



# SHIRE OF WILLIAMS COUNCIL AGENDA

ORDINARY COUNCIL AGENDA  
MONDAY 22 JULY 2024

SHIRE COUNCIL CHAMBERS  
9 BROOKING STREET  
WILLIAMS WA 6391



## NOTICE OF ORDINARY COUNCIL MEETING

Dear Elected Member and Community Members,

You are respectfully advised the next Ordinary Council Meeting of the Shire of Williams will be held on 22<sup>nd</sup> July 2024, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 3:30pm.

A handwritten signature in blue ink, appearing to read 'Peter Stubbs'.

Peter Stubbs

Chief Executive Officer

### DISCLAIMER

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

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



# SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

## VALUES / VISION

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

- Community connectedness and great lifestyle.
- Support the young and care for the elderly.
- Ideal Location (proximity to regional centres and metropolitan areas)
- Relevant and well maintained facilities.
- Recognition of the need to care for the environment in a balanced approach.
- Effective communication and cooperation.

## ECONOMIC

To support industry and business 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 & 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 AND ENVIRONMENT

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

**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

To have a shire council that is an innovative, responsive partner to the community with strong civic leadership engaging in effective partnerships which reflect the aspirations of the community as a whole.

**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

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Logie, will declare the Meeting open at 3:30 pm.

**2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE**

**Elected Members**

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

**Staff**

- Peter Stubbs - Chief Executive Officer
- Britt Logie – Community Development Officer / Minute Taker
- Gemma Boyce – Executive Manager of Corporate Services
- Cassie Barker – Senior Finance Officer

- Visitors - Nil
- Apologies - Nil
- Leave of Absence – Nil

**3. PUBLIC QUESTION TIME**

**4. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**5. DECLARATIONS OF INTEREST**

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

## **6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **6.1 ORDINARY COUNCIL MEETING HELD 19<sup>TH</sup> JUNE 2024**

#### **Officers Recommendation**

That the Minutes of the Ordinary Council Meeting held 19<sup>th</sup> June 2024, as previously circulated, be confirmed as a true and accurate record.

## **7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

On Wednesday 17 July 2024 I had the privilege of conducting a Citizenship Ceremony for Marlene Silson and I congratulate Marlene on becoming an Australian Citizen.

I am pleased to advise that funding for three new fast fill trailers and thermal imaging camera has been gained to support our bush fire brigade volunteers.

I thank the Department of Water, Environment and Regulation for their support in enabling the new community water tank which has been installed at Tarwonga to support our bush fire brigade volunteers and fire suppression.

I thank the Hon Dr Tony Butti, Minister for Education; Aboriginal Affairs; Citizenship and Multicultural Interests for his visit to the Williams school on Thursday 18 July 2024 and for interaction with students, teachers and staff.

## 8. MATTERS WHICH REQUIRE DECISIONS

### 8.1 CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 PAYMENT LISTING

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Cassie Barker
<b>Date</b>	18.07.2024
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Payment listing for month ending June 2024

#### 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

#### Officers Recommendation

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105020 – 105021 totalling \$773,834.32 approved by the Chief Executive Officer during the month of June 2024 be endorsed.

**SHIRE OF WILLIAMS**  
**PAYMENT LISTING FOR THE MONTH ENDING 30 JUNE 2024**

DATE	NAME	DESCRIPTION	AMOUNT
<b>MUNICIPAL - EFT, BPAY, DIRECT DEBIT &amp; CHEQUES</b>			
05/06/2024	BUILDING AND ENERGY	BSL collection - May 2024	-\$1,372.24
31/05/2024		BSL collection - May 2024	\$1,372.24
			<u>\$1,372.24</u>
05/06/2024	AYLMORE FABRICATION AND WELDING	13649 - Parts & Repairs (Trailer Modification)	-\$4,006.74
27/05/2024	PLANT:P082 Coastmac Car Trailer AUSTRALIAN TAXATION OFFICE	Modifications to Coastmac Car Trailer to Allow New Mower to Fit on it. Non-Cap. Acq. - Inc GST	\$3,642.49 \$364.25
			<u>\$4,006.74</u>
06/06/2024	DARLING RANGE SETTLEMENTS	Purchase and Settlement Fees - 12 Growse Street	-\$422,378.48
06/06/2024	HOUSING:L14 Lot 14 Growse St HOUSING:L14 Lot 14 Growse St HOUSING:L14 Lot 14 Growse St AUSTRALIAN TAXATION OFFICE	Purchase of 12 Growse Street Settlement Fees Watercorp monies held in trust pending receipt of rates Cap. Acq. - Inc GST	\$420,000.00 \$1,889.53 \$300.00 \$188.95
			<u>\$422,378.48</u>
12/06/2024	FDC EDUCATORS	FDC Educators PE 09/06/2024	\$23,356.91
12/06/2024	Boyce, Gemma	Admin Pre Employment Expenses	-\$535.00
12/06/2024		Admin Pre Employment Expenses - Police Clearance Admin Pre Employment Expenses - Medical	\$58.70 \$476.30
			<u>\$535.00</u>
13/06/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 12/06/2024	\$56,572.74
13/06/2024	WA SUPER	SUPERANNUATION MAY 2024	\$41,971.86
13/06/2024	APV VALUERS & ASSET MANAGEMENT	13538 - Variation to Services & Final Report	-\$2,286.90
05/06/2024	AUSTRALIAN TAXATION OFFICE	Variation to Services & Final Report Non-Cap. Acq. - Inc GST	\$2,079.00 \$207.90
			<u>\$2,286.90</u>
13/06/2024	TEAM GLOBAL EXPRESS	13621 - Freight Ex Truck Centre	-\$81.65
01/06/2024	PLANT:P064 Volvo Prime Mover 2018 WL91 PLANT:P064 Volvo Prime Mover 2018 WL91 AUSTRALIAN TAXATION OFFICE	Freight Ex Truck Centre, Oil & Service Kit Freight, 2 x 20L Engine Oil Non-Cap. Acq. - Inc GST	\$22.71 \$51.52 \$7.42
			<u>\$81.65</u>
21/06/2024	AUSTRALIAN TAXATION OFFICE	FBT Return year ending March 24	-\$3,389.46
		FBT Return year ending March 24	\$3,389.46
			<u>\$3,389.46</u>
26/06/2024	FDC EDUCATORS	FDC Educators PE 23/06/2024	\$25,233.27
27/06/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 26/06/2024	\$58,659.94
28/06/2024	CR BERNARD PANIZZA	Cr Sitting Fees & Travel	-\$2,785.27
28/06/2024		July 2023 - June 2024 Meeting Fees July 2023 - June 2024 Travel Allowance	\$1,893.00 \$892.27
			<u>\$2,785.27</u>
28/06/2024	CR CHRISTINE COWCHER	Cr Sitting Fees & Travel	-\$2,336.51
28/06/2024		July 2023 - June 2024 Meeting Fees July 2023 - June 2024 Travel Allowance	\$1,727.00 \$609.51
			<u>\$2,336.51</u>



**SHIRE OF WILLIAMS**  
**PAYMENT LISTING FOR THE MONTH ENDING 30 JUNE 2024**

DATE	NAME	DESCRIPTION	AMOUNT
28/06/2024	CR JARRAD LOGIE	Cr Sitting Fees, Allowance & Travel	-\$9,851.15
28/06/2024		July 2023 - June 2024 Meeting Fees	\$4,780.00
		July 2023 - June 2024 Travel Allowance	\$61.15
		July 2023 - June 2024 Presidential Allowance	\$5,010.00
			<u>\$9,851.15</u>
28/06/2024	CR JOHN MACNAMARA	Cr Sitting Fees & Travel	-\$2,587.72
28/06/2024		July 2023 - June 2024 Meeting Fees	\$2,133.00
		July 2023 - June 2024 Travel Allowance	\$454.72
			<u>\$2,587.72</u>
28/06/2024	CR NATALIE MAJOR	Cr Sitting Fees & Travel	-\$2,680.37
28/06/2024		July 2023 - June 2024 Meeting Fees	\$2,539.00
		July 2023 - June 2024 Travel Allowance	\$141.37
			<u>\$2,680.37</u>
28/06/2024	CR SIMON HARDING	Cr Sitting Fees & Travel	-\$1,782.60
28/06/2024		July 2023 - June 2024 Meeting Fees	\$1,496.00
		July 2023 - June 2024 Travel Allowance	\$286.60
			<u>\$1,782.60</u>
28/06/2024	CR TRACEY PRICE	Cr Sitting Fees	-\$2,382.00
28/06/2024		July 2023 - June 2024 Meeting Fees	\$2,382.00
			<u>\$2,382.00</u>
05/06/2024	TELSTRA	Monthly Phone Usage to 19/05/2024 Shire Office, Childcare & Data	-\$385.88
		Loyalty Bonus Credit	-\$16.91
27/05/2024		08 9885 1005 - Shire Office Main Number	\$59.97
		08 9885 1020 - Shire 4th Line	\$32.45
		08 9885 1264 - Shire Office 2nd Line	\$54.67
		08 9885 1468 - Shire Office 3rd Line	\$13.64
		08 9885 1575 - Shire Office Spare EFTPOS Line	\$31.77
		08 9885 1588 - Harvest Ban Line	\$31.77
		08 9885 1673 - Childcare Centre	\$34.35
		N0984118R - NBN Shire Office	\$63.64
		N9502398R - ADSL Childcare	\$45.45
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$35.09
			<u>\$385.89</u>
05/06/2024	WATER CORPORATION.	Water Charges - Staff Housing	-\$2,403.38
28/05/2024	HOUSING:L25 Lot 25 Richardson St	Water use, service, sewer- 18 Richardson (9007765218)	\$885.94
01/06/2024	HOUSING:L45 Lot 45 Fry St	Water use, service, sewer- 8 Fry St (9008585016)	\$1,517.44
			<u>\$2,403.38</u>
20/06/2024	AUSTRALIAN TAXATION OFFICE	BAS May 2024	-\$41,183.00
31/05/2024	AUSTRALIAN TAXATION OFFICE	BAS May 2024 - Sales	\$20,809.00
		BAS May 2024 - Purchases	-\$25,220.00
		PAYG May 2024	\$49,072.00
		Fuel Rebate May 2024	-\$3,478.00
			<u>\$41,183.00</u>
20/06/2024	TELSTRA	TIMMs, Mobile & Data	-\$315.89
02/06/2024		Leading Hand's Mobile (calls & charges)	\$45.45
		SAM Trailer Phone Cost	\$40.45
		Works Supervisor's Mobile (calls & charges)	\$45.45
		Doctor's Modem/Internet (data only)	\$9.09
		CEO's Mobile (calls & charges)	\$45.45
		Mechanic's Modem/Internet (data only)	\$9.09
		RECOUN SHARON PALUMBO Family Daycare Mobile (data, calls & charges)	\$69.99
		Smartfill Fuel Bowser Connectivity (data only)	\$9.09

**SHIRE OF WILLIAMS**  
**PAYMENT LISTING FOR THE MONTH ENDING 30 JUNE 2024**

DATE	NAME	DESCRIPTION	AMOUNT
		After School Modem/Internet (data only)	\$9.09
		Paper Bill Administration Fee	\$2.00
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$28.54
07/06/2024		SMSs June 2024 - Paper Bill Fees, Harvest Bans, Call-ups etc.	\$2.00
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$0.20
			<hr/>
			\$315.89
<b>20/06/2024</b>	<b>SYNERGY</b>	<b>Electricity to Streetlights &amp; Bates Road</b>	<b>-\$3,362.29</b>
04/06/2024		Electricity consumption 25/04/2024 - 25/05/2024	\$2,527.73
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$252.77
09/06/2024		WAERN Electricity 14/03/2024 to 15/05/2024	\$528.90
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$52.89
			<hr/>
			\$3,362.29
<b>03/06/2024</b>	<b>CBA</b>	<b>CBA - Merchant Fees May 2024</b>	<b>-\$403.19</b>
		CBA - Merchant Fees May 2024	\$366.54
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$36.65
			<hr/>
			\$403.19
<b>4-28 Jun24</b>	<b>DEPARTMENT OF PLANNING &amp; INFRASTRUCTURE</b>	<b>Licensing Payments Forwarded to Department of Transport</b>	<b>\$34,515.70</b>
<b>17/06/2024</b>	<b>ANZ CARDS</b>	<b>Monthly Credit Card Expenses x 1 (See Details Below)</b>	<b>-\$1,623.17</b>
01/06/2024		Accommodation Pan Pacific Hotel Perth	\$283.95
		Parking	\$59.83
	PLANT:P084 CX-5 2022 WL036 (FDC)	43.97L ULP	\$79.09
	PLANT:P084 CX-5 2022 WL036 (FDC)	49.08L ULP	\$87.32
		Meal	\$14.60
	PLANT:P084 CX-5 2022 WL036 (FDC)	29.81L ULP	\$52.55
		Nappy Wipes & Baby Powder	\$37.27
		Floor Mats	\$35.45
		Dishwashing Liquid, Plastic Bags	\$57.50
		Resources - Dinosaurs	\$49.77
		Working With Children Check	\$53.36
		Conference Ticket - Training	\$213.86
		Plates	\$4.55
		Subscriptions - Admin Resources	\$180.45
		Subscriptions - Admin Resources	\$180.45
		Childcare Centre Waiver	\$112.73
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$120.44
			<hr/>
			\$1,623.17
<b>02/06/2024</b>	<b>WATER CORPORATION.</b>	<b>Water Charges Various</b>	<b>-\$19,428.26</b>
01/05/2024	MISC:M029 - RSL Car Park	Water use, RSL Carpark (9007764581)	\$17.58
01/06/2024	HOUSING:L362 Lot 362 Richardson St	Water use, service, sewer- 6 Richardson (9007764688)	\$356.01
01/06/2024	HOUSING:LAGE Aged Persons Housing	Water use, service, sewer-11 New St - Aged Units (9007765971)	\$1,238.03
01/06/2024	HOUSING:12 Jamtree Lane	Water use, service, sewer-12 Jamtree Ln (9020161515)	\$272.41
01/06/2024	HOUSING:10 Jamtree Lane	Water use, service, sewer-10 Jamtree Ln (9020161507)	\$323.14
01/06/2024	HOUSING:8 Jamtree Lane	Water use, service, sewer- 8 Jamtree Ln (9020161486)	\$269.48
01/06/2024	HOUSING:4 Jamtree Lane	Water use, service, sewer- 4 Jamtree Ln (9020161478)	\$276.31
01/06/2024	HOUSING:2 Jamtree Lane	Water use, service, sewer- 2 Jamtree Ln (9020161451)	\$274.36
01/06/2024	HOUSING:19 New Street	Water use, service & sewer. 19 New St (9020161443)	\$276.31
01/06/2024	HOUSING:17 New Street	Water use, service & sewer. 17 New St (9020161435)	\$306.26
01/06/2024	HOUSING:LHOM Homeswest JV Seniors	Water use Unit 2B Growse St (9013684502)	\$25.39
01/06/2024	HOUSING:LHOM Homeswest JV Seniors	Water use Unit 2A Growse St (9013684449)	\$17.58
01/06/2024	HOUSING:L12 Munthoola Road	Water use, service, sewer- 6 Munthoola Rd (9011037045)	\$653.39
01/06/2024		Water use & service 3 Growse St (9010468265)	\$972.99
01/06/2024	MISC:M022 - Open Space/Front Gardens	Water use, service, sewer- A/B / 2 Growse St (9010436298)	\$611.21
01/06/2024	HOUSING:U6 Unit 6 Community Housing	Water use, service, sewer- U6 / 3 Growse St (9010076552)	\$291.94
01/06/2024	HOUSING:U5 Unit 5 Community Housing	Water use, service, sewer- U5 / 3 Growse St (9010076536)	\$273.39
01/06/2024	HOUSING:U4 Unit 4 Community Housing	Water use, service, sewer-U4 / 3 Growse St (9010076528)	\$268.50
01/06/2024	HOUSING:U3 Unit 3 Community Housing	Water use, service, sewer- U3 / 3 Growse St (9010076501)	\$269.48
01/06/2024	HOUSING:U2 Unit 2 Community Housing	Water use, service, sewer- U2 / 3 Growse St (9010076499)	\$266.55
01/06/2024	HOUSING:U1 Unit 1 Community Housing	Water use, service, sewer- U1 / 3 Growse St (9010076480)	\$274.36
01/06/2024		Water consumption - Lot D Albany Hwy (9008615350)	\$5.86

**SHIRE OF WILLIAMS**  
**PAYMENT LISTING FOR THE MONTH ENDING 30 JUNE 2024**

DATE	NAME	DESCRIPTION	AMOUNT
01/06/2024	MISC:M001Lions Park	Water for Lions Park Carpark Landscaping (9007767248)	\$57.34
01/06/2024	MISC:M001Lions Park	Water use & sewer. Lions Park (9007766245)	\$650.35
01/06/2024	MISC:M003Median Strips	Water for Park 30 Brooking St (9007765699)	\$40.14
01/06/2024		Water use & sewer. Resource Ctr (9007764573)	\$534.22
01/06/2024	MISC:M017Arts & Crafts	Water use & sewer. A&C Ctr 48 Alb Hwy (9007764223)	\$157.96
01/06/2024		Water use charges, Men's Shed (9022933056)	\$59.50
01/06/2024		Water use & sewer. Office (10%)	\$131.47
	MISC:M002Cullen Park	Water use Cullen Park (50%)	\$657.36
		Water use & sewer. Hall (5%)	\$65.74
		Water use Office Gardens (25%)	\$328.68
	MISC:M018 Town Hall Toilets	Water use & sewer. Public Toilets (10%)	\$131.47
01/06/2024		Water use charges, Glenfield BF Shed (9019678517)	\$50.05
01/06/2024		Water use & sewer.- Childcare Ctr (9007764557)	\$319.24
01/06/2024		Water to Depot (9007767205) (METER BC1409715)	\$37.27
	MISC:M009Hockey Ground	Water to Hockey Oval (9007767205) (20% OF REMAINDER)	\$1,733.39
	MISC:M008Recreation Ground	Water to Recreation Ground (9007767205) (70% OF REMAINDER)	\$6,066.86
	MISC:M001Lions Park	Water to Lions Park (9007767205) (10% OF REMAINDER)	\$866.69
			<hr/>
			\$19,428.26
<b>20/06/2024</b>	<b>WATER CORPORATION.</b>	<b>Water Charges Various</b>	<b>-\$5,817.23</b>
11/06/2024	STANDPIPES:Glenfield Rd - 9007798693	Water consumption - Glenfield Rd (9007798693)	\$4,592.92
11/06/2024	STANDPIPES:Culbin-Boraning - 9007798116	Water consumption - Culbin Boraning Rd (9007798116)	\$50.05
11/06/2024		2 kL Water use & sewer. - Swimming Pool (9007798271)	\$145.03
11/06/2024	6 Marjidin Way	Water use - Industrial Shed (Lot 403, 6 Marjidin Way) (9020310322)	\$50.05
11/06/2024	MISC:M008Recreation Ground	Water use & sewer.- Rec Ground (Sports ground) (9007798263)	\$979.18
			<hr/>
			\$5,817.23
<b>30/06/2024</b>	<b>WILLIAMS LICENSED POST OFFICE</b>	<b>Petty Cash</b>	<b>-\$145.50</b>
	HOUSING:U2 Unit 2 Community Housing	Keys cut for Unit 2 Sandalwood Crt	\$33.75
	PLANT:P083 Isuzu MU-X 2022 16WL	Fuel - 16WL	\$36.68
	MISC:M007Pavillion	2 x Hanging hawk	\$27.27
	MISC:M007Pavillion	3 x Rakes	\$37.64
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$10.16
			<hr/>
			\$145.50
			<hr/>
			\$773,834.32
<b>17/06/2024</b>	<b>ANZ CARDS</b>	<b>Monthly Credit Card Expenses x 1</b>	<b>-\$ 1,623.17</b>
01/06/2024		Accommodation Pan Pacific Hotel Perth	\$ 283.95
		Parking	\$ 59.83
	PLANT:P084 CX-5 2022 WL036 (FDC)	43.97L ULP	\$ 79.09
	PLANT:P084 CX-5 2022 WL036 (FDC)	49.08L ULP	\$ 87.32
		Meal	\$ 14.60
	PLANT:P084 CX-5 2022 WL036 (FDC)	29.81L ULP	\$ 52.55
		Nappy Wipes & Baby Powder	\$ 37.27
		Floor Mats	\$ 35.45
		Dishwashing Liquid, Plastic Bags	\$ 57.50
		Resources - Dinosaurs	\$ 49.77
		Working With Children Check	\$ 53.36
		Conference Ticket - Training	\$ 213.86
		Plates	\$ 4.55
		Subscriptions - Admin Resources	\$ 180.45
		Subscriptions - Admin Resources	\$ 180.45
		Childcare Centre Waiver	\$ 112.73
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	\$ 120.44
			<hr/>
			\$ 1,623.17

## 8.1.2 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Cassie Barker
<b>Date</b>	18.07.2024
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Financial Statements ending Jun 2024

### 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 financial statements presented for the period ending June 2024 be received.



## SHIRE OF WILLIAMS

### MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)  
For the period ended 30 June 2024

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

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**SHIRE OF WILLIAMS**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates	9	2,245,399	2,245,399	<b>2,242,322</b>	(3,077)	(0.14%)	
Grants, subsidies and contributions	12	469,870	469,870	<b>1,170,718</b>	700,848	149.16%	▲
Fees and charges		1,093,829	1,093,829	<b>1,201,197</b>	107,368	9.82%	▲
Interest revenue		80,500	80,500	<b>147,147</b>	66,647	82.79%	▲
Other revenue		39,775	39,775	<b>69,874</b>	30,099	75.67%	▲
Profit on asset disposals	5	6,814	6,814	<b>40,393</b>	33,579	492.79%	▲
		<b>3,936,187</b>	<b>3,936,187</b>	<b>4,871,651</b>	935,464	23.77%	
<b>Expenditure from operating activities</b>							
Employee costs		(1,914,703)	(1,914,703)	<b>(1,963,513)</b>	(48,810)	(2.55%)	▼
Materials and contracts		(1,387,703)	(1,387,703)	<b>(1,125,107)</b>	262,596	18.92%	▲
Utility charges		(251,190)	(251,190)	<b>(242,679)</b>	8,511	3.39%	▲
Depreciation		(1,953,425)	(1,953,425)	<b>(1,974,970)</b>	(21,545)	(1.10%)	▼
Finance costs		(19,189)	(19,189)	<b>(17,147)</b>	2,042	10.64%	▲
Insurance		(165,012)	(165,012)	<b>(173,268)</b>	(8,256)	(5.00%)	▼
Other expenditure		(25,100)	(25,100)	<b>(43,969)</b>	(18,869)	(75.18%)	▼
Loss on asset disposals	5	(9,782)	(9,782)	<b>(1,809)</b>	7,973	81.51%	▲
		<b>(5,726,104)</b>	<b>(5,726,104)</b>	<b>(5,542,462)</b>	183,642	3.21%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,956,393	1,956,393	<b>1,950,282</b>	(6,111)	(0.31%)	▼
<b>Amount attributable to operating activities</b>		<b>166,476</b>	<b>166,476</b>	<b>1,279,471</b>	1,112,995	668.56%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	13	723,437	723,437	<b>591,416</b>	(132,021)	(18.25%)	▼
Proceeds from disposal of assets	5	60,500	40,500	<b>89,369</b>	48,869	120.66%	▲
Proceeds from financial assets at amortised cost - self supporting loans		17,693	17,693	<b>17,693</b>	0	0.00%	
		<b>801,630</b>	<b>781,630</b>	<b>698,478</b>	(83,152)	(10.64%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	4	(1,488,500)	(650,000)	<b>(882,443)</b>	(232,443)	(35.76%)	▼
Payments for construction of infrastructure	4	(1,391,293)	(1,105,800)	<b>(1,117,573)</b>	(11,773)	(1.06%)	▼
		<b>(2,879,793)</b>	<b>(1,755,800)</b>	<b>(2,000,017)</b>	(244,217)	(13.91%)	
<b>Amount attributable to investing activities</b>		<b>(2,078,163)</b>	<b>(974,170)</b>	<b>(1,301,539)</b>	(327,369)	(33.60%)	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	3	931,500	422,378	<b>422,378</b>	0	0.00%	
		<b>931,500</b>	<b>422,378</b>	<b>422,378</b>	0	0.00%	
<b>Outflows from financing activities</b>							
Repayment of borrowings	10	(75,989)	(64,016)	<b>(64,016)</b>	0	0.00%	
Transfer to reserves	3	(372,500)	0	<b>(71,558)</b>	(71,558)	0.00%	▼
		<b>(448,489)</b>	<b>(64,016)</b>	<b>(135,574)</b>	(71,558)	(111.78%)	
<b>Amount attributable to financing activities</b>		<b>483,011</b>	<b>358,362</b>	<b>286,804</b>	(71,558)	(19.97%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>							
Amount attributable to operating activities		1,428,676	1,428,676	<b>1,198,283</b>	(230,393)	(16.13%)	▼
Amount attributable to investing activities		166,476	166,476	<b>1,279,471</b>	1,112,995	668.56%	▲
Amount attributable to financing activities		(2,078,163)	(974,170)	<b>(1,301,539)</b>	(327,369)	(33.60%)	▼
Amount attributable to financing activities		483,011	358,362	<b>286,804</b>	(71,558)	(19.97%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>979,344</b>	<b>1,463,020</b>	483,675	49.39%	▲

**KEY INFORMATION**

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

\* Refer to Note 3 for an explanation of the reasons for the variance.

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

**SHIRE OF WILLIAMS**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

	<b>30 June 2023</b>	<b>30 June 2024</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,390,001	3,308,734
Trade and other receivables	139,127	88,344
Other financial assets	22,693	0
Inventories	21,068	25,252
Other assets	0	21,325
<b>TOTAL CURRENT ASSETS</b>	<b>3,572,889</b>	<b>3,443,655</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	207,701	207,701
Property, plant and equipment	17,295,266	17,696,275
Infrastructure	66,457,278	66,030,531
Investment property	61,117	61,117
<b>TOTAL NON-CURRENT ASSETS</b>	<b>84,021,362</b>	<b>83,995,624</b>
<b>TOTAL ASSETS</b>	<b>87,594,251</b>	<b>87,439,279</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	291,300	270,569
Other liabilities	5,000	74,375
Borrowings	75,989	90,374
Employee related provisions	354,566	281,975
<b>TOTAL CURRENT LIABILITIES</b>	<b>726,855</b>	<b>717,293</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	439,890	361,489
Employee related provisions	14,757	27,144
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>454,647</b>	<b>388,633</b>
<b>TOTAL LIABILITIES</b>	<b>1,181,502</b>	<b>1,105,926</b>
<b>NET ASSETS</b>	<b>86,412,749</b>	<b>86,333,353</b>
<b>EQUITY</b>		
Retained surplus	23,612,432	23,883,857
Reserve accounts	1,719,674	1,368,854
Revaluation surplus	61,080,642	61,080,642
<b>TOTAL EQUITY</b>	<b>86,412,748</b>	<b>86,333,353</b>

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

## NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2024

### 1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

#### BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

##### **Local Government Act 1995 requirements**

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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 14 to these financial statements.

#### Judgements and 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 that are 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:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

#### SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

#### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 July 2024



**SHIRE OF WILLIAMS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 June 2024
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents	2	1,402,324	3,390,000	3,308,734
Trade and other receivables		139,128	139,127	88,343
Other financial assets		212,700	22,693	0
Inventories	7	21,068	21,068	25,252
Other assets	7		0	21,325
		1,775,220	3,572,888	3,443,654
<b>Less: current liabilities</b>				
Trade and other payables	8	(291,301)	(291,301)	(270,569)
Other liabilities	11	(5,000)	(5,000)	(74,375)
Borrowings	10	(75,989)	(75,989)	(90,374)
Employee related provisions	11	(354,566)	(354,566)	(281,975)
		(726,856)	(726,856)	(717,293)
<b>Net current assets</b>		<b>1,048,364</b>	<b>2,846,032</b>	<b>2,726,361</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,683,353)	(1,647,749)	(1,263,340)
<b>Closing funding surplus / (deficit)</b>		<b>(634,989)</b>	<b>1,198,283</b>	<b>1,463,021</b>

**(b) Non-cash amounts 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*.

		Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash amounts excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	5	(6,814)	(6,814)	(40,393)
Add: Loss on asset disposals	5	9,782	9,782	1,809
Add: Depreciation		1,953,425	1,953,425	1,974,970
Movement in current employee provisions associated with restricted cash				1,509
- Employee provisions				12,387
<b>Total non-cash amounts excluded from operating activities</b>		<b>1,956,393</b>	<b>1,956,393</b>	<b>1,950,282</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

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 2023	Last Year Closing 30 June 2023	Year to Date 30 June 2024
		\$	\$	\$
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	3	(1,719,674)	(1,719,674)	(1,368,854)
Less: Financial assets at amortised cost - self supporting loans	7		(22,693)	0
- Current financial assets at amortised cost - self supporting loans			(17,693)	(22,693)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10		75,989	90,374
- Current portion of employee benefit provisions held in reserve	3	36,322	36,322	37,833
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,683,352)</b>	<b>(1,647,749)</b>	<b>(1,263,340)</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.

**SHIRE OF WILLIAMS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2024**

**3 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 2023-24 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. %	
		%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	700,848	149.16%	▲
Timing Variance			
<b>Fees and charges</b>	107,368	9.82%	▲
Increase in Childcare attendance and rental increases			
<b>Interest revenue</b>	66,647	82.79%	▲
Increase in interest rates. Interest now added to reserves monthly			
<b>Other revenue</b>	30,099	75.67%	▲
Unbudgeted additional 'other revenue'			
<b>Profit on asset disposals</b>	33,579	492.79%	▲
More than anticipated proceeds on sale			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	(48,810)	(2.55%)	▼
Timing Variance			
<b>Materials and contracts</b>	262,596	18.92%	▲
Over budgeted expenditure on Road Projects			
<b>Utility charges</b>	8,511	3.39%	▲
Timing Variance			
<b>Depreciation</b>	(21,545)	(1.10%)	▼
Not material			
<b>Finance costs</b>	2,042	10.64%	▲
Increase in interest rates			
<b>Insurance</b>	(8,256)	(5.00%)	▼
Not material			
<b>Other expenditure</b>	(18,869)	(75.18%)	▼
Timing Variance			
<b>Loss on asset disposals</b>	7,973	81.51%	▲
More than anticipated proceeds on sale			
<b>Non-cash amounts excluded from operating activities</b>	(6,111)	(0.31%)	▼
Not material			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(132,021)	(18.25%)	▼
Timing Variance			
<b>Proceeds from disposal of assets</b>	48,869	120.66%	▲
More than anticipated proceeds on sale			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	(232,443)	(35.76%)	▼
Timing Variance			
<b>Payments for construction of infrastructure</b>	(11,773)	(1.06%)	▼
Timing Variance			
<b>Outflows from financing activities</b>			
<b>Transfer to reserves</b>	(71,558)	0.00%	▼
Monthly OCDF Interest			
<b>Surplus or deficit at the start of the financial year</b>	(230,393)	(16.13%)	▼
<b>Surplus or deficit after imposition of general rates</b>	483,675	49.39%	▲
Due to variances described above			

**SHIRE OF WILLIAMS  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 JUNE 2024**

**14 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:

<b>Description</b>	<b>Opening Balance 1 July 2023</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 30 Jun 2024</b>
	\$	\$	\$	\$
Public Open Space Contribution	20,000			20,000
	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>

## 8.2 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.2.1 12 GROWSE STREET, WILLIAMS - RENTAL

<b>File Reference</b>	9.10.20
<b>Statutory Reference</b>	Local Government Act 1995
<b>Author</b>	Peter Stubbs
<b>Date</b>	17 July 2024
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interest.
<b>Attachments</b>	Nil

#### Background

In June 2024, Council acquired the 3 x 2 bedroom at 12 Growse Street. The house was offered to the Western Australian Country Health Service and the Government Regional Officers Housing program for rent to support services and staff from those Agencies. Both Agencies have confirmed that there is no need for the property at this time.

At the Councillor Forum held 19 June 2024. Councillors indicated that should this situation arise that the property should be advertised for rent on the market.

On the 16 May 2024 Western Australia adopted Rent Reforms. These reforms require that landlords or agents:

- must advertise properties at a set amount. For example: '\$425 per week' not 'offers between \$400 and \$500 per week'.
- must not encourage a potential tenant to offer to pay more than the advertised rent amount.
- must only apply rent increases once in 12 months.

At the time of writing this report, there are no residential houses listed for rent in Williams.

The above-mentioned house at 12 Growse Street, Williams, was advertised for expressions of interest for rent between the 2nd July 2024 until 12pm on 17 July 2024. The advertised rental was \$430 per week. Advertising was by the Shire of Williams Facebook and website, and by direct email to various local businesses and people.

Expressions of Interest responses to the advertising are summarised below.

Ref No	Respondent	Date Received
1	Wendy Williamson	8 July 2024

#### Comment

The respondent works 0.7 of a full time equivalent (FTE) with the Shire of Williams as a gardener. Council is providing housing support to staff who have their own homes or who make their own housing arrangements at the rate of \$110 per fortnight for full time staff and pro rata of staff who do not work full time.

Council provides staff housing it owns to five staff at subsidised rent.

**Strategic Implications**

Advancing housing availability to the community is the key strategic aim of Councils Strategic Community Plan 2017 to 2032.

**Financial Implications**

Dependent on the timing of rental and the rent amount agreed.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council approve the offer of a 12-month rental of its 3 x 2 home (unfurnished) at 12 Growse Street, Williams to Wendy Williamson, at \$391.50 per week, inclusive of a pro rata staff housing subsidy of \$38.5 per week in keeping with the terms of employment.

## 8.2.2 FOREST ROAD RESERVE – REQUEST FOR RESERVE CLOSURE

<b>File Reference</b>	
<b>Statutory Reference</b>	Local Government Act 1996
<b>Author</b>	Peter Stubbs
<b>Date</b>	19 June 2024
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interests.
<b>Attachments</b>	Nil

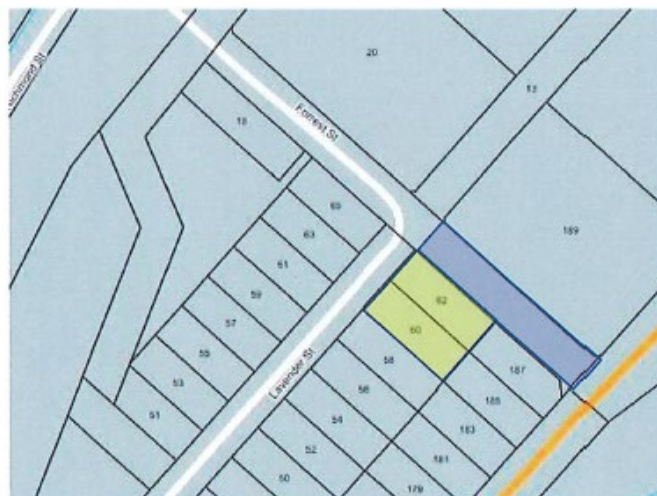
### Background

Council has received a request from Mr Peter Ryan, Lot 60 & 62 Lavender Street, Williams to support his interest in acquiring the Forest Street Road Reserve, from the Department of Planning Land and Heritage (DPLH).

The Forest Street Road Reserve is land reserved for the potential creation of future road, if deemed required.

Dear Peter Stubbs and Shire Councilor's,

I am writing this letter to enquire on the future possibility of purchasing a parcel of land adjacent to my existing property on Lavender Street. It is my understanding that the parcel of land that I am interested in purchasing is part of the Forrest Street Road Parcel.



I am the landholder of 60 & 62 Lavender street (above in yellow) and I am interested in a portion of the area in purple. I understand that this is currently the Forrest St Road Reserve, however I would like to ask the Council to consider closing this portion of the road reserve, so that I am able to pursue with purchasing a portion of this parcel.

My contact details are:

NAME: Peter Ryan  
MOBILE: 0423 548 205  
EMAIL: [6833spike@gmail.com](mailto:6833spike@gmail.com)

Thank you for your time  
Kind Regards

Peter Ryan



Photograph of the Forest St Reserve looking south from Lavender St towards Narrogin-Willaims Road. The Reserve is being grazed.

### Legislative Considerations

LAND ADMINISTRATION ACT 1997 - SECT 58, Section 58 Closure of road at request of local government

- 1) If a local government considers that a road in its district should be closed permanently, the local government may, in accordance with the regulations, request the Minister to close the road.
- 2) After receiving a request under subsection (1), the Minister may
  - a. by order grant the request; or
  - b. direct the local government to reconsider the request, having regard to any matters the Minister specifies in the direction; or
  - c. refuse the request.
- 3) If the Minister makes an order under subsection (2)(a) in relation to a road —
  - a. the road is closed on and from the day on which the order is registered; and
  - b. any rights suspended under section 55(3)(a) cease to be so suspended.
- 4) The closure of a road under this section does not affect —
  - a. any encumbrances to which the land that comprised the road was subject when the road was closed; or
  - b. if the land that comprised the road is in the DBNGP corridor — State corridor rights or other rights conferred under the [Dampier to Bunbury Pipeline Act 1997](#) in respect of that land.
- 5) The regulations may —
  - a. prescribe procedures to be followed by a local government before making a request under subsection (1), including procedures for the publication of a proposed request and consultation; and
  - b. require a request under subsection (1) to include prescribed information; and
  - c. require a request under subsection (1) to be accompanied by prescribed information or a prescribed document.

LAND ADMINISTRATION REGULATIONS 1998 - REG 9 Requirements for closure of road at request of local government (Act s. 58)

- 1) Before passing a resolution to make a request to the Minister under section 58(1) of the Act for the Minister to close a road permanently, a local government must publish an advertisement containing —
  - a. notice of motion for the resolution; and
  - b. an invitation to the public to make submissions to the local government on the proposed closure within the period (the submission period ) of 35 days after the day on which the advertisement is published.

- 2) *The advertisement must be published in either or both of the following ways —*
  - a. *in a newspaper circulating in the district of the local government;*
  - b. *on the website of the local government.*
- 3) *The local government must not pass the resolution to make the request to the Minister unless —*
  - a. *the submission period has ended; and*
  - b. *the local government has considered any submissions made to it within the submission period.*
- 4) *If the advertisement is published in both of the ways referred to in sub regulation (2) and the submission periods specified in those publications end on different days, for the purposes of sub regulation (3) the submission period is taken to end on the latest of those days.*
- 5) *The local government must include the following with the request to the Minister*
  - a. *written confirmation that the local government has resolved to make the request, the date when the relevant resolution was passed and any other information relating to the resolution that the Minister may require;*
  - b. *sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed;*
  - c. *written confirmation that the local government has complied with sub regulations (1) to (3);*
  - d. *a copy of the advertisement referred to in sub regulation (1);*
  - e. *copies of any submissions made to the local government within the submission period and the local government's comments on those submissions;*
  - f. *any other information the local government considers relevant to the Minister's consideration of the request.*
- 6) *This regulation does not apply to a request under section 58(1) of the Act to which regulation 9A applies.*

### **Comment**

Council has no current or future plans to build a road in the Forest Street Reserve.

Should Council agree in principle to a permanent road closure, then public advertising is required and Council must give consideration to any public comments made, prior to requesting the Minister (DPLH) to initiate the road reserve closure.

DPLH may elect to offer to sell portions of the land to adjoining landowners, of which Mr Peter Ryan is one, or to keep the land as Crown Land. The potential land tenure changes would benefit the adjoining landholders only.

### **Strategic Implications**

This item does not have strong links to Councils Strategic Community Plan 2017 to 2032.

### **Financial Implications**

Estimated \$200 advertising costs.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That subject to the applicant, Mr Peter Ryan agreeing to pay the required advertising fee, then Council authorise the CEO to initiate the required public advertising for the proposed permanent closure of the Forest Street Road Reserve in Williams.



### 8.2.3 ELDERS REQUEST FOR RESTRICTED ACCESS VEHICLE (RAV) NETWORK ACCESS

<b>File Reference</b>	12.15.33
<b>Statutory Reference</b>	Local Government Act 1996
<b>Author</b>	Peter Stubbs
<b>Date</b>	19 June 2024
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interests.
<b>Attachments</b>	Concept Upgrades, Sweep Pathway and Road Intersection

#### Background

The owners of the Elders premises in Williams have requested Council support for inclusion of

- Approximately 85m of New Street, east from Albany Highway; and
- Approximately 85m of the access laneway, just north of New Street and also east from Albany Highway.

to be added to the RAV4 Road Network to allow RAV4 vehicles to access the rear of the Elders site for delivery of supplies, including access by B-Double trucks. Main Roads WA is the decision-making authority on RAV road use.

The existing road intersections involved are not designed for RAV4 use.

Concept upgrades, sweep paths, and intersection modifications required to support RAV4 truck movements are shown on the following page. Main Roads WA have confirmed that these meet the required standards.



Photograph-New Street parking

CONCEPT ONLY  
 AS PER DISCUSSIONS AT SITE MEETING  
 DATED 27.06.2024

CROSS OVER TO MRWA'S REQUIREMENTS AND ACCOMMODATES B-DOUBLE SWEEP PATH R12.5 TURN RADIUS (SUBJECT TO STOP CONTROL INSTALLATION AS AGREED BY MRWA)

INSTALL TRAFFICABLE LID TO PIT  
 RELOCATE SIGN

PARKING RESTRICTIONS TO BE IMPOSED GENERALLY IN ACCORDANCE WITH AN APPROVED TRAFFIC & PARKING MANAGEMENT PLAN AS AGREED WITH MRWA AND SHIRE.

PARKING RESTRICTIONS TO BE IMPOSED GENERALLY IN ACCORDANCE WITH AN APPROVED TRAFFIC & PARKING MANAGEMENT PLAN AND SUBJECT TO SHIRE & MRWA AGREEMENT.

INSTALL PATH TO MRWA & SHIRE'S REQUIREMENTS

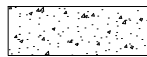
NEW KERB RAMP INCLUDING TGSIS

NEW KERB LINE TO ACCOMMODATE B-DOUBLE SWEEP PATH R18 TURN RADIUS AS AGREED WITH MRWA.

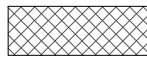
RELOCATE SIGN

GRADE WIDENING TO DRAIN GRATE  
 EXISTING DRAIN GRATE

LEGEND

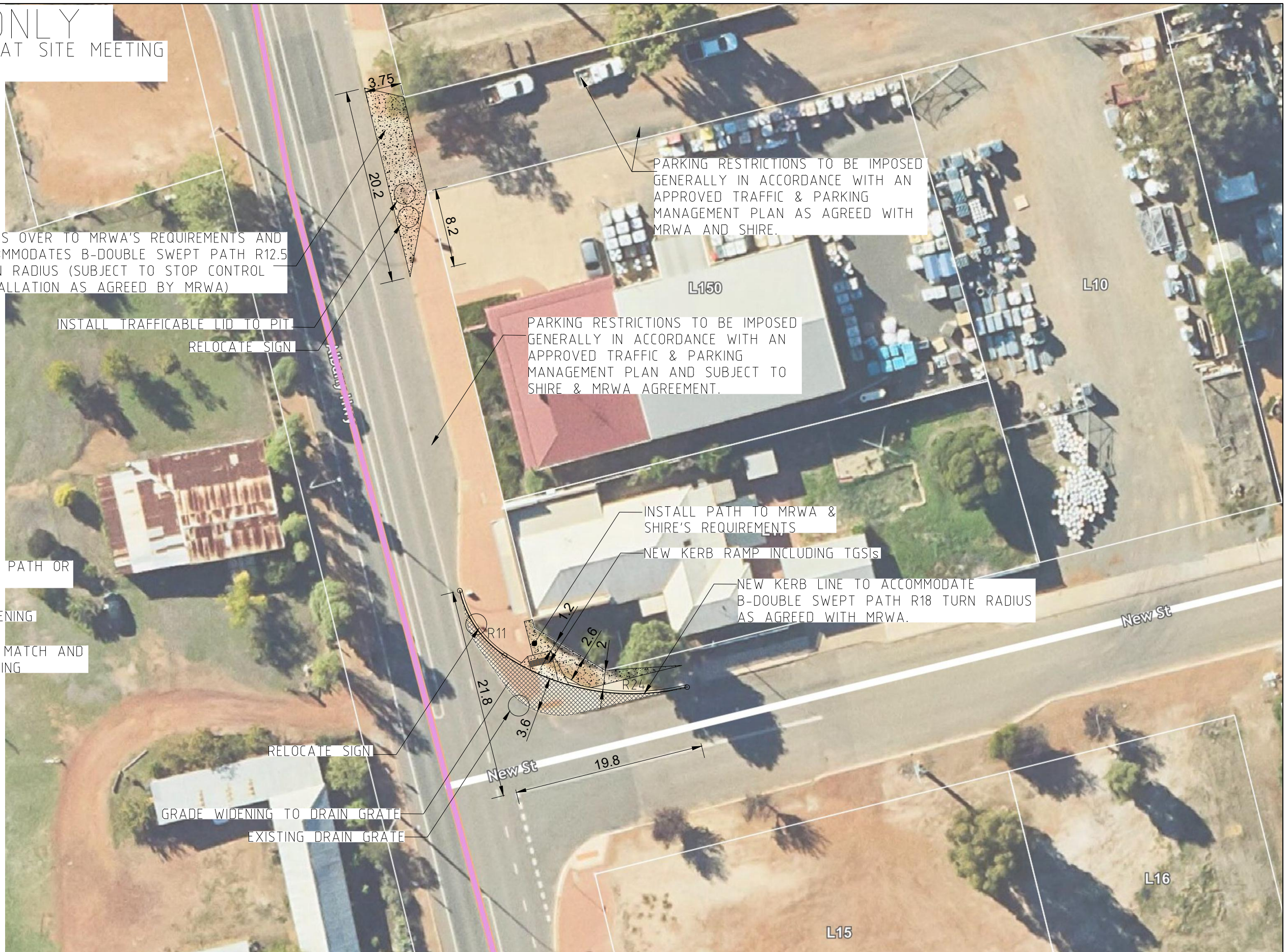
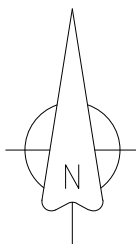


NEW CONCRETE PATH OR CROSS OVER



PROPOSED WIDENING

NEW KERB TO MATCH AND TIE INTO EXISTING



Project  
**NEW STREET, WILLIAMS RAV APPLICATION**

Title  
**CONCEPT UPGRADES TO ALBANY HIGHWAY/NEW STREET AND LANEWAY**

Client  
**KERRY WHITE**

Designed	GTT	2.07.2024
Drawn	GTT	9.07.2024
Checked	SY	9.07.2024
Approved		
Scale	1:400 AT A3	

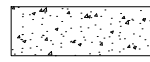
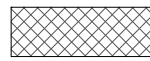
Donald Veal Consultants  
 6 Burgess Street  
 Midland WA 6056  
 Telephone +61 8 9274 7076  
 Facsimile +61 8 9274 4854






Project Number	Drawing File Name	Drawing Number	Revision
Z980.1	DVC-980	SK10	C

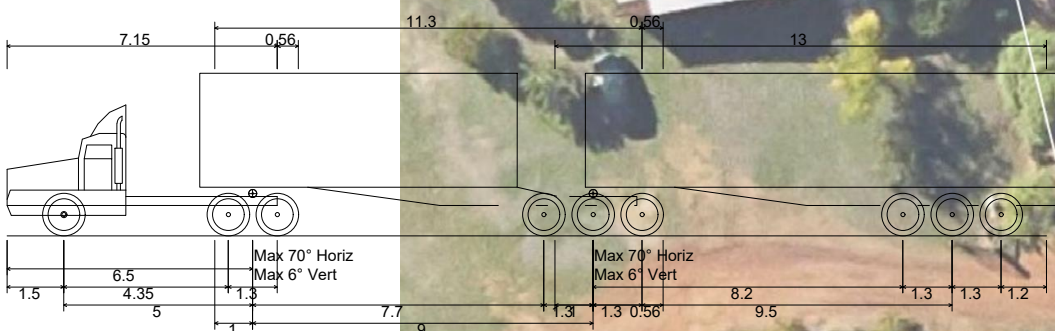
CONCEPT ONLY  
 AS PER DISCUSSIONS AT SITE MEETING  
 DATED 27.06.2024

LEGEND

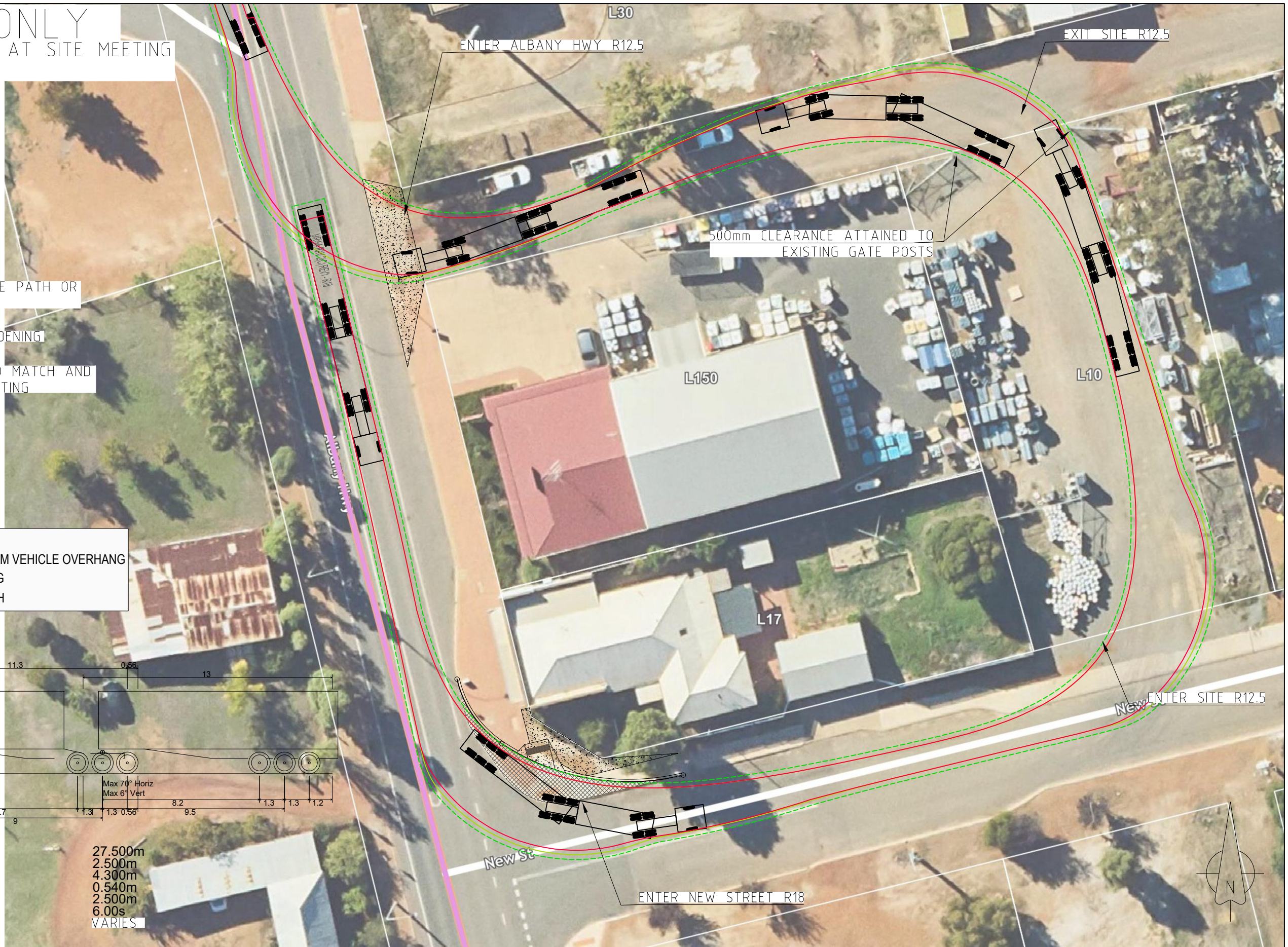
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-  PROPOSED WIDENING
-  NEW KERB TO MATCH AND TIE INTO EXISTING


LEGEND

-  500mm OFFSET FROM VEHICLE OVERHANG
-  VEHICLE OVERHANG
-  WHEEL SWEEP PATH



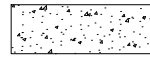
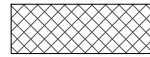
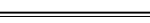
MRWA RAV 2(C) REV1  
 Overall Length 27.500m  
 Overall Width 2.500m  
 Overall Body Height 4.300m  
 Min Body Ground Clearance 0.540m  
 Track Width 2.500m  
 Lock-to-lock time 6.00s  
 Curb to Curb Turning Radius VARIES  
 SCALE 1:250






Project <b>NEW STREET, WILLIAMS RAV APPLICATION</b>	Designed	GTT	2.07.2024	Donald Veal Consultants 6 Burgess Street Midland WA 6056 Telephone +61 8 9274 7076 Facsimile +61 8 9274 4854	
	Drawn	GTT	2.07.2024		
Title <b>B DOUBLE 27.5m TURNING RADII R18m FROM ALBANY HWY THEN R12.5 IN/OUT OF SITE - LANE CORRECT</b>	Checked	SY	2.07.2024	Project Number <b>Z980.1</b>	Drawing File Name <b>DVC-980</b>
	Approved				
Client <b>KERRY WHITE</b>	Scale	1:400 AT A3		Drawing Number <b>SK04</b>	Revision <b>B</b>

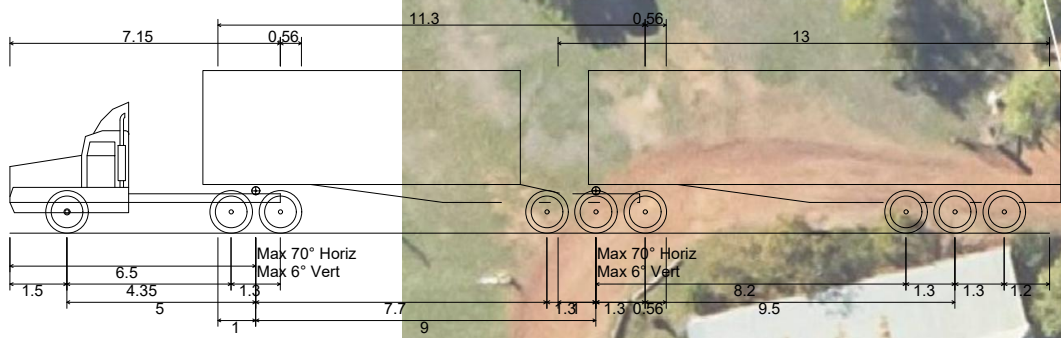
CONCEPT ONLY  
 AS PER DISCUSSIONS AT SITE MEETING  
 DATED 27.06.2024

LEGEND

-  NEW CONCRETE PATH OR CROSS OVER
-  PROPOSED WIDENING
-  NEW KERB TO MATCH AND TIE INTO EXISTING

LEGEND

-  500mm OFFSET FROM VEHICLE OVERHANG
-  VEHICLE OVERHANG
-  WHEEL SWEEP PATH



MRWA RAV 2(C) REV1  
 Overall Length 27.500m  
 Overall Width 2.500m  
 Overall Body Height 4.300m  
 Min Body Ground Clearance 0.540m  
 Track Width 2.500m  
 Lock-to-lock time 6.00s  
 Curb to Curb Turning Radius 12.500m  
 SCALE 1:250



Project  
**NEW STREET, WILLIAMS RAV APPLICATION**

Title  
**B DOUBLE 27.5m TURNING RADII R12.5m EXITING LEFT TO ALBANY HWY - LANE CORRECT**

Client  
**KERRY WHITE**

Designed	GTT	2.07.2024
Drawn	GTT	2.07.2024
Checked	SY	2.07.2024
Approved		
Scale	1:400 AT A3	

Donald Veal Consultants  
 6 Burgess Street  
 Midland WA 6056  
 Telephone +61 8 9274 7076  
 Facsimile +61 8 9274 4854

Project Number  
**Z980.1**

Drawing File Name  
**DVC-980**

Drawing Number  
**SK05**

Revision  
**C**



## Comment

There are number of considerations for Council,

1. In ground services for water and sewerage in the laneway proposed for truck egress back onto Albany highway. The Water Corporation as owner of these assets and services has confirmed in writing that it is satisfied that the trucks could use the Laneway without risk to these assets.
2. The Laneway has had some bitumen seal applied in the past and this is quite worn exposing gravel and stones, which will likely be moved by trucks onto the footpath and Albany Highway over time. It is therefore recommended that if Council approves use of the Laneway that a condition be that the applicant be required to seal and maintain the Laneway seal.
3. One way traffic direction east to west toward Albany highway in the laneway is considered and a Stop sign at the Laneway/Albany Highway intersection is considered to be an essential safety measure inclusion, and to accommodate the minimum turn radius and sweep path.
4. Parking-at least two parking bays on Albany highway at the front of the Elders premise would be lost to accommodate RAV4 truck movements exiting the Laneway. There is the potential that only one (1) parking bay could be left on Albany highway to service Elders and the Pharmacy. The loss of these two parking bays at minimum would be required to enable truck to stay lane correct turning south onto Albany Highway.
5. Parking- New St, public accessing the Pharmacy would be impacted by the loss of at least one (1) parking on the north side of New St from the changes required on the New Street intersection.
6. Parking in the Laneway would need to be prohibited to enable truck egress as proposed.
7. In Ground Services- footpaths, there are telecommunication, sewer and water services in the footpaths where intersection changes would be required, and it is recommended that the proponent make all required allowances, provide evidence of approvals from service providers to the Shire, and meet all costs associated with that. Trucks exiting the Laneway to Albany Highway cross over a Telstra service pit in the footpath. The applicant proposed to install a trafficable lid, which may or not be acceptable to Telstra.
8. Council is budgeting for footpath work in 2024-25 along Albany Highway. Depending on timing the area which could be impacted by intersection changes may be left undone until intersection changes were complete.
9. There is storm water grate in the road surface at the New Street-Albany Highway intersection to be considered.
10. The pedestrian ramp and crossing at the New Street-Albany Highway intersection may need to be moved further up New Street, and if this is the case then additional footpath modifications would be needed on the south side of New St back to Albany Highway to accommodate pedestrians.
11. Heavy truck access into the rear of the Elders premises would cross the New Street concrete footpath and kerb and is likely to impact this over time and cause the need for this section of footpath and kerb to be replaced more regularly.

### **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 strategies

1. develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire and
2. to provide community infrastructure and facilities that meet the needs of the population

### **Financial Implications**

Nil. It is recommended that the full cost of any service changes, road and Intersection changes be at the cost of the applicant as the changes to be made would be for their sole benefit.

### **Voting Requirements**

Simple Majority

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

That at the request of the owners of the property used by the Elders business on Albany Highway, Williams, Council support the inclusion of :

- Approximately 85m of New Street, East from Albany Highway; and
- Approximately 85m of the access laneway, just north of New Street and also East from Albany Highway

To be added to the RAV4 Road Network to allow RAV4 vehicles to access the rear of the Elders site for delivery of supplies. Subject to:

- 1) Required Intersection and associated infrastructure changes being approved by Main Roads WA.
- 2) The owners of the property used by Elders agreeing to pay all costs associated for required Intersection and associated infrastructure changes.
- 3) The owner of the property used by of Elders agreeing to seal and maintain the approximate 85m length of the Laneway to service the proposed truck egress back to Albany Highway and from the footpath into their property on the New Street entrance to mitigate stones entering the road and footpath.
- 4) The owners of the property used by of Elders organising the intersection and associated infrastructure changes via contractors approved to work in Main Roads highway corridors.
- 5) Main Roads WA agreeing to a Stop being installed at the Laneway-Albany Highway intersection laneway, for increased safety and so that trucks turning stay lane correct.
- 6) Parking space on Albany Highway at the front of the Elders store and New Street being reserved for Pharmacy clients only and be marked and signed accordingly.
- 7) Approvals and cost for all in ground service changes required be the responsibility of applicant/property owner.
- 8) Footpaths and pedestrian access ramps being reinstated to Councils specifications by the applicant/property owner.

**8.2.4 PROPOSED OFFICE/WORKSHOP AND GENERAL INDUSTRY (CONCRETE BATCHING PLANT) - Lot 401 (No 2) MARJIDIN WAY, WILLIAMS**

<b>File Reference</b>	10.60.15
<b>Statutory Reference</b>	Local Government Act 1995
<b>Author</b>	Liz Bushby, Town Planning Innovations and Peter Stubbs, CEO
<b>Date</b>	19 June 2024
<b>Disclosure of Interest</b>	The Authors have no Impartiality, Financial or Proximity Interests.
<b>Attachments</b>	Building Development Plans

**Background:**

Lot 401 has an approximate area of 6488m<sup>2</sup> and is vacant.



Location Plan

**Comment:**

**Proposed Development and Land Use**

The owner proposes to construct a workshop/office and establish a concrete batching plant on Lot 401. Plans of the development are included as Attachment 1.

The owner has provided a written explanation of the proposed concrete batching plant as follows:

1. Materials for input into batching
  - The primary materials used are blue metal, sand, and cement.
  - The total volume of these materials will be approximately 5000 tonnes per year.
  - These materials will be stored in concrete bunkers and a cement silo.

2. Maximum volumes to be produced and size of trucks to be used
  - It is proposed to produce a maximum of 3000 m<sup>3</sup> of concrete per year.
  - Transportation will be handled using pocket road trains and 6m<sup>3</sup> to 9m<sup>3</sup> concrete agitators.
3. Basic explanation of the process involved in concrete batching
  - The concrete batching process involves loading materials into a weight hopper then conveying into a concrete agitator.
  - Most activities will occur outdoors.
4. Description of any waste products and how they will be disposed of
  - No significant waste products are expected to be generated.
  - Any minor waste will be recycled as part of our waste management plan.
5. Advice on any separate approval required by Environmental Protection Authority (EPA).

The owner has advised that they will need a separate works approval from the EPA, and they are in process of preparing a works application. They will provide the Shire with the relevant details and documents for separate review shortly.

***EPA Guidance for the Assessment of Environmental Factors : Separation Distances between Industrial and Sensitive Land Uses***

The EPA has a document which sets out generic distances recommended between different industrial land uses and sensitive land uses, such as dwellings.

Where a land use meets the recommended separation distance it is generally accepted that land use conflict from emissions are not expected.

Where a land use does not meet the recommended buffer distance, then the EPA document recommends that the proponent provide a report '*demonstrating that the separation distance will meet acceptability criteria and that enforceable management techniques will be applied to ensure an appropriate environmental outcome*'.

TPI is of the understanding that the proponent is preparing a report for the separate works application. It may well be that the report addresses matters such as emissions, however it hasn't been lodged to the Shire yet.

The EPA document recommends a 300-500 metre buffer for concrete batching plants depending in their size.

There is a dwelling on nearby Lot 12450 (No 99) Narrogin Road which is 300 metres from Lot 401.

There are structures on Lot 13312 (No 33) Williams Street and at least one is a dwelling. It is approximately 120.5 metres between the dwelling and the boundary of Lot 401 – refer plan over page.





TPI recommends that the Shire review the information prepared by the owner for their separate works application (once lodged) to ascertain whether it addresses management of emissions justifying a reduced buffer and / or request additional information such as a Management Plan.

There is good vegetation screening of the proposed site for the concrete batching plant along Narrogin Road, and the road and water pipeline reserve, and between it and the closest residences.

The Shire is required to take the EPA buffers into consideration as outlined in the statutory section of this report.

**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 is within a declared bushfire prone area.

Whilst a Bushfire Attack Level (BAL) assessment is required under the policy, the Shire is the decision maker and can take a pragmatic approach.

The Shire has discretion to waive the requirement for a BAL Assessment having regard that:

- a) An assessment determines the BAL rating that will apply to inform any higher construction standards.
- b) No higher construction standards apply at the separate building stage for industrial buildings. The only aspect that a BAL can inform is setbacks.

**POLICY REQUIREMENTS:**

Not applicable.

**LEGISLATIVE REQUIREMENTS:**

Planning and Development (Local Planning Schemes) Regulations 2015

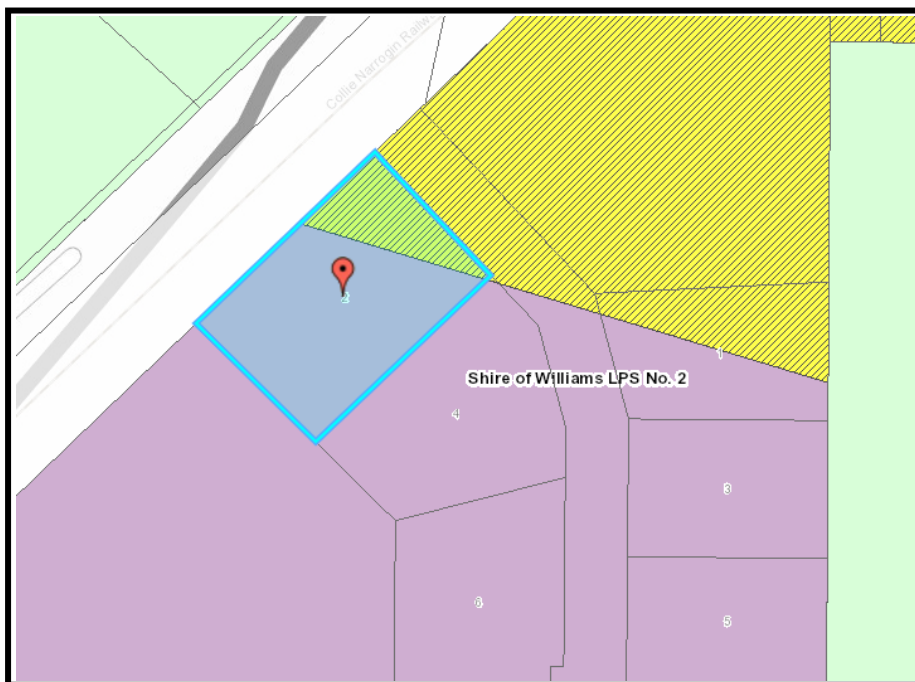
The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shires Scheme.

Clause 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 it's 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.

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

Shire of Williams Town Planning Scheme No 2 (the Scheme) –

Lot 401 is partly zoned Industrial (purple) and is partly under a Local Scheme Reserve for Public Purpose (yellow). This is an anomaly on the Scheme map and the Lot is intended to be Industrial.



- **Industrial Zone**

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones. The proposed concrete batching plant is construed as a 'general industry' which is listed as an 'AA' use in the Industrial zone under Table 1. The 'AA' symbol 'means that the Council may, at its discretion, permit the use'.

- **Local Scheme Reserve for Public Purpose**

Under Clause 3.2 Council must give regard for the purpose of the reserve and may consult with any public authority where the land is reserved for a public authority.

In this case the local scheme reserve, known as Lot 443/Reserve 51703, is under the care and control of the Shire. There is a Management Order to the Shire for 'Public Recreation', so no consultation with external authorities is required.

Importantly, whilst an industrial use is not consistent with the reserve purpose, there are no prohibited land uses within a local scheme reserve under the Scheme.

- **Building Setbacks**

Under Clause 4.6 (4)(a) a minimum setback of 16.5 metres applies to the front and rear lot boundary for any lot in the Industrial zone. The application proposes a setback variation of 13.5m for the office from the front boundary.

Council (or the CEO under delegation) has discretion to waive a provision of the Scheme however under Clause 2.11 this has to be advertised. Clause 2.11 states that:

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

The setback provision is under Part 4 of the Scheme.

- **EPA Buffers**

Clause 4.6(4)(g) states that *'Any industry subject to buffer separation distances to sensitive land uses in accordance with Environmental Protection Area guidelines must demonstrate compliance with the applicable buffers, or lodgement of a site-specific environmental analysis demonstrating that the use will not negatively impact on the amenity of sensitive land uses to the satisfaction of the Council. In assessing any proposal which does not comply with generic buffer guidelines, Council has discretion to refer to application to the EPA for comment'.*

- **Landscaping**

Under Clause 4.6(4)(b) there is a provision requiring a 5-metre landscaping area.

Council (or the CEO under delegation) has discretion to waive the landscaping provision of the Scheme however under Clause 2.11 it must be advertised.

**STRATEGIC IMPLICATIONS:**

Council has a strategic interest in encouraging investment in the Williams district, and in growing the industrial area at Marjidin Way. Council has a strategic goal to support industry and business development through the development of sustainable infrastructure and investment opportunities.

The proposal is for the establishment of a new business in Williams.

**SUSTAINABILITY IMPLICATIONS:**

**Environment**

The owner will need a separate approval from the EPA for the concrete batching plant, and this is expected to address matters such as dust suppression, noise, and wastewater. The owner operates a batching plant at Narrogin and is familiar with the EPA conditions which may apply.

**Economic**

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

**Social**

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

**FINANCIAL IMPLICATIONS:**

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

**VOTING REQUIREMENTS:**

ABSOLUTE MAJORITY REQUIRED

**OFFICER (CONSULTANT PLANNER) RECOMMENDATION**

That Council ,

1. give in principle support for the proposed office, workshop and concrete batching plant for Lot 401 (No 2) Marjidin Way, Williams, as requested subject to,
  - a. the applicant lodging an application to the Environmental Protection Authority for a separate works approval and providing a copy of that to the Shire for its records and consideration.
  - b. the required advertising for public comment being undertaken by the Chief Executive Officer, given the proposed reduced front boundary setback from 16.5m to 13.5m for the proposed office/workshop building.
2. pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for an office/workshop and general industry (concrete batching plant) Lot 401 (No 2) Marjidin Way, Williams, after consideration of public comments.

## 8.2.5 INTERIM AUDIT 2023-24 YEAR

<b>File Reference</b>	4.22.00
<b>Statutory Reference</b>	Local Government Act 1995 Local Government (Financial Management) Regulation 1996
<b>Author</b>	Peter Stubbs
<b>Date</b>	19 June 2024
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interests.
<b>Attachments</b>	Office of Auditor General letter Interim Audit 2023-24 Interim Audit Findings

### Background

The Office of Auditor General (OAG) appoints the Auditor for Local Governments. The Auditor appointed for the Shire of Williams is AMD Chartered Accountants, which did the audit in 2022-23, and will do the audits for 2023--24 and 2024-25.

The Interim Audit for 2023-24 has been completed and the letter from the OAG evidencing that is attached.

### Comment

One significant audit finding is that the Annual Budget Review was not provided to the Department of Local Government Community Sport and Recreation within the required 14-day period.

One moderate finding was reported related to the Shire's Cyber Security measures.

Management comments are recorded in relation to both findings. The final audit is scheduled for late October 2024.

### Strategic Implications

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

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

### Financial Implications

The additional Cyber Security measures for the year ahead are costed at \$7,000.

### Voting Requirements

Simple Majority

### Officer's Recommendation

The Council note the Office of Audit General Interim Audit report for the 2023-24 year and the Management comments related to the two audit findings.

## 8.2.6 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY

<b>File Reference</b>	Various
<b>Statutory Reference</b>	Local Government Act 1996
<b>Author</b>	Peter Stubbs
<b>Date</b>	19 June 2024
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interests.
<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

The Common Seal was used for the

- On the 21 June 2024 for the execution of a 10-year Agreement with the Water Corporation for the use of Recycled Water to irrigate the Williams Oval. The past Agreement expired 3 July 2024.

Decisions by the CEO using delegated authority are provided in the table below;

Decision Type	Name/Property	Date of Decision	Purpose	
1	Closure of Road	Narrakine Road	2 July 2024	Notice given of planned closure of Narrakine Road for drainage works 22-26 July 2024
2	Declared that impounded vehicle is an abandoned vehicle wreck	Adam Street, Williams	12 July 2024	To remove the vehicle there for over 7 months from the Shire verge, and property front yard

Payment from the Municipal or Trust Funds – Delegation 1.1.19 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.

### **Strategic Implications**

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

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

### **Financial Implications**

The standard approved Council fees were applied the above decisions.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 20 June to 19 July 2024.

## **9. ELECTED MEMBERS' MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**

## **10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

### **10.1 ELECTED MEMBERS**

### **10.2 OFFICERS**

## **11. APPLICATION FOR LEAVE OF ABSENCE**

## **12. CLOSURE OF MEETING**