(2,667,694)	<b>(2,698,547)</b>	(30,853)	(1.16%)	
<b>Amount attributable to investing activities</b>		<b>(1,144,987)</b>	<b>(1,042,146)</b>	<b>(1,263,195)</b>	(221,049)	21.21%	
<b>Financing Activities</b>							
Transfer from reserves	9	75,000	75,000	<b>0</b>	(75,000)	(100.00%)	▼
Repayment of debentures	8	(73,675)	0	<b>(62,056)</b>	(62,056)	0.00%	▼
Transfer to reserves	9	(336,927)	(336,927)	<b>0</b>	336,927	100.00%	▲
<b>Amount attributable to financing activities</b>		<b>(335,602)</b>	<b>(261,927)</b>	<b>(62,056)</b>	199,871	(76.31%)	
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>399,668</b>	<b>1,264,190</b>	864,522	(216.31%)	▲

**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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Fund Cheque Account	Cash and cash equivalents	205,962		205,962		0	0.00%	
Municipal Fund Investment	Cash and cash equivalents	26,062		26,062		ANZ	0.01%	
Municipal Treasury OCDF	Cash and cash equivalents	1,093,910		1,093,910		WATC	3.80%	
Reserve Funds	Cash and cash equivalents	0	1,268,570	1,268,570		ANZ	3.00%	
Petty Cash Advance	Cash and cash equivalents	600		600			0.00%	
<b>Total</b>		<b>1,326,534</b>	<b>1,268,570</b>	<b>2,595,104</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,326,534	1,268,570	2,595,104	0			
		<b>1,326,534</b>	<b>1,268,570</b>	<b>2,595,104</b>	<b>0</b>			

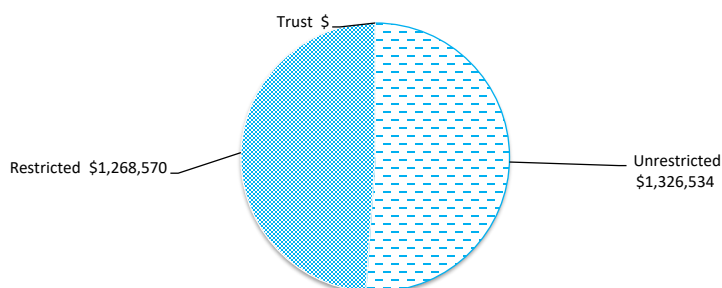
**KEY INFORMATION**

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.



### **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 June 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	6	(1,003)	(1,003)	(54,720)
Add: Loss on asset disposals	6	5,332	5,332	0
Add: Depreciation on assets		1,264,609	1,157,327	1,228,640
<b>Total non-cash items excluded from operating activities</b>		<b>1,268,938</b>	<b>1,161,656</b>	<b>1,173,920</b>

(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 May 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	9	(1,243,716)	(1,243,716)	(1,243,716)
Less: - Financial assets at amortised cost - self supporting loans	4	(200,000)	(200,000)	(182,893)
Add: Borrowings	8	73,675	73,675	62,056
Add: Current employee related provisions held in reserve	10	30,698	30,698	30,698
<b>Total adjustments to net current assets</b>		<b>(1,339,343)</b>	<b>(1,339,343)</b>	<b>(1,333,855)</b>

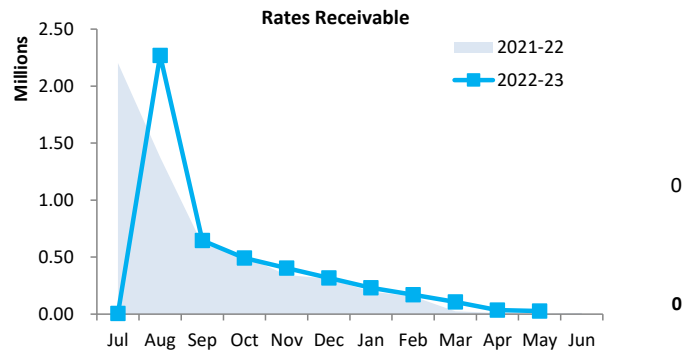
(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>				
Cash and cash equivalents	2	2,983,406	2,983,406	2,595,104
Rates receivables	3	9,821	9,821	27,135
Receivables	3	161,804	161,804	195,023
Other current assets	4	226,515	284,868	315,656
<b>Less: Current liabilities</b>				
Payables	5	(160,820)	(160,820)	(120,791)
Borrowings	8	(73,675)	(73,675)	(62,056)
Contract liabilities	10	(560,413)	(560,413)	(32,276)
Provisions	10	(319,750)	(319,750)	(319,750)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(1,339,343)</b>	<b>(1,339,343)</b>	<b>(1,333,855)</b>
<b>Closing funding surplus / (deficit)</b>		<b>927,545</b>	<b>985,898</b>	<b>1,264,190</b>

**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.

Rates receivable	30 June 2022	31 May 2023
	\$	\$
Opening arrears previous years	27,020	9,821
Levied this year	2,032,126	2,136,988
Less - collections to date	(2,049,325)	(2,119,674)
Gross rates collectable	9,821	27,135
<b>Net rates collectable</b>	<b>9,821</b>	<b>27,135</b>
% Collected	99.5%	98.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	492	189,882	2,843	501	1,796	195,514
Percentage	0.3%	97.1%	1.5%	0.3%	0.9%	
<b>Balance per trial balance</b>						
Sundry receivable						195,023
<b>Total receivables general outstanding</b>						<b>195,023</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

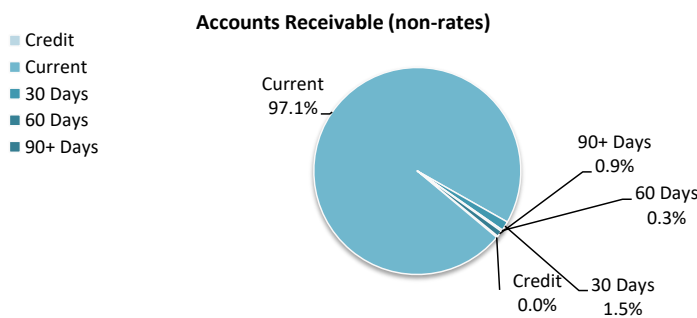
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 May 2023
	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	200,000		(17,107)	182,893
<b>Inventory</b>				
Fuel	18,559	134,923	(147,167)	6,315
History Books	614			614
Gravel	7,342	22,512	(12,637)	17,217
Units in WALGA House Trust	58,353	2,764		61,117
Williams Golf Club Loan		50,000	2,500	47,500
<b>Total other current assets</b>	<b>284,868</b>	<b>210,199</b>	<b>(174,410)</b>	<b>315,656</b>
<b>Amounts shown above include GST (where applicable)</b>				

#### 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.

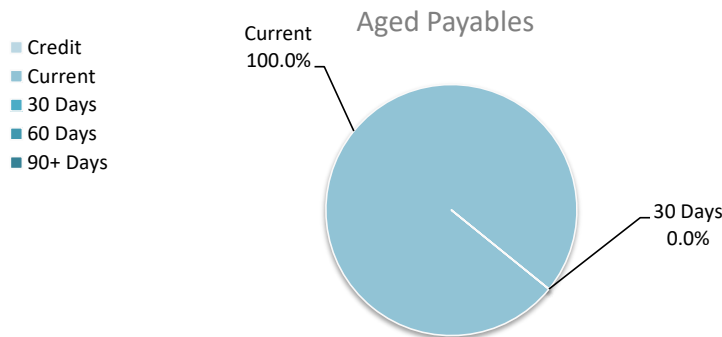
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	94,614	0	0	0	94,614
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors				0	0	94,614
ATO liabilities						23,014
Other payables				0		7,196
BSL Fees						(5,299)
DPI Licensing					0	5,038
Provision for Doubtful Debts						375
Family Day Care liabilities						(4,767)
Bonds						620
<b>Total payables general outstanding</b>						<b>120,791</b>

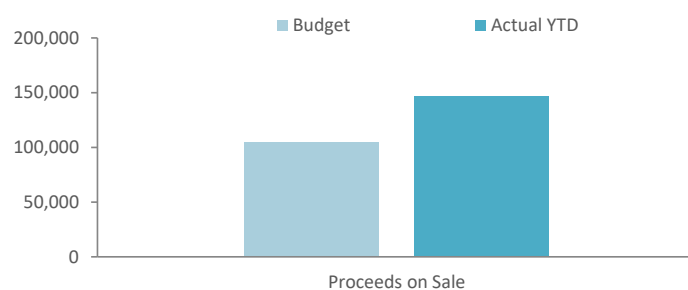
Amounts shown above include GST (where applicable)

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		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	
	<b>Plant and equipment</b>								
	<b>Education and welfare</b>								
	Plant and Equipment - Mazda CX-5	23,331	18,000	0	(5,331)	22,352	27,364	5,012	0
	<b>Transport</b>								
	P&E - Kubota Skid Steer Loader	24,997	25,000	3	0	21,298	46,562	25,264	0
	P&E - Crew Cab Truck	14,000	15,000	1,000	0	12,406	31,164	18,758	0
	P&E - Ride on Mower	9,666	10,000	334	0			0	0
	P&E - Side by Side Utility Vehicle	833	500	0	(333)			0	0
	<b>Other property and services</b>								
	Plant and Equipment - Isuzu MU-X	36,001	36,000	0	(1)	35,573	41,259	5,686	0
		<b>108,829</b>	<b>104,500</b>	<b>1,337</b>	<b>(5,665)</b>	<b>91,629</b>	<b>146,349</b>	<b>54,720</b>	<b>0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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	641,594	449,352	(192,242)
Plant and equipment	371,000	371,000	680,158	309,158
Infrastructure - Roads	1,487,841	1,400,000	1,309,332	(90,668)
Infrastructure - Footpaths	123,200	123,200	127,012	3,812
Infrastructure - Drainage	90,000	90,000	101,774	11,774
Infrastructure - Parks and Ovals	41,900	41,900	30,919	(10,981)
<b>Payments for Capital Acquisitions</b>	<b>2,770,535</b>	<b>2,667,694</b>	<b>2,698,547</b>	<b>30,853</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,503,941	1,503,941	1,271,896	(232,045)
Other (disposals & C/Fwd)	104,500	104,500	146,349	41,849
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	1,059,253	1,280,302	221,049
<b>Capital funding total</b>	<b>2,770,535</b>	<b>2,667,694</b>	<b>2,698,547</b>	<b>30,853</b>

**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.

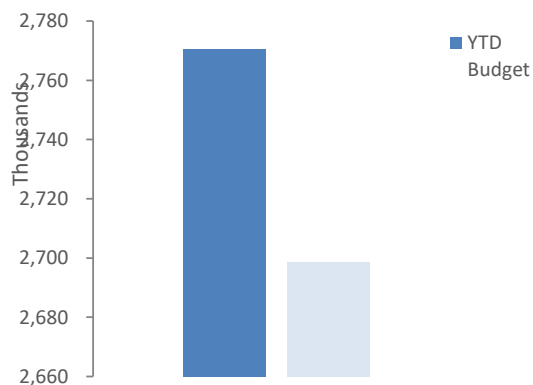
**Initial recognition and measurement for assets held at cost**

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**

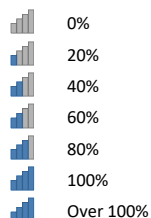
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The 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
	Budget	YTD Budget		(Under)/Over
	\$	\$	\$	\$
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	431,494	420,930	-10564
E168218 Water Tank - Ram Shed	24,000	24,000	28,422	4421.84
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
E168523 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
E168523 Crew Cab Truck	80,000	80,000	71,908	-8091.82
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	315,931	145930.71
E168172 Road Project Grant - Congelin Narrogin Road	163,281	163,281	131,165	-32116.17
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			74,444	
E168139 RTR - Clayton Road	60,100	60,100	59,806	-294.16
RTR - Dardadine Road	171,112	0	0	0
E168178 LRCI (Phase 3) - York Williams Road	518,880	518,880	693,016	174136.27
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	13,024	-6976.27
E168310 Playground Recreation Centre	6,900	6,900	6,900	0
Synthetic Bowling Green (Final Installment)	5,000	0		0
E168327 Entry Statements			545	
E168323 Town Hall Park			11,016	
Infrastructure - Footpaths				0
E168176 Williams Narrogin Road & Richmond Street	99,200	99,200	99,878	678.26
E168184 Rosseloty Street	24,000	24,000	27,134	3133.54
	<b>2,805,635</b>	<b>2,019,658</b>	<b>2,363,934</b>	<b>258,271</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>										
Mens Shed	71	80,285			(19,856)	(19,856)	60,429	60,429	(540)	(540)
Williams Bowling Club	72	200,000			(17,107)	(17,107)	182,893	182,893	(6,650)	(6,651)
<b>Economic services</b>										
Industrial Shed	70	149,353			(11,446)	(23,065)	137,907	126,288	(2,255)	(4,338)
<b>Other property and services</b>										
Industrial Land	65	159,916			(13,647)	(13,647)	146,269	146,269	(9,973)	(9,973)
		389,554	0	0	-44,949	-56,568	344,605	332,986	-12,768	-14,851
<b>Self supporting loans</b>										
<b>Recreation and culture</b>										
Williams Bowling Club		200,000	0	0	-17,107	-17,107	182,893	182,893	(6,650)	(6,651)
		200,000	0	0	-17,107	-17,107	182,893	182,893	(6,650)	(6,651)
<b>Total</b>		589,554	0	0	-62,056	-73,675	527,498	515,879	(19,418)	(21,502)
Current borrowings		73,675					62,056			
Non-current borrowings		515,879					465,442			
		589,554					527,498			

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

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		0	0	183,873	(169,715)	14,158
- Capital grant/contribution liabilities		560,413		397,378	(939,673)	18,118
<b>Total other liabilities</b>		560,413		581,251	(1,109,388)	32,276
<b>Employee Related Provisions</b>						
Annual leave		164,844	0			164,844
Long service leave		154,906	0			154,906
<b>Total Employee Related Provisions</b>		319,750	0	0	0	319,750
<b>Total other current assets</b>		<b>880,163</b>	<b>0</b>	<b>581,251</b>	<b>(1,109,388)</b>	<b>352,026</b>
<b>Amounts shown above include GST (where applicable)</b>						

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 Revenue	YTD Budget	YTD Revenue
	1 July 2022		(As revenue)	31 May 2023	31 May 2023			Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>Governance</b>								
National Australia Day Council - Australia Day 2022	9,348	22,800	(32,148)	0		9,348	9,348	32,148
<b>General purpose funding</b>								
Financial Assistance Grant - General Purpose		62,829	(62,829)	0		62,829	62,829	62,829
Financial Assistance Grant - Local Road		80,117	(80,117)	0		80,117	80,117	80,117
<b>Law, order, public safety</b>								
ESL Administration Grant		4,000	(4,000)	0		4,000	4,000	4,000
ESL Operating Grant		44,479	(44,479)	0		44,479	44,479	44,479
WAPOL - Road Safety Commission Grant		5,300		5,300				
<b>Education and welfare</b>								
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	12,000	21,063
Williams Playgroup - Community Assistance Program		5,000		5,000		6,000		
<b>Housing</b>								
NRAS - incentive		56,170	(56,170)	0		56,325	56,325	56,170
<b>Community amenities</b>								
PHCC - Narrakine Feral Pig Eradication Project	8,424	5,258	(13,682)	(0)				13,682
Domestic Waste Collections		122,090	(112,684)	9,406				
Commercial Waste Collections		61,784	(57,031)	4,753				
<b>Recreation and culture</b>								
South 32 - Quindanning Community Project		120,000	(120,000)	0				120,000
SLWA - Travel Grant 22-23		1,351	(1,351)	0				1,351
SLWA - EPP Rolling Grant 22-23		4,212	(4,212)	0				4,212
<b>Transport</b>								
Main Roads - Direct Grant		92,925	(92,925)	0		80,207	80,207	92,925
Main Roads - Street Lighting Subsidy				0		5,971		
	<b>17,772</b>	<b>815,616</b>	<b>(808,929)</b>	<b>24,459</b>	<b>0</b>	<b>467,514</b>	<b>455,543</b>	<b>639,214</b>

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 May 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Housing</b>								
Dept of Communities - SHERP Grant - Sandalwood Crt	193,247	235,501	(420,930)	7,818	7,818	386,494	386,494	420,930
<b>Recreation and culture</b>								
Public Open Space Contribution				0		20,000	20,000	
<b>Transport</b>								
Dept of Infrastructure - LRCI Phase 3	349,394		(349,394)	0		465,858	465,858	349,394
Main Roads - Road Project Grants		246,427	(246,427)	0		308,034	308,034	246,427
Dept of Infrastructure - Roads to Recovery		196,112	(196,112)	0		196,112	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	49,600	29,760
<b>Economic services</b>								
DWER - Stock Water Grant		29,273	(29,273)	0				29,273
	<b>542,641</b>	<b>737,073</b>	<b>(1,271,896)</b>	<b>7,818</b>	<b>7,818</b>	<b>1,503,941</b>	<b>1,503,941</b>	<b>1,271,896</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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 May 2023
	\$	\$	\$	\$
Public Open Space Contribution	20,000			20,000
	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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						927,695
				0	0	0	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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	
<b>Opening funding surplus / (deficit)</b>	\$ 58,204	6.27%	▲			0	0
<b>Revenue from operating activities</b>							
Operating grants, subsidies and contributions	183,671	40.32%	▲	Higher than expected at this time		0	
Fees and charges	141,737	16.00%	▲	Higher Childcare Fees			
Interest earnings	59,429	0.00%	▲	Higher interest rates			
Other revenue	439,423	758.72%	▲	DFES Reimbursements			
Profit on disposal of assets	53,717	5355.63%	▲	Level of profit better than Budget			
<b>Expenditure from operating activities</b>							
Utility charges	(67,416)	(43.98%)	▼	Higher than expected at this time			
Depreciation on non-current assets	(71,313)	(6.16%)	▼			Lower than expected at this time	
Other expenditure	53,188	82.24%	▲		Loan to Golf Club		
Loss on disposal of assets	5,332	100.00%	▲		Lower loss on sale of asset than anticipated		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	(232,045)	(15.43%)	▼			Lower than expected at this time	
Proceeds from disposal of assets	41,849	40.05%	▲			Timing of asset disposals	
<b>Financing activities</b>							
Transfer from reserves	(75,000)	(100.00%)	▼			Timing of reserve fund transfers	
Repayment of debentures	(62,056)	0.00%	▼			Timing of loan repayment	
Transfer to reserves	336,927	100.00%	▲	Timing of reserve fund transfers			
<b>Closing funding surplus / (deficit)</b>	864,522	(216.31%)	▲				

**8.2 Office of the Chief Executive Officer**

The President, Cr Logie, declared a financial interest the following Item 8.2.1 Salaries and Allowances Tribunal Determination for Elected Members and left the Meeting at 6.15pm. The nature of his interest relates to the proposed adoption of an amount for the President's Allowance.

The Deputy President, Cr Major, assumed the Chair.

**8.2.1 Salaries and Allowances Tribunal Determination for Elected Members**

<b>File Reference</b>	4.1.60
<b>Statutory Ref.</b>	<i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 30 May 2023
<b>Attachments</b>	Nil

**Background**

In April 2023, the Salaries and Allowances Tribunal (SAT) completed a review of fees, allowances and expenses for local government elected members. In doing so it determined that remuneration, fees, expenses and annual allowance ranges provided to elected members be increased by 3.5%.

Council can now adopt a position on the payment of fees and allowances, and provision for reimbursement of expenses that will apply from the 1 July 2023.

**Comment**

The *Local Government Act 1995* confers entitlement for elected members to claim fees, expenses and allowances. In recognition that local governments differ in size and levels of responsibility, all councils have been placed in a Band Range of 1 through to 4. The Shire of Williams is included in Band 4.

Table 1 below shows the minimum and maximum range for council meeting attendance as determined by SAT to be used from the 1 July 2022.

**Table 1: Council meeting fees per meeting – local governments**

Band	For the council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$640	\$825	\$640	\$1,240
2	\$390	\$610	\$400	\$815
3	\$205	\$430	\$205	\$660
4	\$95	\$250	\$95	\$510

Table 2 shows the fee range for committee meeting attendance. This includes, but is not limited to, the Audit Committee, and meetings where elected members are representing the Shire of Williams such as WALGA Central Country Zone, Regional Road Group, 4WDL VROC, HWEDA, etc. and meetings with a Minister of the Crown.

**Table 2: Committee meeting and prescribed meeting fees per meeting – local governments**

<b>For a council member (including the mayor or president)</b>		
<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>
1	\$325	\$415
2	\$195	\$305
3	\$100	\$215
4	\$50	\$125

Council also has the option of paying elected members an annual fee in lieu of council or committee meeting fees.

Table 3 below shows the minimum and maximum annual fees that can be applied:

**Table 3: Annual attendance fees in lieu of council meeting and committee meeting attendance fee - local governments**

<b>Band</b>	<b>For the council member other than the mayor or president</b>		<b>For a council member who holds the office of mayor or president</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
1	\$25,600	\$32,960	\$25,600	\$49,435
2	\$15,470	\$24,170	\$15,470	\$32,410
3	\$8,000	\$17,030	\$8,000	\$26,370
4	\$3,735	\$9,890	\$3,735	\$20,325

The final consideration for Council is the allowance to be paid to the President.

Although the Shire of Williams has not previously paid an allowance to the Deputy President, this is also included in the SAT determination.

The allowance recognises the additional tasks undertaken by the President and Deputy President, including the following:

- (a) the leadership role of the President;
- (b) the statutory functions for which the President is accountable;
- (c) the ceremonial and civic duties required of the President, including local government business related entertainment; and
- (d) the responsibilities of the Deputy President when deputising.

The maximum annual allowance for the President shall not exceed the maximum shown in the table below, or 0.2 per cent of the local government's operating revenue, whichever is the lesser.

Further, the allowance for the Deputy President, if endorsed by Council to be paid, will be 25% of the amount paid to the President.

**Table 8: Annual allowance for a mayor or president of a local government**

<b>For a mayor or president</b>		
<b>Band</b>	<b>Minimum</b>	<b>Maximum</b>
1	\$53,330	\$93,380
2	\$16,000	\$65,915
3	\$1,070	\$38,450
4	\$535	\$20,875

Now that the determination has been handed down by SAT, Council can review the level of fees to be paid from the 1 July 2023. A decision on this matter will require a resolution by absolute majority.

The recommendation includes an increase on the previous year of approximately 3.5%.

### 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

To be included in the 2023/24 Annual Budget deliberation.

### Voting Requirements

Absolute Majority

### Officer's Recommendation

That Council adopts the following arrangements for the payment of elected member fees and allowances from the 1 July 2023:

1. A meeting fee of \$157.00 for elected members and \$310.00 for the President, for attendance at a council meeting;
2. A meeting fee of \$83.00 for elected members and \$125.00 for the President, for attendance at a committee meeting or (at the request of the local government) a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996*;
3. An allowance for travel expenses to be calculated at 95.54c/km; and
4. A President's Allowance of \$5,010.00.

Further, properly incurred out of pocket expenses will be reimbursed in full to elected members.

### Council Resolution

#### **Panizza/Baker**

That Council adopts the following arrangements for the payment of elected member fees and allowances from the 1 July 2023:

1. A meeting fee of \$157.00 for elected members and \$310.00 for the President, for attendance at a council meeting;
2. A meeting fee of \$83.00 for elected members and \$125.00 for the President, for attendance at a committee meeting or (at the request of the local government) a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996*;
3. An allowance for travel expenses to be calculated at 95.54c/km; and
4. A President's Allowance of \$5,010.00.

Further, properly incurred out of pocket expenses will be reimbursed in full to elected members.

**Carried by Absolute Majority 7/0  
Resolution 117/23**

Cr Logie returned to the Meeting at 6.17pm and resumed the Chair.

8.2.2 Housing Development – WA Country Health Service

<b>File Reference</b>	9.20.95
<b>Statutory Ref.</b>	Section 3.57 <i>Local Government Act 1995</i> and r 11(1) <i>Local Government (Functions and General) Regulations 1996</i>
<b>Author &amp; Date</b>	Geoff McKeown 7 June 2023
<b>Attachments</b>	Attachment 1 – Concept Design

**Background**

The WA Country Health Service (WACHS) approached the Shire of Williams regarding the potential to build a house to accommodate nursing staff for the Williams Medical Centre.

Architects have been engaged to prepare a concept design and provide a quantity surveyor's estimate to build a 3 bedroom x 2 bathroom house. The site selected for the build is the vacant block on Growse Street, opposite Wandoo Court.

**Comment**

For Council to make an investment decision, it is important that the full cost be determined. Construction documentation is being prepared to support a tender process.

Section 3.57 *Local Government Act 1995* and r 11(1) *Local Government (Functions and General) Regulations 1996* outline the requirements for the calling of tenders where the supply goods or services is expected to be more than \$250,000.

**Strategic Implications**

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

- SCD 2.6 Continue to support health service provision for the community (doctor, allied health, Medical Centre)
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

**Financial Implications**

The cost of the proposed build will be considered in the adoption of the 2023/24 Annual Budget.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council approve the calling of tenders for the construction of a new 3 bedroom x 2 bathroom house to be built on Lot 101 Growse Street, Williams.

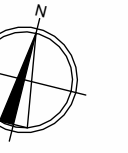
**Council Resolution**

**Major/Price**

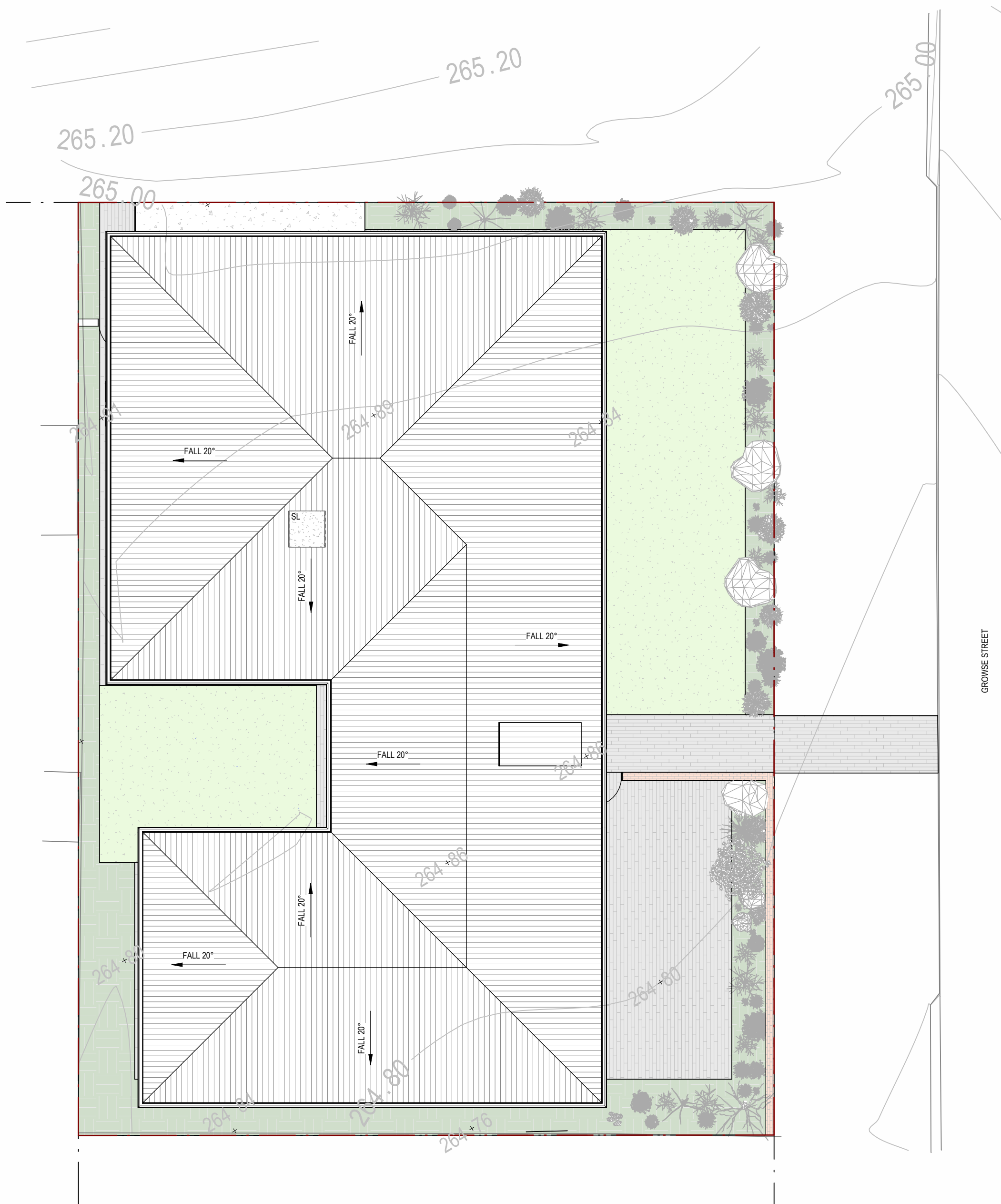
That Council approve the calling of tenders for the construction of a new 3 bedroom x 2 bathroom house to be built on Lot 101 Growse Street, Williams.

**Carried 8/0  
Resolution 118/23**

**GENERAL NOTES.**  
 ALL DIMENSIONS ARE IN METRIC MILLIMETRES.  
 WRITTEN DIMENSIONS SHALL TAKE PREFERENCE OVER SCALED DIMENSIONING.  
 LARGE SCALE DRAWINGS SHALL TAKE PREFERENCE OVER SMALLER SCALE DRAWINGS.  
 THE CONTRACTOR SHALL CARRY OUT THE WORK IN ACCORDANCE WITH THE N.C.C & LOCAL AUTHORITY REQUIREMENTS.  
 ALL MATERIAL SHALL BE OF NEW, GOOD QUALITY & CONFORM TO WHAT IS SHOWN ON THE DRAWINGS.  
 THE CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY BUILDING WORK.  
 SITE VISIT - THE CONTRACTOR SHALL BE REQUIRED TO VISIT & ACQUAINT THEMSELVES WITH ALL VISIBLE SITE CONDITIONS & ACCESS TO SITE.  
 ALL DRAWINGS TO BE READ IN CONJUNCTION WITH THE RELEVANT DETAIL & CONSULTANT DRAWINGS.



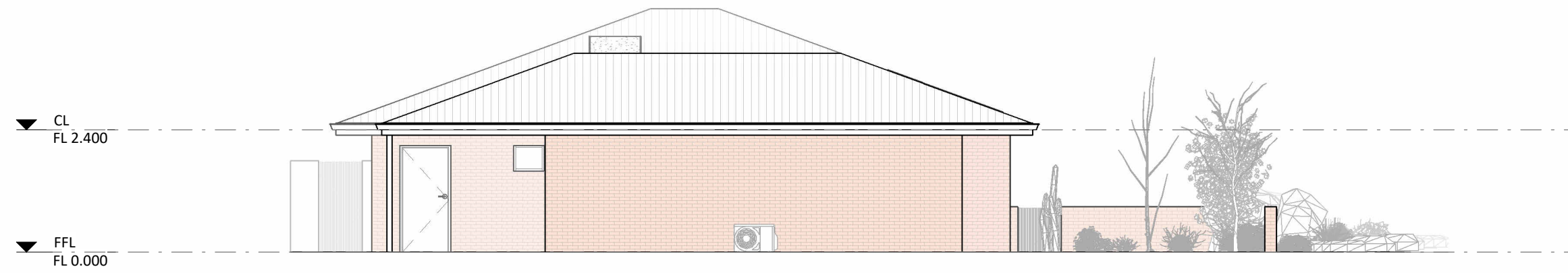
DRAWING TO BE PRINTED IN COLOUR



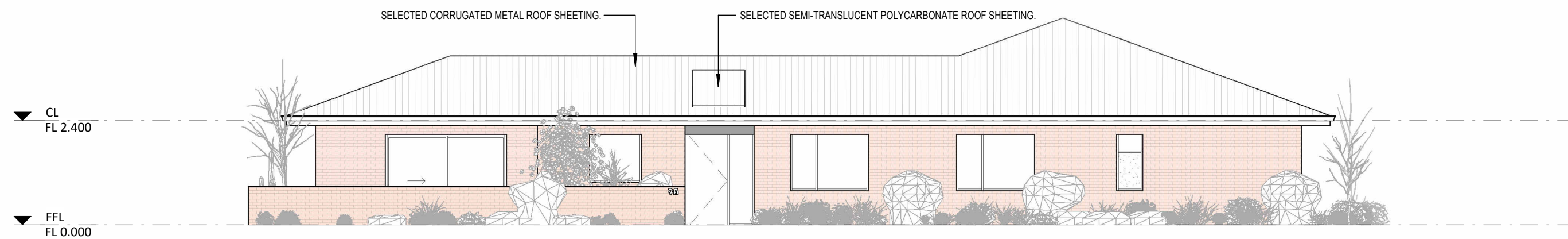
**01 PROPOSED SITE PLAN.**  
 A1.00 1 : 100



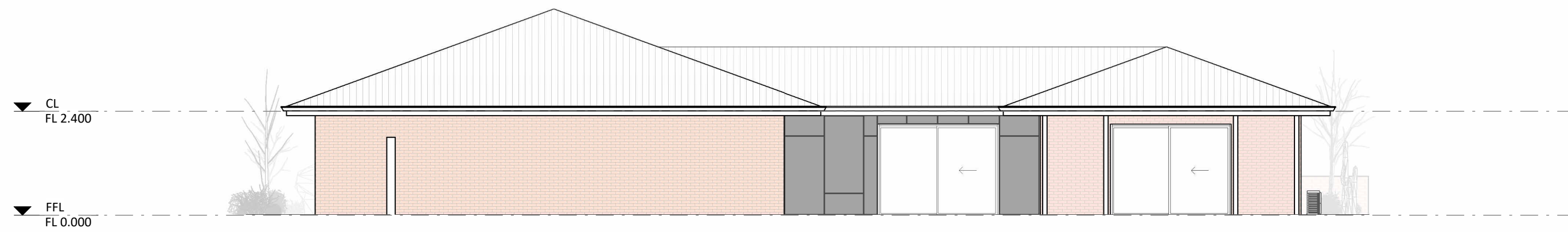
**N NORTH ELEVATION.**  
 A1.00 1 : 100



**S SOUTH ELEVATION.**  
 A1.00 1 : 100



**E EAST ELEVATION.**  
 A1.00 1 : 100



**W WEST ELEVATION.**  
 A1.00 1 : 100

**CONCEPT DESIGN**


B	ISSUE FOR CLIENT REVIEW	17.05.2023	AO
A	ISSUE FOR CLIENT REVIEW	10.05.2023	AO
No.	AMENDMENT	DATE	CHKD

**H+H architects**  
 ALBANY 9842 5558  
 KALGOORLIE 0433 319 653  
 BUNBURY 9778 9600

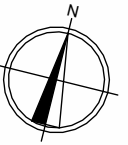


**SHIRE OF WILLIAMS - SINGLE DWELLING**  
 NEW RESIDENCE

PROPOSED SITE PLAN				
DRAWN	KR	SCALE	As indicated @ A1	ADDRESS
CHECKED	AO	DATE	17/05/2023 1:33:24 PM	9A NEW STREET - WILLIAMS
APPROVED	AO	PROJECT No.	2351-23	DRAWING No. REVISION

**ARCHITECTURAL** **A1.00** **B**

**GENERAL NOTES.**  
 ALL DIMENSIONS ARE IN METRIC MILLIMETRES.  
 WRITTEN DIMENSIONS SHALL TAKE PREFERENCE OVER SCALED DIMENSIONING.  
 LARGE SCALE DRAWINGS SHALL TAKE PREFERENCE OVER SMALLER SCALE DRAWINGS.  
 THE CONTRACTOR SHALL CARRY OUT THE WORK IN ACCORDANCE WITH THE N.C.C & LOCAL AUTHORITY REQUIREMENTS.  
 ALL MATERIAL SHALL BE OF NEW, GOOD QUALITY & CONFORM TO WHAT IS SHOWN ON THE DRAWINGS.  
 THE CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY BUILDING WORK.  
 SITE VISIT - THE CONTRACTOR SHALL BE REQUIRED TO VISIT & ACQUAINT THEMSELVES WITH ALL VISIBLE SITE CONDITIONS & ACCESS TO SITE.  
 ALL DRAWINGS TO BE READ IN CONJUNCTION WITH THE RELEVANT DETAIL & CONSULTANT DRAWINGS.



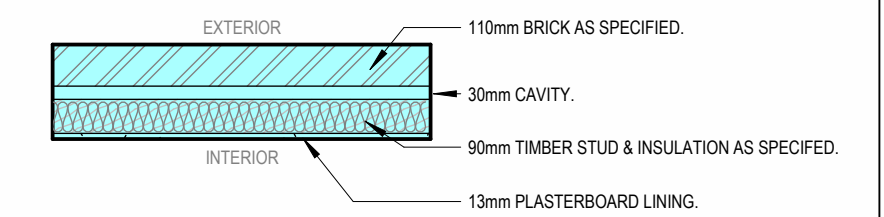
**DRAWING TO BE PRINTED IN COLOUR**

**ABBREVIATIONS.**  
 B BROOM.  
 BIR SUIT IN ROBE.  
 F FRIDGE.  
 L LINEN.  
 P PANTRY.  
 S STORAGE.  
 SL SKYLIGHT.

**WALL LEGEND.**

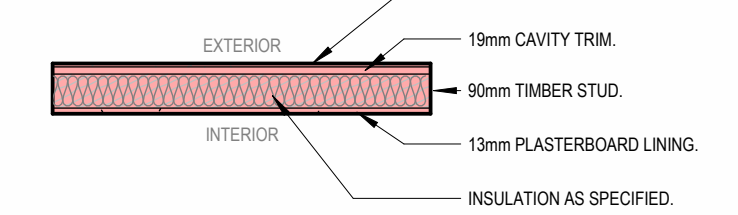
EXTERNAL WALL TYPE 01.

BRICK VENEER - 245mm OVERALL.



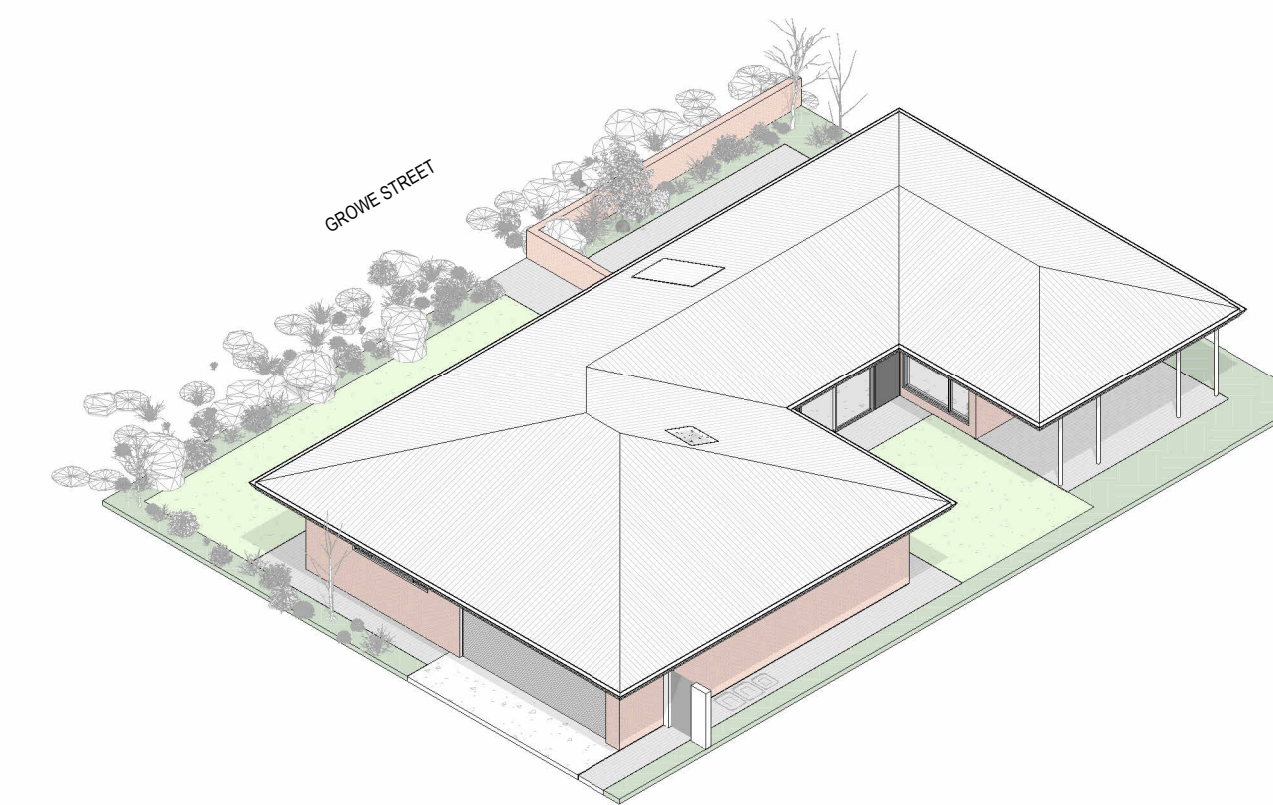
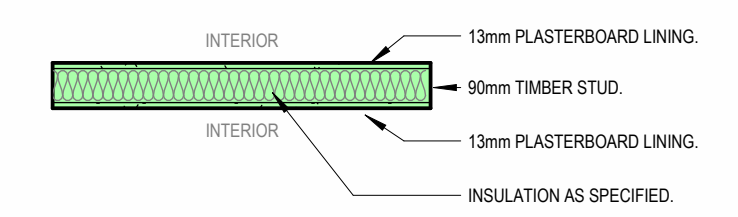
EXTERNAL WALL TYPE 02.

TIMBER STUD - 131mm OVERALL.



INTERNAL WALL TYPE 02.

TIMBER STUD - 118mm OVERALL.



**CONCEPT DESIGN**

C	ISSUE FOR CLIENT REVIEW	17.05.2023	AO
B	ISSUE FOR CLIENT REVIEW	10.05.2023	AO
A	ISSUE FOR CLIENT REVIEW	04.04.2023	AO
No.	AMENDMENT	DATE	CHKD

**H+H architects**  
 ALBANY 9842 5558  
 KALGOORLIE 0433 319 653  
 BUNBURY 9778 9600



**SHIRE OF WILLIAMS - SINGLE DWELLING**  
 NEW RESIDENCE

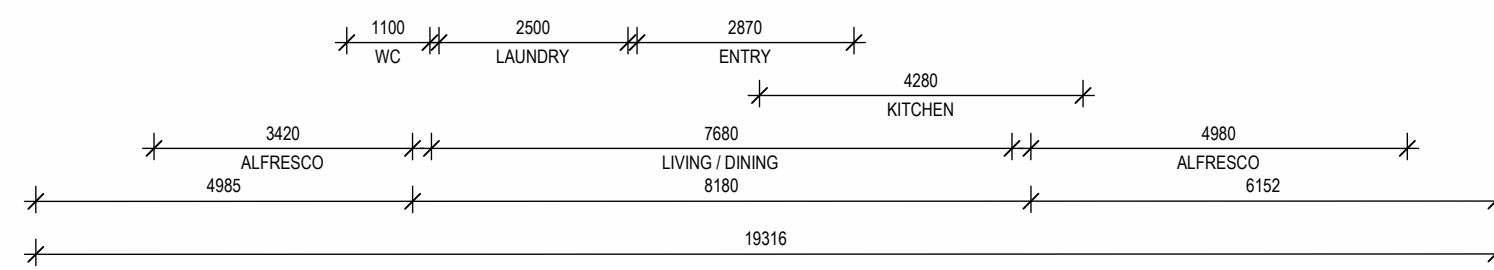
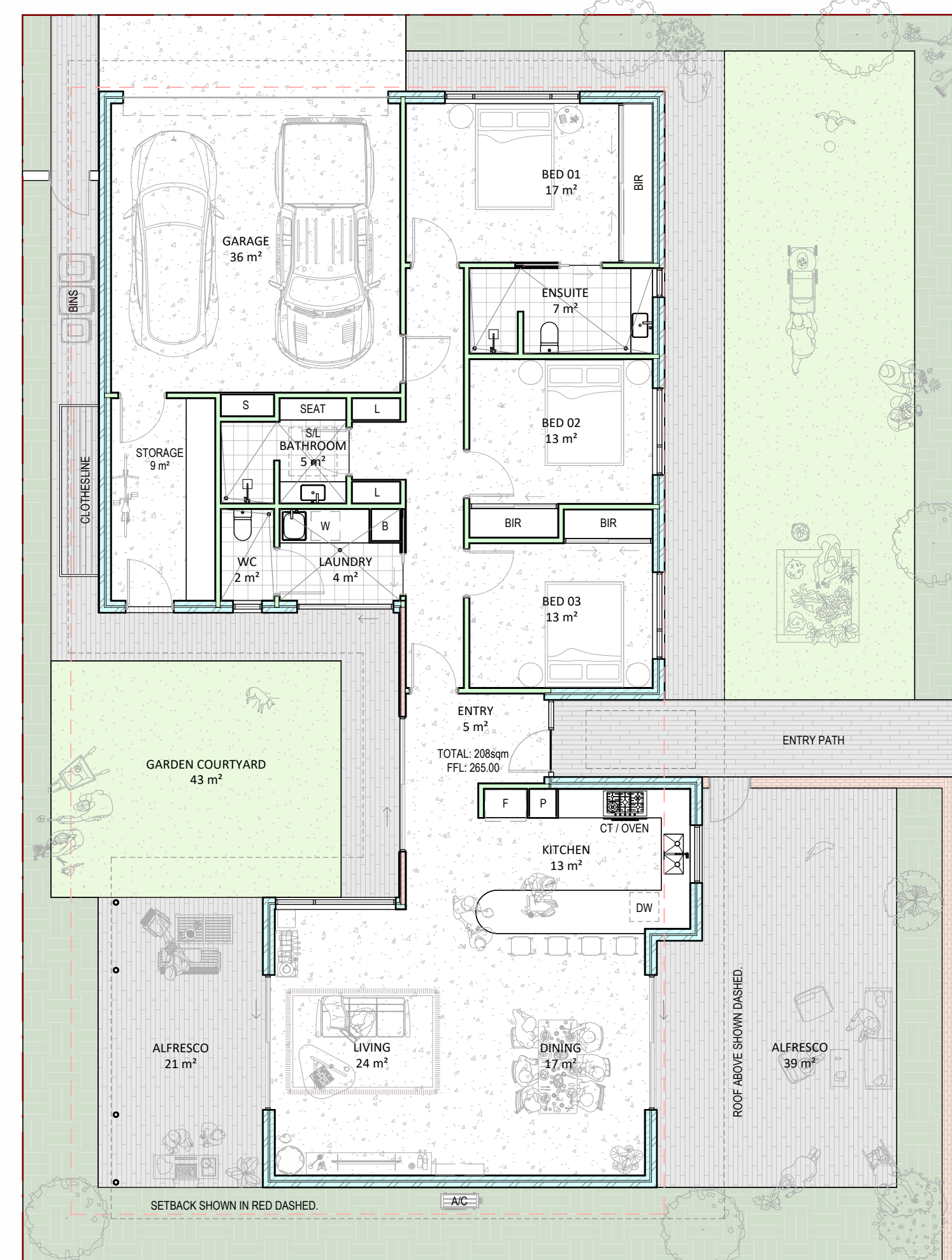
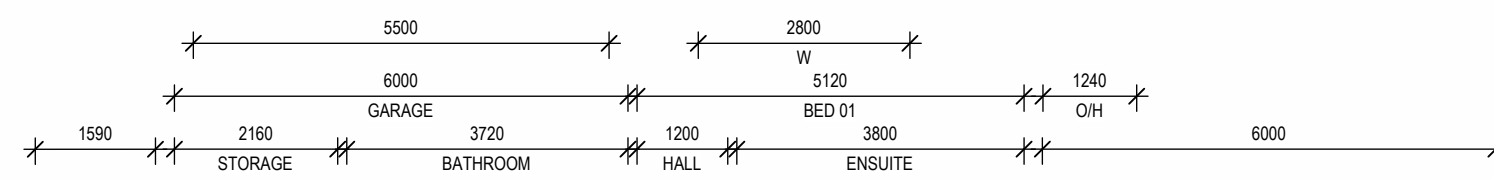
**FLOOR PLAN**

DRAWN	KR	SCALE	As indicated @ A1	ADDRESS	9A NEW STREET - WILLIAMS
CHECKED	AO	DATE	17/05/2023 1:33:29 PM		
APPROVED	AO	PROJECT No.	2351-23	DRAWING No.	REVISION

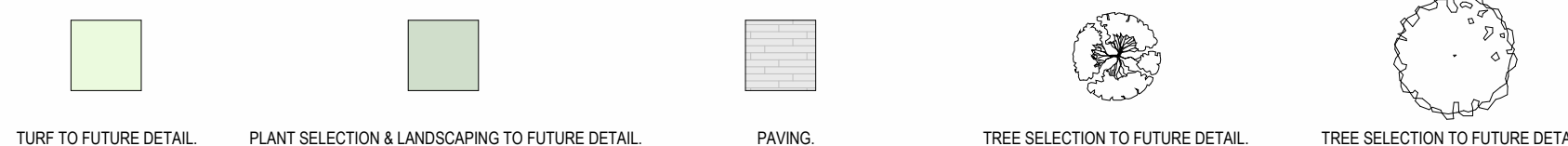
**ARCHITECTURAL** **A2.00** **C**

**02 SOUTH-EAST.**  
A2.00

**03 NORTH-WEST.**  
A2.00



**01 PROPOSED FLOOR PLAN.**  
A2.00 1 : 100



SITE AREA: 500sqm  
 FECA: 208sqm  
 OPEN SPACE: 50%  
 GARDEN: 34%  
 R ZONING: R20

8.2.3 Proposed Meteorological Mast – Lot 124 Collie-Williams Road

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Shire of Williams Town planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations 7 June 2023
<b>Attachments</b>	Nil

**Background**

Lot 124 is used for agricultural purposes and has an approximate area of 258 hectares.



Above: Location Plan

• **Relevant Council Decision – May 2023**

A report on this application was referred to the Council Meeting held on the 17 May 2023.

Council resolved that:

1. In accordance with Clause 4.3.2 of the Scheme, determine by Absolute Majority that the proposed 'metrological mast' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme, and Clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, in considering an application for planning consent.

2. Note that:
  - (a) the application is being publicly advertised until the 29 May 2023 as required by the Planning and Development (Local Planning Schemes) Regulations 2015.
  - (b) the application has been referred to the Civil Aviation Safety Authority for comment. The Shire is required to provide CASA with 42 days to comment, however has sought their comments as soon as practical.
3. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for a 'metrological mast' on Lot 124 Collie Williams Road, Williams.
4. Note that the Western Australian Planning Commission has granted an ongoing exemption to the Shire which provides the Shire with flexibility over the methods of advertising for any complex application.
5. Note that any future wind farm proposal on Lot 124 would be subject to a separate future application, and the applicant has been advised that there is currently no discretion to consider a wind farm in the Rural zone under the current Scheme.

The Shire Chief Executive Officer has opted to refer the application back to Council for determination, rather than exercise discretion under delegated authority, as an objection to the proposal has been received.

## **Comment**

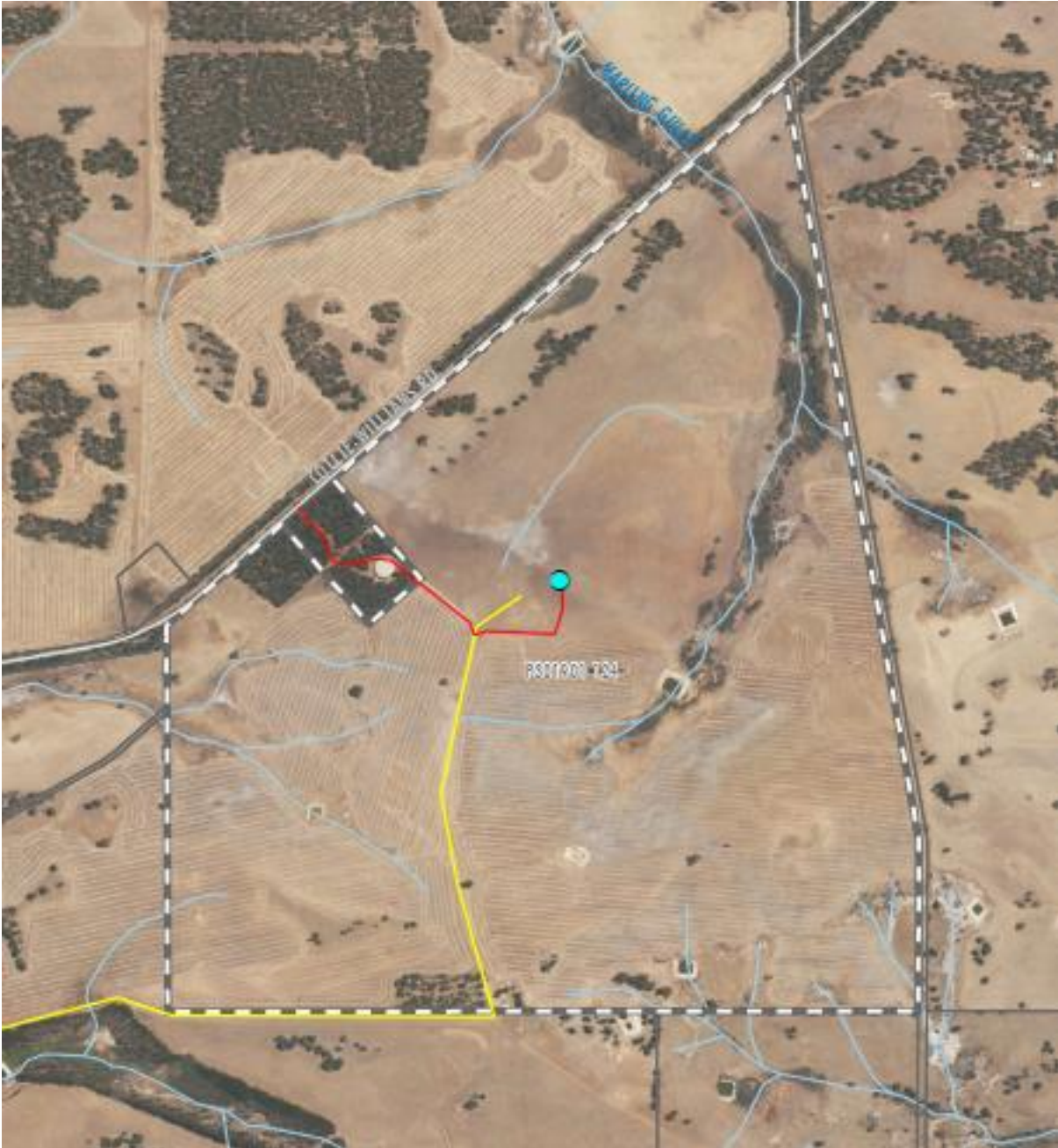
- **Proposed Development**

RES Australia Pty Ltd (RES) seeks approval to construct and operate a temporary Meteorological Mast (met mast) within Lot 124.

The applicant advises that the met mast will be temporary, and not a permanent fixture. The duration of a met mast installation is determined by a Project's development duration, typically removed prior to the commencement of Project's construction (i.e. the future wind farm). Based on the Project's current development duration, RES anticipates that the met mast will be installed for 4-5 years, before being removed from the land.

The purpose of the met mast is to conduct climatic monitoring to determine the suitability of the location for siting of a future wind farm. Any potential future development of a wind farm is dependent on the outcomes of pre-feasibility studies and approvals that are separate to this Development Application.

The applicant has advised that the met mast is similar to one already approved in the Shire of Narrogin. It is proposed to be setback approximately 100 metres from the Collie Williams Road.



Above: Site Plan

The applicant has provided a photograph of a typical met mast. It will be a light weight lattice design with a maximum height of 80 metres.



It will include guy wires and anchor footings. No clearing of native vegetation is proposed.

**Advertising**

The application has also been referred to the Civil Aviation Safety Authority for comment. CASA had until the 12 June 2023 to comment. At the time of writing this report no advice from CASA had been received.

Public advertising closed on the 29 May 2023. One objection has been received as summarised in the table below.

Summary of Objection	Officer Comment
<p>GB AT Cowcher 18 Williams Collie Road Williams</p> <p>We wish to comment on consultation with adjacent landowners by RES Australia. They sent us a text on the 31 March 2023 with a brief summary of their activities wanting to set up a meeting with us the following Tuesday or Wednesday. We advised we were not available those days but were happy to meet at a future time. On the 3 April 2023 we received a text from Rhyannon Warren saying that was fine and they would be back late April to catch up with us. We have not heard from them since.</p>	<p>Noted.</p>
<p>It seems pointless collecting weather conditions through a mast for a possible wind farm when a wind tower cannot be constructed in the proposed location as it is within a 2 kilometre radius of William Higham's house.</p>	<p>A future wind tower may not necessarily be proposed in the exact same location as the met mast.</p> <p>Council can only consider the application that has been lodged, and will need to consider any future application for a wind farm separately. Any future wind farm application may potentially be determined by a Development Assessment Panel or the WA Planning Commission, instead of the Shire.</p> <p>Council's role is to determine the application before it, not to second guess what any future wind farm proposal may look like.</p> <p>Any future wind farm application would be assessed in accordance with the legislation and any relevant WAPC Position Statements that apply at the time.</p> <p>There are portions of Lot 124 that are more than 2 kilometres from William Higham's house – refer Figure 1 in this report.</p> <p>Notwithstanding the above, the 2 kilometre distance between wind turbines and sensitive dwellings (under a WAPC Position Statement for Renewable Energy Facilities) does not apply to meteorological masts, or other similar structures such as telecommunication infrastructure.</p>
<p>We assume the site has been picked because of its elevation on an inarable rocky ridge. As Lynford Farm owns large tracks of land in the Shire, they and RES should at least choose a site for the mast that meets the possible future conditions for a wind tower site.</p>	<p>Council has to consider the application as lodged and does not have any role in determining whether any alternative site forms a better planning proposal.</p>

<p>There are several sites of Kelly Road that would be more suitable for this to proceed.</p>	<p>As per comment above.</p>
<p>Regarding possible future wind farms, we don't believe that our area is greatly suited to these developments with our large tracks of bush and native wildlife which would be affected, such as the wedge tailed eagle which are extremely affected by wind towers.</p>	<p>Council is not considering an application for a wind farm at this time.</p>
<p>Not to mention it would devalue the land and the known health affects it has on people.</p>	<p>Council is not considering an application for a wind farm at this time.</p>
<p>As an alternative energy source, solar energy is far more suited to our environment. Wind farms, if they are to be built, should be placed on the ocean, as many are in Europe. Here there is plenty of wind and power generated close to the large population that require it and causing less environmental problems. The metrological mast is not suitable at this site, as a wind tower could not be erected here even if a wind farm got approval.</p>	<p>Council has to consider the application as lodged and does not have any role in determining whether any alternative land use (such as a solar farm) forms a better future planning proposal.</p> <p>This position was confirmed in the decision of the Town Planning Appeal Tribunal in SPB (Australia) Pty Ltd and Ors v Town of Claremont [2003] WATPAT 138, at [90], where the Tribunal noted:</p> <p><i>"...The function for the Tribunal is not, of course, to determine whether a proposed development is the best possible development, having regard to all issues that might conceivably be placed on the subject site.</i></p> <p><i>What the Tribunal must do is to assess whether, in the interests of all orderly and proper planning, and the amenity of the area, and having regard to all applicable planning instruments, a development should be approved.</i></p> <p><i>Thus, unless it can be said that a proposed development is contrary to any of those considerations, it should be approved notwithstanding that some may think that a better development of the site might be possible."</i></p>



Figure 1 shows a 2 kilometre distance to William Higham's house is represented as a blue line

An aerial plan showing the objector's residence location relative to Lot 124 is included below:



Figure 2 shows there is approximately 6.75 kilometres between the boundary of the objector's residence and Lot 124.

**Policy Requirements**

There is no local planning policy applicable to the development.

**Legislative Requirements**

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

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

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

### **Advertising**

As the application has been processed as a 'Use Not Listed', it is classified as a 'complex application' under the revised Regulations. Advertising was required to occur for a minimum of 28 days.

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

- (a) Publication of a Notice with copies of the proposed plans on the Shire website; and
- (b) Making a copy of the plans available to the public for viewing at the Shire office; and
- (c) Writing to the owners and occupiers of lots within 200 metres of the proposed development; and
- (d) Erecting a sign in a conspicuous place on Lot 124 to advertise the proposal.

The Western Australian Planning Commission has permanently exempted the Shire from having to meet some of the abovementioned advertising requirements if it is not practical to achieve (such as erecting a sign on site).

### **Matters to be considered by Council**

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

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

### **Sustainability Implications**

#### **Environment**

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

#### **Economic**

There are no quantified economic implications associated with this report.

#### **Social**

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

### **Strategic Implications**

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

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

### **Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. A planning application fee is applicable.

### **Voting Requirements**

Simple Majority

### **Consultant Planner's Recommendation**

That Council:

1. Note that the application has been publicly advertised and one objection has been received as outlined in the body of this report. The objection substantially relates to a future wind farm which does not form part of the application for a meteorological mast on Lot 124 being considered by Council.
2. Note that any future wind farm proposal on Lot 124 would be subject to a separate future application, and the applicant has been advised that there is currently no discretion to consider a wind farm in the Rural zone under the current Scheme.
3. Approve the application for a meteorological mast on Lot 124 Collie Williams Road, Williams subject to the following condition and footnotes:
  - (i) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.

Footnotes:

- a) Support for a meteorological mast on Lot 124 should not be construed as support for the location of any future wind turbine or separate future wind farm proposal.
- b) The Shire has reservations over any future wind farm proposal on Lot 124 and has expectations that a high level of community consultation needs to be driven by the applicant to address any local community concerns.

### **Council Resolution**

#### **Cowcher/Panizza**

That Council:

1. Note that the application has been publicly advertised and one objection has been received as outlined in the body of this report. The objection substantially relates to a future wind farm which does not form part of the application for a meteorological mast on Lot 124 being considered by Council.
2. Note that any future wind farm proposal on Lot 124 would be subject to a separate future application, and the applicant has been advised that there is currently no discretion to consider a wind farm in the Rural zone under the current Scheme.
3. Approve the application for a meteorological mast on Lot 124 Collie Williams Road, Williams subject to the following condition and footnotes:
  - (i) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.

Footnotes:

- a) Support for a meteorological mast on Lot 124 should not be construed as support for the location of any future wind turbine or separate future wind farm proposal.
- b) The Shire has reservations over any future wind farm proposal on Lot 124 and has expectations that a high level of community consultation needs to be driven by the applicant to address any local community concerns.

**Carried 8/0**  
**Resolution 119/23**

Cr John Macnamara declared a proximity interest for the following item 8.2.4 Proposed Holiday House – Lot 14 (10983) Albany Highway, Williams and left the Meeting at 6.22pm.

The nature of his interest relates to being the owner of land that is adjacent to Lot 14 (10983) Albany Highway, Williams.

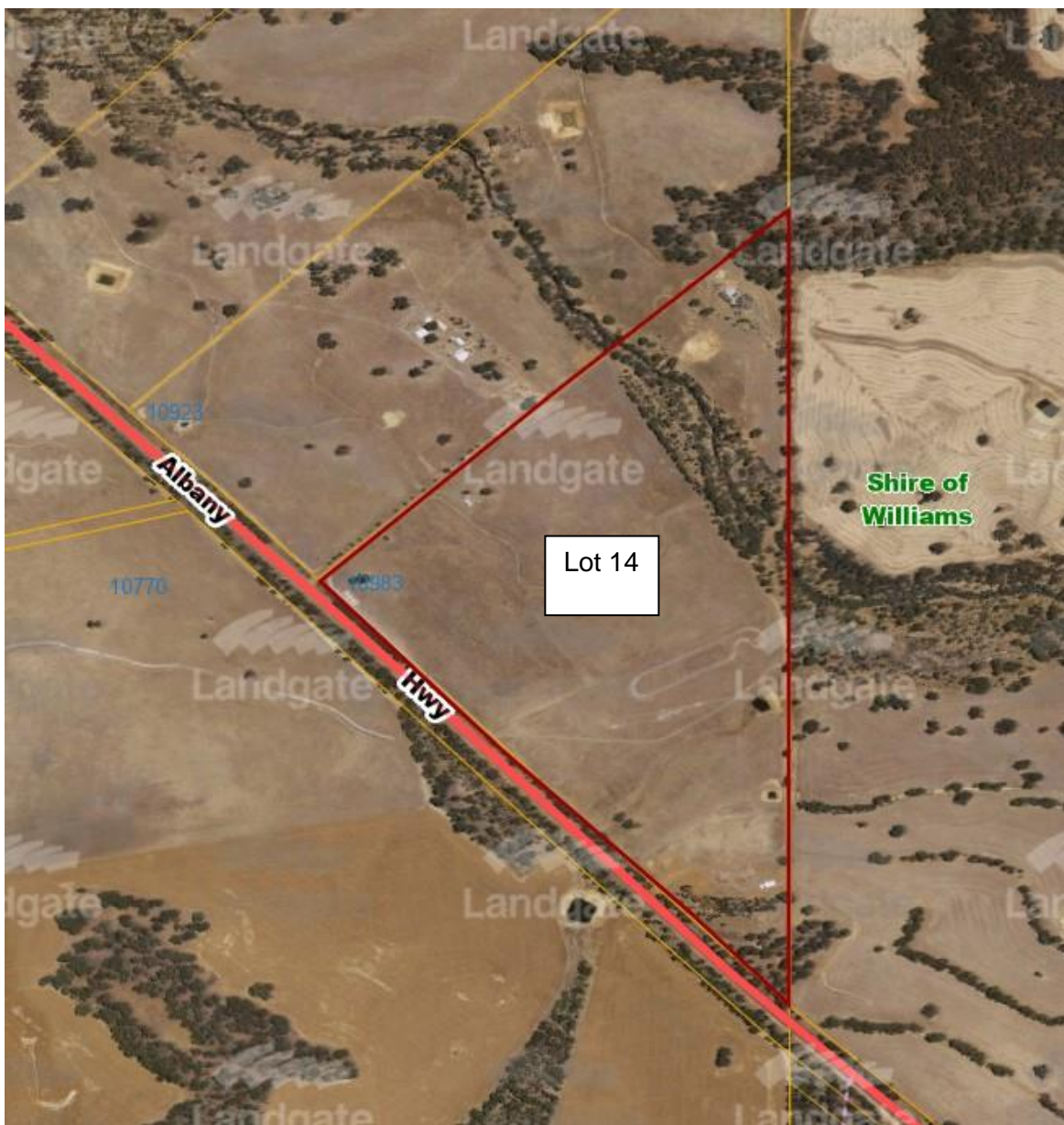
8.2.4 Proposed Holiday House – Lot 14 (10983) Albany Highway, Williams

<b>File Reference</b>	10.60.15
<b>Statutory Ref.</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations 14 June 2023
<b>Attachments</b>	Attachment 2 – Management and Fire Plan

**Background**

Lot 14 is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot has an approximate area of 33.8 hectares and contains an existing dwelling, water tank, sheds, dam and creek.



Location Plan

### **Comment**

The owners of the land would like to rent out the existing house for short periods and advertise the accommodation on the websites AirBNB and Stayz. The house will only be rented out when the owners are not staying on the property.

The owners believe that the property will provide an attractive farm stay experience and getaway from the busy city life within a short trip to Williams.

The owners also advise that:

- a) The property is known as Rose Creek Farm.
- b) They have developed a management plan (included with the application) to ensure that the property will be well maintained and managed to a professional standard.
- c) The Management Plan includes a Code of Conduct for guests, a complaint procedure, and evacuation plan to be displayed in the house. It also includes a simplified Bushfire Management Plan that the owners have prepared themselves.
- d) The owners will act as the property manager or will employ someone locally if they are not available.
- e) Guests will be encouraged to experience local natural attractions such as hiking, wildflowers in the Harris River State Forest and Dryandra Woodland, as well as local attractions such as the Williams Woolshed, the Lions Park and Millbrook Gallery.

In support of the application the owners have lodged a Management Plan, a Code of Conduct for guests, and a simplified Bushfire Management Plan. The adjacent neighbour has agreed to being available to help manage the property, and the owners have amended their Management Plan to include the neighbour's contact details.

The owners have aspirations for future development such as providing comfortable picnic areas on site for travellers going further south.

#### • **Landuse Classification and Permissibility**

The land use of 'holiday house' is not defined in the Shires Scheme or listed in 'Table 1 – Zoning Table '.

A Holiday House is defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* as 'means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast'.

Council has two options for dealing with a 'use not listed' as outlined in Clause 4.3.2 of the Scheme:

- Option 1 - Determine that the 'holiday house' is not consistent with the objectives and purposes of the Rural zone and is therefore not permitted; or
- Option 2 - Determine by Absolute Majority that the proposed 'holiday house' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering the application for planning consent.

It is recommended that Council pursue Option 2. The Scheme does not outline any specific objectives for the Rural zone.

#### • **Public Consultation and Delegated Authority**

The Shire is required to advertise the application for public comment. Advertising has commenced and includes:

- (i) A notice and development plans published on the Shire website;
- (ii) Letters to surrounding owners.

Advertising closes on the 14 July 2023.

To expedite processing, it is recommended that Council delegate authority to the Chief Executive Officer to determine the application after completion of advertising.

• **State Planning Policy 3.7: Planning in Bushfire Prone Areas**

The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone and are amended from time to time.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The lot and the existing dwelling are within a declared bushfire prone area.

The current version of the Guidelines includes some specific requirements that need to be met for Holiday Houses, including:

Guideline requirement for Holiday Houses	TPI Comment
A Bushfire Attack level assessment that confirms the BAL rating applicable to the habitable structures.	As the house is existing and is surrounded by substantial cleared areas, a BAL can only provide limited information but would confirm that the house is not within flame zone.  TPI recommends support for the application with a simplified Bushfire Management Plan completed by the owners that demonstrates they can meet the other guideline requirements.  It should be noted that the existing house has been installed with an external sprinkler system on the roof for additional safety in the event of a fire.
Every habitable building to be surrounded by an Asset Protection Zone.	The owners have prepared a simplified Bushfire Management Plan that nominates a 32 metre Asset Protection zone around the existing house.
Driveways that are more than 70 metres long are to include: (a) Passing bays every 200 metres; (b) Accessible Turnaround areas for fire trucks; (c) 4 metre width and 4.5 metre vertical clearance.	The owners have prepared a simplified Bushfire Management Plan that demonstrates compliance with most requirements.
A 10,000 litre water tank in non-reticulated area dedicated for fire fighting	There is an existing 25,000 litre water tank near the existing house. The owners have advised a new 10,000 litre water tank (dedicated for firefighting) will be installed within 6 months and can be filled from the existing dam before summer.

Under State Planning Policy 3.7 (SPP3.7) a Bushfire Attack Level (BAL) by a suitable qualified fire consultant is required to be submitted with all planning applications where development is within a declared bushfire prone area.

Notwithstanding the above, TPI has liaised with the Shire Chief Executive Officer and is of the view that bushfire management is not an impediment to the proposed land use as:

- (a) The dwelling has already been constructed, so higher construction standards cannot be applied to the existing house.
- (b) The owner proposes to increase fire safety through a simplified Bushfire Management Plan, a fire escape plan and provision of two fire extinguishers.
- (c) The simplified Bushfire Management Plan addresses the Guideline requirements for holiday houses, with the exception that a Bushfire Attack Level assessment hasn't been prepared. The owners are finalising a revised BMP as a result of consultation with the Shire.
- (d) There are substantial cleared areas around the existing house and the property includes water sources such as a creek and dam.
- (e) The existing house has been fitted with a roof top sprinkler system.
- (f) The owners have worked closely with TPI to develop a BMP that addresses the main state planning bushfire guideline requirements.
- (g) The 'Guidelines for Planning in Bushfire Prone Areas' have undergone several changes over the past few years, and are still being reviewed. Ultimately the Guidelines are to be applied pragmatically by the local government.

## **Legislative Requirements**

### Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shire's Scheme.

- *Matters to be Considered By Council*

Regulation 67 of the deemed provisions outlines '*matters to be considered by Council*' including but not limited to orderly and proper planning, the compatibility of the development with its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

- *State Planning Policy 3.7*

Under the 'deemed provisions' of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council is to have 'due regard' to any state planning policy. This essentially means Council has an obligation to give proper, genuine and realistic consideration to the requirements of 'State Planning Policy 3.7: Planning in Bushfire Prone Areas' (SPP 3.7). The Shire has a mandatory obligation to consider SPP3.7 when making a decision on any application where the lot is within a designated bushfire prone area.

- *Delegated Authority – Absolute Majority*

Under Clause 82(1) and 82(2) it requires an Absolute Majority of Council for any delegated authority to the Chief Executive Officer.

- *Advertising*

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

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

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

Advertising must be for a minimum of 28 days.

The Western Australian Planning Commission has permanently exempted the Shire from having to meet some or all of the advertising requirements that were not practical to achieve.

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

## **Sustainability Implications**

### **Environment**

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

### **Economic**

The development provides tourism opportunities which may have positive economic benefits to the wider community.

### **Social**

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

## **Strategic Implications**

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

- ED 2.3 Promote and support the availability of accommodation suitable for young people, families and retirees
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

## **Financial Implications**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. A planning application fee is applicable.

## **Voting Requirements**

Absolute Majority

**Officer's Recommendation**

That Council

1. Determine that the proposed holiday house use may be consistent with the objectives and purpose of the Rural zone, and note that the application is being advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Note that the existing house is within a declared bushfire prone area and apply an exemption to State Planning Policy 3.7 and the associated guidelines by not requiring a Bushfire Attack Level Assessment for the following reasons:
  - (a) The dwelling has already been constructed, so higher construction standards cannot be applied to the existing house.
  - (b) The owner proposes to increase fire safety through a simplified Bushfire Management Plan, a fire escape plan and provision of two fire extinguishers.
  - (c) The simplified Bushfire Management Plan addresses the Guideline requirements for holiday houses, with the exception that a Bushfire Attack Level assessment hasn't been prepared. The owners are finalising a revised BMP as a result of consultation with the Shire.
  - (d) There are substantial cleared areas around the existing house and the property includes water sources such as a creek and dam.
  - (e) The existing house has been fitted with a roof top sprinkler system.
  - (f) The owners have worked closely with TPI to develop a BMP that addresses the main state planning bushfire guideline requirements.
  - (g) The 'Guidelines for Planning in Bushfire Prone Areas' have undergone several changes over the past few years, and are still being reviewed. Ultimately the Guidelines are to be applied pragmatically by the local government.
3. In accordance with Regulation 82 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* delegate authority to the Chief Executive Officer to determine the planning application for a holiday house on Lot 14 (10983) Albany Highway, Williams.

**Council Resolution**

**Price/Baker**

That Council

1. Determine that the proposed holiday house use may be consistent with the objectives and purpose of the Rural zone, and note that the application is being advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*.
2. Note that the existing house is within a declared bushfire prone area and apply an exemption to State Planning Policy 3.7 and the associated guidelines by not requiring a Bushfire Attack Level Assessment for the following reasons:
  - (a) The dwelling has already been constructed, so higher construction standards cannot be applied to the existing house.
  - (b) The owner proposes to increase fire safety through a simplified Bushfire Management Plan, a fire escape plan and provision of two fire extinguishers.
  - (c) The simplified Bushfire Management Plan addresses the Guideline requirements for holiday houses, with the exception that a Bushfire Attack Level assessment hasn't been prepared. The owners are finalising a revised BMP as a result of consultation with the Shire.
  - (d) There are substantial cleared areas around the existing house and the property includes water sources such as a creek and dam.
  - (e) The existing house has been fitted with a roof top sprinkler system.
  - (f) The owners have worked closely with TPI to develop a BMP that addresses the main state planning bushfire guideline requirements.
  - (g) The 'Guidelines for Planning in Bushfire Prone Areas' have undergone several changes over the past few years, and are still being reviewed. Ultimately the Guidelines are to be applied pragmatically by the local government.
3. In accordance with Regulation 82 (1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* delegate authority to the Chief Executive Officer to determine the planning application for a holiday house on Lot 14 (10983) Albany Highway, Williams.

**Carried by Absolute Majority 7/0  
Resolution 120/23**

Cr Macnamara returned to the Meeting at 6.30pm.



# **ROSE CREEK FARM**

10983 Albany Highway, Williams WA- 6391.

---

## **MANAGEMENT PLAN ROSE CREEK FARM**

---



# MANAGEMENT PLAN

## ROSE CREEK FARM

### 1. Property Address:

10983 Albany Highway, Williams WA- 6391.

### 2. Property Manager Details:

Aby Joseph.

10983 Albany Highway, Williams, 6391.

Contact: 0450304988

Email: [abyhottankara@gmail.com](mailto:abyhottankara@gmail.com)

Care Taker: Jeffrey John Scerri will be available for the guest during the absence of the Manager.

Contact: 0468543763.

### 3. Reservation Arrangements:

Internet: [Air BNB/ Bookings.com/ Stayz](#)

Property Manager.

### 4. Property Manager Responsibilities:

- Ensure that the management plan, code of conduct, and fire and emergency plan are prominently displayed in the kitchen and hallway, and that guests are informed about them, including the fire evacuation route.
- Display a laminated A3 fire evacuation route plan in the kitchen and hallway.
- Ensure that the maximum number of overnight guests allowed for each booking complies with the conditions specified in the planning approval.
- Maintain a record or register of all bookings, which can be inspected by the local authority (Shire of Williams) upon request.
- Regularly clean and maintain the property, promptly addressing any issues that arise and arranging for professional tradespeople to be called in if necessary.
- Ensure that the dwelling and premises are kept clean and maintained to a high standard.
- Ensure that bed linen is clean and replaced after each guest's departure.
- Properly empty and manage waste disposal bins, ensuring they are effectively stored and promptly removed from the property.



## 5. Maintenance and Accessibility.

The responsible person for ensuring the fire extinguisher are on site and working order	Aby Joseph
Second person responsible	Praseetha Aby
Is the hose readily available to guest?	Yes; on either side of the house.
Is widows fitted with keys and available to guest?	yes
Are guest given keys to all the external lockable doors, including security doors?	yes
What arrangements are in place for maintenance of external yard areas?	These areas will be maintained by property manager or locally appointed personnel.

## 6. Complaint Management Process by Property Manager:

Our aim at Rose Creek Farm is to create a relaxing and memorable environment for our guests, encouraging them to recommend us and return in the future. To achieve this, we have implemented a robust system to address any concerns that may arise from guests or neighbors.

We have identified three main areas where complaints may arise:

- Dissatisfied guests regarding the quality of our short stay service.
- Instances of anti-social behavior by guests.
- Third-party dissatisfaction with the usage of the property.
- To mitigate these concerns, we have established the following steps:

Every guest will receive a code of conduct, outlining our expectations for their behavior during their stay.

We will limit bookings to platforms that have strict rules regarding behavior and utilize a rating system, helping us identify potential problem guests.

All bookings will undergo a thorough review before acceptance, ensuring that guests with negative reviews are not permitted to utilize the property.

The property manager or designated staff member will be present on-site to oversee guest behavior and address any issues promptly.



## **ROSE CREEK FARM**

10983 Albany Highway, Williams WA- 6391.

We will actively seek feedback from neighbors and promptly address any urgent matters if the property manager is not immediately available.

Neighbors will be provided with the contact details of the property manager, enabling them to communicate any concerns or complaints they may have.

By implementing these measures, we strive to maintain a harmonious environment for all guests and foster positive relationships with our neighbors.

### **Definition of a holiday rental property complaint:**

A holiday rental property complaint refers to an expression of dissatisfaction related to the quality of a product or service provided by the operator of the property, which should have been known to be unsatisfactory. These complaints can originate directly from guests or neighbors with an interest in the property as holiday accommodation. They can also be indirectly received through third parties, such as regulatory agencies, councils, or consumer tribunals.

To ensure a systematic approach to addressing complaints, the following procedural guide, represented by the acronym "ALBERT," should be followed:

A - Answer each call in a positive manner.

L - Listen attentively to the complaint and understand its essence.

B - Be attentive to the details and concerns expressed by the complainant.

E - Empathize with the complainant's perspective without accepting liability.

R - Repeat and reinforce your understanding of the situation to demonstrate active engagement.

R - Work towards finding a resolution within the established guidelines.

T - Terminate the call positively, ensuring the complainant feels heard and valued.

### **Guest complaints procedure:**

To effectively address guest complaints, we have established the following procedure:

- Encourage guests to submit their complaints in writing. The written complaint should clearly state:

The specific aspects of the holiday accommodation that have caused dissatisfaction.



## ROSE CREEK FARM

10983 Albany Highway, Williams WA- 6391.

Any financial losses incurred as a result.

The desired corrective actions to resolve the matter.

- Respond to the complaint within 48 hours. The response should include:

Identification and confirmation of the issues raised.

A proposed resolution to address the concerns.

A timeframe for implementing the proposed resolution.

- Follow up within 48 hours to ensure that the proposed resolution is satisfactory or if the complaint has been resolved to the guest's satisfaction.
- If the complaint cannot be resolved between the involved parties, suggest referring the complaint to independent organizations such as the appropriate booking website (e.g., Airbnb, Stayz) or governmental entities such as the Department of Commerce or the local council for assessment.
- Maintain a comprehensive log of all communication related to the complaint, as well as the actions taken to address it

### **Third-party complaints procedure:**

To effectively address complaints from neighbours and other third parties, we have established the following procedure:

- Provide neighbours and other third parties with the contact details of the property manager. This enables them to promptly report immediate concerns related to high-risk activities or anti-social behaviour for swift resolution.
- Encourage complainants to submit their complaints in writing. The written complaint should clearly state:

The specific aspects of the issue relating to the holiday property that have caused dissatisfaction.

Any financial losses incurred as a result.

The desired corrective actions to resolve the matter.



## ROSE CREEK FARM

10983 Albany Highway, Williams WA- 6391.

- Respond to the complaint within 48 hours. The response should include:
  - Identification and confirmation of the issues raised.
  - A proposed solution to address the concerns.
  - A timeframe for implementing the proposed solution.
- Follow up within 48 hours to ensure that the proposed solution is satisfactory or if the complaint has been resolved to the complainant's satisfaction.
- If the complaint cannot be resolved between the involved parties, suggest referring the complaint to independent organizations such as the relevant booking website, the Department of Commerce, or the local council for assessment and further assistance.
- Maintain a comprehensive log of all communication related to the complaint, as well as the actions taken to address it.

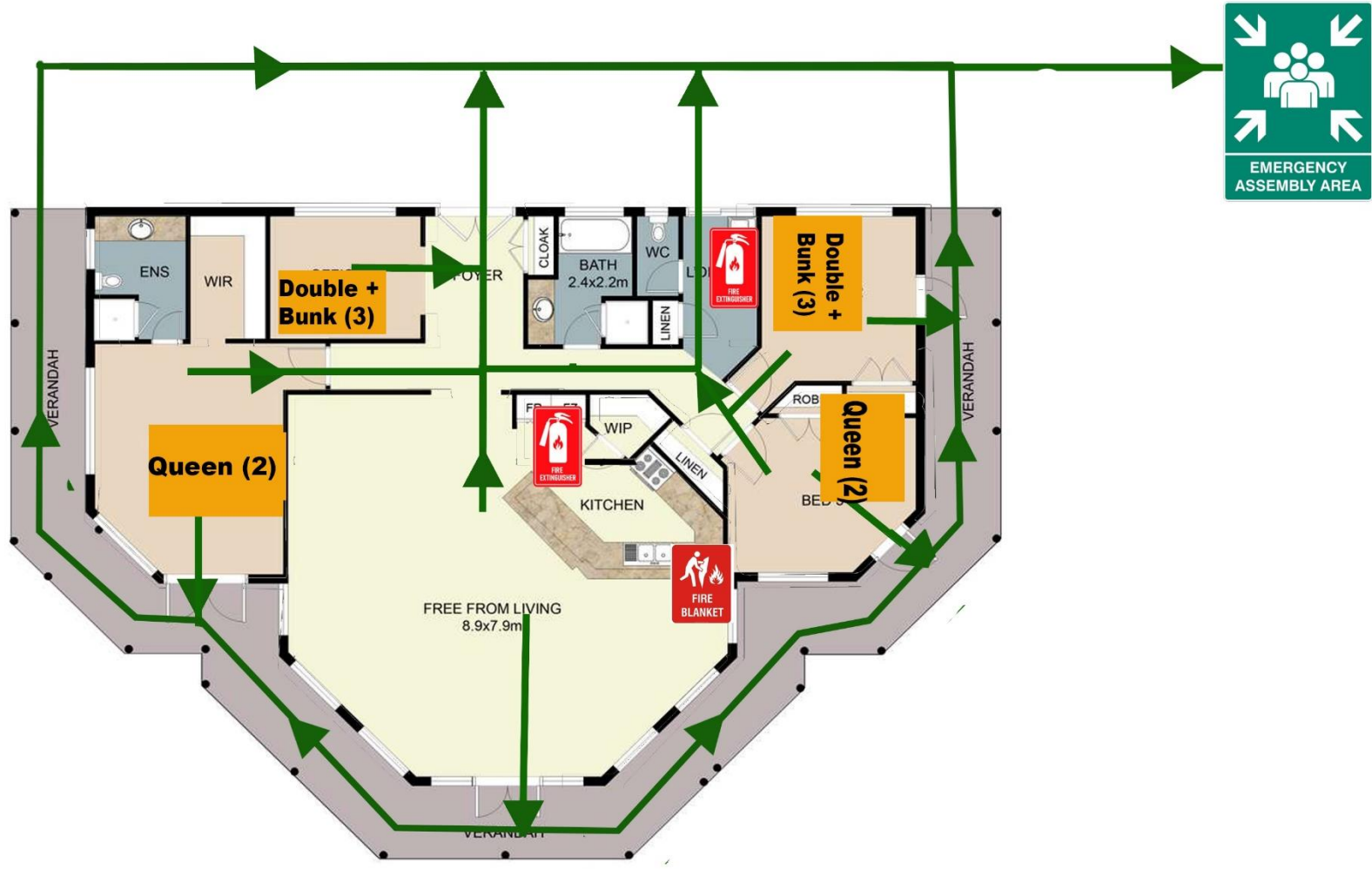
### **Fire Management Plan:**

- The property has well maintained fire brake wherever applicable.
- An Asset Protection Zone is maintained around 32 metres all around the house where the shrub/Trees are well below 15%
- The house has a sprinkler system on top of the roof. During the event of internal or external fire the main hose can be connected to turn the sprinkler on. The tap is located on the left side of the house near the gas cylinder(indicated in the map)
- There are two open turn around area for the vehicles(indicated in the map)
  1. Next to the boundary of the house near the car park.
  2. On the driveway after the river next to the bigger paddock.
- The drive way between two turn around area has passing bays for emergencies. (indicated in the map)
- The driveway is 4 meter wide and 4.5 meter high vertical clearance is maintained in drive way, passing bays and turn around areas.
- The property has 1,25,000 litter water tank; an additional water tank with 10,000 litter will be placed in six month solely for firefighting by when the nearest dam and river get dried in summer.



**ROSE CREEK FARM**  
10983 Albany Highway, Williams WA- 6391.

# FIRE EVACUATION PLAN





**ROSE CREEK FARM**  
10983 Albany Highway, Williams WA- 6391.



**EXIT** Exit Gate

**W** Water source

**A** Homestead  
Accommodation

**B** Primary assembly  
Point

**P** Parking Bay

**PASSING BAY** Passing Bay

**Vehicle turn around.**

**S** Sprinkler

( Sprinkler to the roof, Nob located near Meter Box )



**ROSE CREEK FARM**  
10983 Albany Highway, Williams WA- 6391.

## MAP ENLARGEMENT



Vehicle turn around



Driveway



33 metre Asset Protection Zone



Existing water tank



Proposed 10,000 litre water tank



## ROSE CREEK FARM

10983 Albany Highway, Williams WA- 6391.



### IN CASE OF FIRE

- Alert others: If you discover a fire, immediately alert others in the house by shouting "Fire!" to warn people.
- Evacuate immediately: Evacuate the building immediately, using the nearest available exit.
- Call the fire department: Call the local fire department as soon as possible and provide them with your name, address, and the location of the fire.
- Stay low to the ground: If smoke is present, stay close to the ground where the air is cleaner.
- Use fire extinguishers: If you are trained and confident in using a fire extinguisher, attempt to put out the fire using the correct type of extinguisher.
- Do not go back inside: Do not re-enter the building until the fire department has given the all-clear.

### EMERGENCY CONTACT NUMBERS

- Fire, Police, and Ambulance Emergencies: 000
- Williams Police Station : Sergeant / Officer in Charge      Rob Shields, Brooking Street, Williams Ph 9893 3800
- Property Manager: Aby Joseph 0450304988



**ROSE CREEK FARM**  
10983 Albany Highway, Williams WA- 6391.

### **Useful sources of Information:**

In the event of fire, cyclone information may be broadcasted from the following sources.

ABC Radio 846am

ABC RN: 107.5FM

Department of fire and emergency services- [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

Phone: 13 DEF (133337)

### **Useful contact Information.**

- Boddington police station  
10-12 pollard Street, Boddington, WA.  
Tel: 08(98843333)  
8am -4pm
- Boddington Hospital  
53/61 Hotham Ave, Boddington, WA 6390  
Phone: 08(98834444)
- Shire of Williams.

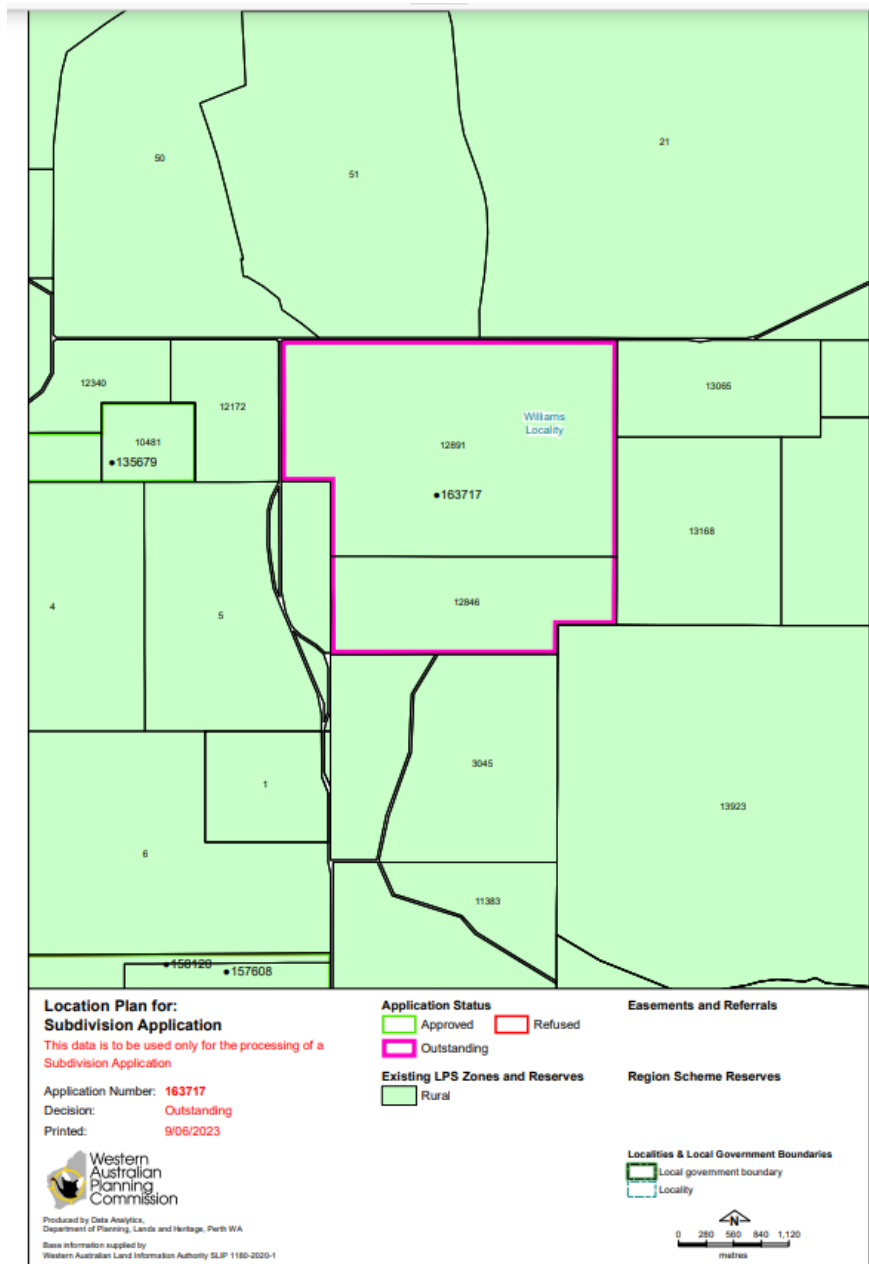
8.2.5 Proposed Subdivision – Lots 12891 and 12846 Mundays Road

<b>File Reference</b>	10.64.20
<b>Statutory Ref.</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Geoff McKeown 14 June 2023
<b>Attachments</b>	Nil

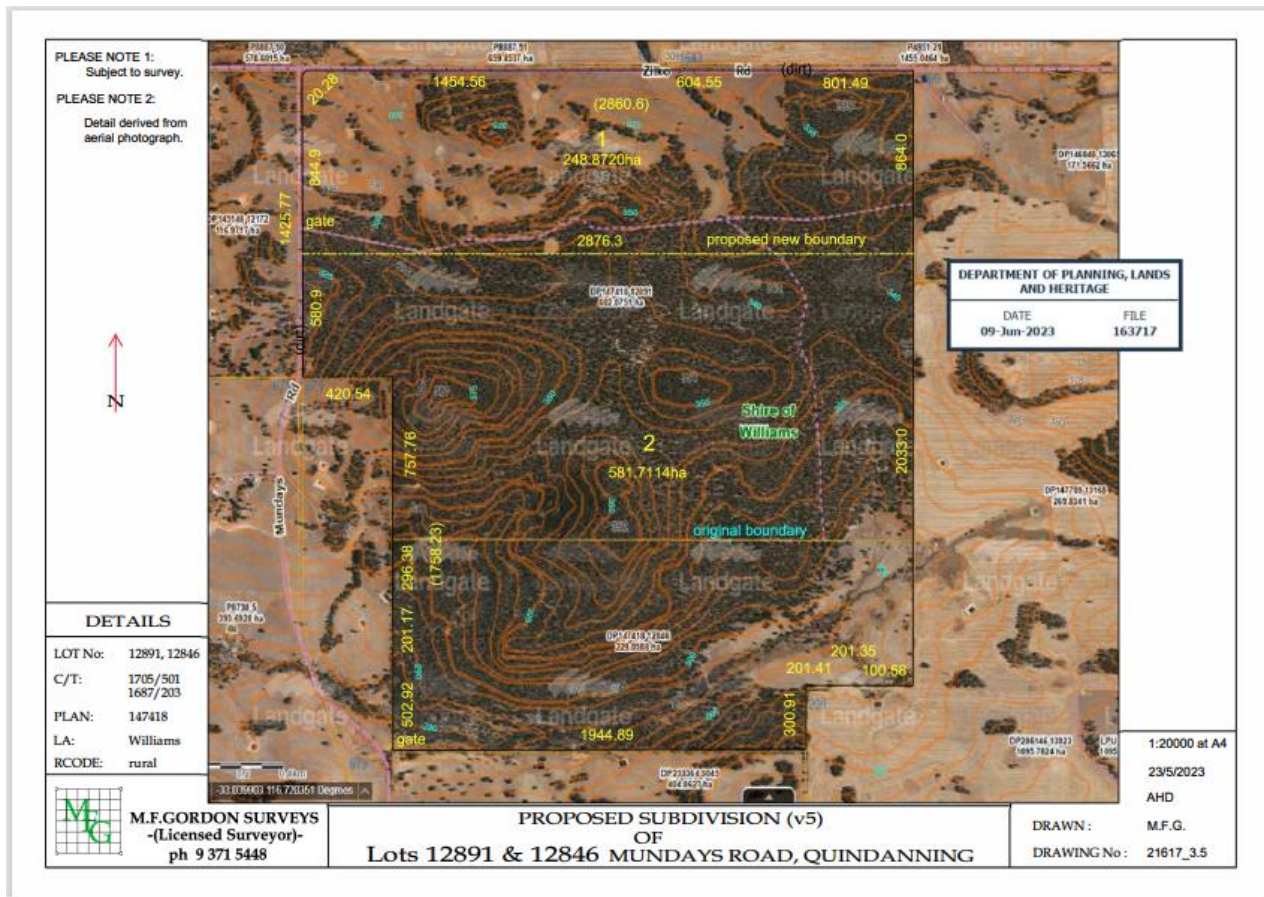
**Background**

An application has been lodged with the Western Australian Planning Commission (WAPC) seeking approval to subdivide and amalgamate Lots 12891 and 12846 Mundays Road, Williams. The WAPC has referred the application to the Shire of Williams for comment (by 25 July 2023).

Lots included in the proposal are shown on the following plans. The proposal does not include creation of additional lots. It includes the movement of lot boundaries to reduce the size of Lot 12891 and increase the size of Lot 12846.



Existing Lot Plan



Proposed Subdivision Plan

**Comment**

• **Description of Application**

The applicant has provided the following information to support the application:

*"I wish to change the boundary of Lot 12891 Mundays Rd so that all the arable land suitable for cropping in the Northern half is all on one title and all the bush and cleared land in the Southern half which is only suitable for grazing to also be separate on one title. The reason for this is that there is a large difference in price between cropping and grazing country and I believe it will help me to sell the blocks in the future if they are divided this way. If you require any more information, please feel free to contact me."*

• **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.

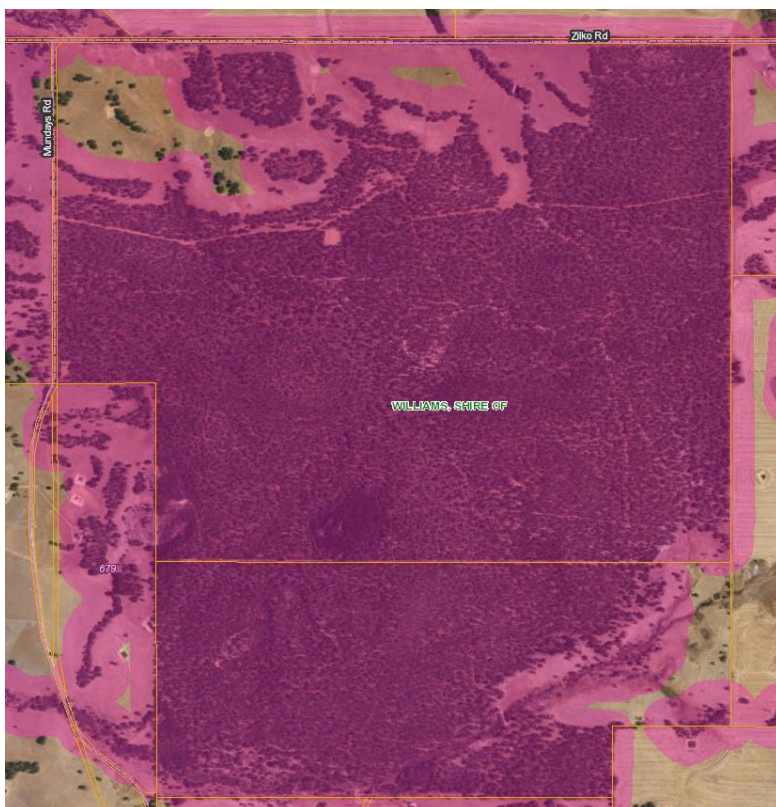
Accordingly, it is recommended that the application be supported.

• **Bush Fire Prone Mapping**

There is online mapping which identifies all land in bushfire prone areas for the whole of Western Australia. An extract of the map is highlighted below.

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.



*Bush Fire Prone Area Map*

### **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 12891 and 12846 Mundays 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**

#### ***Carne/Price***

That Council recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 12891 and 12846 Mundays 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 8/0  
Resolution 121/23**

Cr Moya Carne and Cr Bernie Panizza declared Proximity Interests in the following item 8.2.6 Road Construction Programme 2023-2024.

The nature of their interest relates to Cr Carne being the owner of land that is adjacent to Narrakine Road and Cr Panizza being the owner of land that is adjacent to Clayton Road.

Cr Carne and Cr Panizza left the Meeting at 6.34pm.

**8.2.6 Road Construction Programme 2023-2024**

<b>File Reference</b>	4.23.10
<b>Statutory Ref.</b>	Nil
<b>Author &amp; Date</b>	Geoff McKeown 16 June 2023
<b>Attachments</b>	Attachment 3 - 10 Year Plan for Road Construction

**Background**

Council is asked to endorse a draft road construction programme for 2023/24. The programme will then appear in the draft 2023/24 Budget for adoption.

**Comment**

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

Income

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

Regional Road Group (State)	311,647	
Regional Road Group (State) Carryover 22/23	61,247	
Direct Grant (State)	97,691	
Roads to Recovery (Federal)	196,112	
FAGs Local Road Component (Federal)	<u>399,295</u>	estimate only
<b>Total</b>	<b>\$1,065,992</b>	

The Local Road Component of the Federal Government's Financial Assistance Grant (FAG) shown above is a notional figure at this stage, based on the amount received in 2022/23.

Expenditure

The 10 Year Plan for Road Construction has been updated and is provided as Attachment 1. It includes the following projects for 2023/24:

Road	Description	Funding Source	Amount	Total
Quindanning Darkan Road	Seal (SLK 21.98 to 24.28) 2.3kms. Completion of 2022/23 project.	Road Project Grant and Council	91,870	
Quindanning Darkan Road	Construct to Seal Standard (SLK 15.08 to 17.38) 2.3kms. Continuation of project commenced in 2020/21.	Road Project Grant and Council	294,249	
Congelin Narrogin Road	Construct to Seal Standard (SLK 2.50 to 3.75) 1.25kms. Includes new culvert. Continuation of project commenced in 2021/22.	Road Project Grant and Council	173,226	<b>559,345</b>

Clayton Road	Reseal (SLK 0.00 to 2.50)	Roads to Recovery	64,890	
Dardadine Road	Clear, widen & form and extend culverts (SLK 15.44 to 21.04) 5.6kms	Roads to Recovery	131,222	<b>196,112</b>
Mundays Road	Gravel sheeting, extend culverts and reseal (SLK 0.00 to 3.46).	Council	56,340	
Hurley Road	Clear, widen & form and extend culverts (SLK 4.00 to 8.00).	Council	69,600	
Cemetery Road	Widen seal to 7m (SLK 0.00 to 0.42)	Council	31,515	
Sattler Road	Replace Culvert (2x1200mm x 750mm RCB)	Council	49,000	
Chapman Road	Extend culvert and new precast headwall	Council	26,000	
Culbin Boraning Road	Gravel sheet and extend culverts (SLK 7.69 to 10.69)	Council	69,000	
Medlen Road	Gravel sheet 9SLK 2.10 to 5.60)	Council	57,750	
Narrakine Road	Surface correction – pavement failure	Council	34,800	<b>394,005</b>
				<b>\$1,149,462</b>

### Summary

To summarise these estimates, the following table shows the budget figures for the last three years, along with the 2023/24 draft budget estimates. They highlight the movement in Council funds required to meet next financial year's commitment.

	<b>2020/2021 Budget</b>	<b>2021/2022 Budget</b>	<b>2022/2023 Budget</b>	<b>2023/2024 Budget</b>
<b>INCOME</b>				
State Grants	357,719	373,688	371,890	470,585
Federal Grants	509,918	652,428	1,019,714	595,407
Shire Funds	589,952	548,318	584,707	694,415
<b>Total</b>	<b>1,457,589</b>	<b>1,574,434</b>	<b>1,976,311</b>	<b>1,760,407</b>
<b>EXPENDITURE</b>				
Maintenance	605,813	560,741	578,595	610,945
Construction	851,776	1,013,693	1,397,716	1,149,462
<b>Total</b>	<b>1,457,589</b>	<b>1,574,434</b>	<b>1,976,311</b>	<b>1,760,407</b>

### Strategic Implications

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

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

### Financial Implications

For consideration in the 2023/24 budget deliberation.

### Voting Requirements

Simple Majority

**Officer's Recommendation**

That Council endorse the Road Construction Programme for the 2023/2024 financial year, as proposed, and include the detail in the draft 2023/24 Budget.

**Council Resolution**

**Cowcher/Major**

That Council endorse the Road Construction Programme for the 2023/2024 financial year, as proposed, and include the detail in the draft 2023/24 Budget.

**Carried 6/0  
Resolution 122/23**

Cr Carne and Cr Panizza returned to the Meeting at 6.38pm.

**ROAD CONSTRUCTION PROGRAMME - 10 YEAR PLAN**

LOCAL ROAD PROJECT GRANT ( <i>1/3 Grant 2/3 Council Funds</i> )			Average	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Description	SLK Range	Daily Traffic											
Quindanning Darkan Road	Construct to Seal Standard (7m wide)	24.28 to 21.98	42	298,770									
	Construct to Seal Standard (7m wide)	17.38 to 15.08	42		294,249								
	Construct to Seal Standard (7m wide)	21.98 to 19.68	42			364,911							
	Construct to Seal Standard (7m wide)	19.68 to 17.38	42				337,686						
Congelin Narrogin Road	Construct to Seal Standard (7m wide)	1.25 to 2.50	43	163,281									
	Construct to Seal Standard (7m wide)	2.50 to 3.75	43		173,226								
	Construct to Seal Standard (7m wide)	3.75 to 5.00	43			186,933							
	Construct to Seal Standard (7m wide)	5.00 to 6.14	43				178,263						
Quindanning Darkan Road	Reseal	0.00 to 5.00	93					137,550					
	Reseal	5.00 to 10.00	93						141,675				
	Reseal	10.00 to 15.00	93							145,926			
	Reseal	28.91 to 23.91	42								150,304		
	Reseal	23.91 to 18.91	42									154,813	
	Reseal	18.91 to 15.08	42										122,147
Fourteen Mile Brook Road	Reseal	0.00 to 5.00	34					137,550					
	Reseal	5.00 to 10.00	34						141,675				
	Reseal	10.00 to 13.66	34							106,818			
Tarwonga East Road	Shoulder widening and edge repair	0.00 to 2.78	458					139,002					
	Reseal	0.00 to 2.78	458						78,771			83,678	
Marradong Road	Reseal	0.00 to 3.00	68					82,530					
	Reseal	3.00 to 9.00	68						170,100				
	Reseal	9.00 to 11.45	68							71,514			
Pingelly Road	Reseal	0.00 to 3.00	32							87,570			
	Reseal	3.00 to 8.00	32								150,500		
York Williams Road	Widen Shoulder and Seal to 7m	18.48 to 20.68	190								124,932		
	Reseal	18.48 to 20.68	190									66,220	
	Pavement repairs	Various	190							90,000			
	Pavement repairs	Various	190								90,000		
	Pavement repairs	Various	190									200,000	
	Pavement repairs	Various	190										400,000
				<b>462,051</b>	<b>467,475</b>	<b>551,844</b>	<b>515,949</b>	<b>496,632</b>	<b>532,221</b>	<b>501,828</b>	<b>515,736</b>	<b>504,711</b>	<b>522,147</b>
LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM			Average	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Description	SLK Range	Daily Traffic											
York Williams Road	Reconstruction: 34,903m2 of visual road pavement stress from slight to extreme rutting.	Various	190	518,880									
Brooking Street	Replace floodway Culvert		502			134,358							
				<b>518,880</b>	<b>0</b>	<b>134,358</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
ROADS TO RECOVERY (100% Grant)			Average	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Description	SLK Range	Daily Traffic											
Clayton Road	Seal Shoulder	10.00 to 11.83	101	25,000									
	Reseal	0.00 to 2.50	101		64,890								
	Reseal	2.50 to 5.00	101			66,837							
	Reseal	5.00 to 7.50	101				68,842						
	Reseal	7.50 to 10.00	101					70,908					
	Reseal	10.00 to 11.83	101						53,462				
Dardadine Road	Clear, widen & form and extend culverts	7.94 to 15.44	15	171,112									
	Clear, widen & form and extend culverts	15.44 to 21.04	15		131,222								
Glenfield Road	Reseal 5.37kms (see Council funding)	0.00 to 5.37	47			129,275							
Zilko Road	Gravel sheeting and reseal	6.66 to 10.40 & 19.48 to 19.65	26				78,487						

Graham Road	Gravel sheet, new and extended culverts	0.00 to 1.95		48,783									
Extracts Road	Gravel sheet, extend culverts and reseal	0.00 to 5.00			125,204								
Brooking Street	Reconstruct to Fry Street to Narrogin Road	0.76 to 1.16	502			142,650							
Glenfield Road	Reseal	0.00 to 5.37	53				152,240						
Town Streets	Reseal	0.00 to 0.90					43,872						
	Reseal	0.00 to 3.92						196,112					
	Reseal	0.00 to 3.80							196,112				
Zilko Road	Gravel sheeting, extend culverts and reseal	0.16 to 6.66	26									196,112	
					196,112	196,112	196,112	196,112	196,112	196,112	196,112	196,112	196,112

COUNCIL		Description	SLK Range	Average Daily Traffic	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Mandiaking Road	Repair Lavender's Crossing				12,805									
Cemetery Road	Widen shoulder and seal	0.00 to 0.42				31,515								
	Reseal	0.00 to 0.42					11,230							
Mundays Road	Replace Culvert (4-barrel 900mm x 1200mm RCB)	8.5			90,000									
Mundays Road	Gravel sheeting, extend culverts and reseal	0.00 to 3.46				56,340								
	Gravel sheet, extend culvert and reseal	3.46 to 8.70						104,360						
Hurley Road	Clear, widen & form and extend culverts	0.00 to 4.00	24		67,340									
	Clear, widen & form and extend culverts	4.00 to 8.00	24			69,600								
	Clear, widen & form and extend culverts	8.00 to 13.83	24					101,595						
Sattler Road	Replace Culvert (2 x 1200mm x 750mm RCB)	2.45				49,000								
Chapman Road	Extend Culverts and new precast headwalls	2				26,000								
Glenfield Road	Reseal 5.37kms (see Roads to Recovery)	0.00 to 5.37						14,319						
Culbin Boraning Road	Gravel sheet and extend culverts	7.69 to 10.69	50			69,000								
	Gravel sheet and culvert repairs	10.69 to 14.69	50					81,760						
Bates Road	Gravel sheet and extend culverts	0.00 to 1.50						28,350						
	Gravel sheet	1.50 to 3.52							33,330					
Medlen Road	Gravel sheet	2.10 to 5.60					57,750							
		5.60 to 8.26						43,890						
Westmere Road	Gravel sheet and reseal	0.00 to 5.00	19					111,020						
Yarrabin Road	Gravel sheet, new and extended culverts	0.00 to 4.50							90,050					
Narrakine Road	Surface correction	7.8				34,800								
	Reseal and surface correction	0.00 to 4.00							126,760					
	Reseal and surface correction	4.00 to 8.80								144,480				
Pig Gully Road	Gravel sheet	0.00 to 5.00							82,500					
		5.00 to 11.00								99,000				
Marling Road	Gravel sheet	0.00 to 3.50								57,750				
	Gravel sheet and reseal	3.50 to 7.14									91,140			
Playle Road	Gravel sheet	0.00 to 3.75									61,875			
McKenzie Road	Gravel sheet	0.00 to 5.43										89,595		
Sattler Road	Gravel sheet	0.00 to 5.42											89,430	
Narrakine Road	Clear, widen and form and extend culverts	8.80 to 14.30	43										105,750	
Waldock Road	Clear, widen and form and extend culverts	0.00 to 1.80												94,700
Glenfield Road	Clear, widen & form and extend culverts	8.09 to 13.63	53											90,310
English Road	Clear, widen and form and extend culverts	0.00 to 6.58												123,570
	Gravel sheet	0.00 to 6.58												108,570
Wangeling Gully Road	Gravel sheet	0.00 to 9.20	39											156,400
Nash Road	Gravel sheet	0.00 to 5.88												99,960
					170,145	394,005	281,144	248,710	299,310	301,230	332,040	290,760	232,140	256,360
<b>Total</b>					<b>1,347,188</b>	<b>1,057,592</b>	<b>1,163,458</b>	<b>960,771</b>	<b>992,054</b>	<b>1,029,563</b>	<b>1,029,980</b>	<b>1,002,608</b>	<b>932,963</b>	<b>974,619</b>

## 8.2.7 Use of Common Seal and Actions Performed Under Delegated Authority

<b>File Reference</b>	4.50.60
<b>Statutory Ref.</b>	Sections 5.42 and 9.49A <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 16 June 2023
<b>Attachments</b>	Nil

**Background**

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

There is a requirement under the *Local Government Act 1995* that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under delegated authority. A report will be completed for Council at 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:

- **Granting of Building Permits – Delegation 2.1.1**

**Delegation** - Powers to grant or refuse to grant a building permit under the *Building Act 2011*. The Council may delegate its powers or duties as a permit authority under provisions of this Act.

**Action** – There were three Building Permits issued for the Month of May 2023:

Permit Number	Owner	Address	Description
498	Neal Brown	Lot 150 (45) Richmond Street	Shed
500	Gareth Jones	Lot 501 (32) Lavender Street	Shed
501	Debbie & Lance Kemp	Lot 78 (37) Hynes Court	Patio

- **Payment from the Municipal or Trust Funds – Delegation 1.1.19**

**Delegation** - Authority to make payments from the municipal or trust funds with the authority limited to making payments subject to annual budget limitations.

**Action** - Payments from the Municipal Fund and Trust Fund are as per the payments listing attached to this Agenda.

- **Power to Invest and Manage Investments – Delegation 1.1.21**

**Delegation** - Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose.

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

1. \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund for payment of creditors on the 3 May 2023.

2. \$1,243,000.00 from a Term Deposit to the Reserve Fund Cash Management Account following conclusion of its term on the 31 May 2023.

- **Local Planning Scheme – Council to CEO – Delegation 9.2**

**Delegation** - Authority to determine development applications that fully comply with all requirements of the Act and Regulations, and the Town Planning Scheme.

**Action** – The CEO granted planning approval for the construction of sheds on two properties in the 'rural residential' zone, being:

1. Peter Logie – Lot 295 (20) Olive Street, Williams
2. Michael Italiano – Lot 296 (60) Channon Street, Williams

**Strategic Implications**

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

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

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of May 2023.

**Council Resolution**

**Carne/Major**

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of May 2023.

**Carried 8/0  
Resolution 123/23**

**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 6.42pm.