



SHIRE OF WILLIAMS COUNCIL AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 19 February 2025

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 Wednesday 12th February 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

Nil

5. DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Peter Stubbs, Chief Executive Officer
Item No. / Subject	8.2.3 CEO Performance Review and Key Performance Indicators
Type of Interest	Financial Interest – as it has the potential to impact contract of employment

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 18 DECEMBER 2024

OFFICERS RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 18 December 2024, as previously circulated, be confirmed as a true and accurate record.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

I thank Cr Major, Cr Price, shire staff, the Men's Shed, and members of the Repertory Club who supported our recent Australia Day function. Congratulations to Emma Everett on receiving the Williams Citizenship Award for her wonderful contribution to the music, the arts, and children in our community.

I thank Cr Major for chairing the Annual Electors meeting in my absence on Wednesday 12 February 2025 and note that there were no members of the public in attendance.

This summer has again seen numerous bushfires, and I would like to thank and acknowledge our many volunteers who have responded to contain those fires and minimise damage. Thankyou to our Chief Bushfire Control Officer Matt Carne, and our brigade captains for their efforts and leadership.

Congratulations to the Williams Community Resource Centre who this week will celebrate its 20th year of fabulous service to our community. I encourage community members to celebrate with the CRC on Thursday 20th February.

nbn have in recent months completed upgrades to fixed wireless towers, satellite and internet capabilities, meaning that many people in Williams may have the potential to access faster download and upload internet speeds. People interested in that should check with nbn to determine what is available.

This week the Wheatbelt Development Commission Board and senior staff held their meeting in Williams, and we thank them for their support. The Commission recently assisted 10 wheatbelt shires to access federal funding to advance land development for residential housing. For Williams, \$1.6million was gained in grant funding for this purpose.

8. MATTERS WHICH REQUIRE DECISIONS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 DISCONTINUATION OF DRIVER REVIVER

File Reference	
Statutory Reference	
Author	Britt Logie
Date	04 th February 2025
Attachments	

Background

In 2020, the Shire of Williams took over the operation of Driver Reviver from the Friends of the Medical Centre rather than see it shut down. As part of a road safety strategy, Driver Reviver funding has contributed \$20,000 towards the VMS board, and \$115,000 towards the Lions Park Car Park extension.

The Donations received from driver reviver free coffee & tea has contributed to the Live Local Love Local funds, which benefit the community.

Comment

Over the last 5 years, operation of the driver reviver on long weekends has proven difficult finding volunteers to fill rosters.

Williams has several opportunities for drivers to stop and take a break including three roadhouses, the Woolshed, Café's, the Williams Hotel and Lions Park. The Shire investment in Lions Park is considerable and is a valued asset to travellers.

It is therefore recommended that the past driver reviver free coffee & tea, offered periodically on public holidays and long weekends be discontinued as there are a range of other opportunities for drivers to take a break and access refreshments.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2022 – 2032. Specifically, it relates to the following strategy(s):

SC1.5 Continue to support and develop tourism opportunities for the Shire

Financial Implications

The Driver Reviver free coffee & tea program was manned by volunteers. There will be a slight loss of revenue to the Community Chest Fund. Based on past experience this would be in the order \$300 per year

Voting Requirements

Simple Majority

Officers Recommendation

That Council discontinue the driver reviver free coffee and tea offer that had occurred periodically on weekends and public holidays in Lions Park given the range of other opportunities for drivers to take a break and access refreshments in Williams, and investment made in Lions Parl for the benefit of travellers.

8.1.2 PROPOSED POLICY- TRAINING & STUDY ASSISTANCE

File Reference	4.20.25
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager Corporate Services
Date	14 February 2025
Disclosure of Interest	There is an interest in common for all Shire staff with the proposed policy.
Attachments	<ol style="list-style-type: none"> 1. Draft Policy- Training & Study Assist Policy 2. Training Evaluation Form 3. Training Application Form 4. Group Training Application Form

Background

This item seeks Council consent to introduce a policy for Training & Study Assistance to promote consistency in how that is considered and managed for all Employees & Contractors employed by the Shire.

Comment

The Shire of Williams has had a relatively stable, experienced, and loyal workforce for several years. Like many workplaces in Australia, it has a workforce demographic with some employees approaching retirement in the next few years, and/or staff departing for other reasons. There is a need to plan and act to ensure continuity of services and business functions with upskilling required.

There is also a need to protect the Shires investment in staff. This is to help retain & improve employees in their roles. It is important we maintain a healthy workplace culture . Healthy workplace cultures align employee behaviours and Shire policies with the overall goals of the Shire, while also considering the well-being of individuals.

Strategic Implications

The proposed Policy guides to upskilling of staff, supports greater diversification across roles, fosters succession planning, and helps to optimise efficiencies and resource use, and helps protect the Shires investment in the workforce.

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.

Financial Implications

N/A.

Voting Requirements

Absolute Majority

Officers Recommendation

That Council:

1. Adopt the Policy: Operational Practice – Training & Study Assist Policy
2. Approve the use of forms associated with the Operational Practice – Training & Study Assist Policy

8.1.3 PAYMENT LISTING

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Cassie Barker
Date	14 February 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Payment listings for months ending 31 December 2024, and 31 January 2025

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 2022 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 Cheques, and corporate card expenditure approved by Chief Executive Officer for December 2004 and January 2025 as follows be endorsed.	
1.	\$800,764.211 during the month of December 2024.
2.	\$4,655.52 corporate card expenditure during the month of December 2024
3.	\$431,752.04 during the month of January 2025.
4.	\$6,143.04 corporate card expenditure during the month of January 2025

**SHIRE OF WILLIAMS
PAYMENT LISTING FOR THE MONTH ENDING
31 December 2024**

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
02/12/2024	WA SUPER	Superannuation November 2024	\$27,486.55
05/12/2024	JONES, GARETH.	Reimbursement of Pre-Employment Medical	\$190.00
05/12/2024	PAULL, SHANE.	Reimbursement of Pre-Employment Medical	\$190.00
05/12/2024	CJD EQUIPMENT PTY LTD.	13935 - Purchase of New Volvo EC220DL Excavator	\$242,000.00
05/12/2024	GOODYEAR AUTOCARE NARROGIN	13849 - Tyre Repairs & Fittings WL3730,WL3792, WL128	\$312.00
05/12/2024	ML CIVIL SOLUTIONS	13965 - Rehabilitation to Plank Road Gravel Pit	\$38,720.00
05/12/2024	SWAT WAGIN	202427 - Pest Management Treatment at Swimming Pool	\$308.00
05/12/2024	THE WILLIAMS WOOL SHED.	202419 - Catering for Council Meeting November 2024	\$65.00
06/12/2024	BODDINGTON MEDICAL CENTRE	J Hosking - Pre Employment Medical	\$250.00
11/12/2024	FDC EDUCATORS	FDC Educators PE 08/12/2024	\$31,092.28
12/12/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 11/12/2024	\$63,738.55
17/12/2024	WOODFORDIA INC	Festival of Small Halls 2024 - ticket sales	\$3,484.00
24/12/2024	FDC EDUCATORS	FDC Educators PE 22/12/2024	\$36,544.76
20/12/2024	COUNTRY BUILDING AND MAINTENANCE WA	PO 13851 8 Fry Street Refurbishment 2nd Payment	\$9,907.50
26/12/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 26/12/2024	\$62,600.52
20/12/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	14451 - Seal Kits JD Backhoe	\$1,034.00
20/12/2024	AMD	13794 - Audit Fee - LRCI Acquittal Audit	\$2,310.00
20/12/2024	ASHLEY BLYTH TREE LOPPING	202448 - Cut down & remove three lge trees & stump grind	\$6,600.00
20/12/2024	AVON WASTE	202469 - November Account	\$10,091.55
20/12/2024	BEST OFFICE SYSTEMS	12330 -November Monthly Printing/Copying Charges	\$440.51
20/12/2024	BITUTEK PTY LTD.	202440 - Supply & Spray Emulsion Congelin-Ngn Rd & Rural Rds	\$47,698.86
20/12/2024	BOC Ltd	13904 - November 2024 Container Service Fee	\$45.64
20/12/2024	CONTRACT AQUATIC	202423 - Monthly Swimming Pool Management Jan 2025	\$14,300.00
20/12/2024	DUFF ELECTRICAL CONTRACTING	202441, 13896, 202443,202442- New St Units. Wandoo Ct & L Park	\$1,127.00
20/12/2024	FARMERS CENTRE (1978) PTY LTD	14459 - Hydraulic oil for Case 721G Loader	\$412.08
20/12/2024	FUEL DISTRIBUTORS OF WA PTY LTD	14455 - Ecoblue 100L IBC	\$1,530.00
20/12/2024	GREAT SOUTHERN FUELS	202437 - November 2024 - Bulk Fuel	\$13,762.89
20/12/2024	HARMONY SOFTWARE	Harmony Web Educator Subscription November 2024	\$396.00
20/12/2024	HOST DIRECT	202435 - Replenishment of Catering items for Pav & Wills Hall	\$434.50
20/12/2024	JLT	Regional Risk Coordinator Half Yearly Arrears Contribs Dec 2024	\$4,070.00
20/12/2024	LANDGATE.	Copy of 2 Certificates of Titles	\$94.80
20/12/2024	MELCHIORRE PLUMBING & GAS	202450,202449, 202436,202462, Various Plumbing Repairs	\$7,723.39
20/12/2024	NARROGIN PACKAGING	202444,202451, Hire of Vertimower, 2 x Galcon Alternators	\$554.00
20/12/2024	NARROGIN VALLEY STOCKFEED	202438, 202434 - Lawn Top Dressing & Soil Conditioner	\$540.00
20/12/2024	OFFICE OF THE AUDITOR GENERAL	202478 - Attest Audit for YE June 2024	\$39,270.00
20/12/2024	PALFRAMAN, TREVOR.	202477 - Inspection Of Playgrounds	\$135.48
20/12/2024	PRIME AG SERVICES - WILLIAMS	202446 - Lawn Fertilizer, L Park, Cullen Park, Pavilion	\$3,650.00
20/12/2024	RJ SMITH ENGINEERING	13850, 14456 - Repair & Make Hydraulic Hoses	\$1,008.00
20/12/2024	SHIRE OF BODDINGTON	202456, 202457 Marradong Country Brochures & Printing	\$3,257.32
20/12/2024	SHIRE OF NARROGIN.	202472 - Rail Trail Feasibility Study	\$5,000.00
20/12/2024	STAR TRACK EXPRESS	Freight Ex David Grays (Carmel Carrier)	\$122.11
20/12/2024	T-QUIP.	14453 - Switch-Lift Arm	\$269.35
20/12/2024	TEAM GLOBAL EXPRESS	14451, 13984, Freight From Afgri & Westrac	\$72.46
20/12/2024	THE BUTCHERS HOOK	Meat for Seniors Xmas Lunch 2024	\$216.55
20/12/2024	THE WEST AUSTRALIAN	202479 - Advertising For Sale by Tender Volvo Excavator	\$351.00
20/12/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13890 - Printing Costs	\$41.60
20/12/2024	THE WILLIAMS WOOL SHED.	202458 - Works - Prot Cloth, Trous, Pants, Jckts, Shirts & Jump	\$3,200.87
20/12/2024	TIMBER INSIGHT PTY LTD	12334 - Visual Inspects of Bridges 0884, 0885, 3042, 3049A & 4611	\$3,019.50
20/12/2024	TOWN PLANNING INNOVATIONS	13881 - General Planning Advice for November 2024	\$247.50
20/12/2024	VISION SAFE	13977 - Protective Clothing Works Crew	\$535.37
20/12/2024	WESFARMERS KLEENHEAT GAS PTY LTD	PO 202471 - Yearly Facility Fees In Advance	\$1,933.80
20/12/2024	WESTRAC	13984, 202445 - Part & Repairs (Various)	\$7,455.65
20/12/2024	WILLIAMS COMMUNITY RESOURCE CENTRE	Office Stationery & Salaries	\$11,307.85
20/12/2024	WILLIAMS GENERAL STORE	November 2024 Account	\$199.73
20/12/2024	WILLIAMS RURAL SUPPLIES	13846, 202433, 202468 - Monthly Hardware Account - Nov 2024	\$4,943.85
20/12/2024	WILLIAMS NEWSAGENCY	November 2024 Account	\$91.90
2-30 Dec24	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to The Department of Transport	\$30,301.45
03/12/2024	CBA	CBA - Merchant Fees November 2024	\$303.82
19/12/2024	ANZ CARDS	Monthly Credit Card Expenses x 3	\$4,655.52
30/12/2024	WA TREASURY CORPORATION	Loan Repayment - #70 Industrial Land	\$13,701.24
06/12/2024	TELSTRA	Monthly Office Phone Usage to 19/11/2024	\$325.88
06/12/2024	WATER CORPORATION.	Depot, Ovals & LP Water to 24/11/2024	\$8,840.51
06/12/2024	WATER CORPORATION.	Water - Office & Surrounds	\$1,462.97
06/12/2024	WATER CORPORATION.	Water - Housing, Parks, Sheds	\$10,396.32
06/12/2024	SYNERGY	Electricity to Streetlights to 24/11/2024	\$2,991.07
20/12/2024	TELSTRA	Mobile Phone Charges (Various)	\$638.99

**SHIRE OF WILLIAMS
PAYMENT LISTING FOR THE MONTH ENDING**

31 December 2024

DATE	NAME	DESCRIPTION	AMOUNT
20/12/2024	WATER CORPORATION.	Water - Standpipes & Industrial Shed	\$10,251.31
05/12/2024	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, October 2024	\$510.76
			-\$800,764.11
19/12/2024	ANZ CARDS	Monthly Credit Card Expenses x 3	-4,655.52
Sharon Palumbo - Manager of Childrens Services			
		Credit Thrifty Car Hire Broome	-204.85
01/12/2024		Flights to Broome	597.85
		Accommodation - Broome	211.53
	PLANT:P084 CX-5 2022 WL036 (FDC)	50.03L ULP	80.00
	PLANT:P084 CX-5 2022 WL036 (FDC)	43.77L ULP	70.00
		Meals	40.57
	PLANT:P084 CX-5 2022 WL036 (FDC)	23.33L ULP	37.30
		5.31L ULP	4.83
		43.77L ULP	70.00
		Wipes & Sudocream	71.82
		Nappy Bags	8.73
		Children's Week Food	110.46
		Children's Week Food & Sunscreen	19.50
		Clock & Batteries	19.09
		Toner	190.00
		Whiteboard Markers	11.45
Peter Stubbs - CEO			
		64.62L Diesel	99.22
		51.39L Diesel	33.64
		51.39L Diesel	78.44
		30.73L Diesel	51.94
		64.36L Diesel	98.82
		L Diesel	87.15
		17.87L ULP Fuel Loan Car	28.74
		Vehicle ID Stickers	176.20
		DoT Licences 1TNA357	21.59
	PLANT:P096 Hino FM500 Water Truck 2019 WL093	Retain & Remake Plates WL093	71.82
	PLANT:P999 Sundry Small Plant	DoT Licence 1TJL792	21.59
	PLANT:P018 Loadstar Fire Trailer WL3737	DoT Licence WL3737	21.59
		Phone Charger lead	18.17
		Social Media Fees VROC	52.73
		Cafe' Coffees, Cr's Harding, Price, CEO	23.64
	PLANT:P096 Hino FM500 Water Truck 2019 WL093	Deposit Water Truck Purchase	918.99
	PLANT:P032 Volvo Excavator WL499	WA Newspaper Tender Sale of Excavator	454.55
		Nespresso Coffee Pods	128.27
Gemma Boyce - Executive Manager of Corporate Services			
	PLANT:P095 Toyota Camry 2024 WL49	Animal Repeller (Roo Shoo)	3.63
	MISC:M001Lions Park	OzwashroomToilet Roll Dispensers x 3	542.73
	AUSTRALIAN TAXATION OFFICE	Cap. Acq. - Inc GST	137.35
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	246.44
			4,655.52

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31ST JANUARY 2025

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
07/01/2025	WA SUPER	Superannuation December 2024	\$28,555.56
08/01/2025	FDC EDUCATORS	FDC Educators PE 05/01/2025	\$9,320.87
09/01/2025	BEST OFFICE SYSTEMS	12330 - Monthly Printing/Copying Charges	\$236.99
09/01/2025	OFFICEWORKS	202466 - 3 Logitech Keyboard & Mouse	\$411.95
09/01/2025	TEAM GLOBAL EXPRESS	Freight to Linear Hydraulic Services, Repairs to Backhoe Rams	\$39.69
09/01/2025	UNIFORMS AT WORK	202455 - Uniforms Deb Martin	\$178.70
09/01/2025	WA CONTRACT RANGER SERVICES	13913 - Ranger Services - 05/12/2024, 20/12/2024	\$721.87
09/01/2025	WALLIS COMPUTER SOLUTIONS	13798 - 2 New Laptops, Docks & Accessories for Sharon & Britt	\$7,931.77
09/01/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 08/01/2025	\$57,591.31
14/01/2025	SERVICES AUSTRALIA	Child Support - W. Lowe - Nov & Dec 24	\$891.32
15/01/2025	PEEL HARVEY CATCHMENT COUNCIL	Hotham-Williams Landcare Support (Pmt 2 - 2024/25 Contribution)	\$5,500.00
15/01/2025	ST LUKE'S FAMILY PRACTICE	13899 - Williams Doctor Sept 2024 to Jan 2025	\$6,600.00
15/01/2025	TEAM GLOBAL EXPRESS	Freight Ex The Goods, Consign & Welding Solutions	\$267.15
15/01/2025	WALLIS COMPUTER SOLUTIONS	13704 - MS Office Subscriptions & Security Training	\$8,756.00
15/01/2025	WELDING SOLUTIONS PTY LTD	13848 -Spray Parts for New Water Truck WL093	\$1,389.30
21/01/2025	EDWARDS ISUZU UTE	202501 - Headlight Replacement 16WL	\$1,893.45
22/01/2025	FDC EDUCATORS	FDC Educators PE 19/01/2025	\$17,601.71
23/01/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 22/01/2025	\$61,681.11
24/01/2025	CR NATALIE MAJOR	Reimbursement for Refreshments (Australia Day)	\$227.90
24/01/2025	SELECT DIESEL SERVICES	202520 - Starter Motor for Fire Truck	\$1,507.55
28/01/2025	RURAL INFRASTRUCTURE SERVICES	13858 - Consultancy Services	\$3,057.95
29/01/2025	AAA ASPHALT SURFACES	202484 - 3 x One Tonne bags of Cold Mix - Rural Roads	\$2,293.50
29/01/2025	AIR & POWER	202422 - Service & Inspections of Air Compressors	\$1,311.48
29/01/2025	AVON WASTE	202469 - Monthly Refuse Charges December 2024	\$12,244.63
29/01/2025	BOC Ltd	13904 - December 2024 Container Service Fee	\$47.16
29/01/2025	BODDINGTON CARPET CARE	202421 - Carpet Cleaning of Buildings (Various)	\$4,499.50
29/01/2025	CJD EQUIPMENT PTY LTD.	202475 - Toolbox & Hand Rail for Volvo Excavator	\$7,575.91
29/01/2025	CONTRACT AQUATIC	202485, 202423 - Pressure & Jet Pump, Pool Management Fees	\$18,547.00
29/01/2025	CORNER'S AUTOMOTIVE ELECTRICS	14461 - GME 2 Way Radio for Volvo Excavator	\$440.00
29/01/2025	CRACK SEAL WA PTY LTD	202510 - Prep & Apply Crackseal to Shire Cpk & Tarw Tennis Cts	\$4,136.00
29/01/2025	EDWARDS ISUZU UTE	14454,202522 - Oil & Fuel Filters, 75000 Service 16WL	\$808.93
29/01/2025	EMBROIDER ME	202506 -Embroidery on Uniforms For Childcare Staff	\$217.80
29/01/2025	GOODYEAR AUTOCARE NARROGIN	14460 - One Tyre Repair to Cat Grader	\$136.00
29/01/2025	GREAT SOUTHERN FUELS	202504 - Bulk Diesel, Monthly Fuel Card Account December 2024	\$12,935.78
29/01/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of December 2024	\$467.50
29/01/2025	HEIDELBERG MATERIALS AUSTRALIA PTY LTD	202474 - 42.70 Tonne 14mm Basalt for Quindanning Darkan Road	\$2,996.69
29/01/2025	LANDGATE.	Two Certificates of Titles, Valuation Expenses GRVs	\$264.48
29/01/2025	LINEAR HYDRAULIC SERVICES PTY LTD	13847 - Repairs to Backhoe Hydraulic Rams	\$6,005.74
29/01/2025	McINTOSH & SON	14464, 14458 - Air & Oil Filters, 2 Drums Engine Oil	\$1,797.42
29/01/2025	MCINTOSH & SON NARROGIN	14458 - Blade Kit & Genuine Oil	\$76.74
29/01/2025	MELCHIORRE PLUMBING & GAS	202507, 202473 - Plumbing Repairs Pavilion & Pool Changerooms	\$723.80
29/01/2025	MJB INDUSTRIES PTY LTD	202453 - Concrete Pipes and Rings for Quindanning Darkan Road	\$2,388.21
29/01/2025	NAJA BUSINESS CONSULTING SERVICES	13795 - Sports Complex Redevelopment Business Case	\$13,000.00
29/01/2025	NARROGIN QUARRY OPERATIONS	202470 - 2 Loads of Cracker Dust for Hockey Ground	\$453.31
29/01/2025	NARROGIN TOYOTA	14462, 14452 - Chainsaw Bar & Chains	\$366.85
29/01/2025	R MUNNS ENGINEERING CONSULTING SERVICES	202480 - Input & Review Roads Data & Update, Train Adm & Wks	\$3,595.90
29/01/2025	REDFISH TECHNOLOGIES.	202418 - Basic Recording System for Council Chambers	\$1,625.00
29/01/2025	STAR TRACK EXPRESS	PO 202412 Freight Ex Stewart & Heaton Clothing	\$90.22
29/01/2025	SWAT WAGIN	202439 - Pest Control Treatments to Staff Housing (Various)	\$1,452.00
29/01/2025	TEAM GLOBAL EXPRESS	202476,14451, 202483, Freight Ex The Goods, AFGRI & to State Lib	\$462.71
29/01/2025	THE GOODS	202476,202483, Cleaning Products & Consumables	\$1,472.97
29/01/2025	THE WEST AUSTRALIAN	202513 - Advertising Tender for Culvert Replacement Brooking Street	\$351.00
29/01/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	13890 - Printing Costs	\$112.00
29/01/2025	TJ DEPIAZZI & SONS	202505 - Tree Mulch for Lions Park	\$2,218.70
29/01/2025	TOWN PLANNING INNOVATIONS	13881 - General Planning December 2024	\$1,897.50
29/01/2025	UNIFORMS AT WORK	202516 - Uniforms Peter Stubbs	\$209.45
29/01/2025	WA CONTRACT RANGER SERVICES	13913 - Ranger Services - 07/01/25 09/01/25, 16/01/25, 21/01/25	\$1,414.88
29/01/2025	WILLIAMS DISTRICT CLUB	202514, 202515 - Shire & Seniors Christmas Parties	\$3,234.00
29/01/2025	WILLIAMS GENERAL STORE	December 2024 Account	\$167.31
29/01/2025	WILLIAMS GOLF CLUB.	Rates Reimbursement 2024/2025	\$1,329.36
29/01/2025	WILLIAMS NEWSAGENCY	Monthly Account December 2024	\$134.10

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31ST JANUARY 2025

DATE	NAME	DESCRIPTION	AMOUNT
29/01/2025	WILLIAMS RURAL SUPPLIES	14457, 202465, 202525 December Monthly Account	\$2,409.98
03/01/2025	CBA	CBA - Merchant Fees December 2024	\$158.08
16/01/2025	ANZ CARDS	Monthly Credit Card Expenses x 3 (See Details Below)	\$6,143.04
8-31 Jan25	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department of Transport	\$21,247.65
23/01/2025	WA TREASURY CORPORATION	Jan 25 GFEE	\$1,526.09
07/01/2025	BUILDING AND ENERGY	BSL collection - DEC24	\$356.61
08/01/2025	SYNERGY	Electricity Charges (Various)	\$9,458.65
08/01/2025	TELSTRA	Swimming Pool & Shire Offices Bills	\$380.91
15/01/2025	AUSTRALIAN TAXATION OFFICE	BAS December 2024	\$55,161.00
17/01/2025	SHIRE OF WILLIAMS	SQUARE START UP 2025	\$1.00
20/01/2025	SYNERGY	Electricity to 6 Marjidin Way Shed to 02/01/2025	\$504.35
20/01/2025	TELSTRA	Mobile Phone & TIMMS Bills	\$1,139.87
29/01/2025	WATER CORPORATION.	202517 - Standpipe Water Upgrade Pinjarra-Williams Road	\$4,730.18
08/01/2025	WILLIAMS LICENSED POST OFFICE	Petty Cash Recoup	\$80.95
30/01/2025	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, Nov & Dec 2024	\$590.05
			\$431,752.09
16/01/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-\$6,143.04
Sharon Palumbo - Manager of Childrens Services			
		Car Hire Broome	364.01
		Parking Perth Airport	64.47
PLANT:P084 CX-5 2022 WL036 (FDC)		41.64L ULP	60.00
PLANT:P084 CX-5 2022 WL036 (FDC)		42.38L ULP	63.91
		Meal x 3	37.03
PLANT:P084 CX-5 2022 WL036 (FDC)		29.7L ULP	40.75
		Accommodation Fairway Manor Northam	190.91
		Cooking Supplies & Band-aids for Childcare Centre	11.09
PLANT:P084 CX-5 2022 WL036 (FDC)		47.93L ULP	72.73
		Duster for Childcare Centre	9.08
		ECRU Waiver FDC Educator Meani Milton	118.18
		Staff Uniforms	292.91
		Storage Containers	31.82
		Paint for Childcare Centre	10.90
		Christmas Staff Training - Catering	192.25
		ECRU Waiver FDC Educator	118.18
		ECRU Waiver FDC Educator Centre Staff	118.18
Peter Stubbs - CEO			
PLANT:P083 Isuzu MU-X 2022 16WL		61.59L Diesel	94.57
PLANT:P083 Isuzu MU-X 2022 16WL		61.06L Diesel	94.31
		Title Search, Williams Environmental Group DMIRS East Perth	18.32
PLANT:P095 Toyota Camry 2024 WL49		Plate Remake	43.55
		Uniforms P Stubbs	249.82
		Landgate Identity Check P Stubbs	144.55
		Williams Primary School Award	136.36
		Landgate Identity Check J Logie	144.55
		Standards Australia - Aust Standards Contracts	139.12
PLANT:P083 Isuzu MU-X 2022 16WL		47.65L Diesel	72.73
PLANT:P083 Isuzu MU-X 2022 16WL		14.44L Diesel	23.22
PLANT:P083 Isuzu MU-X 2022 16WL		69.75L Diesel	107.74
		Advertising Tender - Brooking St Culvert	352.18
		WALGA Events Staff Training	218.18
Gemma Boyce - Executive Manager of Corporate Services			
		Moore Australia Staff Training Gemma Boyce	1,200.00
PLANT:P097 Volvo EC220DL Excavator		Department of Transport	18.64
		Adobe Acrobat	227.89
		Nespresso	223.86
PLANT:P095 Toyota Camry 2024 WL49		Connect High beam Output Interface	218.14
PLANT:P095 Toyota Camry 2024 WL49		96.63 ULP	96.94
AUSTRALIAN TAXATION OFFICE		Cap. Acq. - Inc GST	49.13
AUSTRALIAN TAXATION OFFICE		Non-Cap. Acq. - Inc GST	472.84
			6,143.04

8.1.4 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Cassie Barker
Date	14 February 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Financial Statements ending 31 January 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 periods ending 31 December 2024, and 31 January 2025 be received.



MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 December 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 DECEMBER 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	9	2,368,869	2,368,369	2,370,897	2,528	0.11%	
Grants, subsidies and contributions	12	601,094	274,121	277,696	3,575	1.30%	
Fees and charges		1,235,102	650,020	632,402	(17,618)	(2.71%)	▼
Interest revenue		136,000	69,146	63,275	(5,871)	(8.49%)	▼
Other revenue		45,175	22,550	45,731	23,181	102.80%	▲
Profit on asset disposals	5	5,000	0	14,672	14,672	0.00%	▲
		4,391,240	3,384,206	3,404,673	20,467	0.60%	
Expenditure from operating activities							
Employee costs		(2,012,078)	(1,045,663)	(1,115,446)	(69,783)	(6.67%)	▼
Materials and contracts		(1,239,840)	(709,319)	(511,744)	197,575	27.85%	▲
Utility charges		(262,119)	(117,154)	(98,129)	19,025	16.24%	▲
Depreciation		(2,193,426)	(1,096,733)	(1,215,525)	(118,792)	(10.83%)	▼
Finance costs		(18,435)	(10,491)	(10,424)	67	0.64%	
Insurance		(195,191)	(195,191)	(182,119)	13,072	6.70%	▲
Other expenditure		(25,000)	(2,500)	(6,322)	(3,822)	(152.88%)	▼
		(5,946,089)	(3,177,051)	(3,139,709)	37,342	1.18%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,189,926	1,096,733	1,200,853	104,120	9.49%	▲
Amount attributable to operating activities		637,642	1,303,888	1,465,817	161,929	12.42%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	3,374,570	45,855	225,633	179,778	392.06%	▲
Proceeds from disposal of assets	5	60,000	60,000	62,437	2,437	4.06%	
Proceeds from financial assets at amortised cost - self supporting loans		23,299	11,572	11,572	0	0.00%	
		3,457,869	117,427	299,642	182,215	155.17%	
Outflows from investing activities							
Payments for property, plant and equipment	4	(3,350,897)	(619,026)	(592,904)	26,122	4.22%	▲
Payments for construction of infrastructure	4	(1,985,920)	(625,553)	(443,988)	181,565	29.02%	▲
		(5,336,817)	(1,244,579)	(1,036,892)	207,687	16.69%	
Non-cash amounts excluded from investing activities	Note 2(c)	0	17,693	0	(17,693)	(100.00%)	▼
Amount attributable to investing activities		(1,878,948)	(1,109,459)	(737,250)	372,209	33.55%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	3	305,000	96,500	96,500	0	0.00%	
		305,000	96,500	96,500	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(90,375)	(50,865)	(50,865)	0	0.00%	
Transfer to reserves	3	(129,270)	0	0	0	0.00%	
		(219,645)	(50,865)	(50,865)	0	0.00%	
Amount attributable to financing activities		85,355	45,635	45,635	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		1,155,950	1,155,950	1,244,001	88,051	7.62%	▲
Amount attributable to investing activities		637,642	1,303,888	1,465,817	161,929	12.42%	▲
Amount attributable to financing activities		(1,878,948)	(1,109,459)	(737,250)	372,209	33.55%	▲
Amount attributable to financing activities		85,355	45,635	45,635	0	0.00%	
Surplus or deficit after imposition of general rates		0	1,396,014	2,018,203	622,189	44.57%	▲

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 DECEMBER 2024

	30 June 2024	31 December 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,260,007	3,838,491
Trade and other receivables	99,305	725,096
Other financial assets	23,299	11,726
Inventories	25,223	16,954
Other assets	124,429	124,429
TOTAL CURRENT ASSETS	3,532,263	4,716,696
NON-CURRENT ASSETS		
Other financial assets	246,780	246,780
Property, plant and equipment	26,113,054	26,348,737
Infrastructure	69,812,261	69,329,811
TOTAL NON-CURRENT ASSETS	96,172,095	95,925,328
TOTAL ASSETS	99,704,358	100,642,024
CURRENT LIABILITIES		
Trade and other payables	277,598	118,808
Other liabilities	82,667	739,392
Borrowings	90,374	39,509
Employee related provisions	281,975	281,975
TOTAL CURRENT LIABILITIES	732,614	1,179,684
NON-CURRENT LIABILITIES		
Borrowings	361,489	361,489
Employee related provisions	27,144	27,144
TOTAL NON-CURRENT LIABILITIES	388,633	388,633
TOTAL LIABILITIES	1,121,247	1,568,317
NET ASSETS	98,583,112	99,073,709
EQUITY		
Retained surplus	23,645,476	24,232,572
Reserve accounts	1,678,854	1,582,354
Revaluation surplus	73,258,782	73,258,781
TOTAL EQUITY	98,583,112	99,073,709

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 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 POLICIES

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 08 January 2024

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

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 December 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	2	1,949,064	3,260,006	3,838,491
Trade and other receivables		23,926	99,305	725,096
Other financial assets		88,344	23,299	11,726
Inventories	7	25,252	25,223	16,954
Other assets	7	935	124,429	124,429
		2,087,521	3,532,262	4,716,696
Less: current liabilities				
Trade and other payables	8	(269,729)	(277,599)	(118,808)
Other liabilities	11	(48,727)	(82,667)	(739,392)
Borrowings	10	(80,919)	(90,374)	(39,509)
Employee related provisions	11	(281,975)	(281,975)	(281,975)
		(681,350)	(732,615)	(1,179,684)
Net current assets		1,406,171	2,799,647	3,537,012
Less: Total adjustments to net current assets	Note 2(d)	(1,583,402)	(1,555,646)	(1,518,812)
Closing funding surplus / (deficit)		(177,231)	1,244,001	2,018,203

(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)
Non-cash amounts excluded from operating activities			
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	5	(5,000)	0
Add: Depreciation		2,193,426	1,096,733
Movement in current employee provisions associated with restricted cash		1,500	
Total non-cash amounts excluded from operating activities		2,189,926	1,200,853

(c) Non-cash amounts excluded from investing activities

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

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Adjustments to investing activities			
Movement in current other provision associated with restricted cash		17,693	0
Total non-cash amounts excluded from investing activities		0	0

(d) 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.

	Supplementary Information	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 December 2024
Adjustments to net current assets				
Less: Reserve accounts	3	(1,678,854)	(1,678,854)	(1,582,354)
Less: Financial assets at amortised cost - self supporting loans	7	(23,299)	(23,299)	(11,726)
- Current financial assets at amortised cost - self supporting loans				
Diesel Fuel & Self Supporting Loans - Timing			21,306	(2,074)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	80,919	90,374	39,509
- Current portion of employee benefit provisions held in reserve	3	37,833	37,833	37,833
Total adjustments to net current assets	Note 2(a)	(1,583,401)	(1,555,646)	(1,518,812)

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 DECEMBER 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 2024-25 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. % %	
Revenue from operating activities			
Fees and charges Higher Fees on Instalment Chanrges than anticipated	(17,618)	(3%)	▼
Interest revenue OCDF interest under budget	(5,871)	(8%)	▼
Other revenue Unbudgeted additional 'other revenue'	23,181	103%	▲
Profit on asset disposals	14,672	0%	▲
Expenditure from operating activities			
Employee costs All Workers Compensation premiums paid in first half of the year. Variances between timesheets with regard to operating & capital projects - timing of jobs	(69,783)	(7%)	▼
Materials and contracts Timing of works	197,575	28%	▲
Utility charges Budget Allocation higher than anticipated	19,025	16%	▲
Depreciation Budget estimate variance with Asset Revaluations too low Road additions not depreciated since 2022 revaluations	(118,792)	(11%)	▼
Insurance Timing Issue	13,072	7%	▲
Other expenditure Loan fees Rail Trail (Narrogin to Williams) Feasibility Study	(3,822)	(153%)	▼
Non-cash amounts excluded from operating activities Depreciation	104,120	9%	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Timing Variance with Budget Allocations & Actual funds being received	179,778	392%	▲
Outflows from investing activities			
Payments for property, plant and equipment Timing Variance with Budget Allocations & Actual Payments	26,122	4%	▲
Payments for construction of infrastructure Timing Variance with Budget Allocations & Actual Payments	181,565	29%	▲
Non-cash amounts excluded from investing activities Timing Variance	(17,693)	(100%)	▼
Surplus or deficit at the start of the financial year	88,051	8%	▲
Surplus or deficit after imposition of general rates Due to variances described above	622,189	45%	▲



MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 January 2025

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 JANUARY 2025

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	9	2,368,869	2,368,869	2,370,897	2,028	0.09%	
Grants, subsidies and contributions	12	601,094	295,121	290,034	(5,087)	(1.72%)	▼
Fees and charges		1,235,102	734,391	730,050	(4,341)	(0.59%)	
Interest revenue		136,000	80,316	77,302	(3,014)	(3.75%)	
Other revenue		45,175	27,300	48,591	21,291	77.99%	▲
Profit on asset disposals	5	5,000	0	14,672	14,672	0.00%	▲
		4,391,240	3,505,997	3,531,546	25,549	0.73%	
Expenditure from operating activities							
Employee costs		(2,012,078)	(1,216,822)	(1,295,851)	(79,029)	(6.49%)	▼
Materials and contracts		(1,239,840)	(776,286)	(638,422)	137,864	17.76%	▲
Utility charges		(262,119)	(132,047)	(107,547)	24,500	18.55%	▲
Depreciation		(2,193,426)	(1,279,523)	(1,421,132)	(141,609)	(11.07%)	▼
Finance costs		(18,435)	(10,491)	(10,424)	67	0.64%	
Insurance		(195,191)	(195,191)	(182,119)	13,072	6.70%	▲
Other expenditure		(25,000)	(5,000)	(7,848)	(2,848)	(56.96%)	▼
		(5,946,089)	(3,615,360)	(3,663,343)	(47,983)	(1.33%)	
Non-cash amounts excluded from operating activities	Note 2(b)	2,189,926	1,279,523	1,406,460	126,937	9.92%	▲
Amount attributable to operating activities		637,642	1,170,160	1,274,663	104,503	8.93%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	3,374,570	45,855	225,633	179,778	392.06%	▲
Proceeds from disposal of assets	5	60,000	60,000	62,437	2,437	4.06%	
Proceeds from financial assets at amortised cost - self supporting loans		23,299	11,572	11,572	0	0.00%	
		3,457,869	117,427	299,642	182,215	155.17%	
Outflows from investing activities							
Payments for property, plant and equipment	4	(3,350,897)	(644,026)	(592,904)	51,122	7.94%	▲
Payments for construction of infrastructure	4	(1,985,920)	(746,963)	(469,005)	277,958	37.21%	▲
		(5,336,817)	(1,390,989)	(1,061,909)	329,080	23.66%	
Non-cash amounts excluded from investing activities	Note 2(c)	0	17,693	0	(17,693)	(100.00%)	▼
Amount attributable to investing activities		(1,878,948)	(1,255,869)	(762,267)	493,602	39.30%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	3	305,000	96,500	96,500	0	0.00%	
		305,000	96,500	96,500	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(90,375)	(50,865)	(50,865)	0	0.00%	
Transfer to reserves	3	(129,270)	0	0	0	0.00%	
		(219,645)	(50,865)	(50,865)	0	0.00%	
Amount attributable to financing activities		85,355	45,635	45,635	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		1,155,950	1,155,950	1,244,001	88,051	7.62%	▲
Amount attributable to investing activities		637,642	1,170,160	1,274,663	104,503	8.93%	▲
Amount attributable to financing activities		(1,878,948)	(1,255,869)	(762,267)	493,602	39.30%	▲
Amount attributable to financing activities		85,355	45,635	45,635	0	0.00%	
Surplus or deficit after imposition of general rates		0	1,115,876	1,802,032	686,156	61.49%	▲

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 JANUARY 2025

	30 June 2024	31 January 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,260,007	3,896,906
Trade and other receivables	99,305	398,039
Other financial assets	23,299	11,726
Inventories	25,223	21,407
Other assets	124,429	124,429
TOTAL CURRENT ASSETS	3,532,263	4,452,507
NON-CURRENT ASSETS		
Other financial assets	246,780	246,780
Property, plant and equipment	26,113,054	26,300,025
Infrastructure	69,812,261	69,197,932
TOTAL NON-CURRENT ASSETS	96,172,095	95,744,737
TOTAL ASSETS	99,704,358	100,197,244
CURRENT LIABILITIES		
Trade and other payables	277,598	86,850
Other liabilities	82,667	723,330
Borrowings	90,374	39,509
Employee related provisions	281,975	281,975
TOTAL CURRENT LIABILITIES	732,614	1,131,664
NON-CURRENT LIABILITIES		
Borrowings	361,489	361,489
Employee related provisions	27,144	27,144
TOTAL NON-CURRENT LIABILITIES	388,633	388,633
TOTAL LIABILITIES	1,121,247	1,520,297
NET ASSETS	98,583,112	98,676,949
EQUITY		
Retained surplus	23,645,476	23,835,812
Reserve accounts	1,678,854	1,582,354
Revaluation surplus	73,258,782	73,258,781
TOTAL EQUITY	98,583,112	98,676,949

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2025

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 POLICIES

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 13 February 2025

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 January 2025
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	2	1,949,064	3,260,006	3,896,906
Trade and other receivables		23,926	99,305	398,039
Other financial assets		88,344	23,299	11,726
Inventories	7	25,252	25,223	21,407
Other assets	7	935	124,429	124,429
		2,087,521	3,532,262	4,452,507
Less: current liabilities				
Trade and other payables	8	(269,729)	(277,599)	(86,850)
Other liabilities	11	(48,727)	(82,667)	(723,330)
Borrowings	10	(80,919)	(90,374)	(39,509)
Employee related provisions	11	(281,975)	(281,975)	(281,975)
		(681,350)	(732,615)	(1,131,664)
Net current assets		1,406,171	2,799,647	3,320,843
Less: Total adjustments to net current assets	Note 2(d)	(1,583,402)	(1,555,646)	(1,518,812)
Closing funding surplus / (deficit)		(177,231)	1,244,001	1,802,034

(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)
Non-cash amounts excluded from operating activities			
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	5	(5,000)	0
Add: Depreciation		2,193,426	1,421,132
Movement in current employee provisions associated with restricted cash		1,500	
Total non-cash amounts excluded from operating activities		2,189,926	1,406,460

(c) Non-cash amounts excluded from investing activities

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

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Adjustments to investing activities			
Movement in current other provision associated with restricted cash		17,693	0
Total non-cash amounts excluded from investing activities		0	0

(d) 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.

	Supplementary Information	Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 January 2025
Adjustments to net current assets				
Less: Reserve accounts	3	(1,678,854)	(1,678,854)	(1,582,354)
Less: Financial assets at amortised cost - self supporting loans	7	(23,299)	(23,299)	(11,726)
- Current financial assets at amortised cost - self supporting loans				
Diesel Fuel & Self Supporting Loans - Timing			21,306	(2,074)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	80,919	90,374	39,509
- Current portion of employee benefit provisions held in reserve	3	37,833	37,833	37,833
Total adjustments to net current assets	Note 2(a)	(1,583,401)	(1,555,646)	(1,518,812)

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 JANUARY 2025

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 2024-25 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	(5,087)	(2%)	▼
Timing Variance			
Other revenue	21,291	78%	▲
Unbudgeted additional 'other revenue'			
Profit on asset disposals	14,672	0%	▲
Expenditure from operating activities			
Employee costs	(79,029)	(6%)	▼
All Workers Compensation premiums paid in first half of the year. Variances between timesheets with regard to operating & capital projects - timing of jobs			
Materials and contracts	137,864	18%	▲
Timing of works			
Utility charges	24,500	19%	▲
Budget Allocation higher than anticipated			
Depreciation	(141,609)	(11%)	▼
Budget estimate variance with Asset Revaluations too low Road additions not depreciated since 2022 revaluations			
Insurance	13,072	7%	▲
Timing Issue			
Other expenditure	(2,848)	(57%)	▼
Loan fees Rail Trail (Narrogin to Williams) Feasibility Study			
Non-cash amounts excluded from operating activities	126,937	10%	▲
Depreciation			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	179,778	392%	▲
Timing Variance with Budget Allocations & Actual funds being received			
Outflows from investing activities			
Payments for property, plant and equipment	51,122	8%	▲
Timing Variance with Budget Allocations & Actual Payments			
Payments for construction of infrastructure	277,958	37%	▲
Timing Variance with Budget Allocations & Actual Payments			
Non-cash amounts excluded from investing activities	(17,693)	(100%)	▼
Timing Variance			
Surplus or deficit at the start of the financial year	88,051	8%	▲
Surplus or deficit after imposition of general rates	686,156	61%	▲
Due to variances described above			

8.2 CHIEF EXECUTIVE OFFICER’S REPORT

8.2.1 CONDUCT OF THE 2025 ORDINARY LOCAL GOVERNMENT ELECTION

File Reference	4.1.40
Statutory Reference	Local Government At 1995, sections 4.20 and 4.61
Author	Peter Stubbs, CEO
Date	10 January 2025
Disclosure of Interest	
Attachments	

Background

The next Ordinary Local Government elections will be held on 18 October 2025.

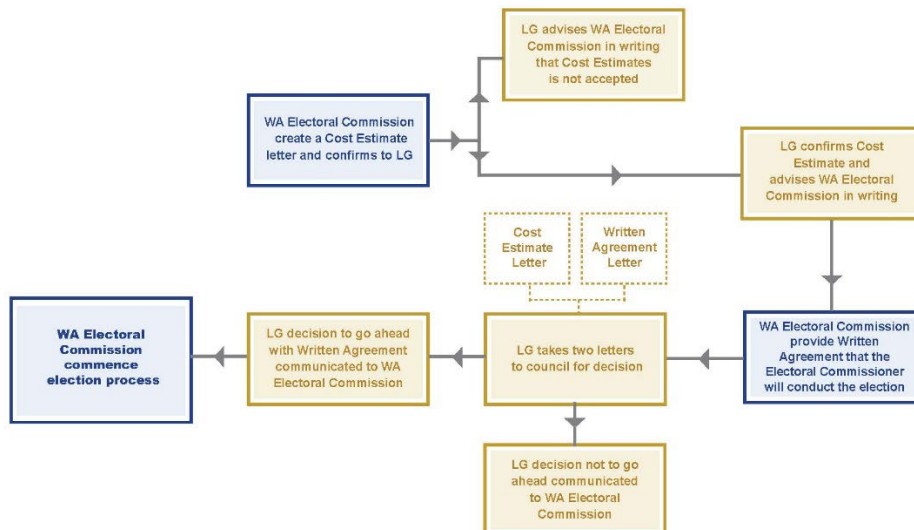
The provisions of the Local Government Act 1995 sections 4.20 and 4.61, provide that the Shire Chief Executive Officer is the Returning Officer for local government election unless a Council makes the decision to appointment a different Returning Officer.

For the last Ordinary election in October 2023, Council appointed the Electoral Commissioner the Returning Officer to conduct that election by postal vote.

The Electoral Commissioner is seeking confirmation of Council’s intention about how it would like to conduct the October 2025 Ordinary Local Government election. The Electoral Commission has advised that should Council elect for it to run the election then the cost estimate is \$12,889.00. Postal and preferential voting is what the Electoral Commission proposes and its vote count software must be used.

The decision on a Returning Officer cannot be made later than 80 days before the election.

Local Government Ordinary Election Process WESTERN AUSTRALIAN Electoral Commission



Comment

Should Council decide not to use the Electoral Commission, then Shire CEO would be the Returning Officer and conduct the election unless Council makes a decision to appoint a different Returning Officer.

Nominations for candidates for the election will be called in August. Councillors Natalie Major, Simon Harding, and John McNamara's terms as elected members are due to expire in October 2025.

Strategic Implications

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

CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate

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

Financial Implications

\$12,889.00 – to be included the 2025-26 annual budget.

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That Council,

1. Accept the quotation of \$12,998.00 provided by the Western Australian Electoral Commission for it to conduct the October 2025 local government election and ensure this amount is provided for in the 2025/26 annual budget.
2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 local government election, together with any other elections or polls which may be required; and
3. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election.

8.2.2 DEVELOPMENT APPLICATION – LOT 10 PINJARRA-WILLIAMS ROAD

File Reference	10.60.15
Statutory References	Shire of Williams Town Planning Scheme No2, Planning and Development Act 2005. Planning and Development (Local Planning Schemes) Regulations 2015.
Author	Peter Stubbs, Chief Executive Officer
Date	14 February 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

The owners of Lot 10 (12503) Pinjarra -Williams Road have requested Development Approval to

- construct a colour bond shed 20m x 9m x 4m high
- relocate and construct an existing colour bond shed 12m x 6m.
- construct a 30m limestone retaining wall
- construct 2 x 4m wide x 5 block high limestone block wall at the front entrance to the property and inside the property boundary

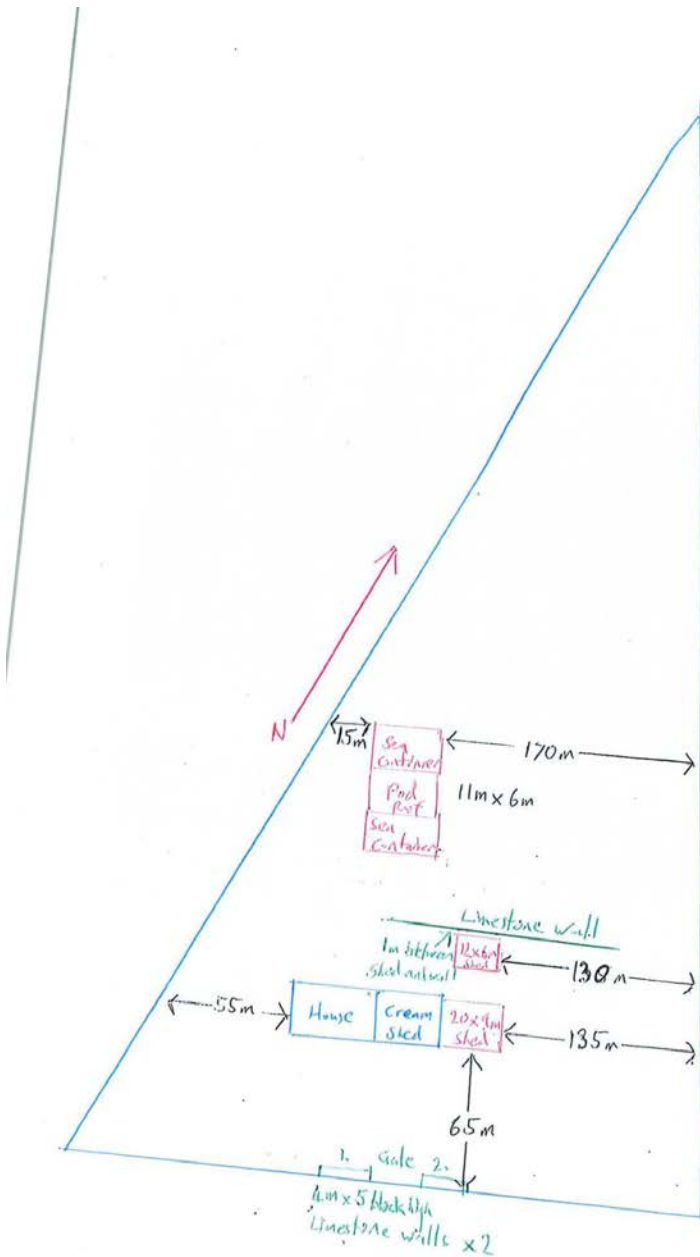
Lot 10 Pinjarra -Williams is zoned 'Rural Residential' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme') and is shown in Figure 1 marked with the red boundary.

The Lot is 4.94 hectares in area and contains a dwelling, sheds and water tanks.

Figure 1



Figure 2 - Sketch Plan below from the property owners shows proposed locations of structures and boundary setbacks



Comment

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 its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submissions received if advertising is required.

Shire of Williams Town Planning Scheme – Under Clause 4.6(2)(a) planning approval is required for all development in a Rural Residential zone.

Under Clause 4.6.2(f) Council shall have regard for the following:

- i. the colour and texture of external building materials;*
- ii. building size, height, bulk, roof pitch;*
- iii. setback and location of the building on its lot;*
- iv. architectural style and design details of the building;*
- v. relationship to surrounding development; and*
- vi. other characteristics considered by the Shire to be relevant.*

There are no specific setback or site requirements applicable to the Rural Residential zone under the Shire's Town Planning Scheme. The proposed setback from all boundaries shown in Figure 2 and which is part of the Development Application is as great or greater than many other setbacks on other Rural Residential developments in the area and is considered to be adequate.

An extract of the Bushfire designated risk area for Bushfire Attack Level Assessments is provided below- Figure 3. The proposed shed developments are outside of BAL designated area in the property, and in any event a BAL would not be required given the proposed sheds would not be used for habitation.

The proposed construction of limestones walls is not BAL consideration.

Figure 3



Strategic Implications

This matter is not considered to be of significant importance to the strategic direction of the district.

Financial Implications

The Council adopted Development Application fee is applicable at 0.32% of the estimate project value. The anticipated fee is \$288.00

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council approve the development application and issue planning approval to the owners of Lot 10 (12503) Pinjarra -Williams Road for

1. construction a colour bond shed 20m x 9m x 4m high
2. relocation and construction an existing colour bond shed 12m x 6m.
3. construction a 30m limestone retaining wall
4. construction or 2 x 4m wide x 5 block high limestone block walls at the front entrance to the property and inside the property boundary.

And subject to the following conditions;

- a. The Colourbond sheet colour of the sheets match or complement the existing structure on the property
- b. that no habitation is permitted in the sheds.
- c. All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into road reserve unless otherwise approved in writing by the Chief Executive Officer
- d. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect
- e. All development shall generally be in accordance with the approved layout plans unless otherwise approved separately in writing by the Chief Executive Officer.
- f. Building permits are required for shed and wall constructions.

8.2.3 CHIEF EXECUTIVE OFFICER- PERFORMANCE REVIEW AND KEY PERFORMANCE INDICATORS

File Reference	Various
Statutory Reference	Local Government Act 1995. Local Government (Administration) Regulations 1996 (Admin Regulations)
Author	Peter Stubbs
Date	14 February 2025
Disclosure of Interest	The CEO declares a financial interest as the performance review has the potential to impact his employment contract.
Attachments	<ol style="list-style-type: none"> 1. Performance Review 2024. 2. Key Performance Indicators 2025.

Background

Changes to the Local Government (Administration) Regulations 1996 (Admin Regulations) relating to local government CEOs will come into force in 2025. This will revise the existing local government CEO employment standards and require the publication of key performance indicators (KPIs) in relation to a CEO.

The CEO holds an important operational and financial role in the local government as head of the administration. Allowing the community to view progress against CEO KPIs is another measure of confidence to track how a local government is performing overall. Complex factors may be at play, not all of which are within the CEO's control. A standardised measurement methodology will be provided for in the regulations, so that it will become easier to compare trends across the local government sector.

Regulations require that a CEO performance criterion (both contractual and additional) must contain:

- the aspect of the CEO's role to which the performance criteria applies.
- the indicator that will be used to assess the performance against that criteria.
- the target to be achieved in order for the performance criteria to be met
- the evidence which will be used for determining whether the target is achieved.

Regulations also require that the content of a CEO's performance review report in the future must rate the following against each criterion:

- What was the target to be achieved?
- Was the target:
 - o achieved
 - o not achieved or
 - o achievement could not be determined.
- If the target was not achieved, whether this was beyond the CEO's control and why?
- If no determination could be made, why?

The performance criteria of a CEO must be published with the minutes of the meeting of the council where criteria was approved, either as part of the CEO's contract approval, or as an approval of additional criteria.

Reports on the CEO's performance, including the CEO's response, are to be published with the minutes of the meeting at which that performance review was conducted.

The following matters in Schedule 2 of the Local Government (Administration) Regulations 1996 (Admin Regulations) are relevant;

16. Performance review process to be agreed between local government and CEO
 - (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
 - (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
 - (3) The matters referred to in subclause (1) must be set out in a written document.
[Clause 16 inserted: SL 2021/14 r. 7.]

17. Carrying out a performance review
 - (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
 - (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.
[Clause 17 inserted: SL 2021/14 r. 7.]

18. Endorsement of performance review by local government
Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.
[Clause 18 inserted: SL 2021/14 r. 7.]

- 1
9. CEO to be notified of results of performance review
After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —
 - (a) the results of the review; and
 - (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Comment

The CEO completed self-assessment of his performance against the criteria in his job description in January 2025.

The Shire President and Deputy Shire President circulated that for comment to Councillors and then met with the CEO to discuss and complete the performance review for the 2024 year. The CEO performance for 2024 was deemed to be satisfactory.

Key performance criteria and measures for 2025 were discussed documented and are attached to this report.

The matter of CEO performance reviews and key performance indicators was discussed at the Central Country Zone meeting OF Local Governments on the 14 February 2025 and there

as strong opposition to the requirement to make the performance review and key performance indicators public because

- of the potential impacts on CEO's and their families in communities.
- it is inconsistent with the requirements of most other public sector roles

Strategic Implications

The CEO performance and key performance indicators are a key driver and influence on achieving the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2022 to 2032.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council

1. receive and endorse the Chief Executive Performance review for 2024.
2. adopt the CEO key performance indicators documented and attached to this report for the 2025 year.

8.2.4 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY

File Reference	Various
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs
Date	14 February 2025
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests.
Attachments	Nil

Background

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

The *Local Government Act 1995* requires 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 completed for Council at meetings 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 not used since the last Council meeting held on the 18 December 2024.

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

Decision Type	Name/Property	Date of Decision	Purpose	Value
1. Building Permit #529	2 Hynes Court, Williams Scott Simms	20 December 2024	Class 10A – Carport	\$19,000
2. Rejection of Tenders	Tenders rejected from; Neo Civil DCL Contracting	17 January 2025	Brooking St, culvert replacement	\$1,322,029.23 \$1,303,428.35
3. Rejection of Tenders	Tenders rejected from Castle Civil	20 January 2025	Brooking St, culvert replacement	\$428,683.75
4. Acceptance of Tender	Simms Civil	20 January 2025	Brooking St, culvert replacement	\$350,560.10 (incl of gst)
5. Building Permit #525	Lot 90 Richardson St, Williams. Jonathon Price/(Jack Babic)	23 January 2025	Class 1A residential house construction	\$200,000

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 2022 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 13 December 2024 to 14 February 2025.

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