



# SHIRE OF WILLIAMS COUNCIL AGENDA

ORDINARY COUNCIL AGENDA  
WEDNESDAY 19 JUNE 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 19<sup>th</sup> June 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 Bernie Panizza  
Cr Christine Cowcher  
Cr John Macnamara

**Staff**

Peter Stubbs - Chief Executive Officer  
Britt Logie – Community Development Officer / Minute Taker  
Jessica Paterson – Executive Assistant / Minute Taker  
Gemma Boyce – Executive Manager of Corporate Services

Visitors - Nil  
Apologies – Cr Simon Harding  
Leave of Absence – Cr Tracey Price (*Approved April 2024*)

**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 15<sup>TH</sup> MAY 2024**

#### **Officers Recommendation**

That the Minutes of the Ordinary Council Meeting held 15<sup>th</sup> May 2024, as previously circulated, be confirmed as a true and accurate record.

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

I would like to record that Council has supported, along with many other Local Governments, the concern about the live sheep export ban and the impact this will have on local communities, businesses, people's livelihoods, and the economy of Western Australia. The impact is not confined to live export and will flow onto the supply chain and the wool industry.

On behalf of Council, I congratulate all those who have worked so hard to get the Williams General Store open and operating again. We wish every success and encourage the community to support it.

I would like record Council's appreciation to all those associated with the Williams Repertory Club who have worked hard over recent months to prepare for the production and performance of Mamma Mia, which is already a sell-out show.

I thank Councillor Natalie Major for attending the Hotham-Williams Voluntary Regional Organisation of Councils (Boddington, Wandering, Cuballing and Williams) meeting and strategic planning review. This group has developed and continues to advance the Marradong brand for our region.

I thank Councillor Tracey Price for attending the 4WDL Voluntary Regional Organisation of Councils (Wagin, Williams, West Arthur, Woodanilling, Dumbleyung, Lake Grace) meeting this month. This group is focused on improving key worker housing, and as been active in opposing the live sheep ban.

On Friday last week I attended the Central Country Zone meeting, where a range of issues impacting local governments and regional communities were discussed.

I note that Council's interim audit for 2023-24 has been advanced over the past month.

I welcome Gemma Boyce to the Shire of Williams as our new Executive Manager for Corporate Services, and her well in her new role with us.

## 8. MATTERS WHICH REQUIRE DECISIONS

### 8.1 CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 COMMUNITY DEVELOPMENT OFFICER – LOCAL AUTHORITY PLATES

<b>File Reference</b>	Nil
<b>Statutory Reference</b>	N/A
<b>Author</b>	Britt Logie
<b>Date</b>	12.06.2024
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Nil

#### Background

In September 2023, the Council endorsed the change of the Shire of Williams Logo. The change in the new logo design brought forward a re-design in many products, including the Local Authority Plates.

#### Comment

The request to change the Shire of Williams Logo on the Local Authority Number Plates was submitted last year. The sample plate has arrived for Council's approval.

On approval, the department of transport will be notified, and the new logo will be endorsed on the local authority plates. Once this has occurred, there will no longer be the option for the old logo to be displayed on the local authority plates.



#### Strategic Implications

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

SCD 1.1 Provide, maintain and improve community infrastructure.

ED 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.

#### Financial Implications

The costs have already been incorporated in the 2023/2024 budget.

#### Voting Requirements

Simple Majority

#### Officers Recommendation

That Council accept the artwork for the Local Authority Plates featuring the new Shire of Williams Logo. From 1<sup>st</sup> July 2024, the new shire logo will appear on the Local Authority Plates.

### 8.1.2 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>	14.06.2024
<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 31 <sup>st</sup> May 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 totalling \$760,046.68 approved by the Chief Executive Officer during the month of May 2024 be endorsed.



## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2024

SHIRE OF WILLIAMS  
PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2024

DATE	NAME	DESCRIPTION	AMOUNT
<b>MUNICIPAL - EFT, BPAY, DIRECT DEBIT &amp; CHEQUES</b>			
01/05/2024	FDC EDUCATORS	FDC Educators PE 28/04/2024	\$23,320.46
01/05/2024	AIR RESPONSE	13675 - Resource Centre A/C Maintenance	\$720.57
01/05/2024	ALLINGTON AGRI	13482 - Roadside Weed Spraying (Various)	\$19,222.50
01/05/2024	APV VALUERS & ASSET MANAGEMENT	13538 - Comprehensive Valuations (Part Payment)	\$8,608.60
01/05/2024	AVON WASTE	13357 - Monthly Refuse Charges March 2024	\$9,876.27
01/05/2024	BEST OFFICE SYSTEMS	13353 - Monthly Printing/Copying Charges	\$418.78
01/05/2024	BITUTEK PTY LTD.	13707 - Supply & Spray Bitumen (Congelin Narrogin Road)	\$42,299.94
01/05/2024	BOC Ltd	13299 - March 2024 Container Service Fee	\$44.06
01/05/2024	CHATTERBOX CAFE & GALLERY	13669 - Refreshments (April Council Meeting)	\$133.00
01/05/2024	CONTRACT AQUATIC SERVICES	13399 - Monthly Swimming Pool Management March 2024	\$14,300.00
01/05/2024	CORSIGN WA PTY LTD	13703, 13704 - 70 Traffic Signs	\$3,088.80
01/05/2024	DOWN TO EARTH TRAINING & ASSESSING	13708 - Works Staff Training	\$5,050.00
01/05/2024	DUFF ELECTRICAL CONTRACTING	13591 - Electrical Repairs - 6 Richardson Street	\$450.79
01/05/2024	EDWARDS ISUZU UTE	13705 - Servicing (Isuzu D-Max) WL 19	\$435.84
01/05/2024	FULTON HOGAN (EFT)	13711 - Bulk Bags Cold Asphalt	\$2,112.00
01/05/2024	GOODYEAR AUTOCARE NARROGIN	13633 - Tyre Repair (Toyota Hilux) WL 076	\$54.00
01/05/2024	HARMONY SOFTWARE	Educators' Software Fees, Month of March 2024	\$397.50
01/05/2024	HICKS HANDYMAN	13600 - Interior Painting JV Units	\$2,970.00
01/05/2024	JP UPHOLSTERY & CANVAS	13599 - Childcare Building Maintenance	\$1,765.06
01/05/2024	M & M CONTRACTORS	13712 - Loader Hire (Congelin - Narrogin Road)	\$1,232.00
01/05/2024	MADEJ CONCRETING	13715 - Private Works (Williams Weir Bridge)	\$990.00
01/05/2024	McINTOSH & SON	13636 - Filters - Various Vehicles	\$646.72
01/05/2024	MCINTOSH & SON NARROGIN	13626 - Fittings & Valve WL 3792	\$702.13
01/05/2024	MELCHIORRE PLUMBING & GAS	13592 - Plumbing Repairs (Lions Park and Art & Craft Centre)	\$369.49
01/05/2024	NARROGIN MAZDA	13668 - 40 000 Service (Mazda CX-5) WL 036	\$541.76
01/05/2024	NARROGIN TOYOTA	13595 - Chainsaw Chain	\$41.75
01/05/2024	PALFRAMAN, TREVOR.	Bridge and Playground Inspections	\$248.00
01/05/2024	RJ SMITH ENGINEERING	13631 - Hydraulic Hoses Posi -Trailer	\$2,044.00
01/05/2024	SOUTH WEST ISUZU	13634 - Filters, Element, Fuels & Oils - Isuzu Tri Tipper WL 36	\$965.70
01/05/2024	ST LUKE'S FAMILY PRACTICE	13666 - Williams Doctor & Staff Pre-Employment Medical	\$1,232.00
01/05/2024	STATE WIDE TURF SERVICES	13494 - Rec Ground Maintenance	\$9,165.75
01/05/2024	TEAM GLOBAL EXPRESS	Freight - Cleaning Products, Library Books	\$153.67
01/05/2024	THE GOODS	13673, 13672, 13670 - Hygiene & Cleaning Products	\$1,549.83
01/05/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13351 - Photocopy Charges for Shire Notes	\$162.40
01/05/2024	THE WILLIAMS WOOL SHED.	13714 - Catering for Works Staff Training	\$671.30
01/05/2024	TJ DEPIAZZI & SONS	13664 - (Tree Mulch) Jam Tree Units & Single Units	\$2,152.70
01/05/2024	WA CONTRACT RANGER SERVICES	13300 - Ranger Services - 02/04/2024, 15/04/2024	\$627.00
01/05/2024	WILLIAMS GATEWAY EXPO.	13674 - Gateway Expo Promotion	\$2,000.00
01/05/2024	WOODLANDS DISTRIBUTORS & AGENCIES	13597 - Dog Waste Bags	\$386.32
02/05/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 01/05/2024	\$57,899.94
02/05/2024	APV VALUERS & ASSET MANAGEMENT	13538 - Comprehensive Valuations (Part Payment)	\$9,684.40
02/05/2024	DRY KIRKNESS	13510 - Financial Management & Audit Review	\$19,688.85
02/05/2024	GD & JA STEVENS	13676 - Ceiling Repairs (WCRC)	\$449.90
02/05/2024	STRETTLE PTY LTD	13387 - Assistance - Development of Local Cats Law	\$550.00
02/05/2024	TOWN PLANNING INNOVATIONS	General Planning Advice for March 2024	\$825.00
02/05/2024	WILLIAMS NEWSAGENCY	Monthly Account March 2024	\$207.72
02/05/2024	WILLIAMS RURAL SUPPLIES	13628 - Monthly Hardware Account - March 2024	\$3,204.43
03/05/2024	Stubbs, Peter.	Reimbursement of Relocation Expense - P Stubbs	\$2,816.00
03/05/2024	Wilkie, Sharon	Reimbursement of 8 x Skylight Panels - Pavilion	\$440.00
03/05/2024	CHILDCARE CENTRE	Reimburse Childcare Centre Fees - Jieun Oh	\$600.49
07/05/2024	CITY OF ALBANY (EFT)	13584 - Library Operating Costs	\$3,949.00
07/05/2024	FIRST REEF PTY LTD	13682 - Marradong Trails Website Maintenance	\$590.70
09/05/2024	CITRUS WHEEL MARKETING	13372 - Marradong trails Marketing	\$1,260.00
13/05/2024	WA SUPER	Superannuation - April 2024	\$27,608.33
15/05/2024	FDC EDUCATORS	FDC Educators PE 12/05/2024	\$25,277.52
16/05/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 15/05/2024	\$60,542.30
21/05/2024	Palumbo, Lili	Reimbursement Pre - Employment Medical - L Palumbo	\$90.00
21/05/2024	Stanton, Phillip	Reimburse Overpaid Rent - U2 Sandalwood Crt	\$743.50
22/05/2024	AVON WASTE	13357 - Monthly Refuse Charges February 2024	\$9,698.30
22/05/2024	BELVEDERE NURSERY	13587 - Sand For Town Hall Park	\$180.00
22/05/2024	BOC Ltd	13299 - April 2024 Container Service Fee	\$42.63
22/05/2024	DIAMOND LOCK & SECURITY	13751 - Office Entry Keys & Depot Padlock	\$171.00
22/05/2024	DUFF ELECTRICAL CONTRACTING	13591,13570 - Electrical Repairs - Various	\$970.64

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2024

DATE	NAME	DESCRIPTION	AMOUNT
22/05/2024	FIRST REEF PTY LTD	13692 - Monthly IT Management For Marradong Directory	\$196.90
22/05/2024	GREAT SOUTHERN FUELS	Monthly CEO Fuel Account April 2024	\$407.37
22/05/2024	LO-GO APPOINTMENTS WA	13689 - Recruitment Serv (50%) plus Incidentals - EMCS Position	\$4,675.00
22/05/2024	TEAM GLOBAL EXPRESS	Freight Charges (Various)	\$789.54
22/05/2024	TMS OZ PTY LTD	13687 - Repair AdBlue Fault (Case Loader) WL 5918	\$3,178.34
22/05/2024	WILDWEST HAULAGE	Trim & Mulching Hurley, Dardadine & Williams - Darkan Roads	\$70,840.00
22/05/2024	BUILDING AND ENERGY	BSL collection - April 2024	\$176.32
24/05/2024	ASHLEY BLYTH TREE LOPPING	13852 - Tree Removal (Tarwonga Hall) (Pt Payment)	\$180.00
24/05/2024	DAN TURNER	13699 - Building Inspection (12 Growse Street)	\$462.00
27/05/2024	AIR RESPONSE	13757 - Air Conditioner Repairs (6 Richardson Street)	\$212.50
27/05/2024	ASHLEY BLYTH TREE LOPPING	13852 - Tree Removal (Tarwonga Hall)	\$1,800.00
27/05/2024	AVON WASTE	13357 - Monthly Refuse Charges April 2024	\$10,920.92
27/05/2024	BELVEDERE NURSERY	13725 - Soil Conditioner for Lions Park	\$312.50
27/05/2024	BENARA NURSERIES	Plants - 17 & 19 New St, Cullen Park, Lions Park	\$1,376.21
27/05/2024	BEST OFFICE SYSTEMS	13353 - Monthly Printing/Copying Charges	\$329.59
27/05/2024	CHATTERBOX CAFE & GALLERY	13691 - Refreshments Council Meeting 15th May 2024	\$100.00
27/05/2024	CJD EQUIPMENT PTY LTD.	13647 - Various Parts - Volvo Excavator WL 499	\$1,546.12
27/05/2024	CORNER'S AUTOMOTIVE ELECTRICS	13648 - (Beacon) Cat Grader WL 361	\$198.00
27/05/2024	CORSIGN WA PTY LTD	13490 - Traffic Signs (Various Roads)	\$2,062.50
27/05/2024	DALE CLEVES MUSIC PTY LTD	13671- Williams Hall (New Piano)	\$3,424.00
27/05/2024	DFES.	ESLB 4TH Qtr Contribution 2023/24	\$6,815.54
27/05/2024	DIAMOND LOCK & SECURITY	13752 - Padlocks for Standpipes	\$320.00
27/05/2024	DORMAKABA AUSTRALIA PTY LTD	Service & Maintenance to Shire Office Front Doors	\$321.26
27/05/2024	DUFF ELECTRICAL CONTRACTING	13570 - Electrical Repairs (Lions Park & Hall)	\$187.00
27/05/2024	FUEL DISTRIBUTORS OF WA PTY LTD	13717 - Bulk Fuel - Diesel	\$14,990.64
27/05/2024	GOODYEAR AUTOCARE NARROGIN	13645, 13716 - New Tyres & Fitting (2 Vehicles)	\$10,713.00
27/05/2024	GREENWAY TURF SOLUTIONS PTY LTD	13722 - Herbicide	\$616.00
27/05/2024	HARMONY SOFTWARE	Educators' Software Fees, Month of April 2024	\$339.20
27/05/2024	HERSEY'S SAFETY PTY LTD	13643 - Depot Consumables & Safety Equipment	\$1,097.80
27/05/2024	HOST DIRECT	13762 - (New Urn) - Hall	\$306.90
27/05/2024	LANDGATE	Valuation Expenses & Rolls	\$7,302.75
27/05/2024	McINTOSH & SON	13641 - Parts & Repairs, Fuels, Oils, Hydraulics WL 5918	\$1,712.18
27/05/2024	McPEST PEST CONTROL	13700 - Pest Inspection (12 Growse Street)	\$330.00
27/05/2024	MELCHIORRE PLUMBING & GAS	13678 - Plumbing Repairs (2 Sandalwood Court)	\$365.09
27/05/2024	MJB INDUSTRIES PTY LTD	13720, 13728 - Concrete Culvert Pipes for Dardadine Road	\$10,924.16
27/05/2024	MOORE AUSTRALIA (WA) PTY LTD	13686 - Staff Training-G Boyce	\$2,200.00
27/05/2024	NARROGIN BEARING SERVICE	13629, 13644, 13650 - Var Pts - Min Ex WL801, S/Plant, T Tk WL093	\$296.02
27/05/2024	NARROGIN CARPETS & CURTAINS	13590 - Vinyl Planks - 17 New Street	\$550.00
27/05/2024	NARROGIN QUARRY OPERATIONS	13713 - Quarry Rock For Drainage (York Williams Road)	\$19,501.54
27/05/2024	NARROGIN TOYOTA	13718 - 2 Blower Vacuums	\$658.06
27/05/2024	OFFICEWORKS	13685 - New Office Furniture	\$2,688.90
27/05/2024	ST LUKE'S FAMILY PRACTICE	13693 - Williams Clinic (Dr Segun)	\$1,100.00
27/05/2024	STAR TRACK EXPRESS	13722 - Freight (Herbicide)	\$63.05
27/05/2024	TEAM GLOBAL EXPRESS	Freight - Various	\$740.78
27/05/2024	THE GOODS	13697 - Cleaning & Hygiene Products	\$798.82
27/05/2024	THE WEST AUSTRALIAN	13663 - Advertising Job Vacancy (Childcare)	\$558.18
27/05/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13351 - Photocopying Charges for Shire Notes	\$62.40
27/05/2024	TOWN PLANNING INNOVATIONS	13694 - General Planning Advice for April 2024	\$536.25
27/05/2024	WA CONTRACT RANGER SERVICES	13300 - Ranger Services 02/05/2024, 06/05/2024, 15/05/2024	\$940.50
27/05/2024	WA LOCAL GOVERNMENT ASSOCIATION	13680 - Tax Services Subscriptions	\$294.25
27/05/2024	WESTRAC	13642 - Filters, Oil, Water Separators, WL 361, WL 61	\$1,294.73
27/05/2024	WILDWEST HAULAGE	13710 - Mulching & Clearing (Culbin Boranning & Pig Gully Roads)	\$11,880.00
27/05/2024	WILLIAMS HOTEL - STRICKO'S	13759 - Refreshments- May Council Meeting	\$57.00
27/05/2024	WILLIAMS NEWSAGENCY	Monthly Account April 2024	\$267.75
27/05/2024	WILLIAMS RURAL SUPPLIES	13635, 13637 - Monthly Hardware Accounts February & May 2024	\$5,243.15
27/05/2024	WTCM DISCRETIONARY TRUST	13688 - Water Reimbursement	\$5,541.86
29/05/2024	FDC - EDUCATORS	FDC Educators PE 26/05/2024	\$24,734.77
30/05/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 29/05/2024	\$57,145.73
06/05/2024	TELSTRA	Monthly Phone Usage 01/05/2024	\$430.00
06/05/2024	WATER CORPORATION.	Water - Standpipes, Swim Pool, Rec Ground, Industrial Shed.	\$18,983.79
16/05/2024	TELSTRA	Mobile Phone Calls & Data	\$315.89
20/05/2024	AUSTRALIAN TAXATION OFFICE	BAS April 2024	\$20,271.00
28/05/2024	SYNERGY	Electricity Supply, Street Lighting & Pool	\$4,028.26
28/05/2024	TELSTRA	Pool Telephone to 19/06/2024	\$34.54
28/05/2024	WATER CORPORATION.	Water Use & Supply - Housing & Parks	\$4,547.24
01/05/2024	DEPARTMENT OF PLANNING & INFRASTRUCTURE	DPI Payment	\$19,933.45
03/05/2024	CBA	CBA - Merchant Fees April 2024	\$143.37
17/05/2024	ANZ CARDS	Monthly Credit Card Expenses x 1 (See Details Below)	\$730.10

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MAY 2024

DATE	NAME	DESCRIPTION	AMOUNT
02/05/2024	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, March 2024	\$306.21
16/05/2024	SYNERGY	Electricity Costs (Various)	\$4,998.42
			\$760,046.68
17/05/2024	ANZ CARDS	Monthly Credit Card Expenses x 1	-730.10
<b>Sharon Palumbo - Manager of Children's Services</b>			
01/05/2024		Meal Ingredients	32.87
	PLANT:P084 CX-5 2022 WL036 (FDC)	42.59L ULP	71.59
	PLANT:P084 CX-5 2022 WL036 (FDC)	48.70L ULP	81.86
	PLANT:P084 CX-5 2022 WL036 (FDC)	36.72LK ULP	62.73
		Cooking Supplies	39.23
		6.16L ULP Broome	13.65
	PLANT:P084 CX-5 2022 WL036 (FDC)	47.67L ULP	77.27
		Parking Fees	61.33
	PLANT:P084 CX-5 2022 WL036 (FDC)	41.73L ULP	75.45
		Car Hire Broome	63.93
	PLANT:P084 CX-5 2022 WL036 (FDC)	37.73L ULP	65.91
		Paint	16.35
		Diary	4.55
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	63.38
			730.10

### 8.1.3 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>	14.06.2024
<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 31 <sup>st</sup> May 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

#### Officers Recommendation

That financial statements presented for the period ending 31<sup>st</sup> May 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 31 May 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 31 MAY 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	2,245,398	<b>2,242,322</b>	(3,076)	(0.14%)	▼
Grants, subsidies and contributions	12	469,870	454,670	<b>437,075</b>	(17,595)	(3.87%)	▼
Fees and charges		1,093,829	1,009,346	<b>1,098,732</b>	89,386	8.86%	▲
Interest revenue		80,500	73,792	<b>135,898</b>	62,106	84.16%	▲
Other revenue		39,775	37,508	<b>83,122</b>	45,614	121.61%	▲
Profit on asset disposals	5	6,814	6,814	<b>40,393</b>	33,579	492.79%	▲
		<b>3,936,187</b>	<b>3,827,528</b>	<b>4,037,542</b>	210,014	5.49%	
<b>Expenditure from operating activities</b>							
Employee costs		(1,914,703)	(1,751,884)	<b>(1,835,980)</b>	(84,096)	(4.80%)	▼
Materials and contracts		(1,387,703)	(1,204,653)	<b>(935,608)</b>	269,045	22.33%	▲
Utility charges		(251,190)	(209,022)	<b>(212,316)</b>	(3,294)	(1.58%)	▼
Depreciation		(1,953,425)	(1,790,344)	<b>(1,809,673)</b>	(19,329)	(1.08%)	▼
Finance costs		(19,189)	(17,371)	<b>(17,458)</b>	(87)	(0.50%)	▼
Insurance		(165,012)	(165,012)	<b>(168,910)</b>	(3,898)	(2.36%)	▼
Other expenditure		(25,100)	(25,092)	<b>(46,356)</b>	(21,264)	(84.74%)	▼
Loss on asset disposals	5	(9,782)	(9,782)	<b>(1,809)</b>	7,973	81.51%	▲
		<b>(5,726,104)</b>	<b>(5,173,160)</b>	<b>(5,028,110)</b>	145,050	2.80%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,956,393	1,793,312	<b>1,771,089</b>	(22,223)	(1.24%)	▼
<b>Amount attributable to operating activities</b>		<b>166,476</b>	<b>447,680</b>	<b>780,521</b>	332,841	74.35%	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	13	723,437	713,437	<b>148,574</b>	(564,863)	(79.17%)	▼
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>771,630</b>	<b>255,636</b>	(515,994)	(66.87%)	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	4	(1,488,500)	(650,000)	<b>(490,173)</b>	159,827	24.59%	▲
Payments for construction of infrastructure	4	(1,391,293)	(1,105,800)	<b>(1,104,470)</b>	1,330	0.12%	
		<b>(2,879,793)</b>	<b>(1,755,800)</b>	<b>(1,594,643)</b>	161,157	9.18%	
<b>Amount attributable to investing activities</b>		<b>(2,078,163)</b>	<b>(984,170)</b>	<b>(1,339,007)</b>	(354,837)	(36.05%)	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	3	931,500	0	<b>0</b>	0	0.00%	
		<b>931,500</b>	<b>0</b>	<b>0</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>(66,690)</b>	(66,690)	0.00%	▼
		<b>(448,489)</b>	<b>(64,016)</b>	<b>(130,706)</b>	(66,690)	(104.18%)	
<b>Amount attributable to financing activities</b>		<b>483,011</b>	<b>(64,016)</b>	<b>(130,706)</b>	(66,690)	(104.18%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		1,428,676	1,428,676	<b>1,198,283</b>	(230,393)	(16.13%)	▼
Amount attributable to operating activities		166,476	447,680	<b>780,521</b>	332,841	74.35%	▲
Amount attributable to investing activities		(2,078,163)	(984,170)	<b>(1,339,007)</b>	(354,837)	(36.05%)	▼
Amount attributable to financing activities		483,011	(64,016)	<b>(130,706)</b>	(66,690)	(104.18%)	▼
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>828,170</b>	<b>509,091</b>	(319,079)	(38.53%)	▼

**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 31 MAY 2024**

	<b>30 June 2023</b>	<b>31 May 2024</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,390,001	2,845,405
Trade and other receivables	139,127	276,407
Other financial assets	22,693	0
Inventories	21,068	26,443
<b>TOTAL CURRENT ASSETS</b>	<b>3,572,889</b>	<b>3,148,255</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	207,701	207,701
Property, plant and equipment	17,295,266	17,340,575
Infrastructure	66,457,278	66,146,152
Investment property	61,117	61,117
<b>TOTAL NON-CURRENT ASSETS</b>	<b>84,021,362</b>	<b>83,755,545</b>
<b>TOTAL ASSETS</b>	<b>87,594,251</b>	<b>86,903,800</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	291,300	59,933
Other liabilities	5,000	451,928
Borrowings	75,989	11,972
Employee related provisions	354,566	354,566
<b>TOTAL CURRENT LIABILITIES</b>	<b>726,855</b>	<b>878,399</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	439,890	439,890
Employee related provisions	14,757	14,757
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>454,647</b>	<b>454,647</b>
<b>TOTAL LIABILITIES</b>	<b>1,181,502</b>	<b>1,333,046</b>
<b>NET ASSETS</b>	<b>86,412,749</b>	<b>85,570,754</b>
<b>EQUITY</b>		
Retained surplus	23,612,432	22,770,438
Reserve accounts	1,719,674	1,719,674
Revaluation surplus	61,080,642	61,080,642
<b>TOTAL EQUITY</b>	<b>86,412,748</b>	<b>85,570,754</b>

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

# NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 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 12 June 2024



**SHIRE OF WILLIAMS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

<b>(a) Net current assets used in the Statement of Financial Activity</b>	<b>Supplementary Information</b>	<b>Adopted Budget Opening 30 June 2023</b>	<b>Last Year Closing 30 June 2023</b>	<b>Year to Date 31 May 2024</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Current assets</b>				
Cash and cash equivalents	2	1,402,324	3,390,000	2,845,405
Trade and other receivables		139,128	139,127	276,406
Other financial assets		212,700	22,693	0
Inventories	7	21,068	21,068	26,443
		<b>1,775,220</b>	<b>3,572,888</b>	<b>3,148,254</b>
<b>Less: current liabilities</b>				
Trade and other payables	8	(291,301)	(291,301)	(59,933)
Other liabilities	11	(5,000)	(5,000)	(451,928)
Borrowings	10	(75,989)	(75,989)	(11,972)
Employee related provisions	11	(354,566)	(354,566)	(354,566)
		<b>(726,856)</b>	<b>(726,856)</b>	<b>(878,399)</b>
<b>Net current assets</b>		<b>1,048,364</b>	<b>2,846,032</b>	<b>2,269,855</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(c)	(1,683,353)	(1,647,749)	(1,760,763)
<b>Closing funding surplus / (deficit)</b>		<b>(634,989)</b>	<b>1,198,283</b>	<b>509,092</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*.

<b>Non-cash amounts excluded from operating activities</b>	<b>Adopted Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	5	(6,814)	(6,814)
Add: Loss on asset disposals	5	9,782	9,782
Add: Depreciation		1,953,425	1,790,344
<b>Total non-cash amounts excluded from operating activities</b>		<b>1,956,393</b>	<b>1,771,089</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.

<b>Adjustments to net current assets</b>	<b>Adopted Budget Opening 30 June 2023</b>	<b>Last Year Closing 30 June 2023</b>	<b>Year to Date 31 May 2024</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Less: Reserve accounts	3	(1,719,674)	(1,719,674)
Less: Financial assets at amortised cost - self supporting loans	7		(22,693)
- Current financial assets at amortised cost - self supporting loans			(17,693)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	10		75,989
- Current portion of employee benefit provisions held in reserve	3	36,322	36,322
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,683,352)</b>	<b>(1,647,749)</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 31 MAY 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>	(17,595)	(3.87%)	▼
Timing Variance			
<b>Fees and charges</b>	89,386	8.86%	▲
Increase in Childcare attendance and rental increases			
<b>Interest revenue</b>	62,106	84.16%	▲
Increase in interest rates. Interest now added to reserves monthly			
<b>Other revenue</b>	45,614	121.61%	▲
Unbudgeted additionl '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>	(84,096)	(4.80%)	▼
Timing Variance			
<b>Materials and contracts</b>	269,045	22.33%	▲
Over budgeted expenditure on Road Projects			
<b>Depreciation</b>	(19,329)	(1.08%)	▼
Not material			
<b>Other expenditure</b>	(21,264)	(84.74%)	▼
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>	(22,223)	(1.24%)	▼
Not material			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(564,863)	(79.17%)	▼
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>	159,827	24.59%	▲
Timing Variance			
<b>Outflows from financing activities</b>			
<b>Transfer to reserves</b>	(66,690)	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>	(319,079)	(38.53%)	▼
Due to variances described above			

## 8.2 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.2.1 LOCAL PLANNING STRATEGY (DRAFT)

<b>File Reference</b>	14.25.24
<b>Statutory Reference</b>	Local Government Act 1995
<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>	Draft Local Planning Strategy

#### Background

In July 2023, the Shires of Wagin, West Arthur, and Williams agreed to collaborate to create a joint local planning strategy to guide future development and land use in their districts and to meet their statutory obligations. The Department of Planning, Lands and Heritage (DPLH) agreed to complete first drafts of the local planning strategy at no cost to the Shires, other than creation of maps at an hourly rate.

#### Legislation

The Planning and Development Act 2005 and related Planning and Development (Local Planning Schemes) Regulations 2015 require that Local Governments establish local planning strategies.

Regulation 11 of the Regulations sets out the requirement for a local planning strategy to be prepared by all local governments to guide local planning schemes, specifically:

(1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.

(2) A local planning strategy must —

- (aa) be prepared in a manner and form approved by the Commission; and
- (a) set out the long-term planning directions for the local government; and
- (b) apply any State or regional planning policy that is relevant to the strategy; and
- (c) provide the rationale for any zoning or classification of land under the local planning scheme.

(3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.

*[Regulation 11 amended: SL 2020/252 r. 6.]*

#### Comment

DPLH have completed draft mapping and Local Planning Strategy text for the purposes of the required public advertising. Further consideration of the text and maps can be given after public comments are received. Council also has the option of seeking independent Town Planning consulting advice.

A Council decision to commence the public advertising is sought. Subject to the Councils consent DPLH will then recommend the Western Australian Planning Commission certify the Local Planning Strategy for advertisement, with advertising to commence thereafter.

The Local Planning Schemes Regulations require that each local government advertise the draft Strategy for a period not less than 21 days. It must be advertised by:

1. Publishing a notice, along with the draft Strategy, on the website of the local government.
2. Making a copy of the draft Strategy available for public inspection during normal business hours throughout the advertising period.

3. Publishing a notice in the local newspaper setting out the details of the draft Strategy, including:
  - how the draft Strategy will be made available to the public; and
  - the manner and form in which submissions on it may be made; and
  - the period for making submissions and the last day of that period.
4. Giving a copy of the notice to each public authority that the local government considers is likely to be affected by the draft Strategy.

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

The Local Planning Strategy will assist to set the Shire's strategic direction for land use planning of the 15-year planning horizon. The Strategy aims to create opportunities for land use diversification, supporting diversification of the local economy, and provide for services that are in demand and growing. The Strategy seeks to add value to businesses and property in the district.

Local Planning Strategies are important guidelines to the development of districts, linking to land use and the Town Planning Scheme.

### **Financial Implications**

Mapping by DPLH will be charged at \$85 per hour. Total cost is estimated at less than \$5,000. There will be additional cost as for advertising required under the Regulations.

If the Shire were to seek to prepare a local planning strategy without DPLH's assistance, the cost would likely represent a higher burden on the Shire's operating budget. DPLH's offer to prepare and, project manage the Strategy to completion will provide significant benefit for the Shire's ongoing operations for land use planning at minimal cost.

### **Voting Requirements**

Simple majority

### **Officers Recommendation**

That Council

1. Request the CEO to supply a copy of the Draft Local Planning Strategy to the Western Australian Planning Commission for its certification to proceed to advertising.
2. Subject to the Western Australian Planning Commission's certification, approve public advertising of the Draft Local Planning Strategy for the Shire of Williams for public comment for a period of 21 days.
3. The CEO to supply the Draft Local Planning Strategy to all Agencies who may have an interest for their comment for a period of 21 days.

**8.2.2 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 that require disclosure
<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 employment contract for Gemma Boyce, Executive Manager for Corporate Services in the period 16 May to 19 June 2024.

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

	<b>Decision Type</b>	<b>Name/Property</b>	<b>Date of Decision</b>	<b>Purpose</b>
1	Cross Over Approval	Graham Dawe, 36 Bates Road	16 May 2024	Cross over to access property
2	Close of Thoroughfare	Narrakine Road	4 June 2024	Temporary closure of road to expedite road drainage works
3	Appointment of Authorised Person	Mr Keith Squibb (WA Contract Ranger Services)		Appointment for Ranger Services.
4	Appointment Bush Fire Control Officers	Jon Hardie, Graham Treasure Shire of Wandering as Dual BFCO's for Shire of Williams  Phillip Martin, Andrew Rintoul Shire of Williams as Dual BFCO's for the Shire Wandering and the Shire of Cuballing.  Nelson Young & I Quartermaine Shire of	30 May 2024	Appointment Dual Bush Fire Control Officer/s for 2024-25  (nominated by adjoining Shires and the Shire of Williams Brigade Captains)

		<p>Cuballing as Dual BFCO's for Shire of Williams</p> <p>Clayton Hardie, Murray Saunders &amp; Russell Ashley from the Shire of Narrogin as Dual BFCO's for Shire of Williams</p> <p>Nicholas Panizza Shire of Williams as DBCO for the Shire of Narrogin</p> <p>Ashley Chadwick Shire of Williams as DBFCO for the Shire Boddington</p> <p>Justin Duff Shire of Williams as DBFCO for the Shire Wagin</p> <p>Justin Duff &amp; Wayne Duffield Shire of Williams as DBFCO for the Shire West Arthur</p>		
5	Food Business Registration	Williams General Store	4 June 2024	Registration of the Business under the Food Act 2008.
6	Development Approval	Lot 86, No 24 Hynes Court, Williams	5 June 2024	3 x 2 new home compliant with Planning Regulations

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 17 April to 15 May 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**